

SOP: Projection Xenon Bulb Changes 8/15/2015

Eventually the lamp inside the projector needs to be replaced with a new one. You can run your lamps to full life expectancy but will need to be replaced shortly after 100% is reached. **Always replace old lamps Monday through Wednesday and if possible during non-operating hours.** If you lose a lamp during operating hours then you will need to make the lamp change immediately.

A few guidelines to follow when it's time to change a Xenon Bulb:

- First thing is to follow the GDC and Projector's recommended shut down procedures
- Do not begin until GDC and Projector have shut down completely
- Always use the protective gear provided. This includes jacket, gloves and face shield
- Make sure you have all of the necessary tools close by when you start, including the case and box for the old lamp and the new lamp
- Have the old lamp case and box open and ready to receive the old lamp
- Place the old lamp in the case and in the box so the old lamp is in a secured place during this process
- Again, have the new lamp box open and the new lamp ready
- Follow the manufacturer's instructions on how to change the Xenon lamp correctly. If unsure you can check YouTube to see if an instructional video on your projector model is available
- Always make sure all screws & bolts are tight and secure before turning power back on

If you need assistance when completing this please reach out to your projection technician.

From: Scott Bagwell
Sent: Friday, April 5, 2019 4:01 PM
To: Blake Zaugg <blakez@xscapetheatres.com>; craigf@xscapetheatres.com; Frisch, Doug <dougf@xscapetheatres.com>; Michael Rua-Harding (michaelr@xscapetheatres.com) <michaelr@xscapetheatres.com>; peters@xscapetheatres.com; renaev@xscapetheatres.com; vincew@xscapetheatres.com
Cc: Billy Geltmaker (BillyG@PatokaCapital.com) <BillyG@PatokaCapital.com>; 'Doug' <doug@xscapetheatres.com>
Subject: RE: SOP Xenon Bulb Ordering

UPDATE:
Subject line should read: (Theatre), Xenon Bulb Order, (Date)
Please implement this UPDATE going forward.

Thanks,
Scott Bagwell
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From: Scott Bagwell
Sent: Monday, January 28, 2019 8:54 AM
To: Blake Zaugg <blakez@xscapetheatres.com>; craigf@xscapetheatres.com; Frisch, Doug <dougf@xscapetheatres.com>; Michael Rua-Harding (michaelr@xscapetheatres.com) <michaelr@xscapetheatres.com>; peters@xscapetheatres.com; renaev@xscapetheatres.com; vincew@xscapetheatres.com
Cc: Billy Geltmaker (BillyG@PatokaCapital.com) <BillyG@PatokaCapital.com>; Doug <doug@xscapetheatres.com>
Subject: SOP Xenon Bulb Ordering

All,

Going forward you can only order Xenon bulbs the first five (1-5) days of the month. Plan accordingly. Anyone that has placed an order for bulbs this month that I have not approved will need to resubmit in February.

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