

Oxford Humanities
Operation & Maintenance Manual

CRAWLWAYS

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1. Document Control

1.1. Identification

Client: Laing O'Rourke

Project Name: Oxford Humanities

J&C Joel Project Reference: 4334

Document Name: Crawlways - Operation & Maintenance Manual

Document Reference: 4334-25-OM-0001

1.2. Document History

Rev	Date	Description	Author	Checked
A	13/08/2025	First Issue	JC	SS
B	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 Crawlways within the 250 Seat Theatre in the Oxford Humanities building. 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

3. General

The crawlways that are installed in the 250 seat theatre are metal crawlways (access ways) nominally 850mm wide. They are designed to offer limited headroom (nominally 720mm) access to the front of house fixed bars, and are installed running stage left to stage right above the auditorium, approximately 5,700mm and 8,800mm respectively from the front edge of the fixed stage.

Access to the crawlways is via permanently fixed, drop down ladders located at the ends of each crawlway. These ladders are designed to be stowed away on top of the crawlway when not in use. This is similar to a loft ladder commonly used in houses.

It is recommended that the minimum inspection period is once every twelve (12) months, although it will depend on usage or if there is a material change. It is the clients responsibility to undertake an assessment of the usage and review and adjust the minimum inspection period accordingly.

3.1. List of Drawings

DRAWING NO.	TITLE
UOONHB-JCJ-T2-ZZ-DR-OT-250001	250 Seat Theatre - Crawlways - Plan View
UOONHB-JCJ-T2-ZZ-DR-OT-250002	250 Seat Theatre - Crawlways - Long Section View
UOONHB-JCJ-T2-ZZ-DR-OT-250003	250 Seat Theatre - Crawlways - Short Section Views

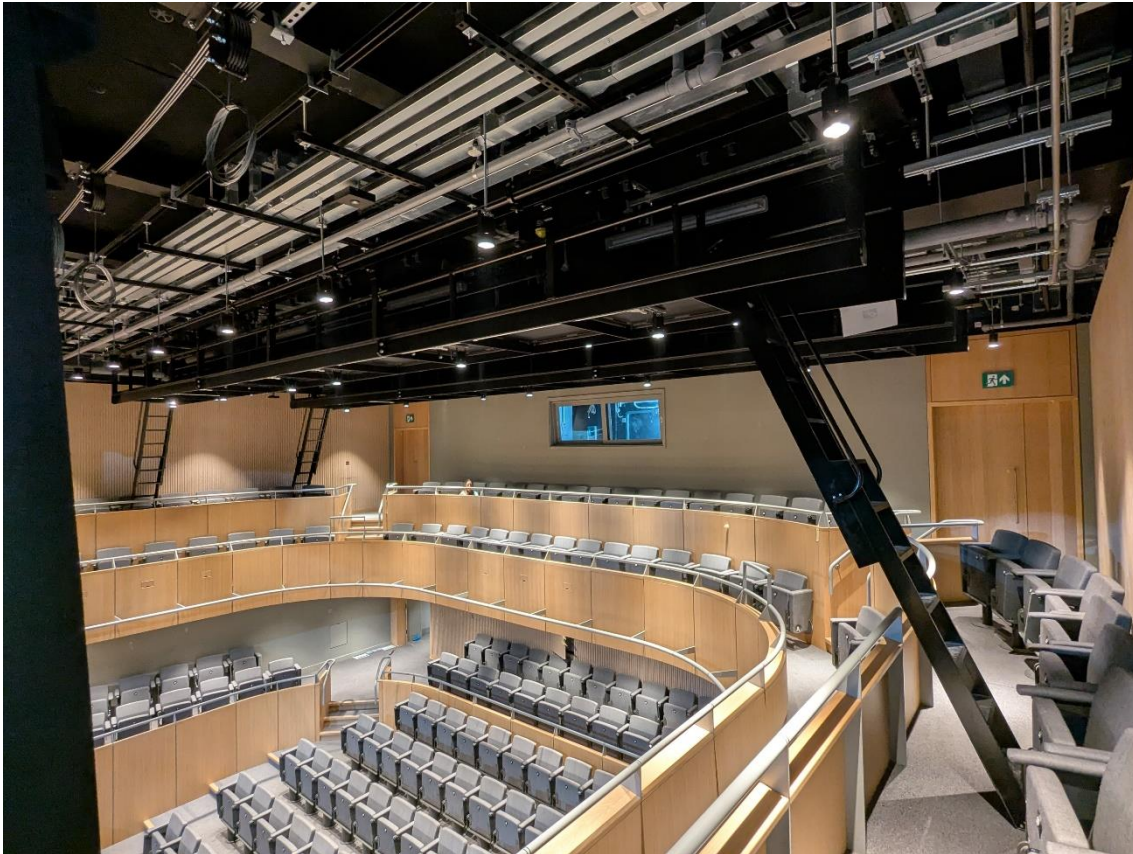
3.2. Care When Using

1. It is advised that protective knee pads and protective gloves are worn when using the crawlway.
2. The use of a bump cap or hard hat is recommended due to the limited head room available when using the crawlway.
3. Extra care should be taken when working on the crawlway during low light levels such as during a theatre set-up.
4. Empty pockets of loose change, mobile phones or other items that could fall onto persons below before accessing the crawlway. It is also recommended that people do not work underneath working areas such as when fitting lights or other items.
5. Tools or other essential items should have secure lanyards attached to them that are then attached to a secure point on the crawlway to avoid falling objects from the crawlway.
6. Care should be taken when lifting and lowering the access ladder. Be especially aware of potential entrapment from moving parts.
7. It is advised that prior to first use of the crawlway by new persons, training should be offered to ensure they are comfortable and confident in using both the access ladder and the crawlway.
8. When lowering the ladder, care should be taken to carefully guide the ladder base past the installed seating.

4. Crawlways

The two crawlways are shown in the photo below. To deploy the ladders follow the below steps and the care instructions in section 3.1.

Both ladders must be deployed before any persons are able to access the crawlways, this is to ensure that adequate escape routes are available in the case of a fire.



Overleaf is a set of instructions on how to deploy the ladders. The inverse of these instructions should be used to store the ladders.

Each ladder is telescopic and has two sections to it, a front and a rear. When stowed, these are joined together with a locking clasp.

Use the provided tool to reach the stowed ladder. It has a hook on one side which fits into a lug on the underside of the ladder. Pull the ladder towards you.



Take care when moving the ladder above peoples head. Ensure that correct PPE is worn when deploying the ladder.

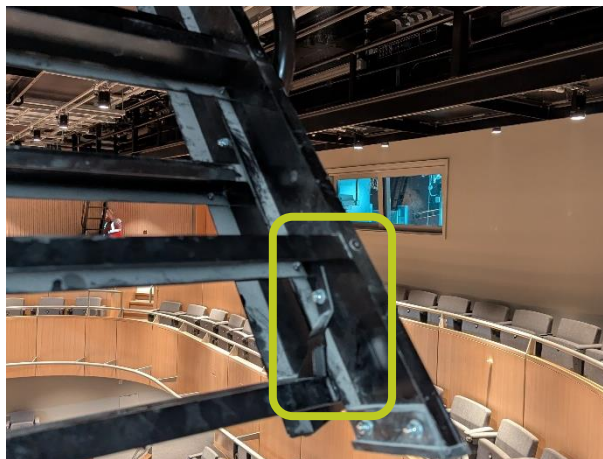


When the ladder is at an appropriate height for the operator, they should detach the pole and lower the rest of the travel by hand. Extra care should be taken at this point as if the upper ladder latch is not in place the upper ladder could slide towards the operative.

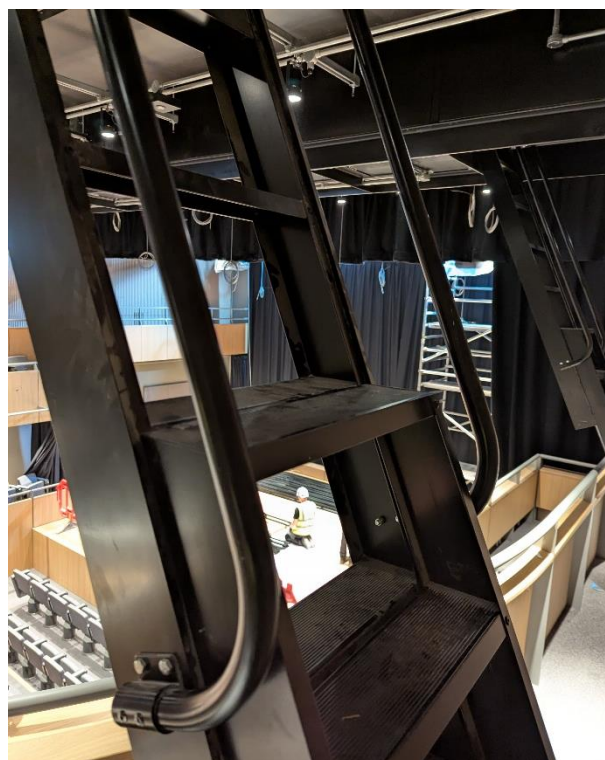
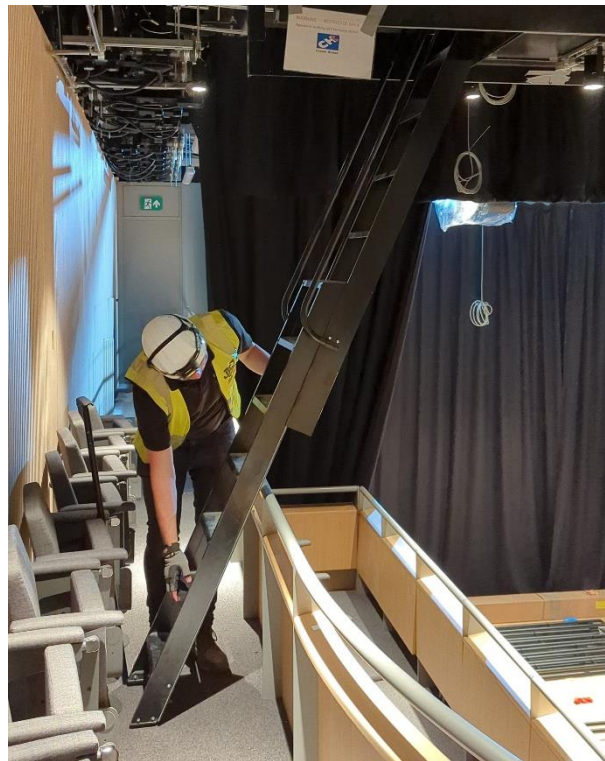




When the ladders are at their extent on the tracks, release the clasp (highlighted in the green box below) at the base of the front section, this allows the front to slide down to the ground.



Gently lower the front section to the ground while being mindful not to hit the chairs.



Ensure the ladders are secure on the floor before attempting to climb them. Care should be taken to ensure that the overlapping treads on each section are aligned.

5.2. ML01 Check Sheet

Crawlways

		Pass	Fail	Rectified	N/A
1	Appearance				
1.1	Check crawlway is free from clutter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Check crawlway is clean and swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	General				
2.1	Check crawlway for signs of water damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Check crawlway for signs of any other damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mechanical				
3.1	Inspect crawlway for any sign of damage or misuse, especially from lanterns or speakers being dragged or knocked on the structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Check that secondary steel connection fixings are still sound (Note-this was not installed by J&C Joel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Check the lindapter fixings are torque striped (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Check that all M12 bolts are tightened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Check for 'sway' or other unusual movement in the crawlway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Check that all fixings on drop down ladder are secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Check that the ladder is free running and does not get jam or stuck when lifting or lowering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Check that the ladder grab rails (if appropriate) are secure and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Check that no fixing bolts are missing on the ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Check that all latches engage and secure the sections in the correct locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Referenced Drawings

Drawings are shown overleaf.

250 - Crawlways - Plan

08

09

H Cen

10

Deck cut back from total gantry length

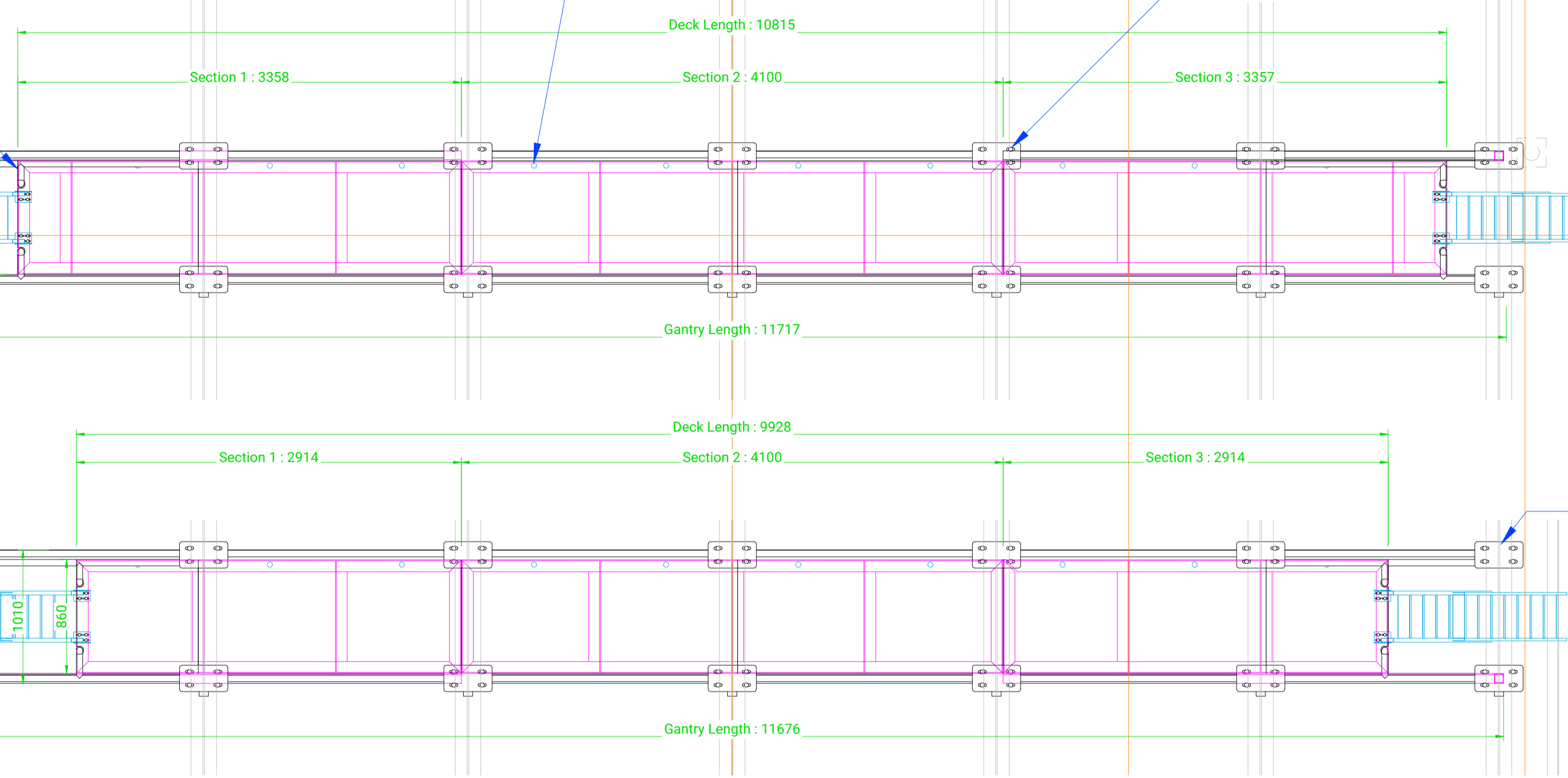
Gantry total length extended to connect with steel

Ø40mm conduit access points on both gantries. Shown in teal.

4no. A20 Lindapter beam clamps on each upstand

D

Countersunk M10 Hollo Bolts to connect each section for verticals & M12 bolted connection at base



08

09

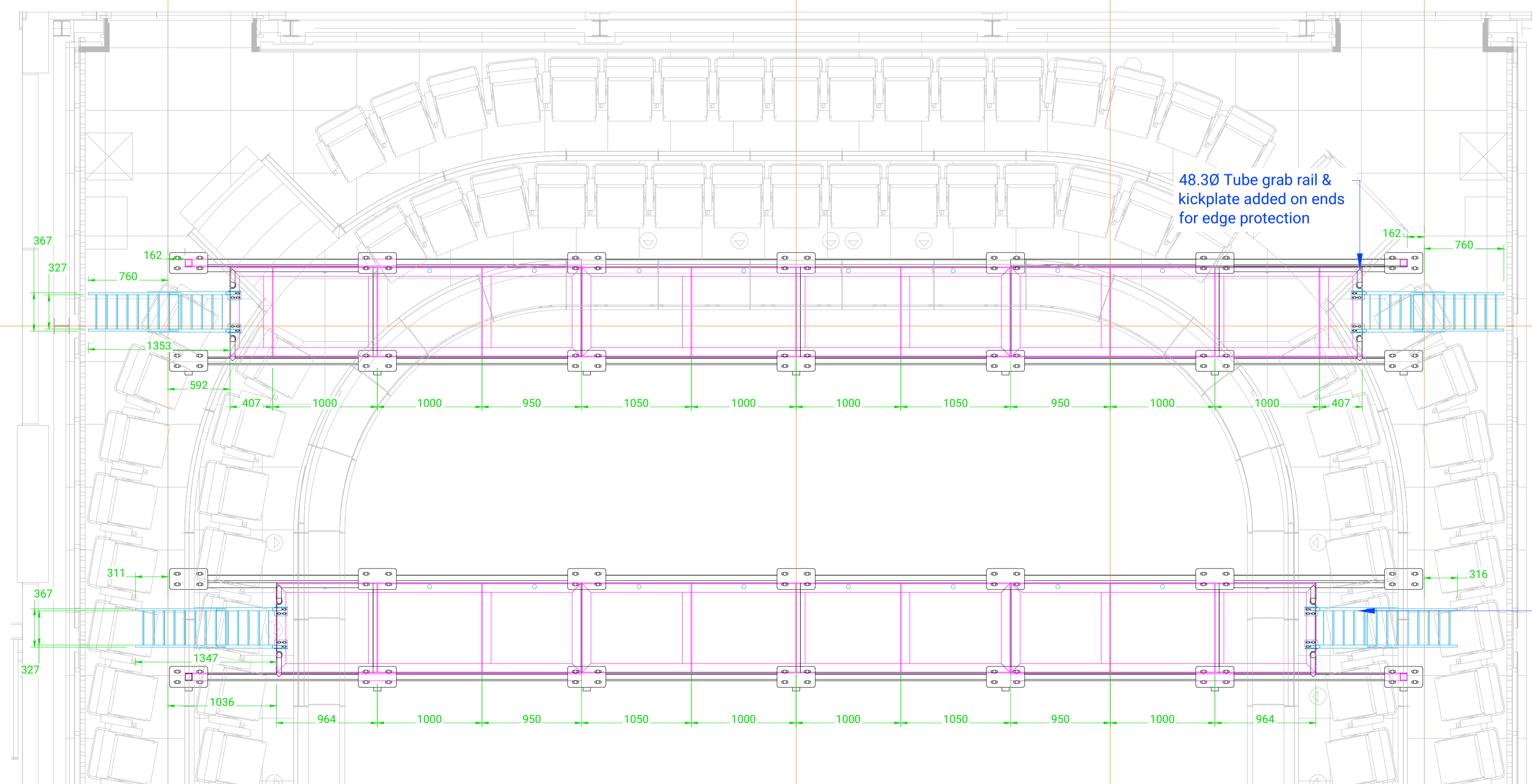
H Cen

10

48.3Ø Tube grab rail & kickplate added on ends for edge protection

D

Handrails added to upper ladder section on both sides of ladder



Scale 1:30

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REVISIONS			
REV.	BY	DESCRIPTION	DATE
P01	JD	FIRST ISSUE	06/03/2024
C01	JD	COMMENTS ADDRESSED & LADDERS ADDED	01/05/2024
C02	JD	MODIFIED AS PER COMMENTS	15/05/2024
C03	SH	For Record	28/04/2025

Notes:

- Drawings to be read in conjunction with;
 - UOONHB-JCJ-T2-ZZ-DR-OT-250002
 - UOONHB-JCJ-T2-ZZ-DR-OT-250003
- Lower base drawing based upon;
 - UOONHB-HAL-T2-ZZ-DR-A-006744 P01
- Finish of all installed equipment to be RAL9005
- Metalwork to be powdercoated RAL9005
- Fixings (lindapters, bolts, etc) to be sprayed black post-installation
- All dimensions to be checked with a site survey prior to manufacture.

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



PROJECT	4334 - Oxford Humanities
JCJ NO.	UOONHB-JCJ-T2-ZZ-DR-OT-250001
TITLE	250 Seat Theatre Crawlways Plan View
PURPOSE	A5 - Accepted as Suitable for Record
REV	C03

250 - Crawlways - Short Sections

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REVISIONS			
REV.	BY	DESCRIPTION	DATE
P01	JD	FIRST ISSUE	06/03/2024
C01	JD	COMMENTS ADDRESSED & LADDERS ADDED	01/05/2024
C02	JD	MODIFIED AS PER COMMENTS	15/05/2024
C03	SH	For Record	28/04/2025

Notes:

Drawings to be read in conjunction with;

- UOONHB-JCJ-T2-ZZ-DR-OT-250001
- UOONHB-JCJ-T2-ZZ-DR-OT-250002

Base drawing based upon;

- UOONHB-HAL-T2-ZZ-DR-A-006744 P01

Finish of all installed equipment to be RAL9005

Metalwork to be powdercoated RAL9005

Fixings (lindapters, bolts, etc) to be sprayed black post-installation

All dimensions to be checked with a site survey prior to manufacture.

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

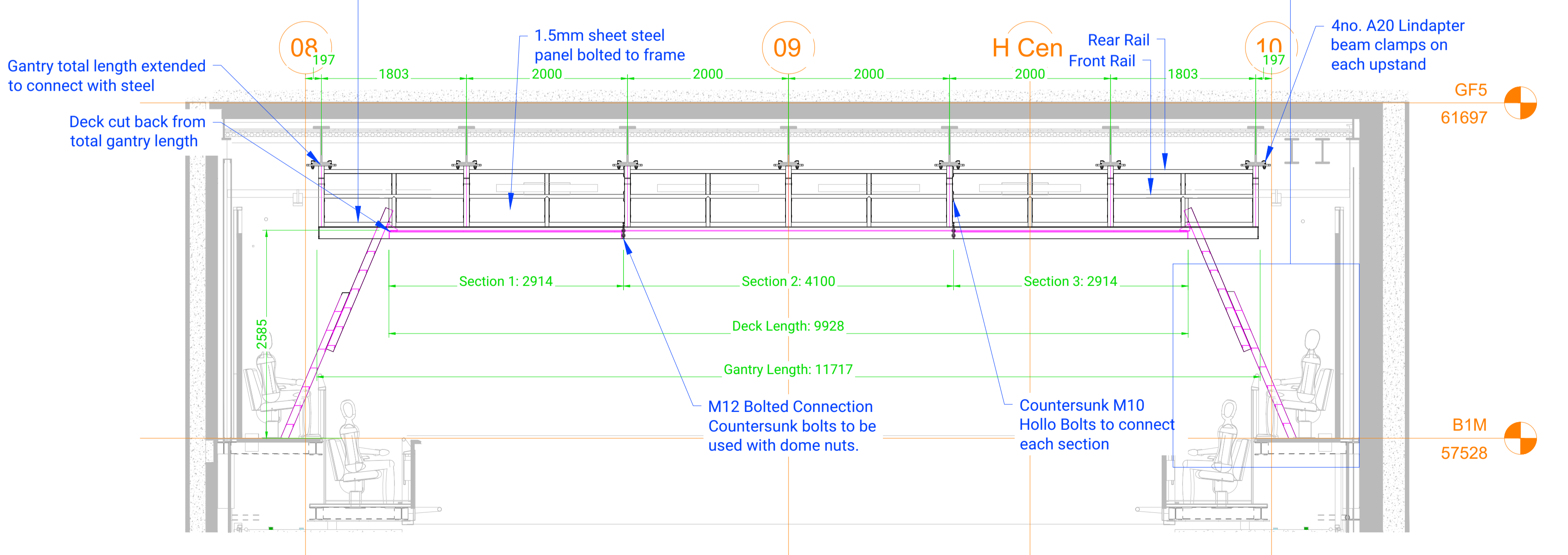
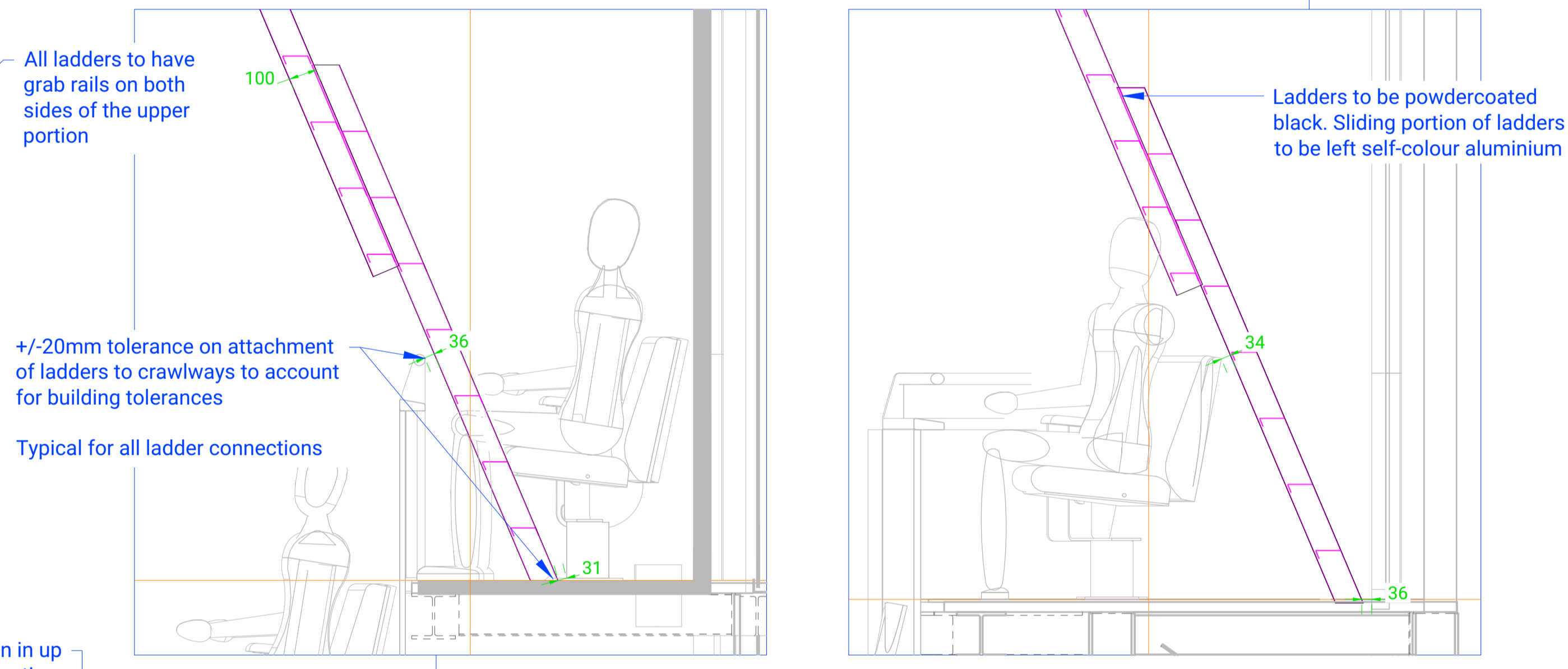
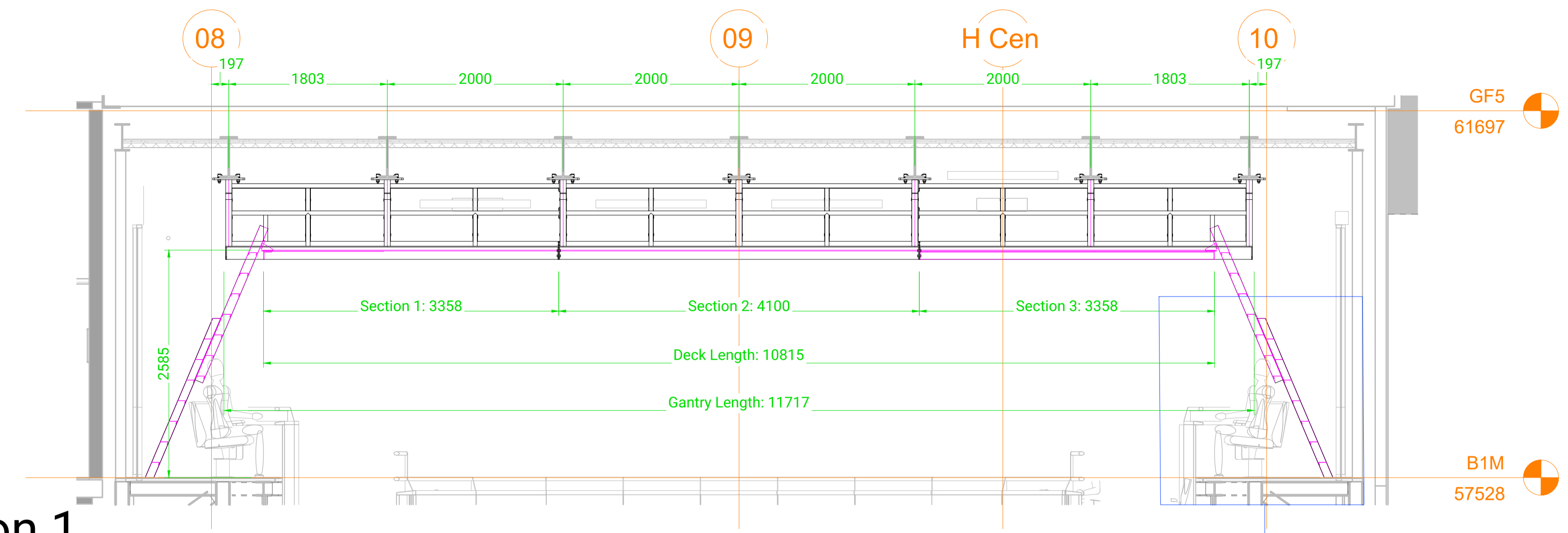


PROJECT	4334 - Oxford Humanities
JCJ NO.	UOONHB-JCJ-T2-ZZ-DR-OT-250003

TITLE	250 Seat Theatre Crawlways Short Section Views
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PURPOSE	A5 - Accepted as Suitable for Record
REV	C03

Section 1 Scale 1:30



Section 2 Scale 1:30

