

**Oxford Humanities**  
**Operation & Maintenance Manual**  

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**LIFTING POINT SYSTEM**

Document No. : 4334-19-OM-0001  
Revision : B  
Date of Issue : 28/10/2025  
Project Code : 4334

**J&C Joel** 

## Contents

1. Document Control .....	3
1.1. Identification .....	3
1.2. Document History .....	3
1.3. Contact Details .....	3
1.4. Warranty .....	4
1.5. Copyright .....	4
2. How To Use This Manual .....	5
3. General .....	6
3.1. List of Drawings .....	6
3.2. Care When Using .....	6
4. Lifting Point Systems .....	7
5. Maintenance .....	11
5.1. ML02 Inspection Sheet .....	11
5.2. ML01 Check Sheet .....	12
6. Referenced Drawings .....	13

# 1. Document Control

## 1.1. Identification

Client: Laing O'Rourke

Project Name: Oxford Humanities

J&C Joel Project Reference: 4334

Document Name: Lifting Point System - Operation & Maintenance Manual

Document Reference: 4334-19-OM-0001

## 1.2. Document History

Rev	Date	Description	Author	Checked
A	13/08/2025	First Issue	JC	SS
A	28/10/2025	Updated as per consultant comments	JC	SS

## 1.3. Contact Details

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## 1.4. Warranty

Limited warranty is valid for twelve (12) months from the date of practical completion and handover to the client or clients representative (whichever occurs first.)

1. The warranty shall be limited to the free supply of replacement materials and workmanship for the faulty materials or workmanship and shall not cover other damage or defects how so ever caused.
2. It shall be the client's responsibility to notify J&C Joel Ltd for any defects in the machinery and the warranty shall be void if repairs or other works were carried out by third parties.
3. This warranty shall only apply to the areas where J&C Joel Ltd have been applied and completed the works.
4. The supply of replacement materials and workmanship under this warranty shall in no event exceed the quantity specified and supplied and shall only be applied to proven defective areas by checking and tests conducted under the control of the owner, the consultant or its representative and J&C Joel Ltd or its representatives.
5. This warrantee shall be interpreted according to the laws of the United Kingdom.

## 1.5. Copyright

This document contains material that is proprietary to J&C Joel Ltd. This information is provided on the understanding that it is used solely for the purpose of information, installing and maintaining the equipment described, and that it will not be revealed to third parties or otherwise disposed of without the prior written consent of J&C Joel Ltd.

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## 2. How To Use This Manual

Read the instructions carefully before use and follow them accordingly. Keep this document safe for future reference. Non-observance of these instructions may lead to hazardous situations and / or malfunctions or to failure of the equipment, resulting in damage or injury.

The user is advised not to operate or undertake any work on the system without first reading and understanding the contents of this manual.

All maintenance should be carried out strictly in accordance with the instructions contained in this and the manufacturer's reference manuals attached and undertaken by suitably trained and qualified personnel.

This manual describes the J&C Joel supplied lifting point system at the Oxford Humanities building. This information is pertinent to both spaces where the lifting points are installed. Servicing or repairs of main fault conditions is not covered; in such cases please contact J&C Joel immediately.

This document is intended to provide the user with sufficient information to allow maintenance of the equipment described.

If in doubt about anything contained in this manual please contact the Projects Department at J&C Joel Ltd. T: +44 (0)1422 833835 – E: [ukprojects@jcjoel.com](mailto:ukprojects@jcjoel.com)

### 3. General

The lifting point system is installed in both the Black Box and Rehearsal Space venues.

The working load limit on each point is 2kN vertically and up to 45 degrees from vertical. There are three types of fitting / attachment for the lifting eyes.

1. Via lindapter and plates that are fixed to the bottom flange of installed steel beams.
2. Via M12 bolts into halfen channel that has been cast into the concrete roof of the Black Box (M16 in Rehearsal Space.)
3. Via a combination of both fixing methods on one lifting point.

Note:- Due to an issue with the installed Halfen channel, an EPDM layer had to be introduced onto the M12 fixings. This is excluded on the M16 fixings.

The lifting points have a Codipro FE double Swivel ring attached to the steelwork via M16 nyloc nut and wedge lock washer. Shackles or other temporary lifting connections can then be fitted to this eye to allow other systems such as chain-blocks or chain hoists to be attached directly to this lifting point. This then becomes a useful rigging point for multiple potential uses.

It is incumbent on the client that users do not overload the system when using either a single lifting point or multiple lifting points at the same time. Compound forces can quickly multiply when using rigging systems incorrectly.

#### 3.1. List of Drawings

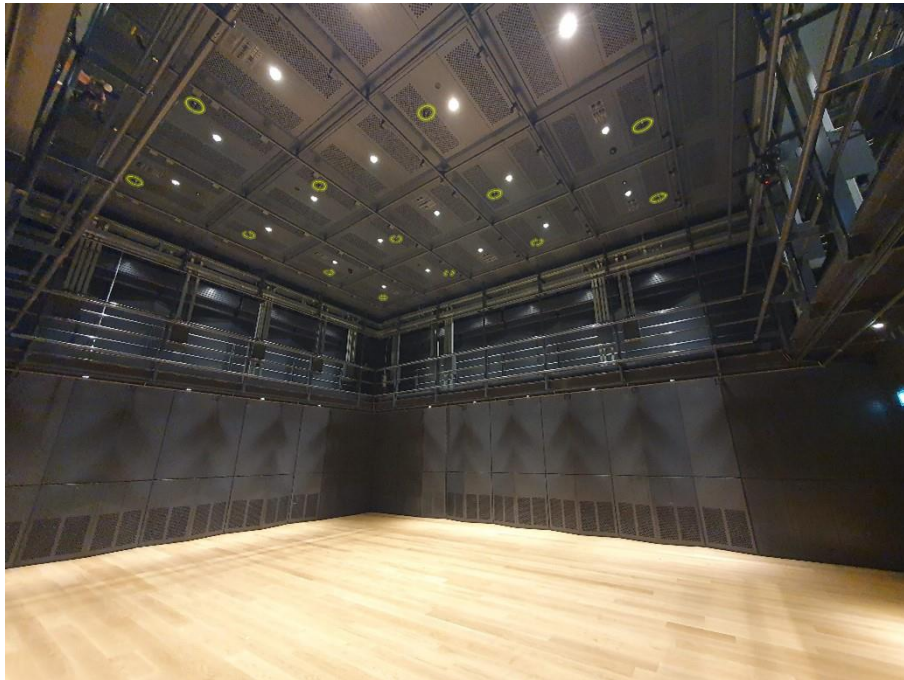
DRAWING NO.	TITLE
UOONHB-JCJ-BB-ZZ-DR-OT-190001	Black Box - Fixed Lifting Points - Plan View
UOONHB-JCJ-BB-ZZ-DR-OT-190002	Black Box - Fixed Lifting Points - Section View
UOONHB-JCJ-RS-BM-DR-OT-230001	Rehearsal Room - Lifting Points GA Plan
UOONHB-JCJ-RS-ZZ-DR-OT-230002	Rehearsal Room - Lifting Points GA Section Details

#### 3.2. Care When Using

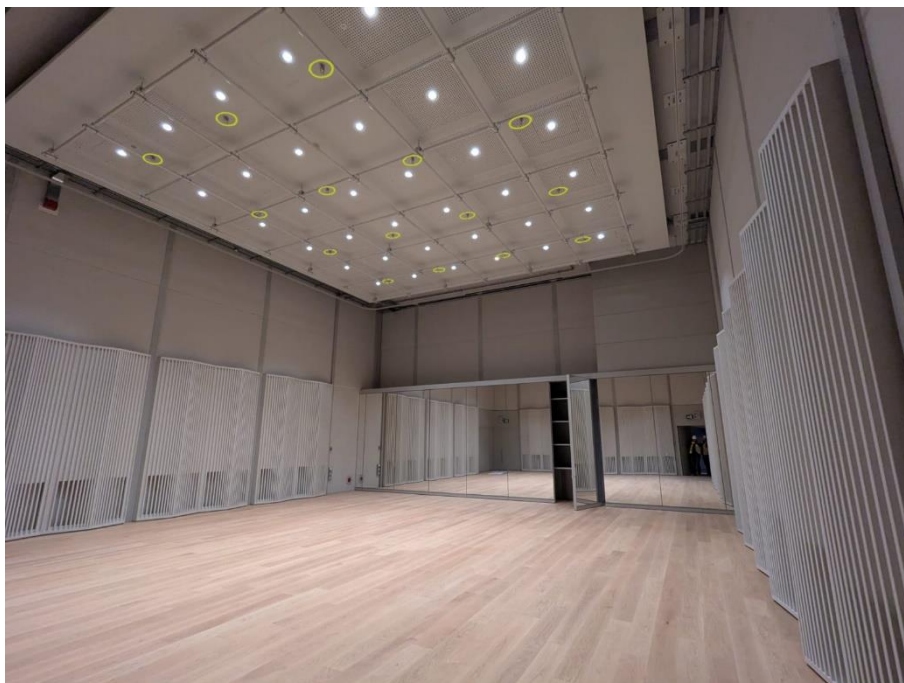
1. It is advised that protective gloves are worn when attaching to or using the lifting points.
2. Consideration for the use of a bump cap or hard hat is recommended when working around rigging systems.
3. Extra care should be taken when moving of lifting rigged items during low light levels such as during a theatre set-up.
4. Care should be taken when accessing the rigging point via temporary tower or MEWP. Only trained and competent persons should do so.
5. It is advised that prior to first use of the lifting points by new people, training should be offered to ensure they are comfortable and confident in using the points.
6. Care should be taken to load the lifting points in a controlled manner. They are not designed to take 'drop ball' loads.
7. Extra care should be taken when fully loading points at angles approaching 45 degrees. Beware of excess angular vector forces. Consider using load monitoring when performing multipoint lifts.
8. Regular inspections of the lifting points, including fixings (at least once every twelve (12) months under LOLER) should be carried out by trained and competent people. This may need to be more frequent depending on the actual usage of the points.

## 4. Lifting Point Systems

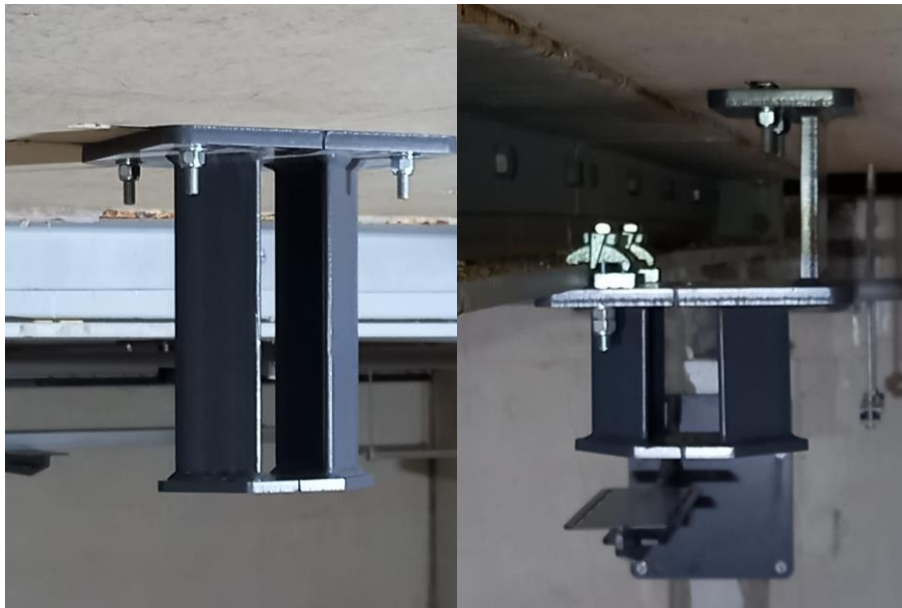
The Black Box venue, sixteen lifting points are installed in the ceiling. Marked with yellow circles.



The Rehearsal Space venue, sixteen lifting points are installed in the ceiling. Marked with yellow circles.



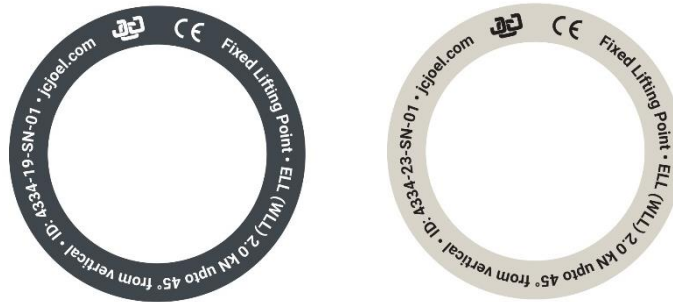
Two examples of the stubs that support the exposed lifting rings. These are from the Black Box. These are accessed in each venue by hatches that are adjacent to each lifting point.



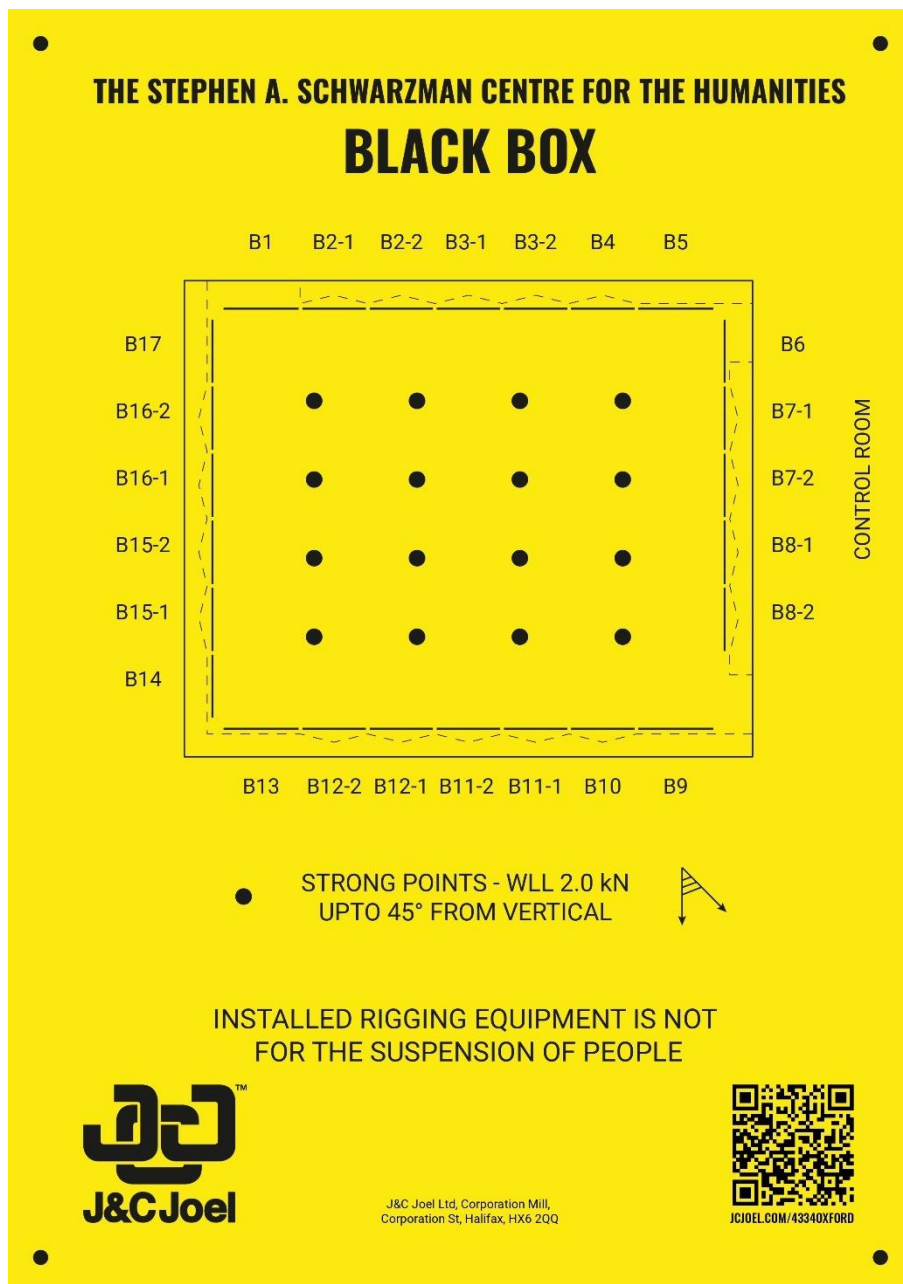
Example of the exposed lifting rings. This is in the Rehearsal Space.



The signage installed on each lifting point.



The room signage for the Black Box venue.



The room signage for the Rehearsal Space venue.

**THE STEPHEN A. SCHWARZMAN CENTRE FOR THE HUMANITIES**  
**REHEARSAL SPACE**

+

PIPE GRID - WLL 50 kg/m  
VERTICAL LOAD ONLY

●

STRONG POINTS - WLL 2.0 kN  
UPTO 45° FROM VERTICAL

INSTALLED RIGGING EQUIPMENT IS NOT  
FOR THE SUSPENSION OF PEOPLE

J&C Joel Ltd, Corporation Mill,  
Corporation St, Halifax, HX6 2QQ  
JCJOEL.COM/43340XFORD



## 5.2. ML01 Check Sheet

### Lifting Point System

		Pass	Fail	Rectified	N/A
<b>1</b>	<b>Appearance</b>				
<b>1.1</b>	Check lifting points are free from obvious damage, including major finish loss	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.2</b>	Check if the lifting lug is damaged or deformed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1.3</b>	Check lifting lug does not show signs of wear or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>General</b>				
<b>2.1</b>	Check the lifting lug moves freely through 360 degrees rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.2</b>	Check the lifting lug moves freely back and forth through 180 degrees rotating around the central spigot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Mechanical</b>				
<b>3.1</b>	(At least once every twelve (12) months,) check the fixings back to the existing steelwork. Are they still correctly tightened?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.2</b>	Check for no obvious damage or deformity to the halfen channel. Is this still soundly bedded into the concrete of the ceiling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.3</b>	Check that the EPDM layer on the M12 fixings is still sound and not showing signs of wear or damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.4</b>	Check that the M16 nyloc and washer on the back of the lifting lug are secure (where possible.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5</b>	Check signage labels are still in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note in addition to the above, a LOLER inspection must be carried out at least once every 12 months. This may need to be more frequent depending on the actual usage of the points, this will form part of the venue's internal risk assessment.

## 6. Referenced Drawings

Drawings are shown overleaf.

# Black Box Fixed Lifting Point Layout Plan View

This drawing is the property of J&C Joel Limited and associated companies. It must not be copied or the contents divulged to any third party without prior written consent.

### REVISIONS

REV.	BY	DESCRIPTION	DATE
P01	PT	FIRST ISSUE	04/04/2024
CD1	JC	FOR CONSTRUCTION	10/05/2024
C02	SH	For Record	28/04/2025

### Notes:

To be read in conjunction with Drawing  
- UOONHB-JCJ-BB-ZZ-DR-OT-190002

All fabricated steelwork to be powder coated  
RAL7024

All fixings to be self colour.

Lifting Ring "ring" to be painted RAL7024  
Lifting Ring "bearing" to be self colour silver

### Status:

A -  B -  C -

All dimensions in mm unless otherwise stated. Do not scale.

DRAWN:	SH	DATE:	28/04/2025
CHECKED:	JC	DATE:	28/04/2025
APPROVED:	OS	DATE:	28/04/2025
SCALE:	ON SHEET	PAPER SIZE:	A1

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PROJECT	4334 Oxford Humanities
JCJ NO.	UOONHB-JCJ-BB-ZZ-DR-OT-190001

TITLE	Black Box Fixed Lifting Points Plan View
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PURPOSE	A5 - Accepted as Suitable for Record
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REV C02

4

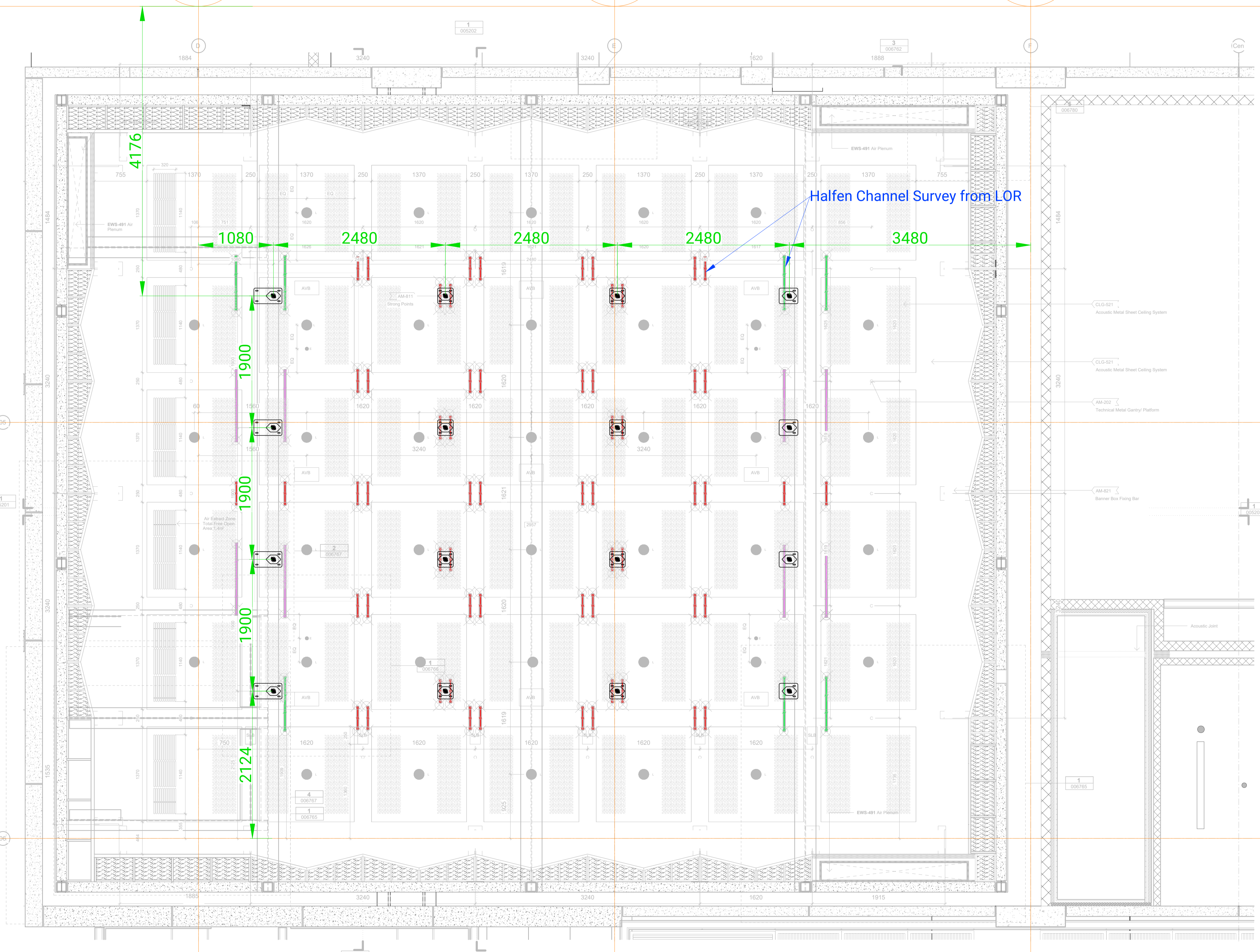
D

E

F

5

6



Scale 1:30

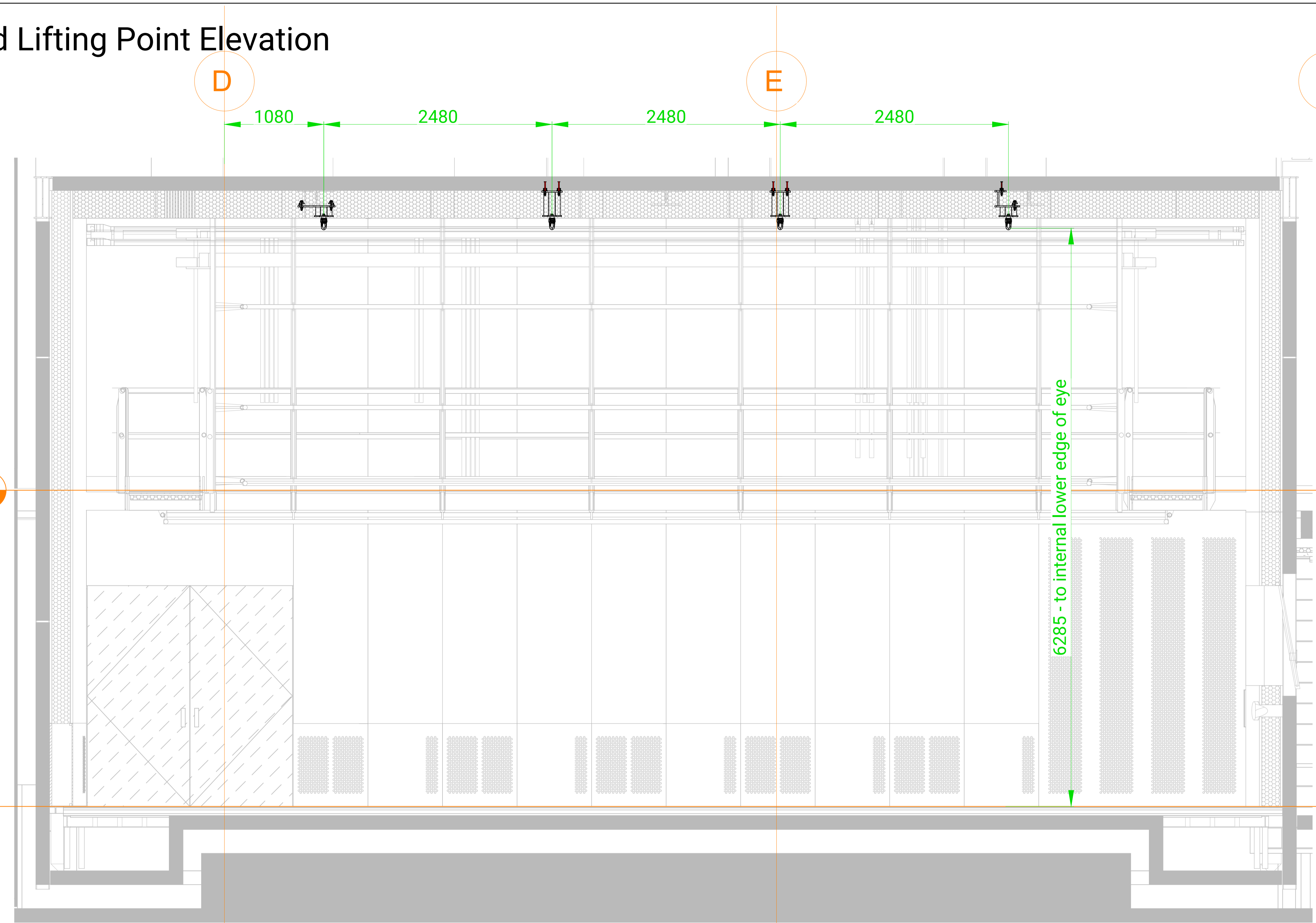
# Black Box Fixed Lifting Point Elevation

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REVISIONS			
REV.	BY	DESCRIPTION	DATE
P01	PT	FIRST ISSUE	04/04/2024
C01	JC	FOR CONSTRUCTION	10/05/2024
C02	SH	For Record	28/04/2025

Notes:

- To be read in conjunction with Drawing - UOONHB-JCJ-BB-ZZ-DR-OT-190001
- Dimensions to be confirmed by site survey.
- All fabricated steelwork to be powder coated RAL7024
- All fixings to be self colour.
- Lifting Ring "ring" to be painted RAL7024
- Lifting Ring "bearing" to be self colour silver



Status:  
 A -  B -  C -

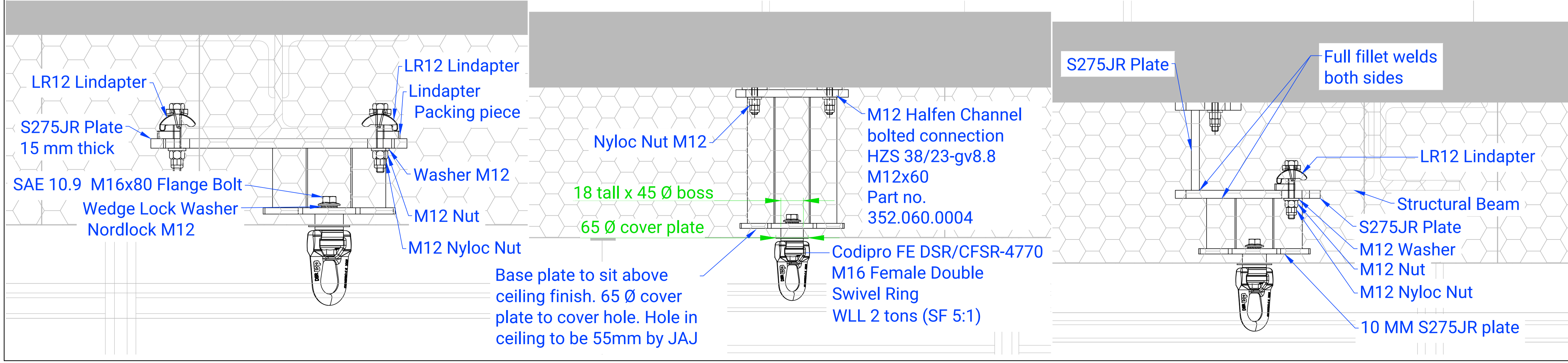
All dimensions in mm unless otherwise stated. Do not scale.

DRAWN:	SH	DATE:	28/04/2025
CHECKED:	JC	DATE:	28/04/2025
APPROVED:	OS	DATE:	28/04/2025
SCALE:	ON SHEET	PAPER SIZE:	A1

Scale 1:25

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PROJECT	4334 Oxford Humanities
JCJ NO.	UOONHB-JCJ-BB-ZZ-DR-OT-190002



TITLE	Black Box Fixed Lifting Points Section View
PURPOSE	A5 - Accepted as Suitable for Record
REV	C02

REVISIONS			
REV.	BY	DESCRIPTION	DATE
P01	SH	FIRST ISSUE	20/05/2024
C01	SH	RESPONSE TO CONSULTANT COMMENTS	20/06/2024
C02	SH	For Record	28/04/2025

Notes:

Strong Point Arrangement based on the As-Built Halfen Channel Locations

Drawing to be read in conjunction with; UOONHB-JCJ-RS-ZZ-DR-OT-230002

Base drawing from UOONHB-HAL-RS-BM-DR-A-005720\_T01

All fabricated steelwork to be powder coated RAL9002.

Lifting Ring "ring" to be painted RAL9002  
Lifting Ring "bearing" to be self colour silver.

Bolts and other Fixings to be self-colour BZP.

All dimensions in mm unless otherwise stated. Do not scale.

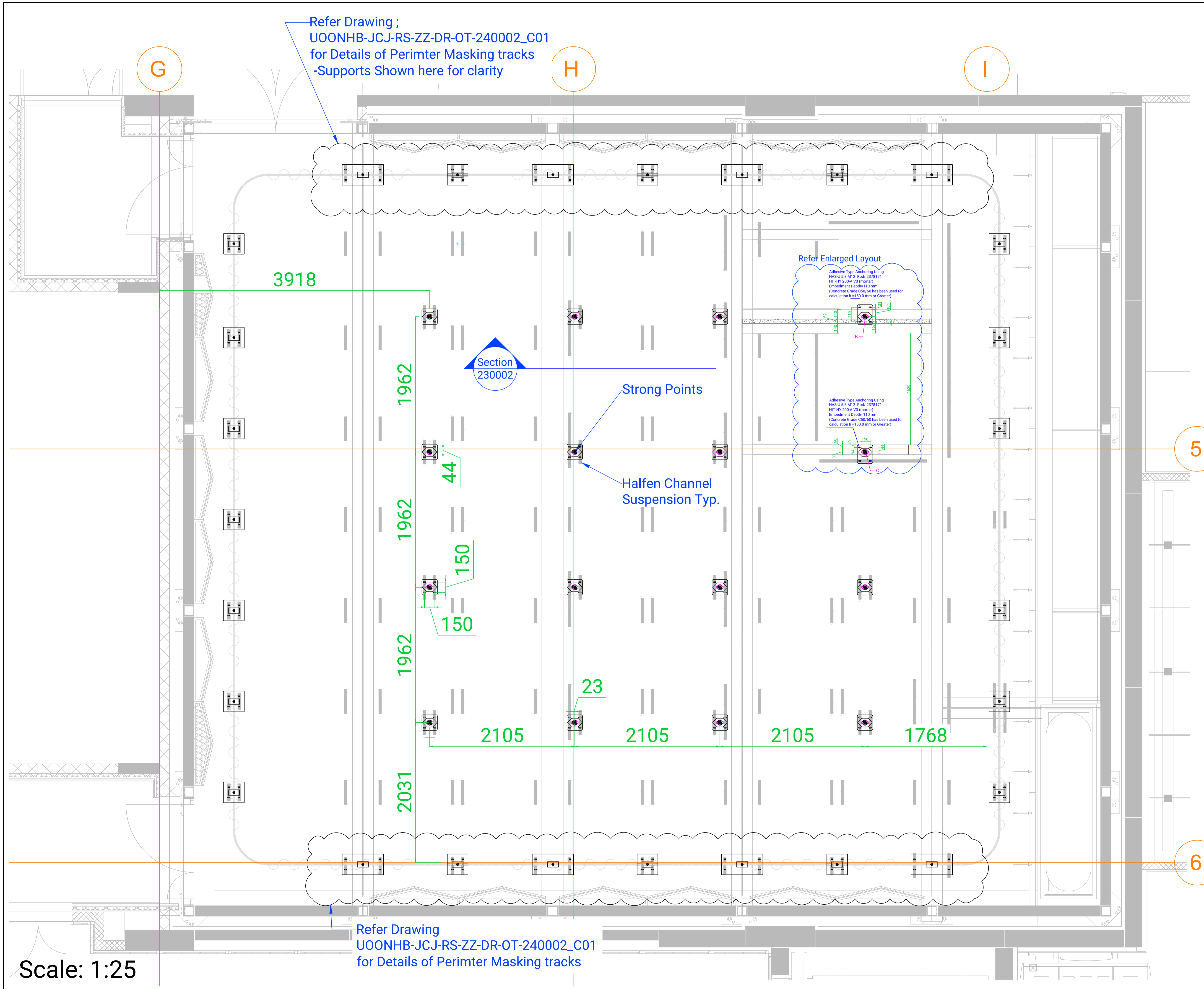
DRAWN:	SH	DATE:	28/04/2025
CHECKED:	JC	DATE:	28/04/2025
APPROVED:	OS	DATE:	28/04/2025
SCALE:	ON SHEET	PAPER SIZE:	A1

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PROJECT	4334 - OXFORD HUMANITIES
DRAWING NO.	UOONHB-JCJ-RS-BM-DR-OT-230001

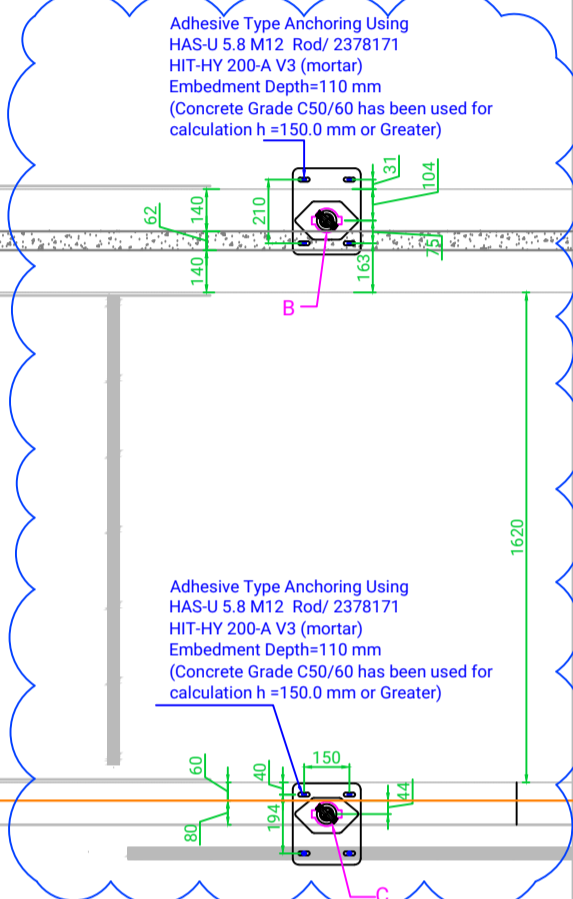
TITLE	Rehearsal Room Lifting Points GA Plan
PURPOSE	A5 - Accepted as Suitable for Record

REV	C02



Refer Drawing ;  
UOONHB-JCJ-RS-ZZ-DR-OT-240002\_C01  
for Details of Perimeter Masking tracks  
-Supports Shown here for clarity

Refer Enlarged Layout



Section  
230002

Strong Points

Halfen Channel  
Suspension Typ.

Scale: 1:25

Refer Drawing  
UOONHB-JCJ-RS-ZZ-DR-OT-240002\_C01  
for Details of Perimeter Masking tracks

REVISIONS			
REV.	BY	DESCRIPTION	DATE
P01	SH	FIRST ISSUE	20/05/2024
C01	SH	RESPONSE TO CONSULTANT COMMENTS	20/06/2024
C02	SH	For Record	28/04/2025

Notes:

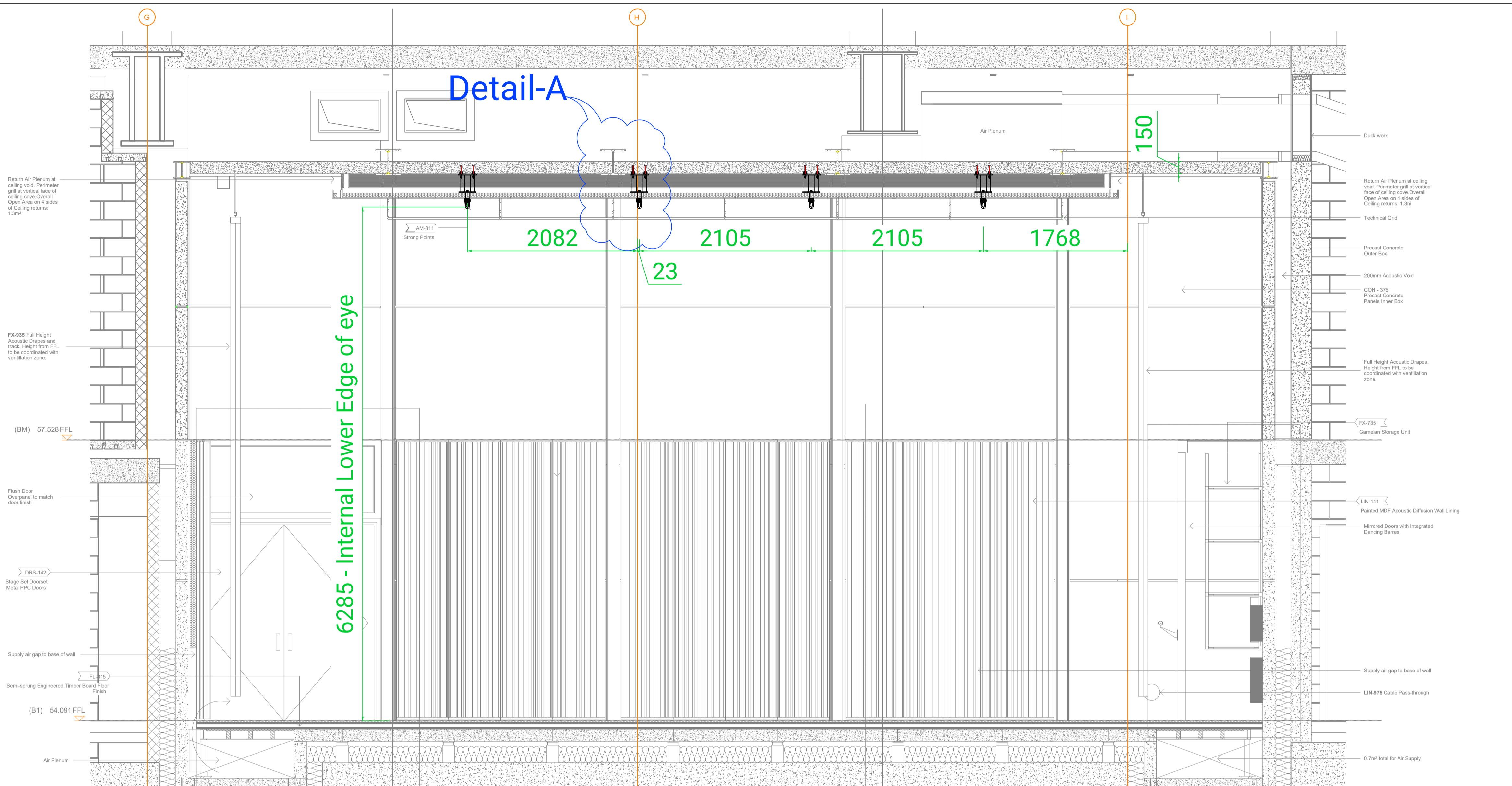
Base drawing from  
UOONHB-HAL-RS-ZZ-DR-A-005730\_T01

Drawing to be read in conjunction with;  
UOONHB-JCJ-RS-BM-DR-OT-230001

All fabricated steelwork to be powder coated  
RAL9002.

Bolts and other Fixings to be self-colour BZP.

Lifting Ring "ring" to be painted RAL9002  
Lifting Ring "bearing" to be self colour silver.



Section 230002  
Scale: 1:30

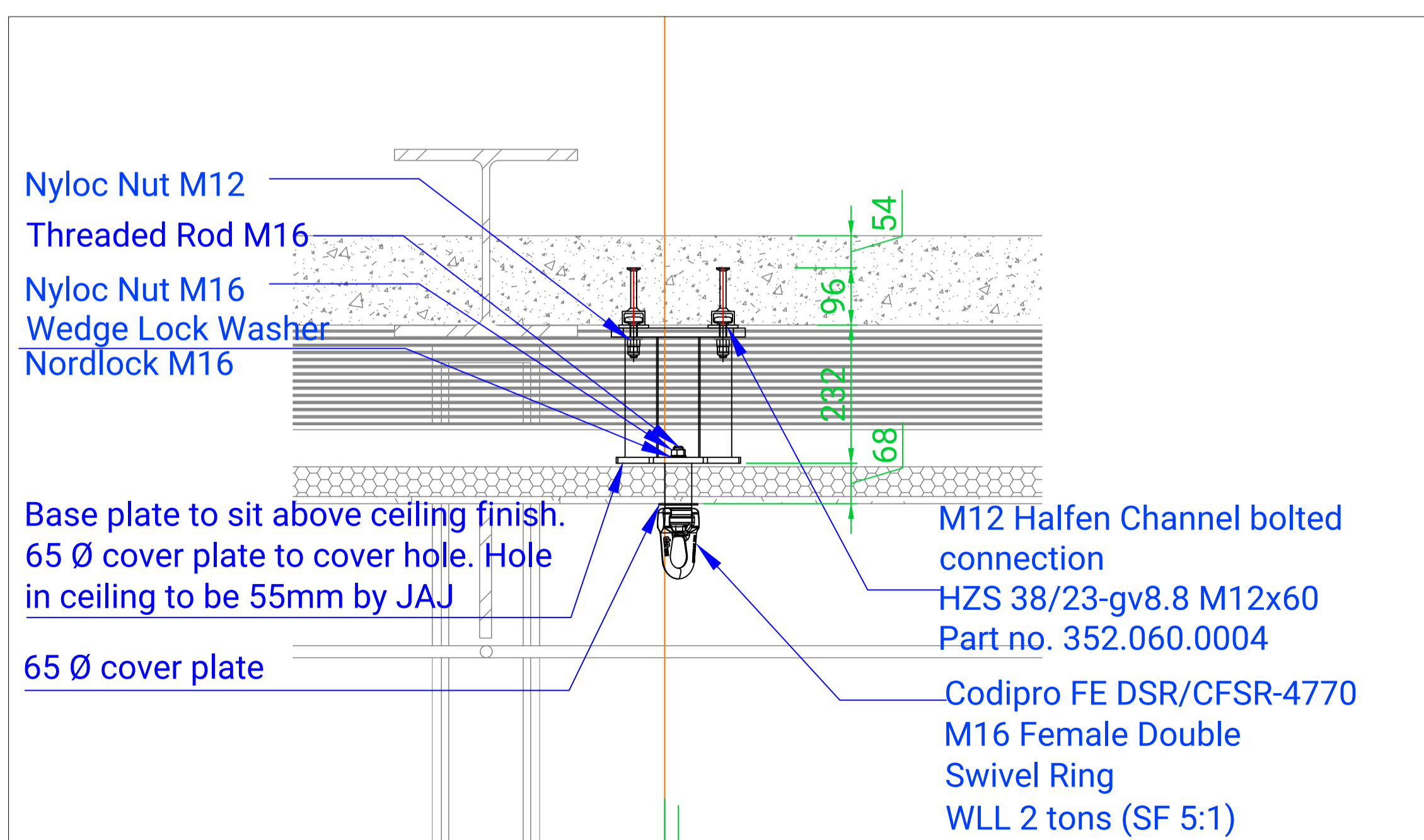
All dimensions in mm unless otherwise stated. Do not scale.

DRAWN:	SH	DATE:	28/04/2025
CHECKED:	JC	DATE:	28/04/2025
APPROVED:	OS	DATE:	28/04/2025
SCALE:	ON SHEET	PAPER SIZE:	A1

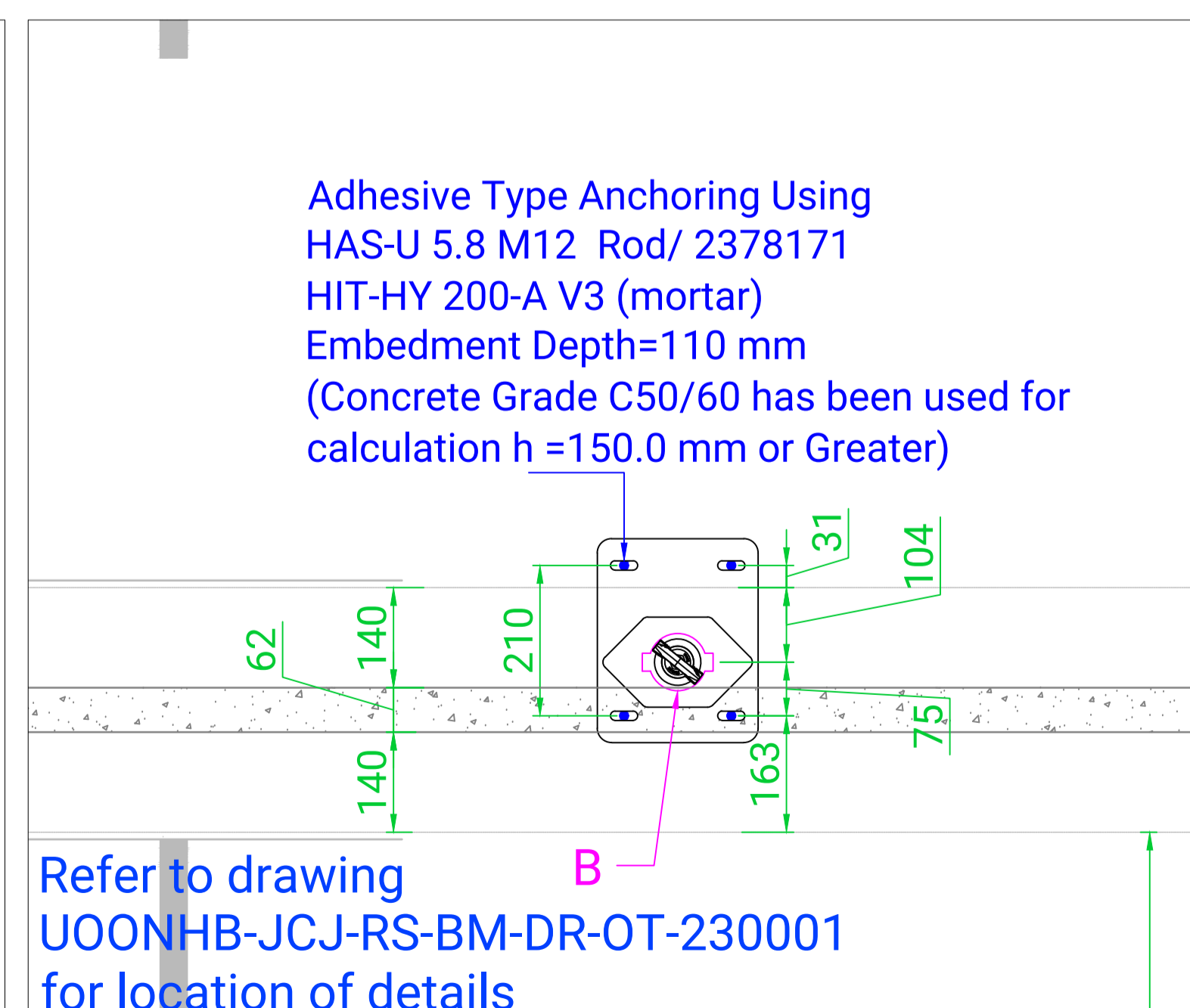
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PROJECT	4334 - OXFORD HUMANITIES
DRAWING NO.	UOONHB-JCJ-RS-ZZ-DR-OT-230002

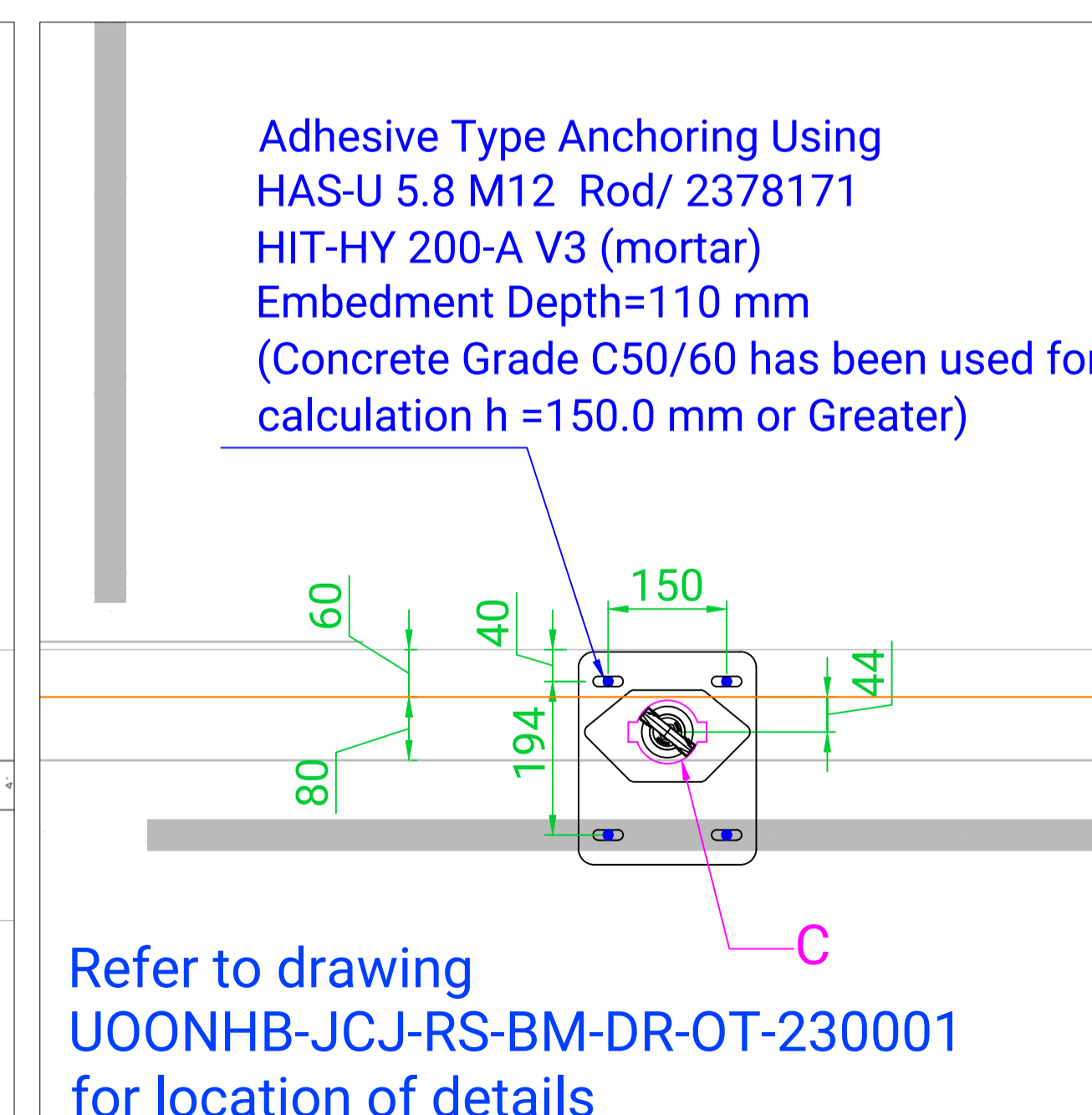
TITLE	Rehearsal Room Lifting Points GA Section Details
PURPOSE	A5 - Accepted as Suitable for Record



Scale: 1:8 Detail-A



Scale: 1:8 Enlarged Plan-B



Scale: 1:8 Enlarged Plan-C