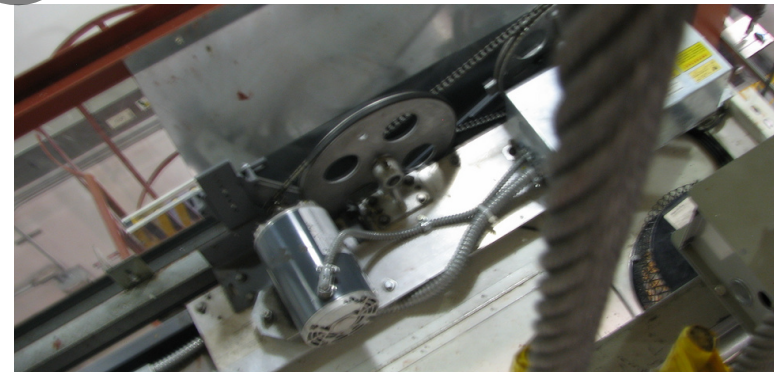
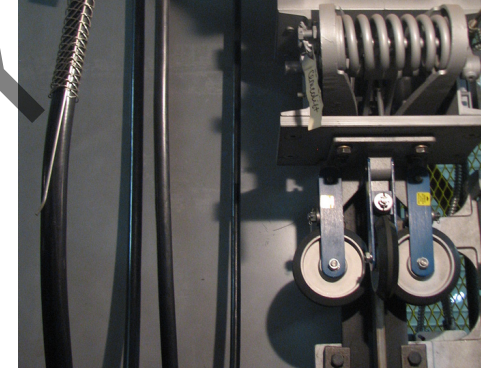


# Instructor Guide



## 218: Elevator: Hydraulic Elevator Module 1: Safety Procedures



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Summary.....56

PREVIEW ONLY

# Elevator – Hydraulic Safety Procedures

*Instructor's Guide*



## Icons Used In This Guide



**REVIEW** slides



**ASK**



**CLASSROOM ACTIVITY**



**SMALL GROUP ACTIVITY**



**INDIVIDUAL ACTIVITY**



**WRITE**



**Multimedia**



**REFER** participants to

## Agenda

Topic #	Topic Title	Duration
1	Overview	15 minutes
2	Safe Maintenance	40 minutes
3	Effective Communication	10 minutes
4	Safety Under the Car	30 Minutes
5	Summary	15 Minutes
	<b>Total Time:</b>	120 Minutes

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



### Overview

**Purpose** The purpose of this module is to:

Provide the participant with an overview of basic safety practices to be used when maintaining hydraulic elevators.

### Objectives

At the end of this lesson, the transit elevator/escalator trainee will be able to:

- Discuss specific precautions necessary to perform elevator maintenance
- Identify effective communication techniques according to a distance situation
- Identify proper safety methods for working in the pit

### Materials

#### Mandatory

Make sure you have the following

- PowerPoint Presentation
- Coursebook
- Quizzes
- Pencils
- Elevator Industry Field Employees' Safety Handbook

#### Optional

You may also want the following for optional activities:

- Personal Protective Equipment
- Chalk board with chalk, large paper with marker, etc.
- Internet connection
- Lab, simulator or out of service elevator

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min      Time remaining: 120 min      This section: 15 min (8 slides)      Section start time: \_\_\_\_\_      Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 568" data-label="Image"> </div> <div data-bbox="150 499 618 542" data-label="Text"> <p><b>REVIEW</b> introduction slides</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 478 1420 571" data-label="Text"> <p>Welcome to the course on elevators and our module on general safety procedures.</p> </div> <div data-bbox="676 614 850 656" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 699 1429 928" data-label="Text"> <p>Safety and hydraulic elevators involves some key principles and relies on specific approaches to ensure not only the safety of passengers, but also the safety of our technicians. We depend on us.</p> </div> <div data-bbox="676 971 850 1013" data-label="Section-Header"> <p><b>Advance.</b></p> </div>	<div data-bbox="1497 464 1787 506" data-label="Text"> <p>✓ PPT slides 1, 2</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> </div> <div data-bbox="1535 792 1854 1021" data-label="Image"> </div>



# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min      Time remaining: 120 min      This section: 15 min (8 slides)      Section start time: \_\_\_\_\_      Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 568" data-label="Image"></div> <div data-bbox="150 499 550 549" data-label="Text"> <p><b>REVIEW</b> and key terms</p> </div> <div data-bbox="28 792 444 839" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <h4>In your own words:</h4> </div> <div data-bbox="705 485 1362 835" data-label="Text"> <p>Lets take a look at some of the key words we will be defining as move through this module:            Buffers, Bump Cap            Catch Basin, Cleanliness,            Communication, Electrical Shock, Hard Hat, Landing The Car, Lockout/Tagout (LOTO)</p> </div> <div data-bbox="705 842 879 878" data-label="Section-Header"> <h4>Advance.</h4> </div> <div data-bbox="705 885 1371 1142" data-label="Text"> <p>Material Safety Data Sheet, Overhead Clearance, Pinch Points, Repetition, Scavenger Pump, Slipping Hazard, Standing Water, Stop Switch, Top Of Car Control Box, and Up Call</p> </div> <div data-bbox="705 1149 879 1192" data-label="Section-Header"> <h4>Advance.</h4> </div>	<div data-bbox="1497 464 1729 506" data-label="Text"> <p>✓ PPT slide 4</p> </div> <div data-bbox="1535 535 1854 768" data-label="Image"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 120 min    This section: 15 min (8 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564"></div> <div data-bbox="170 492 428 528">REVIEW slides</div> <div data-bbox="28 792 444 835">Instructor's Notes</div> <div data-bbox="28 892 608 1242"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464">In your own words:</div> <div data-bbox="676 485 1449 971"> <p>Safety around hydraulic elevators requires much the same attitude and many of the same procedures as working safely around traction elevators. This course focuses on the unique safety requirements of hydraulic elevators, safety involving elevators in general are covered in the introductory course on elevators (213 Module 1) and the specific safety requirements around traction elevators are discussed in the course on traction elevators (217 Module 1).</p> </div> <div data-bbox="676 978 850 1013"><b>Advance.</b></div> <div data-bbox="676 1035 1429 1292"> <p>The features of hydraulic elevators that make the safety requirements different revolve around the use hydraulic fluid to supply the lifting force and the location of much of the equipment used to power and control the units. <b>Advance.</b></p> </div>	<div data-bbox="1497 471 1787 514">✓ PPT slides 6, 7</div> <div data-bbox="1535 535 1854 763"> </div> <div data-bbox="1535 792 1854 1021"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564"></div> <div data-bbox="170 492 479 528"> <p><b>REVIEW</b> objective</p> </div> <div data-bbox="28 792 444 835"> <p><b>Instructor's Notes</b></p> </div> <div data-bbox="28 892 608 1242"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 485 1439 571"> <p>Lets take another look at our first objective for hydraulic elevator safety.</p> </div> <div data-bbox="676 621 1381 706"> <p>Discuss specific precautions necessary to perform elevator maintenance.</p> </div> <div data-bbox="676 749 850 792"> <p><b>Advance.</b></p> </div>	<div data-bbox="1497 471 1729 506"> <p>✓ PPT slide 9</p> </div> <div data-bbox="1535 535 1854 763"> </div>



# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <div data-bbox="170 492 428 528" data-label="Text"> <p><b>REVIEW</b> slides</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 428 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 492 1429 664" data-label="Text"> <p>And, another safety precaution to remember: Never use your hand to check for a leak, but instead a piece of cardboard, wood or other substance.</p> </div> <div data-bbox="676 664 850 706" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 756 1439 1235" data-label="Text"> <p>Cleanliness is always an excellent habit to be in with regard to safety as a clean and orderly workspace is inherently safer than one that is cluttered. When dealing with hydraulic elevators cleanliness takes on an additional dimension. Hydraulic fluid spilled on the floor is a slipping hazard. Modern hydraulic elevator systems are efficient and have reduced seepage around the cylinder and other components, however the systems still do leak.</p> </div> <div data-bbox="676 1242 850 1285" data-label="Section-Header"> <p><b>Advance.</b></p> </div>	<div data-bbox="1497 471 1825 514" data-label="Text"> <p>✓ PPT slides 14, 15</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> </div> <div data-bbox="1535 792 1854 1021" data-label="Image"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <h4>In your own words:</h4> </div> <div data-bbox="676 485 1449 928" data-label="Text"> <p><b>Advance.</b> Catch basins are a passive system of basins located in places that routinely leak. <b>Advance.</b> These basins also must be emptied regularly to insure that the fluid does not contaminate the floor. <b>Advance.</b> The amount of fluid in the containers should be measured, the amount of fluid recorded to track the rate of fluid loss, <b>Advance.</b> And the fluid disposed of according to authority guidelines. <b>Advance.</b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓PPT slide 18</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> <p>The screenshot shows a presentation slide titled 'Hydraulic Elevator Safety Procedures' with a sub-header 'Safe Maintenance'. It lists 'Methods for Collecting Hydraulic Fluid' and includes a 'Basin or Bucket System' with a bulleted list: 'Passive system located in places with routine leaks', 'Must be emptied regularly', 'Amount of fluid in container must be measured and recorded', and 'Removed fluid should be disposed according to authority guidelines'. There is a small image of a hydraulic component and a 'YAMADA' logo.</p> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 428 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 492 1439 942" data-label="Text"> <p>Overhead clearance in the hoistway of a hydraulic elevator varies. The space may be very spacious but depending on conditions the available space can be very limited. All the lifting equipment is either located under the unit or in an associated machine room. This means that since there is little equipment on top of the unit the distance between the top of the car and the ceiling of the hoistway may be too small to allow room for personnel when the unit is taken to the top floor. Before getting on top of and operating the car verify the space available and take the steps necessary to insure your safety.</p> </div> <div data-bbox="676 956 1420 1063" data-label="Text"> <p>With as little as 18 to 20 inches clearance when extended to the top floor these units are required by code to be clearly labeled.</p> </div> <div data-bbox="676 1106 1429 1292" data-label="Text"> <p><b><i>[Direct participants to See A17.1 Sections 1 and 2.4.7.1, A17.2 Section 3.4.1 and A17.3 Sections 1 and 2.4, for a detailed review of code requirements for overhead clearance] Advance.</i></b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓ PPT slide 20</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"></div> <div data-bbox="1497 806 1903 885" data-label="Text"> <p>✓ ASME Code – A17.1, A17.2 and A17.3</p> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <h4>In your own words:</h4> </div> <div data-bbox="676 485 1429 792" data-label="Text"> <p><b>Advance.</b> Keeping the top of the car clear of debris is important to reduce the chance of slipping or tripping. This can be particularly dangerous when multiple units are in the same hoistway. <b>Advance.</b> As you enter the car top you should also follow all fall protection procedures that apply the location.</p> </div> <div data-bbox="676 799 1429 1106" data-label="Text"> <p><b>Advance.</b> In some locations a platform is built onto the side of the elevator car to provide technicians a location to inspect the operation of the elevator. When inspecting the operation of the unit be sure to follow procedures involving riding outside the car including fall protection.</p> </div> <div data-bbox="676 1113 1429 1285" data-label="Text"> <p><b>Advance.</b> A hard hat or bump cap should be worn when working near the top of the hoistway to reduce the chances of head injury.</p> </div> <div data-bbox="676 1292 850 1328" data-label="Text"> <p><b>Advance.</b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓ PPT slide 24</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 485 1429 749" data-label="Text"> <p>Hydraulic elevators have both electrical energy available and mechanical energy stored in the extended hydraulic cylinder and car. The unit must be locked and tagged out to remove the electrical power and mechanically support the car and cylinder.</p> </div> <div data-bbox="676 799 1449 1320" data-label="Text"> <p><b>Advance.</b> Follow your Authority's LOTO procedures carefully as a minimum protection.  <b>Advance.</b> Make sure that main power to the unit is securely disabled and locked out before beginning work. <b>Advance.</b> Also remember that though main power to the unit is locked out auxiliary power is still on in most cases. Outlets, lighting and other equipment will still have power. <b>Advance.</b> Take care around powered equipment as much of it will still be a shock or mechanical hazard.  <b>Advance.</b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓ PPT slide 26</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"></div>


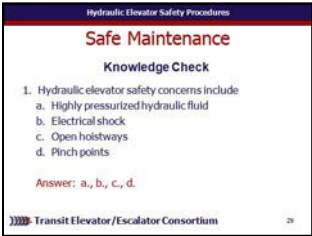


# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_


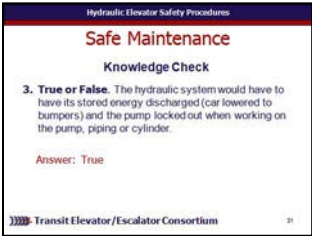
DO	SAY	Materials Needed
<div> <b>ASK</b></div> <div><b>Instructor's Notes</b> <hr/><hr/><hr/><hr/><hr/><hr/></div>	<p><b>In your own words:</b> Lets see what we have learned so far: Hydraulic elevator safety concerns include</p> <ul style="list-style-type: none"><li>a. Highly pressurized hydraulic fluid</li><li>b. Electrical shock</li><li>c. Open hoistways</li><li>d. Pinch points</li></ul> <p><b>Call on participants for answer</b> <b>Advance once given the correct answer</b> <b>Answer: a., b., c., d.</b> <b>Advance.</b></p>	<p>✓PPT slide 29</p> <div></div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 105 min    This section: 40 min (32 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div> <b>ASK</b></div> <div><b>Instructor's Notes</b> <hr/><hr/><hr/><hr/><hr/><hr/></div>	<p><b>In your own words:</b> <b>True or False.</b> The hydraulic system would have to have its stored energy discharged (car lowered to bumpers) and the pump locked out when working on the pump, piping or cylinder.</p> <p><i>Call on participants for answer</i> <i>Advance once given the correct answer</i> <b>Answer: True</b></p> <p><b>Advance.</b></p>	<p>✓PPT slide 31</p> <div></div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 65 min    This section: 10 min (9 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"></div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 485 1439 749" data-label="Text"> <p>Once a definite communication link is established the next step is to insure clarity of communication. What one technician says should be what the other technician hears. All discussions should be done using an established set of “commands”.</p> </div> <div data-bbox="676 756 850 792" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 799 1352 971" data-label="Text"> <p>The technicians should use Authority approved terms for any action that would result in equipment moving or becoming energized.</p> </div> <div data-bbox="676 978 850 1013" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 1021 1410 1149" data-label="Text"> <p>If Authority approved terms are not available the technicians should discuss and agree on the terms to be used before beginning work.</p> </div> <div data-bbox="676 1199 1014 1235" data-label="Text"> <p><b>DO NOT Advance.</b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓ PPT slide 36</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 55 min    This section: 30 min (24 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_



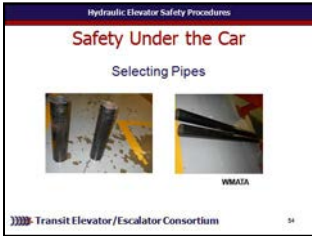

DO	SAY	Materials Needed
<div data-bbox="34 464 144 564" data-label="Image"> </div> <div data-bbox="170 492 409 528" data-label="Text"> <p><b>REVIEW</b> slide</p> </div> <div data-bbox="28 792 444 835" data-label="Section-Header"> <h3>Instructor's Notes</h3> </div> <div data-bbox="28 892 608 1242" data-label="Form"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="676 421 1023 464" data-label="Section-Header"> <p><b>In your own words:</b></p> </div> <div data-bbox="676 485 1429 614" data-label="Text"> <p>One simple but effective thing that can be done when working under the car is to put an up call on the unit.</p> </div> <div data-bbox="676 621 850 656" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 664 1352 749" data-label="Text"> <p>If for some reason the elevator becomes energized the first move will be up.</p> </div> <div data-bbox="676 756 850 792" data-label="Section-Header"> <p><b>Advance.</b></p> </div> <div data-bbox="676 799 1429 921" data-label="Text"> <p>This will give technicians in the pit time to either leave the pit or deal with the elevator in another manner.</p> </div> <div data-bbox="676 928 850 963" data-label="Section-Header"> <p><b>Advance.</b></p> </div>	<div data-bbox="1497 471 1748 506" data-label="Text"> <p>✓ PPT slide 45</p> </div> <div data-bbox="1535 535 1854 763" data-label="Image"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min    Time remaining: 55 min    This section: 30 min (24 slides)    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div> <b>REVIEW</b> slides</div> <div> <b>ASK</b></div> <div><h3>Instructor's Notes</h3><div></div><div></div><div></div><div></div><div></div><div></div></div>	<p><b>In your own words:</b></p> <p>Lets look at some photos of this process. Here we have pipes already selected. What did we need to do first before selecting pipes? <b>[Call on participants for answer.]</b> <b>Answer:</b> Move car to slightly above the desired position. Then, select appropriate pipes for that particular installation. Next? <b>[Call on participants for answer.]</b> <b>Answer:</b> Remove the buffer spring. <b>Advance.</b> And here is a photo of a buffer spring before and after removal. <b>Advance.</b></p>	<p>✓ PPT slides 54, 55</p> <div></div> <div></div>



# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 minutes    Time remaining: 25 minutes    This section: 15 minutes    Section start time: \_\_\_\_\_    Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="54 464 158 564"></div> <div data-bbox="179 489 260 525">ASK</div> <div data-bbox="54 588 158 696"></div> <div data-bbox="179 616 421 696">CLASSROOM ACTIVITY</div> <div data-bbox="30 792 444 839">Instructor's Notes</div> <div data-bbox="30 896 610 1239"> <hr/><hr/><hr/><hr/><hr/> </div>	<div data-bbox="678 425 1020 468">In your own words:</div> <div data-bbox="678 518 1367 732"> <p><i>[At instructor's discretion, take time to visit the field and look for examples of hydraulic elevator safety and related information.]</i></p> <p><i>Advance.</i></p> </div>	<div data-bbox="1499 474 1742 511">✓PPT slide 65</div> <div data-bbox="1541 535 1854 768"> </div>

# Elevator – Hydraulic Safety Procedures

## Instructor's Guide



Module Length: 120 min      Time remaining: 10 min      This section: 10 min (3 slides)      Section start time: \_\_\_\_\_      Section End Time: \_\_\_\_\_

DO	SAY	Materials Needed
<div data-bbox="34 461 146 571"></div> <div data-bbox="177 489 423 568"><b>CLASSROOM ACTIVITY</b></div> <div data-bbox="34 604 146 714"></div> <div data-bbox="170 632 562 668"><b>INDIVIDUAL ACTIVITY</b></div> <div data-bbox="30 792 444 835"><b>Instructor's Notes</b></div> <div data-bbox="30 896 610 1239"> <hr/><hr/><hr/><hr/><hr/> </div>	<p><b>In your own words:</b></p> <p><i>Administer quizzes.</i></p>	<ul style="list-style-type: none"> <li>✓ PPT slides 68</li> <li>✓ Quizzes</li> <li>✓ Pencils</li> </ul> <div data-bbox="1510 632 1821 863"> </div>