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| POLICY: IVEY 2110: CEILING PANEL ACCESS FOR MAINTENANCE | | | NUMBER: WP-75 |
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| PREPARED BY: Facilities Management (FM) | AUTHORIZED BY:  Elizabeth Krische | CLASSIFICATION: Work Procedure | EFFECTIVE: February 10, 2022 |
| | | | SUPERSEDES: NEW |

PURPOSE:

To ensure that Facilities Management employees are trained and acquainted with safely operating the pulley system in order to access ceiling panels in Leenders Lounge, room 2110, at Ivey Business School.

POLICY:

In order to ensure FM employees are informed of the Leenders Lounge pulley system, the steps to accessing the ceiling panel will be outlined below. A [video](#) of this system will accompany this procedure as provided by Ivey Business School.

Description:

- Wood panels have 3 hinges per panel and a mechanical worm drive to raise and lower the panels, which allows access to ceiling space, inclusive of cap screws to secure the panel.

Procedure to Lower Panel:

1. Loosen the cap screw
2. Push up on panel to rotate the cap screw 90 degrees in order to unlock the T nut from the Unistrut using the 3/8 allen key
3. Follow steps 1 and 2 for all of the cap screws
4. Using the allen key, insert it into the worm drive and lower panel slowly (counterclockwise rotation)

Do not lower worm drive prior to releasing all cap screws. Ensure that cables do not bind when releasing the panels.

Procedure to Raise Panel:

1. Loosen the cap screws all the way to where the threads have been peened (should be lots of space between the T nut and the head of the cap screw- **Do not remove completely**)
2. Align the T nut with the Unistrut prior to raising the panels (do the same for each corner)
3. Insert the allen key into the worm drive and rotate clockwise to raise the panel
4. Ensure wires from lighting are fed inside the panels prior to closing completely
5. Keep rotating until the panels are snug and the weight of the panels is supported
6. Push up on panel, then secure the T nut in the Unistrut by rotating it 90 degrees using the allen key
7. Ensure the T nut is perpendicular to the Unistrut above and tighten until it is snug with the Unistrut

MAINTENANCE:

An annual PM will be used to inspect the space that is accessible through the referenced panels.