

Event and Classroom Management Training

FELDMAN BALLROOM
WALL MOVE TUTORIAL



UNIVERSITY of
ROCHESTER



THE BALLROOM HAS A TOTAL OF 13 WALL PANELS PER WALL
(WALLS **AB** &/OR **CD**) [TOTAL OF 26]



TO BEGIN WALL MOVE, LOCATE THE CRANK IN THE STORAGE ROOM IN BALLROOM D (REQUIRES CARD ACCESS)

PLEASE RETURN THE CRANK TO THIS LOCATION WHEN COMPLETING WALL MOVE!

SETTING THE WALL

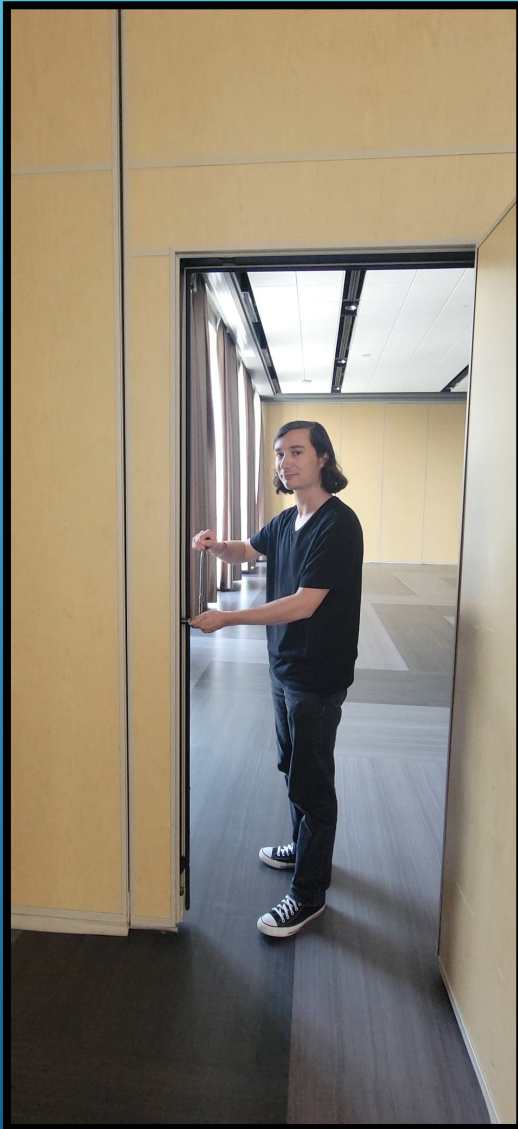
1. Be sure any objects are out of the way of the track
2. Pull the panel towards you and pivot the left side when reaching the intersecting track
(Note: We recommend opening the ballroom doors that are near where you are pivoting the walls to avoid damaging the door opening brackets)
3. Move the panel to the desired wall and pivot again to that wall's track
4. When you've reached the end of the wall or intersecting track, use the crank on the hex bolt (located on the side of the panel) **Clockwise** to lower the track's brakes

(Note that the hex bolt is spring loaded so be careful and have a firm grip on crank to avoid injury.)

5. Repeat these steps for the remaining walls



SETTING THE DOOR WALL PANEL (PANEL 2)



When locking the brakes on the 2nd wall panel, follow the same wall move steps as before **Except:**

1. Open the door after interlocking the panels and begin locking the **left side hex bolt 1st (the bolt that is closest to the windows)** clockwise.
2. Once the left side is locked, lock the opposite break from either inside the door **Counter clockwise**, or outside the door **Clockwise**.

SETTING THE EXTENDING WALL PANEL (PANEL 13)

When you reach the final wall, lock the hex bolt on the right side (Facing the entrance doors) **clockwise**, followed by the **extender bolt** on the front of the wall **Clockwise** until the sliding mechanism closes the gap.





STRIKING THE WALL PANELS

Striking the wall panels begins with

1. Using the crank on the extender bolt on **Panel 13 1st counter clockwise.**
2. Unlock the brakes with the crank rotating **counter clockwise**
3. Move the walls through the tracks as before and return them to Ballroom A
4. Pivot the panels to the right and push the walls into the remaining walls (Shown in Video)



STRIKING THE WALL PANELS: DOOR WALL (PANEL 2)

When Striking the Door Wall Panel (Panel 2):

1. Open the Door 1st and unlock the brakes from inside the door on the left side hex bolt **counter clockwise** (Side opposite of the door hinges)
2. Repeat the remaining steps as the other wall strikes
3. IMPORTANT!

**PLEASE RETURN THE CRANK TO THE STORAGE ROOM LOCATED IN
BALLROOM D WHEN COMPLETE!!!**