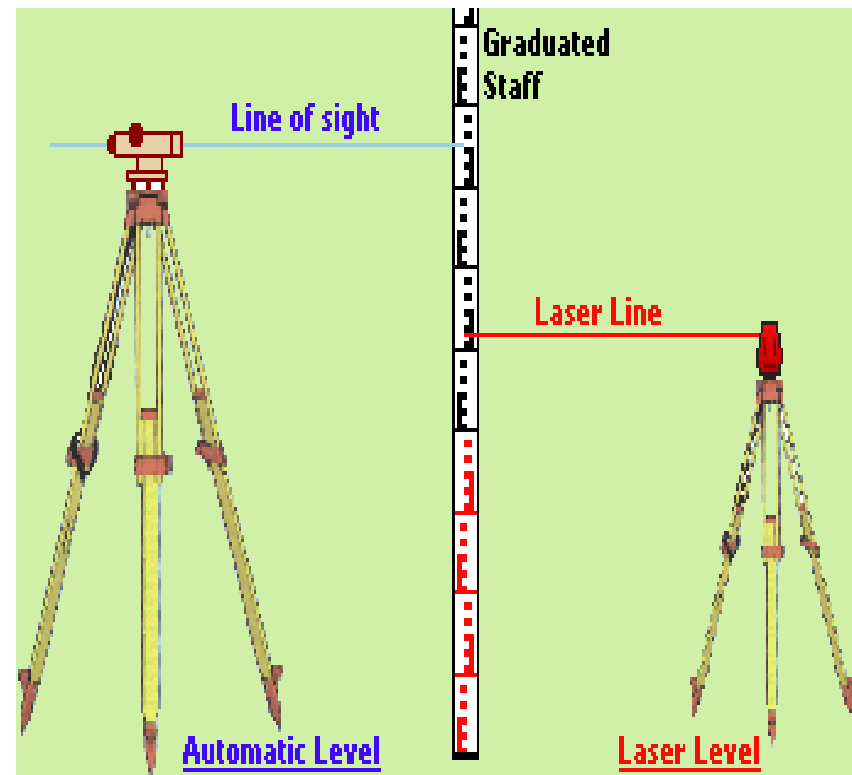


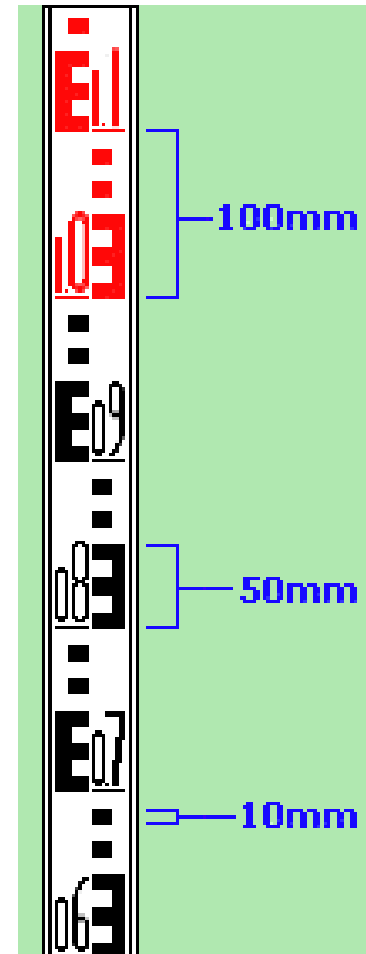
Levelling Staff

- Check bottom of staff for wear and cleanliness
- Hold staff Vertical
- Use spirit level attachment if necessary
- OR line up edge of staff with edge of a building
- For more accurate work “rock” staff towards and away from Instrument
- **Be aware of hitting live overhead cables with aluminium staff**

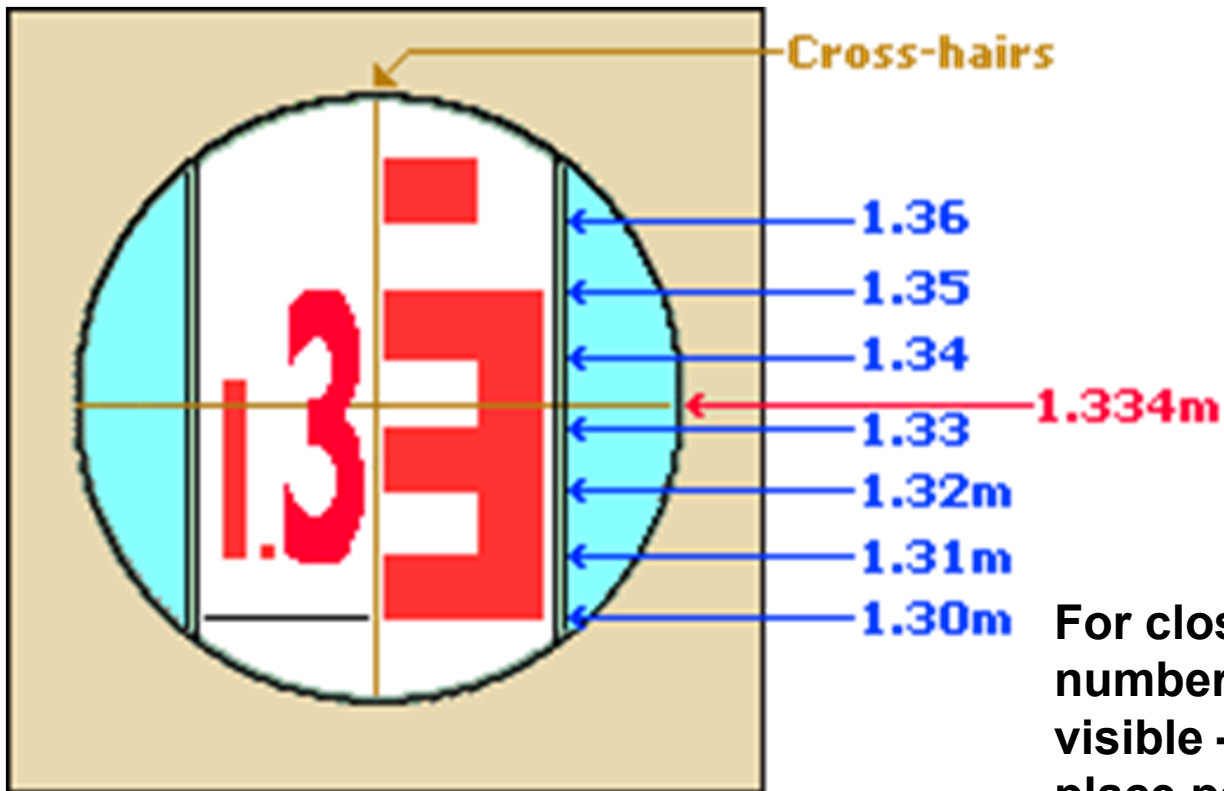


Reading Staff

- **Alternate colours BLACK / RED every 1metre**
- **Leg of E and small blocks are 10mm i.e. 0.010m**
- **Learn to estimate to nearest 2mm i.e.0.002**
- **If extension used, check catch fully engaged**
- **Use peg, foot plate or other easily retraced point for change points and mark its position with a temp. marker.**



Reading Staff



For close up work numbers may not be visible – ask assistant to place pencil on staff and move it up/down until it is visible then look at staff with naked eye.