



<b>Hazards</b>	snow, ice, pedestrians
<b>Tools/Equipment</b>	uninstalled risers on storage cart, moving vehicle
<b>Employee Group(s)</b>	Facilities Management - Grounds & Transportation

**Required PPE:**



Safety Shoes



Eye  
Protection



Gloves

**SAFE WORK PRACTICES**

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.
- Do not wear loose-fitting clothing, dangling jewelry, etc.

**PROCEDURES**

1. See operating procedures attached.

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*NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.*

## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

### LOAD RISERS ONTO THE CART CONTINUED

- With two people working together, place the first Riser onto the Cart. The Positioning Wheels will hang over the right end of the Cart Support Frame.

**Note:** The 13-inch Swing Arm must be on the right side of the Cart. If the 13-inch Swing Arm is not on the right side of the Cart, it is assembled incorrectly. Call Customer Service for assistance in the correct assembly.

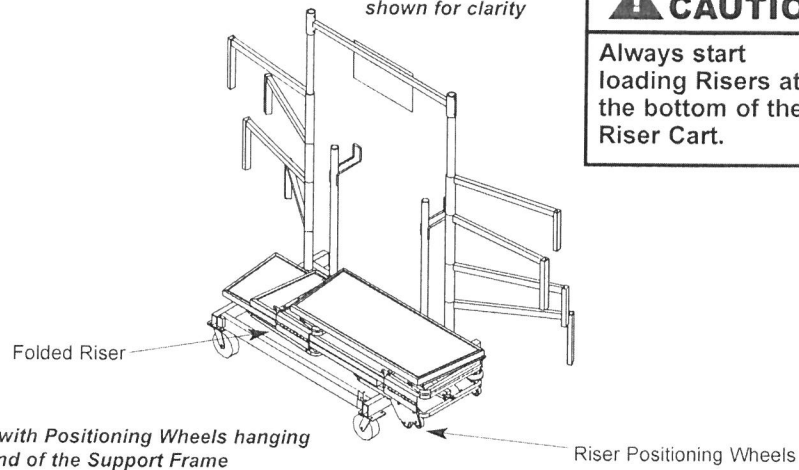
#### **CAUTION**

Always use two people to load risers

*Back Rails are not shown for clarity*

#### **CAUTION**

Always start loading Risers at the bottom of the Riser Cart.

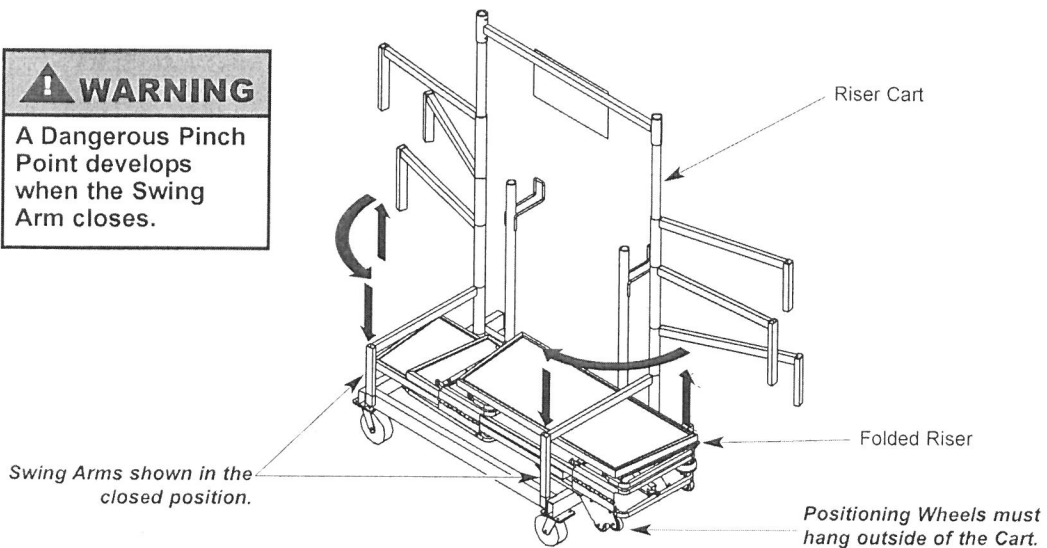


- Close the two lower Swing Arms. It will be necessary to lift all of the Arms high enough for the two lower Arms to clear the Riser.

**Note:** When the Swing Arm Keeper is inserted into the Holding Socket, a dangerous pinch point develops. Serious injury is possible if this precaution is not observed.

#### **WARNING**

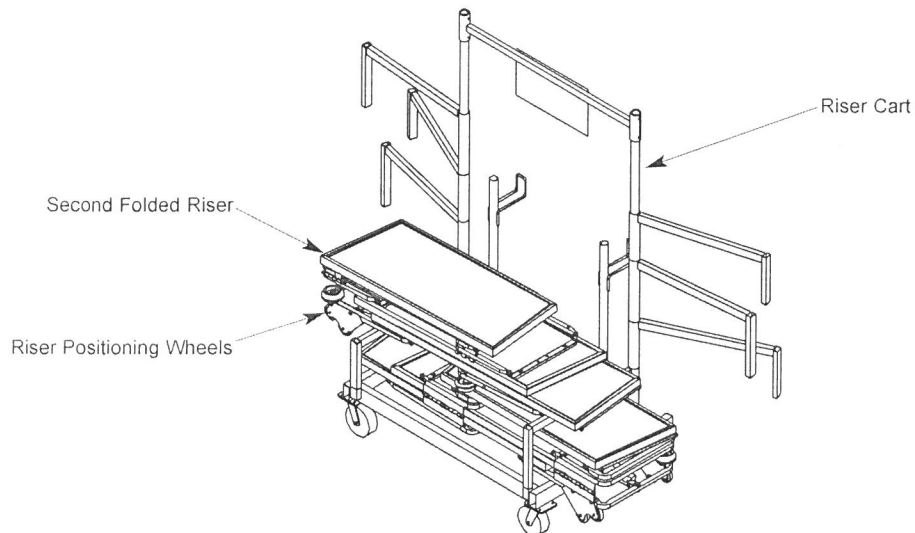
A Dangerous Pinch Point develops when the Swing Arm closes.



## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

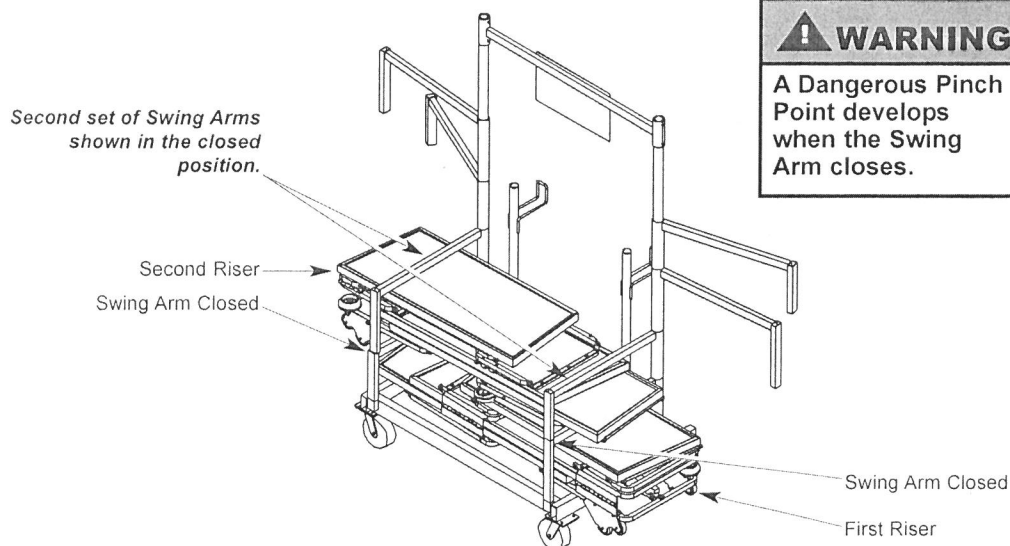
### LOAD RISERS ONTO THE CART CONTINUED

5. With two people working together, place the second Riser onto the Cart with the positioning Wheels on the left end, opposite from the first Riser Positioning Wheels. Make sure that the Positioning Wheels hang outside of the Swing Arm.



6. Close the two Swing Arms above the Riser. It will be necessary to lift all of the Arms high enough for the two Arms to clear the Riser.

Note: When the Swing Arm closes, a dangerous pinch point develops. Serious injury is possible if this precaution is not observed.



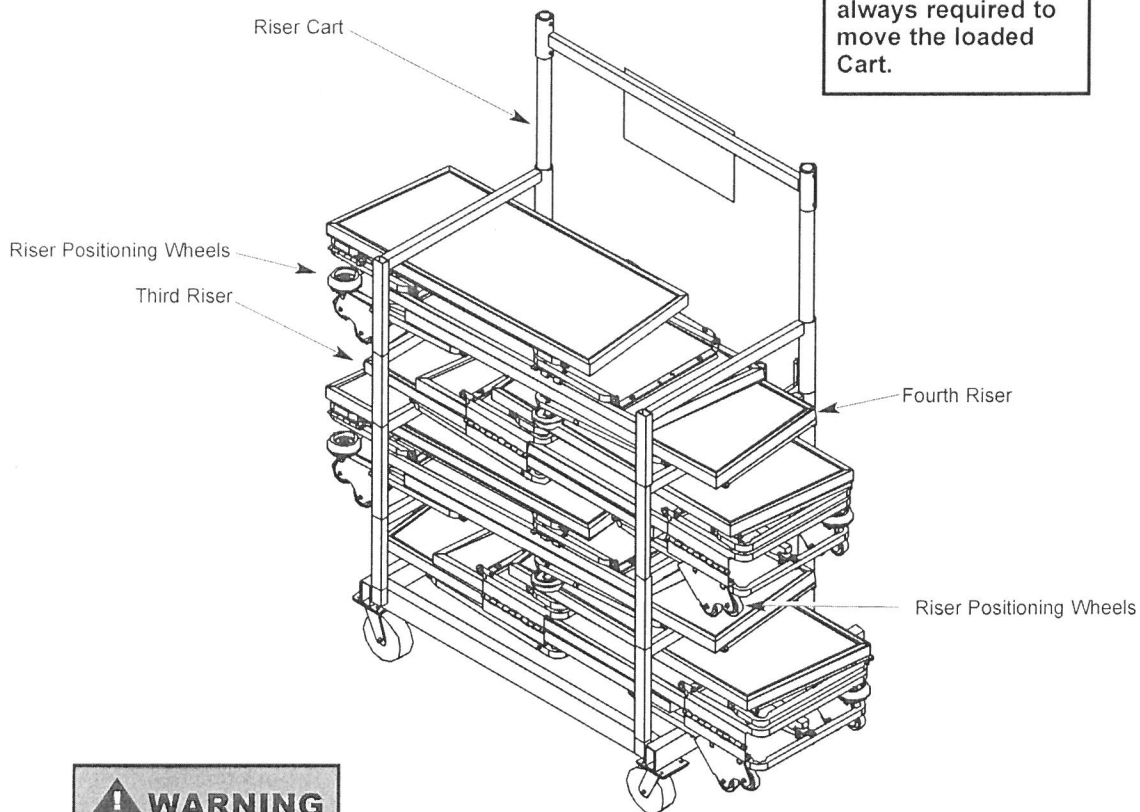
## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

### LOAD RISERS ONTO THE CART CONTINUED

7. With two people working together, place the third and fourth Risers onto the Cart (as in steps 2 to 6 above) with the Positioning Wheels alternating as shown below. Make sure that the Positioning Wheels hang outside of the Swing Arm.

**Note:** If the Riser Cart is to be transported by a vehicle, *always fasten each Riser to both Swing Arms* (or Riser Cart Frame for the lowest Riser) with rubber or polyurethane tie down cords or light duty cinch straps.

**CAUTION**  
Two people are always required to move the loaded Cart.

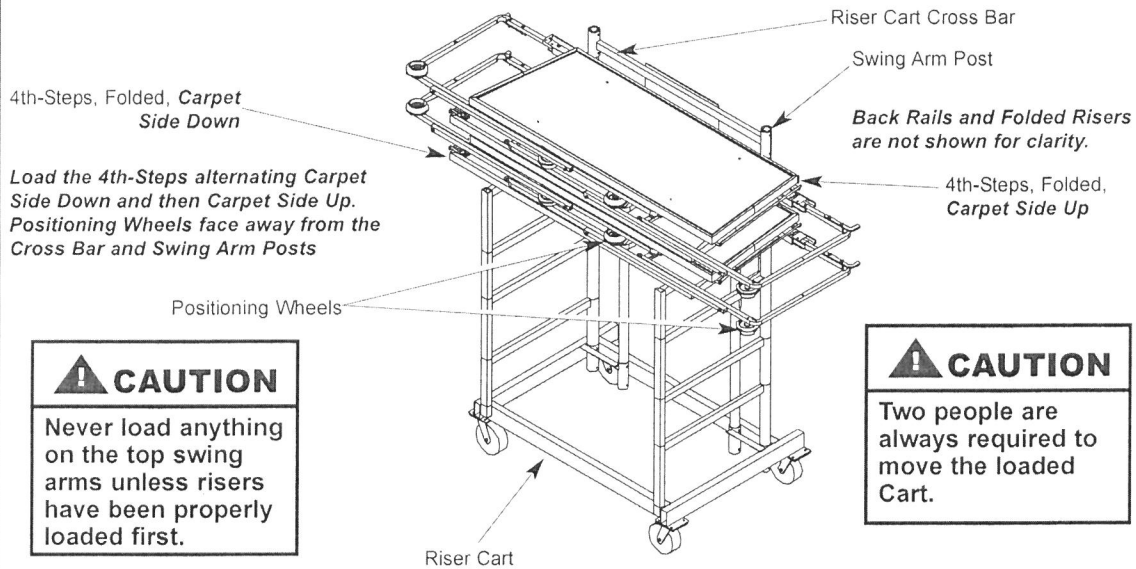


**WARNING**  
A Dangerous Pinch Point develops when the Swing Arm closes.

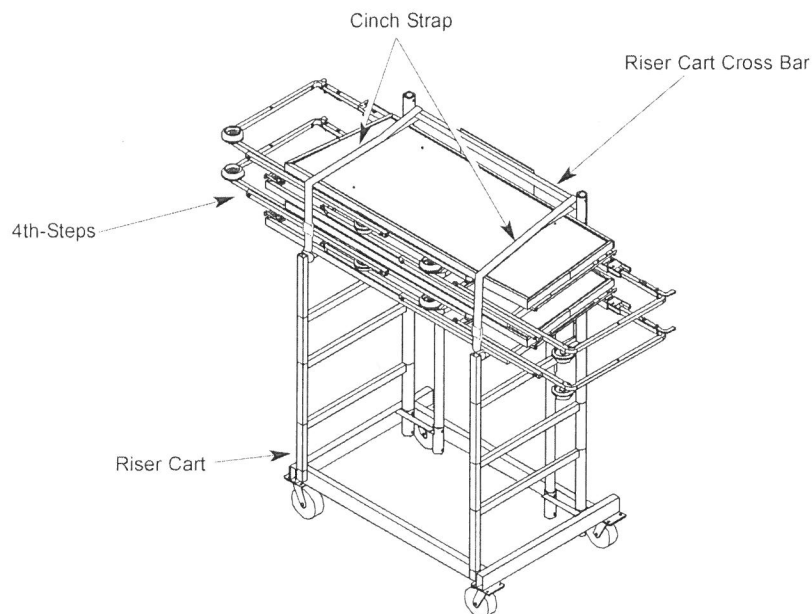
## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

### LOAD 4TH-STEPS ONTO THE CART

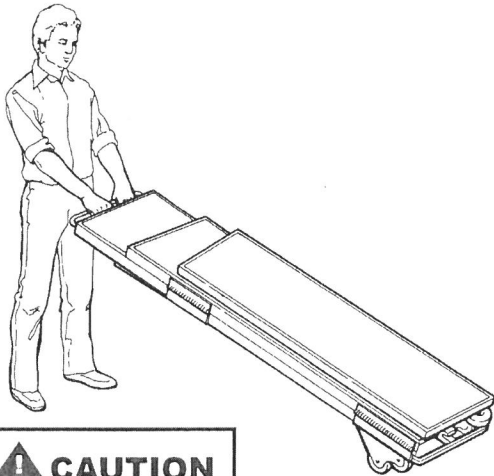
1. Place the first 4th-Step onto the top set of Swing Arms with the carpet side down and the Positioning Wheels facing outward (away from the Swing Arm Post).
2. Place the second 4th-Step with the carpet side up with the positioning wheels facing outward.
3. Place the third step carpet side down with the positioning wheels facing outward.
4. Place the fourth step carpet side up with positioning wheels facing outward.



5. Fasten the Cinch Straps around the stacked 4th-Steps.



## TO SET UP A 3-STEP RISER



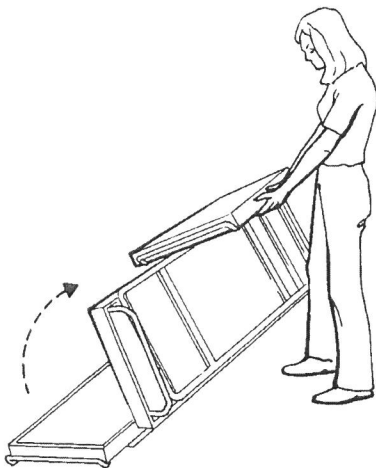
**CAUTION**

Set up and use the riser only on a **FLAT SOLID** surface.

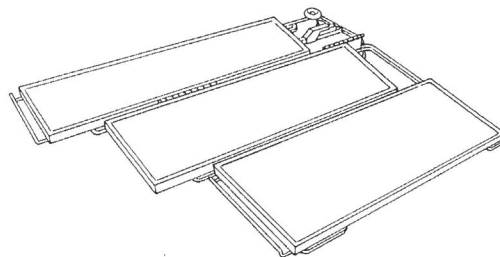
1. Roll the riser (push or pull it) to the performance or rehearsal area.



2. Grasp the side of the top step.

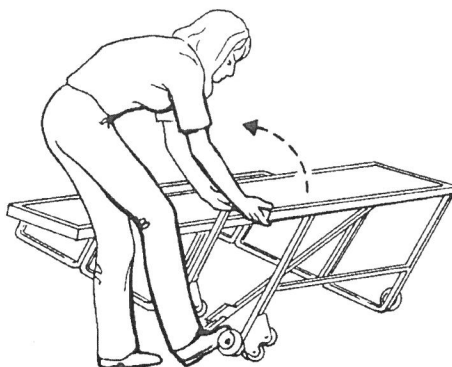
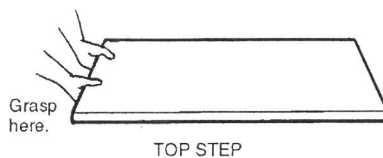
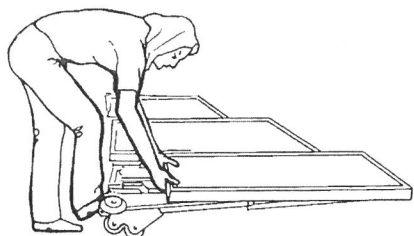


3. Unfold



4. Lay the riser flat on the floor, carpet-side up.

## TO SET UP A 3-STEP RISER (CONTINUED)



### **! WARNING**

To avoid injury, grasp ends of top step only at "hand position" decals.

5. Grasp the end of the top step at the "hand position" decals, and place your right foot on the riser leg decal.

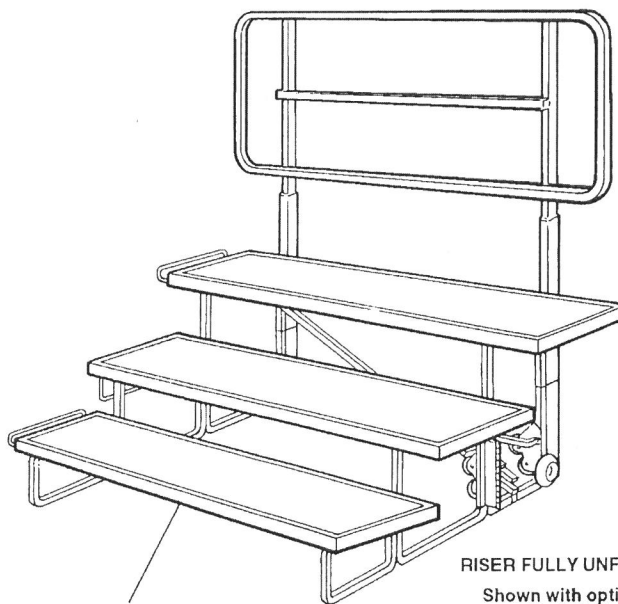
6. Lift the riser toward you until you hear the latch pin snap twice. When lifting, keep your foot on the leg decal and lean back so your body weight helps pull up the riser.

**IMPORTANT:** The rear legs must be straight up and down, and the second lock must be engaged, or the riser is not fully latched.

### **! WARNING**

Riser will fall if latch pin is not properly engaged.

7. To install a back rail, side rail or 4th step unit, refer to the instructions on pages 8 to 10.



**RISER FULLY UNFOLDED**  
Shown with optional Back Rail  
(recommended for all Risers)

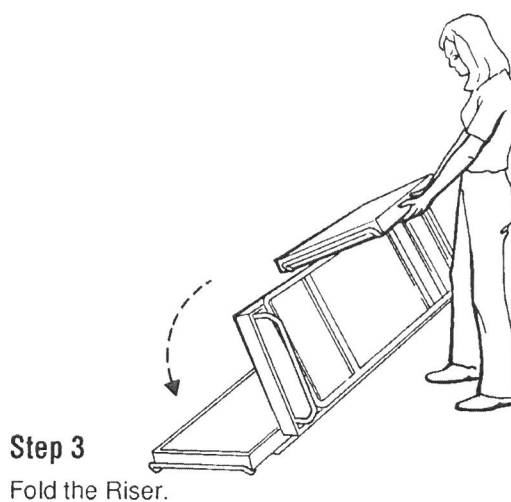
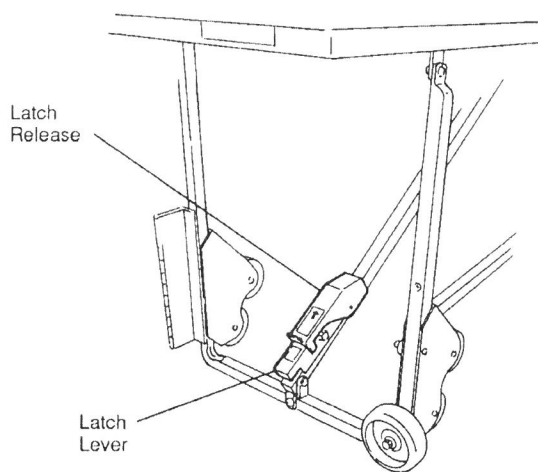
## TO TAKE DOWN A 3-STEP RISER

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1. Kick the latch release forward, and at the same time press down the latch lever with your foot.
2. Grasp the end of the top step at the "hand position" decals, and lower the unit flat on the floor.

**⚠ CAUTION**  
The unit will drop to the floor quickly.

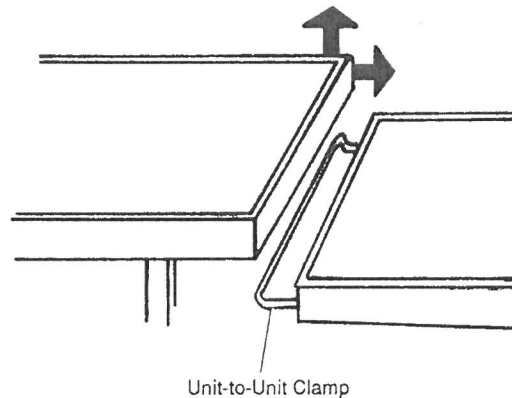
**⚠ WARNING**  
Do not store riser units standing on end.





## TO LOCK UNITS TOGETHER

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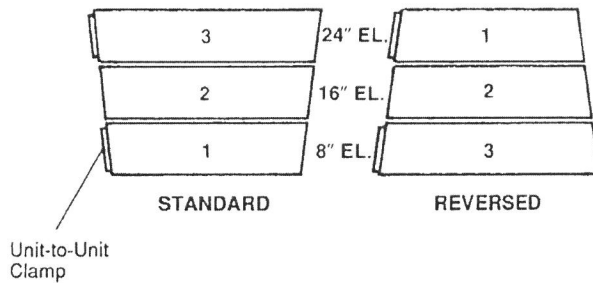
1. Before you lock any units together, set up all units and move them into position next to each other. To move a 3-Step Riser, lift the 1st step and roll the unit on its two positioning wheels.  
With 3-Step Risers, also attach any Back Rails and 4th-Step options (see pages 10-11).
2. Lift one Riser, and place it over the unit-to-unit clamp on a second unit.  
If the Riser hangs up on the clamp, loosen the clamp's two capscrews. Adjust to fit, and retighten the capscrews.

## TO REVERSE THE STEP ARRANGEMENT (3-STEP RISER)

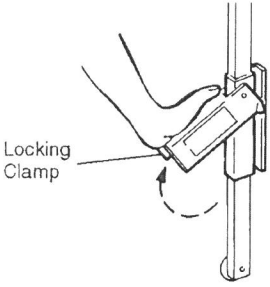
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NOTE: Steps cannot be reversed on a 2-Step Riser.

1. Take off the first and third steps by loosening the capscrews that hold the steps to the legs. Don't loosen the second steps capscrews yet.
2. Turn the first and third steps end-for-end, and switch their places as shown. Reattach the steps to the legs.
3. Remove the second step, turn it end-for-end, and reattach it to the legs.
4. Be sure all capscrews are tightened securely.
5. Remove the unit-to-unit clamps, and reattach them at the opposite end of the steps.
6. If a back rail is used on a reversed riser, reverse the rail loop also.  
To do this, depress the two snaps, separate the loop, turn the rail around, and snap it back together (see page 11).



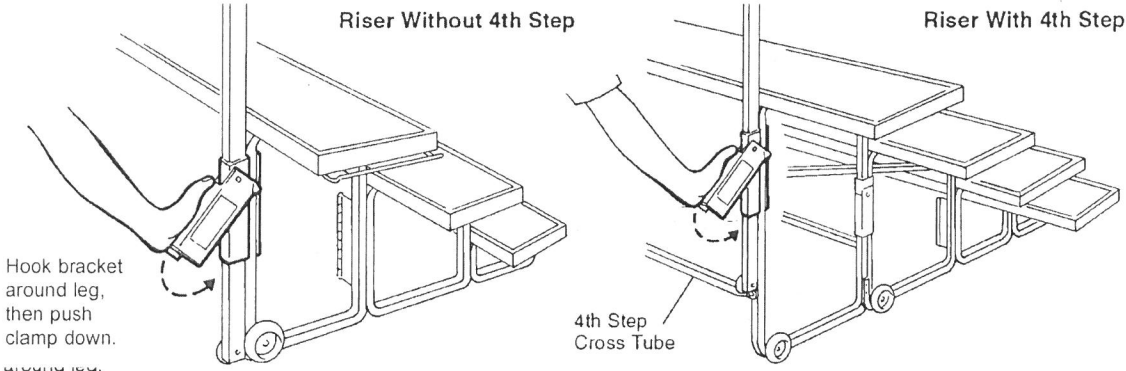
# TO ATTACH AN OPTIONAL BACK RAIL TO A 3-STEP RISER



NOTE: Back Rails (optional) are recommended on all risers.

1. Open the locking clamps on the lower posts of the Back Rail.

Locking Clamp



Riser Without 4th Step

Riser With 4th Step

Hook bracket around leg, then push clamp down.

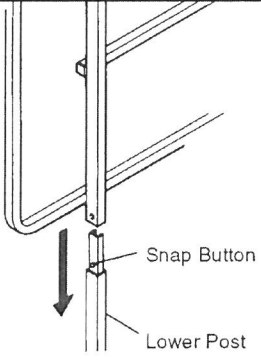
4th Step Cross Tube

**WARNING**

Riser is unsafe unless both clamps are fully locked.

NOTE: In the following steps, install the lower posts so their wheels are on the inside (facing each other).

- Riser without a 4th Step. Set a lower post on the floor, and hook its bracket around the riser leg.
- Riser with a 4th Step. Set a lower post on the 4th-Step cross tube, and hook its bracket around the riser leg.
- Push the locking clamp down until it secures the post to the riser leg.
- Attach the other post in the same way.



5. To install the rail, slide the upper posts into the lower posts until the lock buttons snap into place.

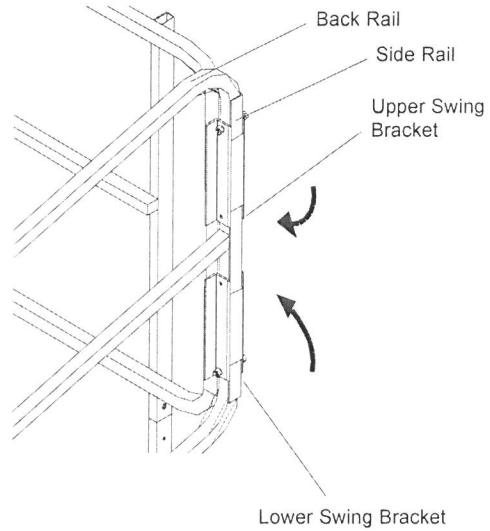
Snap Button

Lower Post

With standard step arrangement, rail loop and cross brace should be in *front* of posts. With reversed steps, they should be *behind* posts.

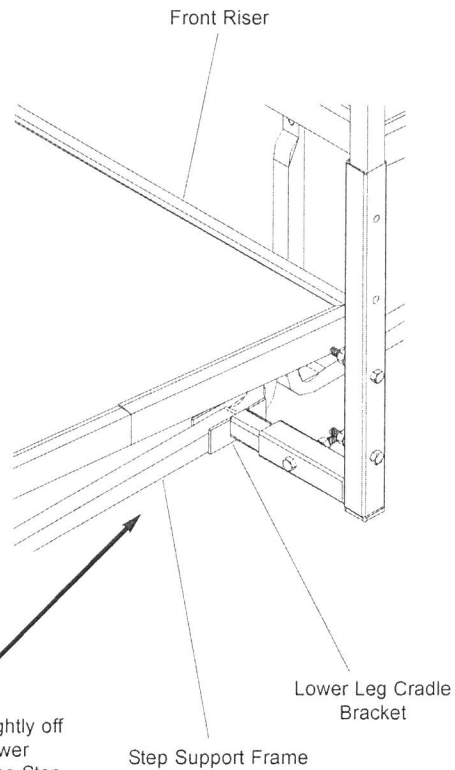
## TO ATTACH OPTIONAL SIDE RAILS TO THE RISER (CONTINUED)

2. Rotate the Upper and Lower Swing Brackets to a vertical position, locking the Side Rail to the Back Rail.



3. Lift and hold the front of the riser off the floor and slide the Lower Leg Cradle Bracket under the Step Support Frame. Lower the Front Riser placing the Step Support Frame into the Lower Leg Cradle Bracket.

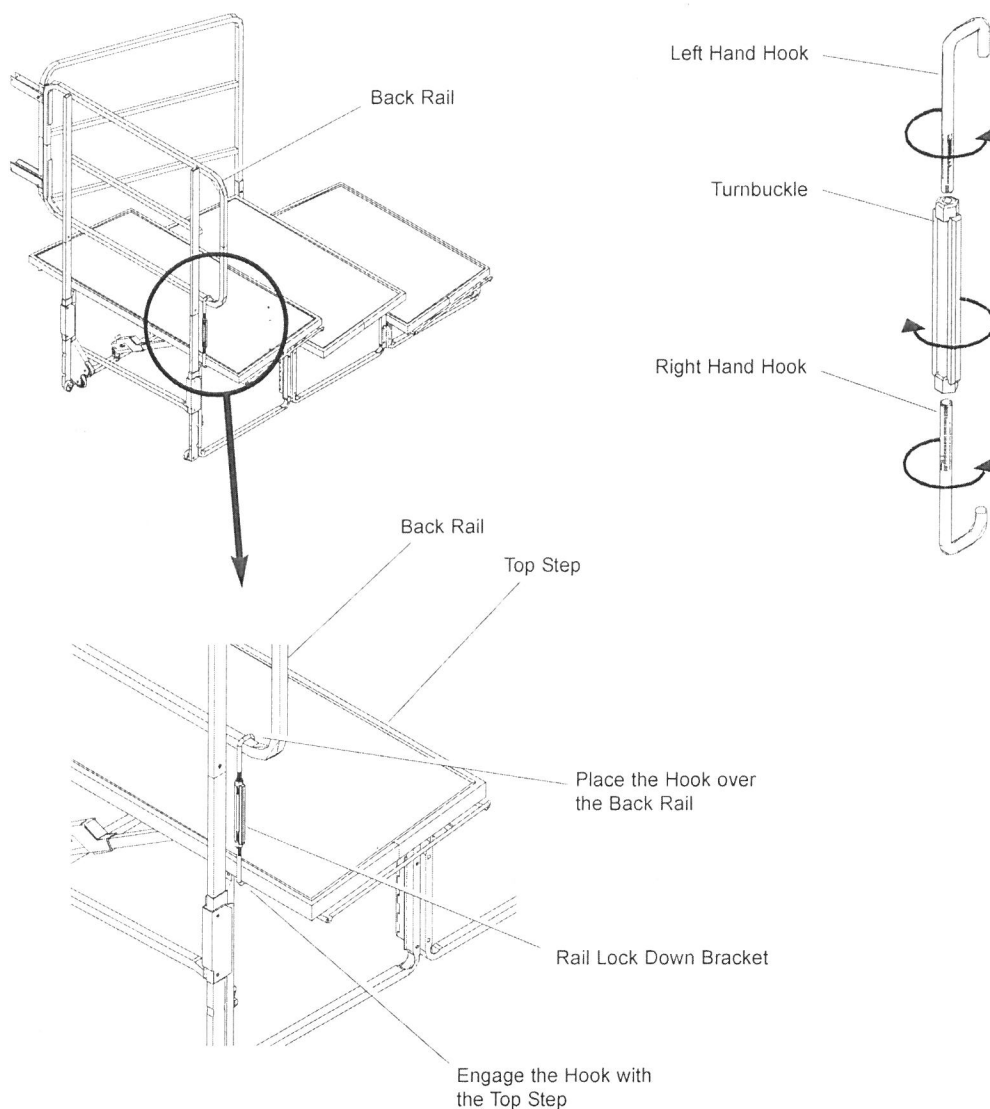
**CAUTION**  
Two people are required to perform this step.



Lift the front of the Riser slightly off of the floor and slide the Lower Leg Cradle Bracket under the Step Support Frame. Lower the Frame into the Cradle.

## TO ATTACH OPTIONAL SIDE RAILS TO THE RISER (CONTINUED)

4. A Rail Lock Down Bracket is used to reduce movement of the Back Rail when using the Side Rail. Thread the Right and Left Hooks into the Turnbuckle. Engage the Back Rail and Top Step with the Rail Lock Down Bracket Hooks as shown below. Tighten the Rail Lock Down Bracket by turning the Turnbuckle clockwise.

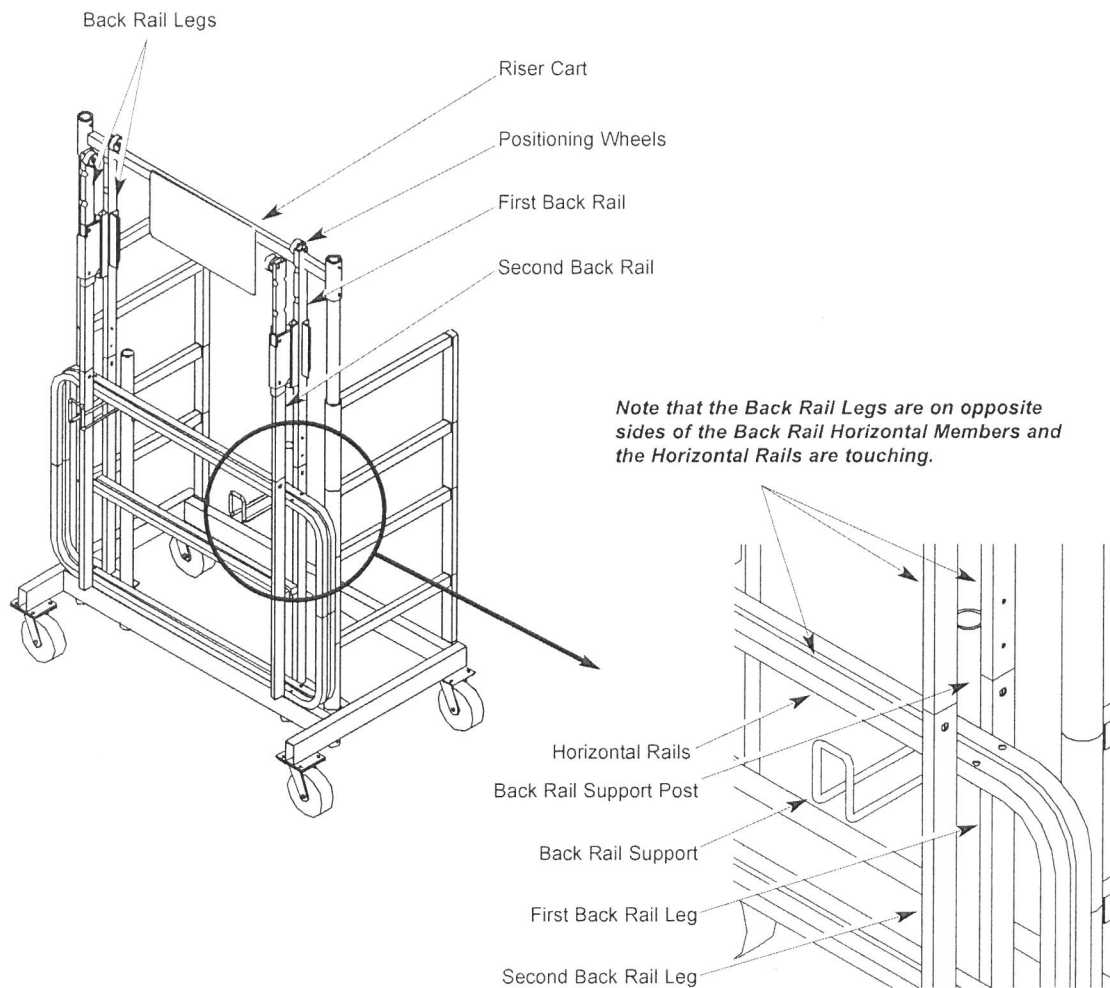


## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

### LOAD BACK RAILS CONTINUED

3. To load the second Back Rail, lift it with the Positioning Wheels on the legs pointing upward and the Back Rail Legs facing away from the Cart.
4. Place the Back Rail onto the Back Rail Supports with the Back Rail Horizontal Rails touching as shown below.

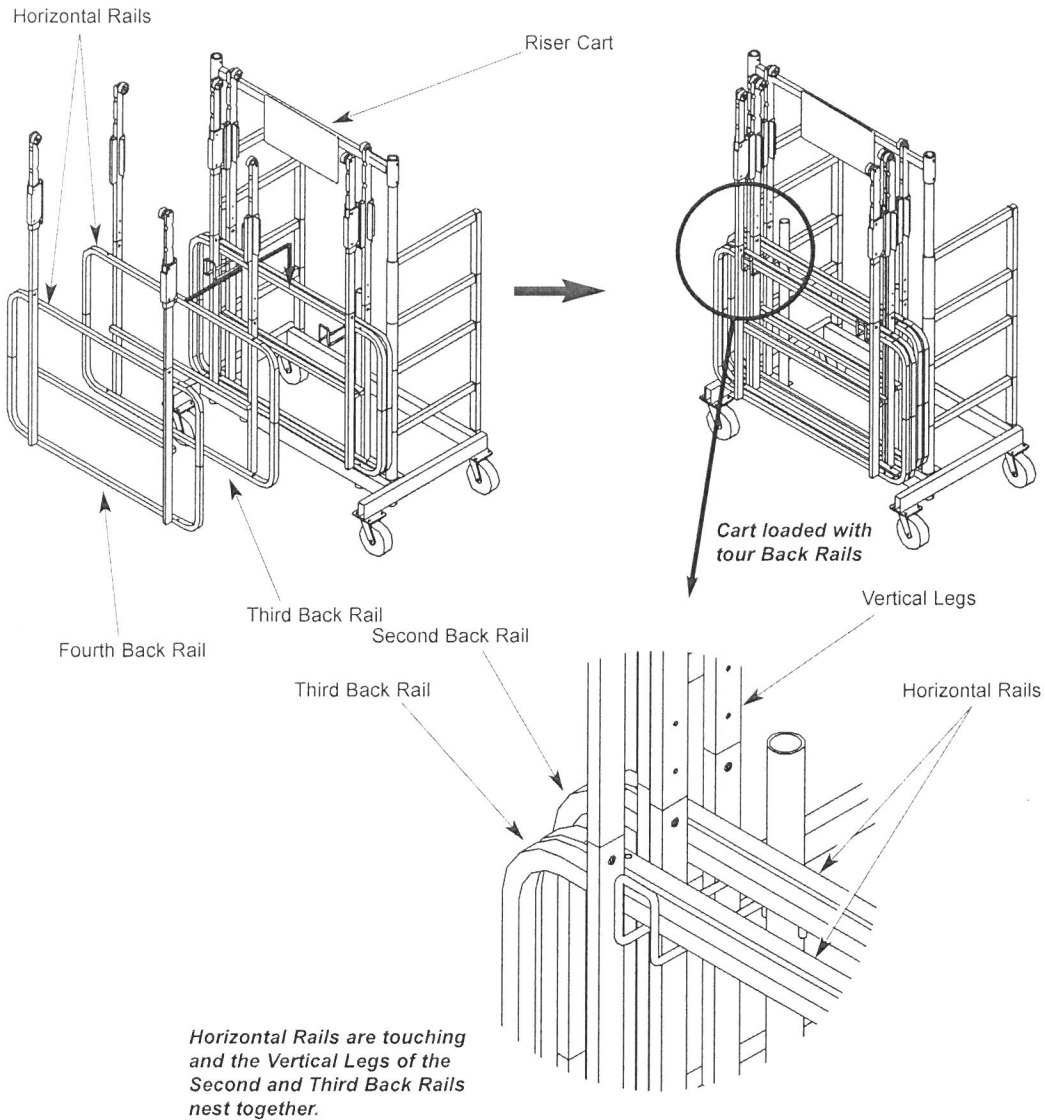
**Note:** Each pair of Back Rails can be loaded onto the Cart with either the Horizontal Rail touching or the Back Rail Legs nested together.



# TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

## LOAD BACK RAILS CONTINUED

5. Place the third and fourth Back Rails onto the Cart with the Horizontal Rails touching as shown below.



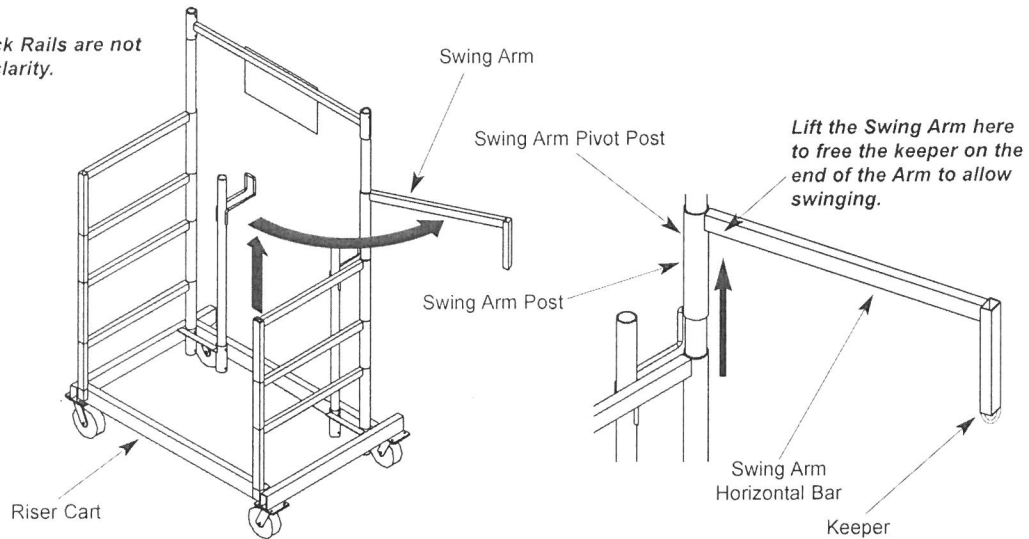
## TO STORE RISERS ON THE OPTIONAL RISER CART (CONTINUED)

### LOAD RISERS ONTO THE CART

Load up to four Risers onto the Riser Cart as follows.

1. Begin opening the Swing Arms by pushing upward on the under side of the Swing Arm Horizontal Bar as close to the Swing Arm Post as possible. Always start with the highest Arm and swing the Arm away from the Cart.

*Loaded Back Rails are not shown for clarity.*



2. Continue opening all of the Swing Arms

