



Technical Note

Draft Procedure for Moving SPIRE
D. Smith

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Issue: 1.0 Draft
Date: Date 12th May 2003
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Draft Procedure for moving SPIRE between G56 and G125.

SPIRE mounted on HOB plate and support frame clamped to rails.

Entrance port cover mounted

Shock gauge mounted onto MGSE trolley

This activity should be performed out of hours when there is little activity in the building.

Personnel required: AIV manager, SPIRE Technician, PA manager

1. Double bag SPIRE and support frame ensuring that cover goes over lip of trolley.
2. Once covers are in place, open clean room doors and move out of G56 clean room making sure that rotating wheels are in front.
3. Close doors of clean room
4. Move trolley to lift.
5. When moving trolley into lift, hold down 'open doors' button to prevent the doors closing. The trolley has to go all the way into the lift so that it touches the back wall. If not the doors will shut on the trolley.
6. Go to first floor of R25
7. Move trolley through corridors of R25 first floor to lift on west side of building. One person should walk ahead of the trolley to open doors and remove any obstacles. Another person should walk behind the trolley to hold doors open while the trolley is passing through. Doors must be closed afterwards because of fire safety regulations.
8. Move trolley to lift, once again holding the 'open doors' button. Make sure that the trolley clears the doors before releasing the button.
9. Go to ground floor of R25.
10. Rotate trolley so that steering wheels are at the back to ensure that SPIRE enters the lab in the correct orientation.
11. One person should go into the clean room (wearing clean room clothing) and open the doors to the corridor.
12. Move SPIRE into lab and close doors. The only people permitted into the lab at this point are the AIV manager, SPIRE technician and PA manager.
13. Take a 10 minute break to calm down.
14. Remove outer covers and store.
15. Remove A-frames from trolley, bag up and store.



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16. Open cryostat door and move trolley into correct **position (need to mark position on floor)**, aligning rails.
17. Jack trolley to correct height – ensuring that the base of the trolley remains horizontal **(spirit level required)**.
18. Connect rails with bridging pieces.