FREEMAN

AUDIO VISUAL OPERATIONS STANDARD

CABLE CARE & TAPING

General Cable Principles

- ***All cables must be run and/or taped in straight lines, parallel or perpendicular to walls, changing direction at 90° angles only.***
- ***All cables run in foot-traffic areas must be taped down completely under a "tunnel" of tape. Cable runs consisting of more than one small gauge cable should be taped down using at least two parallel tape strips to prevent rolling or accidental snagging of the cable/tape tunnel.*** Although tape is expensive, adequate tape should always be used so as to ensure safety.
- ***High-voltage AC, feeder, or lighting power cables must never be run parallel to audio or video cables to prevent induction of hum or other interference. Slack high-voltage cable must always be coiled in a "figure-8" pattern to prevent creation of unwanted electromagnetic fields and damaging the cable or connected / surrounding gear.***
- ***It is advisable to run standard 120V AC cables away from audio or video system cables, crossing only at 90° angles/perpendicular to AV cables to prevent induction of hum or other interference.***

Installing / Uncoiling

- ***Cables should be connected first at the end which is least likely to move (e.g. wall outlet, disconnect, snake outlet box, source).***
- ***Slack cable should be coiled and placed at the end most likely to move (e.g. lectern, mic stand, projector, etc.) and must be placed neatly on the floor beside its connection device or hidden from view.*** If both ends are equally likely to move, leave small coils of slack at both ends.
- ***Cables runs at first should be "tack taped" only, then tested prior to final taping to prevent waste of tape and installation time.*** Cables may be left "tack taped" only if not run in foot-traffic areas (i.e. along walls or under chairs).
- ***Cable runs which need to be added after final taping should be made parallel to but separate from the existing run. Cable runs must never be layered on top of each other to prevent difficult tape removal.***
- ***Cable ramps must be used if cables used are greater than 4 AWG in diameter or if forklifts or other heavy equipment will run over cables.***
- ***Cables crossing high foot-traffic areas (such as a near a door) must also use a length of caution tape in addition to the duct/gaffers tape over the crossing point.***

Disconnecting / Coiling

- ***To disconnect a plug, it must be pulled out by the plug itself; a cable must never be pulled or yanked out as this may loosen or break the connections.***
- ***Cables must always be coiled using the "over-under" method, starting with the slack (typically "female") end of the cable, creating coils of 12-18" in diameter. All used tape must be removed from cable prior to coiling. Cables must be secured/fastened using the provided Velcro strap or tie line when coiling is complete.***
- ***A cable greater than 6' in length must never be returned to a cable trunk without being wrapped and/or fastened to avoid tangling with other cables.***
- ***After removal from floor, all used tape must be gathered and thrown away prior to exiting room.***