

SWING SCAFFOLD SERVICES, INC.

183A Beacon Street
South San Francisco, CA 94080
Telephone 650.588.1787
Facsimile 650.588.9098

September 20, 1999

100 McAllister Street, San Francisco, CA Operating Procedures Outline Sheet (OPOS) For Window Cleaning

This document is meant to establish the safe use of the equipment on site at the above referenced address dedicated to window cleaning and exterior building maintenance. All personnel are to comply with these procedures as well as any relevant orders in the Cal-OSHA mandated guidelines. Misuse of the equipment or conduct, which violates state or federal regulations, releases all liability from the building and/or manufacturer.

Emergency procedures and communication will be addressed in this paragraph. All employees using exterior maintenance equipment will be provided with a hand held radio in direct contact with the engineering staff and building management office. In situations where the equipment becomes non-functional, the operator is to contact the building engineer immediately to relay the problem and the engineer is to assess the degree of danger present. If the engineer is unable to resolve the issue in a safe manner without putting anyone at risk, then he/she is to contact Swing Scaffold Services Inc. at (650) 588-1787.

The attached Roof Plan drawings have outlined drop locations D1 through D87 as well as anchor locations F1 through F23 and W1 through W19. The fall protection anchors provided by Swing Scaffold Service, Inc. have a maximum load rating of 5400 pounds. A licensed SIT company must inspect and authorize the anchors prior to each use to release liability from the building. All scheduled and unscheduled maintenance shall be performed with rental equipment brought to the site by the contractor. The contractor shall provide building management with paperwork certifying that their motors and platform decks have been inspected and are safe to use. The anchors provided by Swing Scaffold Services, Inc. can be used for equipment tie back, with the exclusion that

the maximum force to be applied to the anchor in the event of an equipment failure is less than 5400 pounds.

The following paragraph is dedicated to addressing the procedures for utilizing the method of Controlled Descent Apparatus (CDA). The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following items: approved anchor, independent safety line with D-Ring attachment, and CDA system which consists of D-Rings, 2 nylon lines, descent device and seat board. The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches D-Rings to **anchor hole** and nylon lines.
- B. Worker attaches secondary safety line to **anchor shackle** with separate D-Ring and personal safety harness approved by Cal-OSHA with a shock-absorbing lanyard and double action clips.
- C. Attach a chafe guard to the parapet wall and any other obstructions to prevent damage to the structure as well as the nylon lines
- D. Worker carefully proceeds over the wall using the descent device.

Note that the use of knots of any kind in the safety line or genie line is strictly prohibited. Any and all rules and regulations set forth by the manufacturer of the CDA device governing the load rating, operation, and maintenance must be followed strictly. The liability of all equipment including the CDA device, which the contractor provides, rests solely with the contractor.

The following paragraph is dedicated to addressing the procedures for utilizing the method of parapet hooks tied back to approved anchorage. The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following six (6) items: approved anchor, wire rope tie-back line, safety line, parapet hook, suspension line, and motorized work cage.

The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches wire rope tie-back line to **anchor hole** and parapet hook with standard safety shackles.
- B. Worker attaches safety line to **anchor shackle** with D-Ring.
- C. Worker attaches suspension line to parapet hook with standard safety shackle.
- D. Worker approaches wall and attaches parapet hook to wall.
- E. Worker manually lowers suspension rope and safety line to ground level.
*This process shall be motorized in the future.
- F. Worker feeds suspension rope into motorized work cage at ground level.
- G. Worker attaches to safety line with personal safety harness approved by Cal-OSHA with a shock-absorbing lanyard and double action clips.
- H. Worker carefully proceeds up the wall.

The following paragraph is dedicated to addressing the procedures for utilizing the method of outrigger beams tied down to approved anchorage. The areas which, this method is to be utilized is called out on the drop outline sheet. Suspension equipment consists of the following seven (7) items: approved anchor, wire rope tie-down line,

safety line, outrigger beam, outrigger stanchion, suspension line, and motorized work cage.

The rigging procedure for window cleaning is as follows:

- A. Worker approaches anchor and attaches wire rope tie-down line to **anchor hole** and tail end of outrigger beam with standard safety shackles.
- B. Worker attaches safety line to **anchor shackle** with D-Ring.
- C. Worker feeds outrigger beam through stanchion mast head.
- D. Worker approaches wall and attaches suspension line to rigging end of beam with standard safety shackle.
- E. Worker manually lowers suspension rope and safety line to ground level.
- F. Worker feeds suspension rope into motorized work cage at ground level.
- G. Worker attaches to safety line with personal safety harness approved by Cal-OSHA with a shock-absorbing lanyard and double action clips.
- H. Worker carefully proceeds up the wall.

Endorsed by,

Paul Hernandez
Swing Scaffold Services, Inc.

Sean Branecki
EDCO Equipment Development Co.

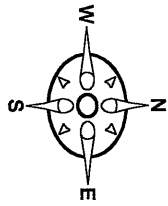
**100 McALLISTER STREET
OPOS DROP OUTLINE**

DROP NO.	ACHIEVED WITH	ANCHOR NO.
1,2,3		F6
4,5	PARAPET HOOKS TIED BACK	F5
6,7		F4
8,9,10		F3
11,12	OUTRIGGER BEAMS TIED BACK	F1
13		F2
14		F2
15		F3
16		F4
17		F5
18,19		F6
20,21		F7
22	CONTROLLED DESCENT APPARATUS	F8
23		F9
24		W2
25		W3
26		F11
27		W1
28		F10
29		F10
30,31,32		W4
33,34,35	PARAPET HOOKS TIED BACK	F9
36		F8
37,38		F7
39,40,41	CONTROLLED DESCENT APPARATUS	F12
42,43		F13
44		F13
45,46,47	OUTRIGGER BEAMS TIED BACK	F14
48		WEIGHTS
49,50	CONTROLLED DESCENT APPARATUS	F22
51,52		F16
53,54	OUTRIGGER BEAMS TIED BACK	F17
55		W17
56		F15
57		W19
58		W8
59		W5
60		W6
61	CONTROLLED DESCENT APPARATUS	W7
62		W8
63		W5
64		W9
65		W10
66		W11
67		W12
68		W16
69		W13
70	PARAPET HOOKS TIED BACK	W14
71		W15
72		W16
73		W13
74		W17
75		W18
76		W19
77		F18
78,79	CONTROLLED DESCENT APPARATUS	F19
80,81		F20
82,83		F21
84,85		F22
86		F23
87		F18

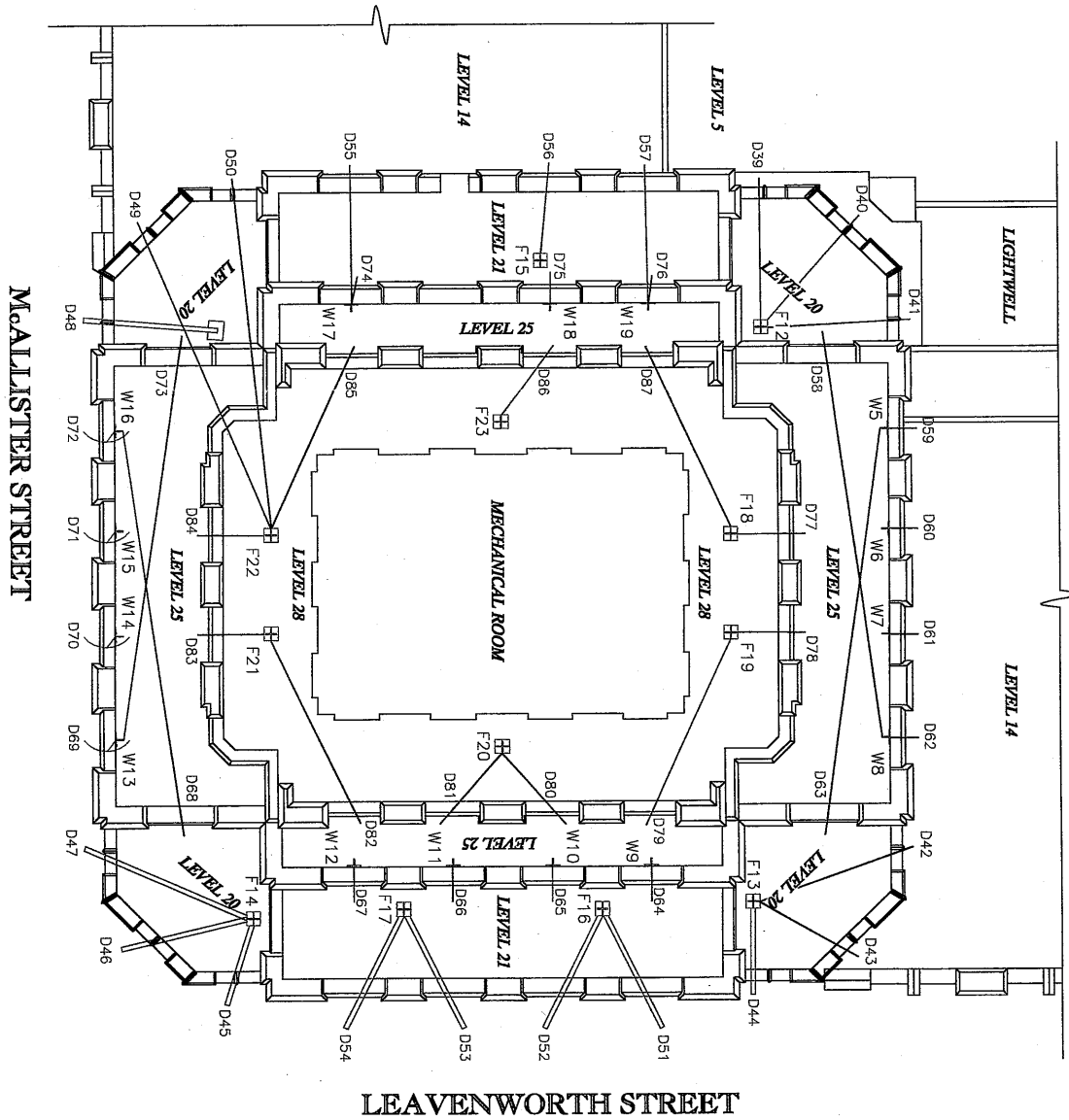
DWG. NO.: 99-222-4/4 ENGR. BY: N/A DRAWN BY: SMB	DATE: 09-20-99 EDCO EQUIPMENT DEVELOPMENT 723 CAMINO PLAZA PMB 281 SAN BRUNO, CALIFORNIA, 94066-3401 PHONE: 650.742.9490 FAX: 650.742.9469	SWING SCAFFOLD SERVICES INC. 183 BEACON ST. SOUTH SAN FRANCISCO, CA, 94066 PHONE: 650.588.1787 FAX: 650.588.9098	OPOS DROP OUTLINE 100 McALLISTER STREET SAN FRANCISCO, CA	3	2	1	NO. DATE:	REVISIONS

**100 McALLISTER STREET
OPOS DROP PLAN #2**

LEGEND	
[Symbol]	WALL MOUNTED ANCHOR
[Symbol]	FLOOR MOUNTED ANCHOR
[Symbol]	PARAPET CLAMP
[Symbol]	PARAPET HOOK
[Symbol]	TIE-BACK LINE
[Symbol]	OUTRIGGER BEAM
[Symbol]	ODA LINE



**PARTIAL ROOF PLAN VIEW
SCALE: NTS**



NO.	DATE:	REVISIONS
1		
2		
3		

OPOS DROP PLAN #2
100 McALLISTER STREET
SAN FRANCISCO, CA

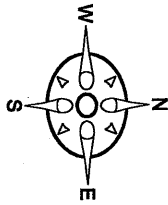
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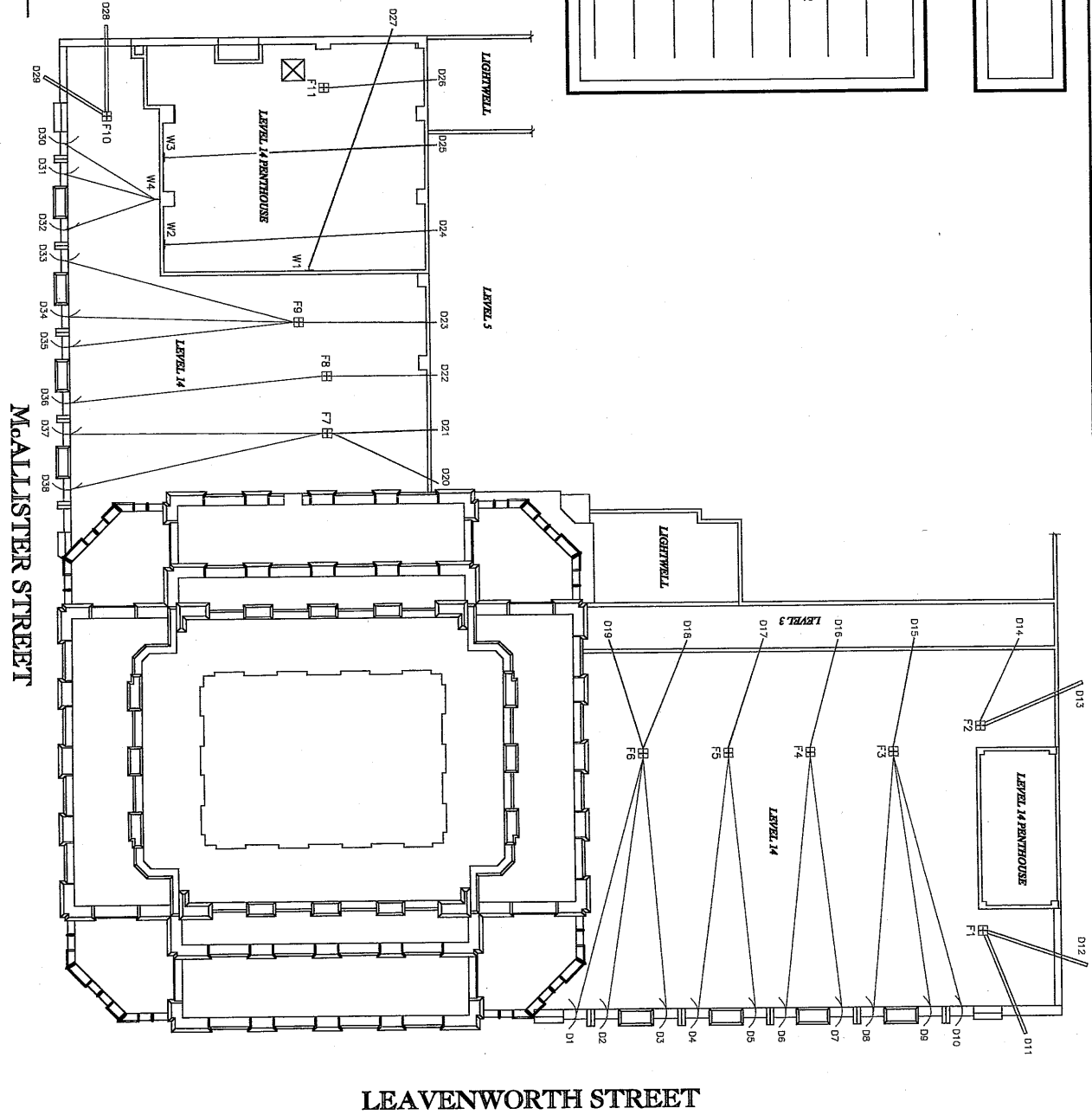
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CHKD BY: PCH
DWG. NO. 99-222-3/4

**100 McALLISTER STREET
OPOS DROP PLAN #1**

LEGEND	
⊥	WALL MOUNTED ANCHOR
⊞	FLOOR MOUNTED ANCHOR
⊞⊞	PARAPET CLAMP
)	PARAPET HOOK
—	TIE-BACK LINE
—	OUTRIGGER BEAM
—	CDA LINE



**PARTIAL ROOF PLAN VIEW
SCALE: NTS**



NO.	DATE:	REVISIONS
1		
2		
3		

OPOS DROP PLAN #1
100 McALLISTER STREET
SAN FRANCISCO, CA

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