

PURCHASING DEPARTMENT

MEMORANDUM

Date: January 30, 2018

To: Secondary Administrators and Theatre/Drama Teachers

From: Karen Alvarez, District Principal Education Services
Diane Lebel, Manager Purchasing Department
Rick Deck, Manager Corporate Services

Re: **IMPORTANT UPDATE** - Elevated theatre lighting modifications in theatres.

As you know, for health and safety reasons, SD36 Theatre staff and students are not to work at elevated heights (over 10 ft) for any lighting modifications or hanging of scenery. We have secured funding for Corporate Services to facilitate and pay for elevated lighting modifications for your theatre on an as required basis (first come, first served). You are able to request one of two vendors for this work: Universal Show Services (KIAN) or Philip Schultze.

Effective immediately –Please use the following steps to have this work requested:

1. School to enter a work order on School Dude selecting Corporate Services as the craft.
2. The work order is to include the following information:
 - a. Work that needs to be done & date of performance (provide details of work to be done)
 - b. Site contact and direct phone number (for vendor to arrange date & time to attend)
 - c. A secondary site contact & phone number (in case main contact unavailable)
 - d. List dates & times you are available so the vendor can schedule the work & confirm with the site contact.
 - e. If this is an emergency, please state so.
 - f. If you have a preference for a vendor, please state that. (Universal Show Services or Philip Schultze)

SPECIAL NOTE:

RE: Bulbs and consumables

Corporate Services does not supply bulbs or any consumables. It would be advisable to have bulbs available before the vendor is on site.

RE: Timeline

Both vendors have a 24-48 hour delay when responding to work orders unless it is deemed an emergency. Once the work order is received it will be sent directly to Philip Schultze or Universal Show Services (via email). The vendor will call or email the school contact to arrange the site visit. When the work is complete the vendor will send Corporate Services the invoice to pay.

RE: Scope of Work

Please note, both vendors are contracted to complete specific duties related to work over 10 ft only. If you require other services not related to work at height, schools are able to book either contractor and pay for their services directly. Please note they are not contracted to work directly with students and at no time should be left alone with students.

If there are any questions in regards to this service, please contact Karen Alvarez or Cindy Groulx (Purchasing Department).

Best regards,

Karen Alvarez, District Principal
Diane Lebel, Manager Purchasing
Rick Deck, Manager Corporate Services