

Portable Climbing Wall Set-Up & Tear-Down Procedures

Conduct equipment inspections

Note: This can be done concurrently by one climbing instructor while the second climbing instructor is setting up the portable wall.

1. Inspect trailer structure. Document.
2. Inspect hardware and soft goods. Document.
3. Collect all consent forms and health forms. Review for any items of concern.
4. Complete first part of *Event Log & Use Report*.

Set up the trailer / portable wall

1. **LOOK UP**, there must be a minimum of fifteen feet of clearance from the wall to any overhead wire.
2. Check wind speed. Wall must not be erected if winds exceed 30 mph. Use anemometer from the gear bags to document the wind speed.
3. Rope off the safety zone.
4. Disconnect tow vehicle from trailer and move it out of the way.
5. Extend rear out riggers and pin in place.
6. Adjust rear jacks so they just touch the ground + two turns.
7. Remove storage box from trailer and move it out of the way.
8. Turn belay posts 180° (so the tops are facing away from each other).
9. Turn on the keyed switch and raise the bottom wall section about ½ way.
10. Slide the top wall section up and out on to the belay posts.
11. Lower the bottom wall section back down.
12. Slide top section back and pin in to the bottom section, using the four pins and clips.
13. Clamp the sections together with the “vice grips”.
14. Use the four jacks to raise the wheels just off the ground, and then level trailer.
15. Raise the wall just enough so the belay posts can be removed.
16. Move belay posts to the top of the wall.
17. Rig ropes, flags and bells to top of tower. **See rigging diagram for top rigging details.**
18. Connect the stabilizer straps to the loops on the top part of the wall.
19. Check all pins and clips.
20. Raise wall to the upright position and lock in place with the bars and pins.
21. Turn off keyed switch. Remove and secure remove key.
22. Flip water ballast frame over. Place water tank on trailer. Fill water ballast tank. (Only required when using the wall outdoors where wind loading could be a factor.)

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23. Tighten the stabilizer straps to remove sway from the wall in the upright position.
24. Move tow vehicle to face of wall with rear of vehicle facing the wall. There should be approximately 12 – 15 feet between the rear of the vehicle and the face of the trailer.
25. Remove and secure vehicle key.
26. Attach the belay bar to the receiver hitch of the tow vehicle. The belay bar must be pinned in place in the receiver hitch.
27. Rig fixed belay points. **See rigging diagram for fixed belay bar rigging details.**

Conduct Safety training with participants

1. Have all participants remove all personal objects that could lead to injuries. Long hair must be tied up and/or tucked.
2. Explain to participants that no participant is coerced or pressured into attempting any activity. A participant may be encouraged to take the next small step, but the final choice of participation and performance is left entirely up to the individual.
3. Conduct warm-up activities.
4. Conduct site and safety orientation.
5. Explain and demonstrate the techniques of proper belaying and use of signals and equipment. Train participants in the proper use of the harness, carabiners, belay devices, and climbing ropes.

Finalize wall and site prior to climbing

1. Go / No Go decision is made to climb based on conditions, staffing, weather, or any other factor. Climbing instructors make the final decision and both instructors must be in agreement.
2. Safety checks to be conducted on each climber and belayer as they rope in to climb.
 - a. Check climber – harness, helmet, tie-in knot, and backup knot.
 - b. Check belayer – harness, helmet, belay device, locking carabiner.

BE SAFE, HAVE FUN!

All accidents or close calls must be documented!

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After climbing is completed

Take down wall

Reverse set up procedures.

Conduct post-use equipment inspections

1. Inspect trailer structure. Document.
2. Inspect hardware and soft goods. Document.
3. Complete second part of *Event Log & Use Report*.