

Rough List of “To-Do” Items

- **Floor layout**

Layout square

Mark center

Mark outer ring positions

- **Unpack outer ring**

Position on floor

Note repairs needed

List parts

Order missing items

Create labels and packaging as needed

List tools needed for assembly

Inventory tagged equipment

The computers and LCD panels all have SLAC equipment inventory numbers. A careful survey of these items will be done and given to Teri Church.

Modify video cable and power wiring

Power

The power cables inside the rack sections need to be much more compact. An electrical box near the top into which all the power cables go and where they may be ganged together is preferred. There should be one outlet on the side near the bottom for the computer and one inlet where an extension cord may be plugged in (Unless pedestals are constructed).

Power cables should be routed through the monitor support pipe and exit at the monitor bracket with just enough length to reach the monitor.

Video

Video cables are much too long and need to be dressed inside the rack unit so they don't press on the panels. Cables should be routed from the LCD panels through the monitor support pipe and terminate in the lower side of the rack. A rigid mounting is preferred. Short cables would then be used to connect to the video cards. This will protect the cables and allow easy assembly/disassemble.

Computers

Verify proper operation

Coordinate new application software

Label video card outputs and associate computer/rack

Rack image panels

To improve the sturdiness of the display, these can be made of thin aluminum and be permanently installed. The new panels would replace the present system. Image panels will be bonded on 1/8 inch material and attached with Velcro or double-sided tape to the aluminum panels. This will facilitate changing of images.

Image panels

The display system had a number of problems which made it difficult to assemble and fragile as well. The system will be carefully adjusted and several improvements made.

Order missing parts

The display system is a commercial unit. Parts can be ordered from the manufacturer.

Sturdy mounting for crossbar channels

The joint between the rack section and the display system channel will need to be more solidly constructed. A second angle piece and a bolt through the channel will accomplish that.

Through mounting for upright rods

The display system manufacturer can supply rod mountings that bolt through the channel instead of the current system of reverse threaded clips inside the channel. This will greatly improve the strength of the connection.

Image panel mounts

Currently the mounting points for the image panels are cylinders set-screwed to the vertical rod. A thumbscrew is pushed through the image panel and screwed into the cylinder. This proved very awkward to use and required a coordinated effort by two

people. A simpler method is to fix the threaded rod into the cylinder and slide the image panel over that stud. A decorative retaining nut is then screwed onto the rod.

New pedestals

Raise rack units 10 inches

Create space for computer in pedestal

Power and video connections in pedestal

Probably need an access panel

Pedestal should facilitate moving of rack units

Create mechanical drawing

Schedule machine shop time for construction

Install new images

The VMS department will produce new, mounted, images for the display. Before packing, these will be installed on the exhibit.

Modify packaging

Last year the rack units were difficult to place in the crates. Packaging accessory equipment was also difficult. The packaging will be modified to allow for less disassembly and to provide compartments or sub-packaging for accessory components such as monitors and computers.

A particular problem is putting the racks in the crates. The racks were bolted to a plywood substrate. The substrate was then pushed into the crate. The plywood was not stiff enough to prevent the display from flexing too far. The bolts also caught on the floor of the crate, making it difficult to slide the plywood mounting in.

Triangular bracing will prevent the flexing. A new system of attachment will be constructed, and perhaps Teflon pads in the crate to ease insertion. Wheeled dollies can ease the task of moving the segments.

•Unpack kiosk

Assemble and position on floor

Note repairs needed

List missing parts

Inventory tagged equipment

Check monitor mountings

Measure to see if 20" monitors will fit on the existing mountings. If not, a decision must be made soon whether to use 19" or 20" monitors. If modifications are needed, the brackets must be redesigned and a job submitted to the machine shop.

Install new images

The VMS department will produce new, mounted, images for the display. These will require some drilling and fitting to mount. They will be mounted before repacking the kiosk.

Shelf Modifications

A request was made to allow space for laptops to sit on the shelf areas. There is a limited amount of space to accommodate this. It would be possible to share keyboards between systems or mount the keyboards under the shelves on pull-out drawers.

Modify packaging

Modifications to the packaging will allow the kiosk sections to be well padded in shipment, but easier to insert and remove. Compartments for brackets and accessories will be added.

- Open misc. boxes**

 - List contents*

 - Inventory tagged items*

 - Place items with associated segment of exhibit*

- Open sculpture**

 - Inventory*

 - Check condition*

 - Note missing parts**

 - Note repairs needed**

 - Base*

 - Find old base**

 - Get dimensions and see what is salvageable

 - Create drawings for replacement**

 - New base should be hinged near center to reduce strain on base and allow easier erection. Metal construction preferred. It must have bolted cross braces to keep the hinge from moving when erected. These must make the platform rigid. A shelf is constructed to place on top of the braces and hold the computers. Bottom should have support/spacers to allow space for fiber cables underneath.

 - Schedule with machine shop for fabrication**

 - This is a high priority item. Machine shop work is not easy to get in a timely fashion.

 - Remove sculpture from crate***

 - At this point the sculpture should be supported horizontally about three feet off the floor. Saw horses of some sort will be needed. We'll also need those at the conference. Think about packing them with sculpture. May want saw horses different heights to ease base attachment.

Make repairs as needed

Attach base and Erect sculpture

This is a good time to think about how to erect the sculpture. It takes 10 people to do it safely. They must be well coordinated. Think about having people stand on the hinged section of the base. The rest push it upright. The 45 degree position is the most difficult. Think “Water to the ropes.”

Modify packing for sculpture

Storage compartments for base and saw horses inside sculpture crate if possible.