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BuffetCube

Handling, Operation & Maintenance **Manual**

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SECTION 1 - INTRODUCTION

1.1 About This Manual

- 1.1.1 This manual is intended for the instruction and guidance of personnel charged with the handling, operation and maintenance of Burgess BuffetCube tables.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given should only be carried out by relevant specialists. This will be flagged where appropriate.
- 1.1.4 All relevant diagrams are to be found within this manual.
- 1.1.5 Burgess Furniture cannot be held liable for any loss, damage or injury resulting from failure to follow the procedures given.

1.2 Health & Safety (UK)

- 1.2.1 It is the Employers duty under the Health & Safety at Work Act 1974 to ensure all operational staff are aware of manual handling recommendations under the Manual Handling Operations Regulations 1992 (SI 1992 No. 2793).
- 1.2.2 Assessment should address itself to (a) task, (b) load, (c) working environment, and (d) individual capability.
- 1.2.3 Please refer to relevant brochure for individual weights or contact Burgess Furniture Ltd.

SECTION 2 – HANDLING, STORAGE & OPERATION

2.1 Handling

2.1.1 To minimise the risk of personal injury and / or damage, it is recommended that BuffetCube base frames and HPL (wooden) tops are stored on and transported using our purpose-built Burgess trolleys.

**** SPECIAL NOTES ON GLASS TOPS ****

- **BuffetCube glass tops are manufactured from laminated safety glass which is very strong in use as a flat surface but, as with all types of glass, the edges are vulnerable and easily damaged unless handled with the utmost care.**
- **For the safety of operators and customers, and for the protection of tops themselves, Burgess consider it essential that glass tops are stored and transported in the caddy supplied.**
- **It is strongly recommended that the tops are not removed from the caddy until needed, and should be handled by TWO persons.**
- **Once removed from the caddy the tops should not be laid, or stood on-edge, on any unprotected hard surface.**

2.1.2 Generally, equipment weighing less than 25kg may be handled by one person of average strength and stature. Equipment weighing more than 25kg should only be handled by two (or more) personnel as required.

- **Large rectangular tops should be handled by two persons due to their physical size.**

2.1.3 Always use the correct lifting technique – legs bent, back straight, head up.

- **If the individual feels the task is too much for them alone they should seek assistance rather than risk injury and / or damaging the equipment.**

2.2 Storage

- **Unless specified, Burgess products are not intended for outside use and must not be stored in sunlight, rain, dew, or salt air.**

2.2.1 See 2.1.1 above.

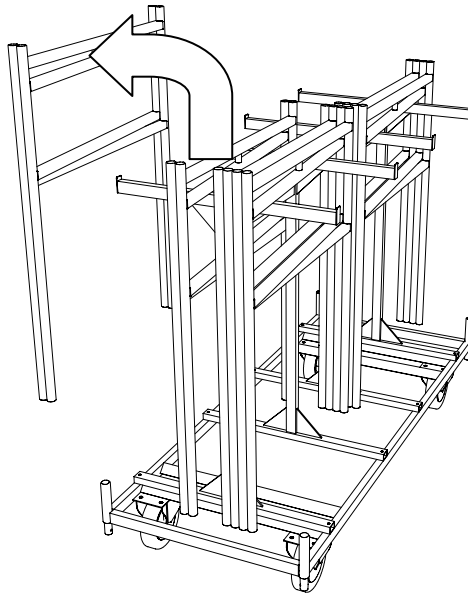
2.2.2 If base frame trolleys are not available, base frames may be stored either flat or upright. Care should be taken to prevent damage to painted surfaces.

2.2.3 High Pressure Laminate tops with ABS / aluminium edging should only be stored on purpose-built Burgess table trolleys to prevent damage to the edges.

2.3 Operation

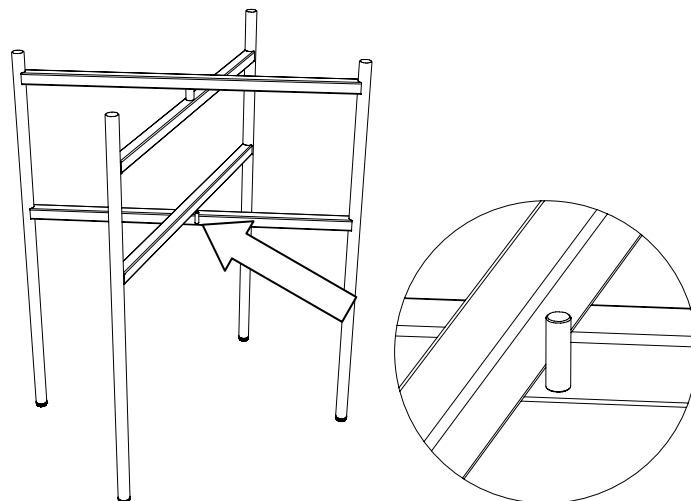
Set Up:

- 2.3.1 Observing the handling instructions (see 2.1 Handling) remove the base frame(s) from its storage trolley.



Base Frame Trolley

- 2.3.2 Open the base frame(s) and position where required. Note that a back-stop is fitted to the base frame to set the base to 90 degrees for use with square tops. For rectangular tops the leg frame may not need to be opened fully, only enough to align the tops of the legs with the sockets fitted to the underside of the tops.

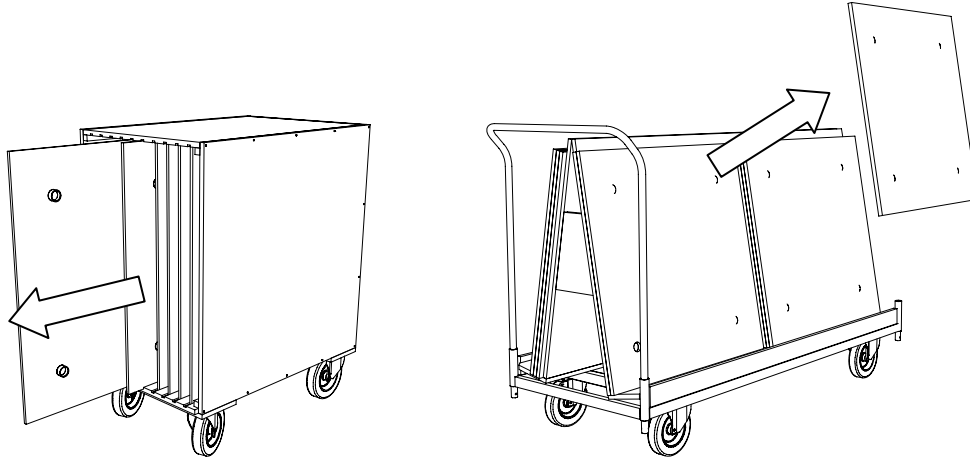


Back-Stop

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2.3.3 Observing the handling instructions (see 2.1 Handling) remove the required top from its trolley or, for glass tops, from its caddy.

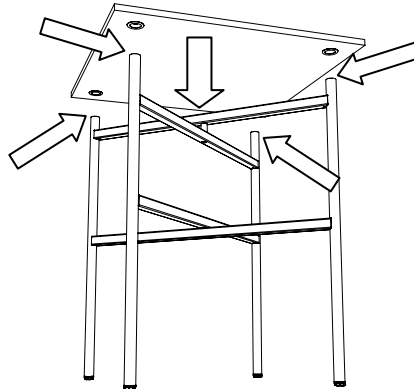
- **Glass tops should be handled by TWO persons.**
- **Glass tops should be inspected before assembly, see Section 3.4.5.**
- **Glass tops should not be laid, or stood on-edge, on any unprotected hard surface.**



Glass Top Caddy

HPL Top Trolley

2.3.4 Lower the top onto the base frame(s), aligning the leg tops with the sockets.



- **Ensure that all leg tops are located in the sockets fitted to the underside of the tops.**

2.3.5 If the table should then need to be moved, it is recommended that the required number of persons should lift the table rather than drag it across the floor, especially on carpeted floors where dragging could cause the table to topple.

2.3.6 Adjustable feet are fitted to each leg of the base frame(s) for levelling.

Take Down:

2.3.7 To take down the BuffetCube simply reverse the set-up procedure, observing the same handling requirements and number of persons.

- **When removing the tops ensure that the top is kept level when being lifted away from the base frame. If the top is allowed to tilt, the location sockets may stick on the base frame and cause damage.**
- **Glass tops should be handled by TWO persons.**

SECTION 3 – MAINTENANCE & REPAIR

3.1 General

- 3.1.1 All Burgess products are designed to give a long, trouble free working life with the minimum of maintenance and as such there are no user- serviceable parts. However, there is still a requirement for the operator to carrying out simple periodic inspection and maintenance as detailed below.
- 3.1.2 Light damage as outlined below may be repaired by (or by agents of) the operator. More severe damage should be referred to Burgess Furniture Ltd.

3.2 Maintenance Schedule

- 3.2.1 The following maintenance procedures should be carried out at least every 3 months under normal operating conditions, or every 1 month under severe contract conditions.

3.3 Cleaning

- 3.3.1 Base frames should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- **Abrasive scourers should not be used.**
- 3.3.2 High Pressure Laminate tops should be cleaned using a damp cloth and a mild detergent, then dried with a soft lint-free cloth. Do not use any form of furniture polish on laminate table tops as this will result in smearing.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**
- 3.3.3 Glass tops may be cleaned with a proprietary glass cleaner and a soft, lint-free cloth.

3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective tables must be immediately removed from service. Repairs must only be carried out by competent personnel.**
- **Referring to Section 2 – Handling, Storage & Operation:**

Base Frames:

- 3.4.1 Check that all four adjustable feet are in place and in good condition. Missing or damaged feet should be replaced.
- 3.4.2 Operate the base frame folding action to ensure that the operation is smooth, not sloppy, and that the back stop is in place.
- 3.4.3 Set up the base frame as for use and check for stability. If the base is found to wobble, first check that the adjustable feet are set correctly. If so, the pivot screws may need to be tightened, but be sure not to over tighten as this will affect smooth operation.

Tops:

- 3.4.4 Inspect the tops, ensuring that all four sockets are in place on the underside, and that the edging (HPL tops only) is complete and serviceable.
- 3.4.5 **Glass tops:** These tops are manufactured from laminated safety glass which, in the event of breakage, remains intact rather than shattering into individual dangerous pieces. However, edges and corners can be vulnerable to careless handling or accidental

damage. Inspect the glass tops for damage such as scratches, chips and cracks, paying particular attention to edges and corners.

- **Damage to edges and corners could be hazardous to operators and clients alike. Any damaged glass tops should be removed from service immediately.**

3.4.6 **High Pressure Laminate tops:** Scratches to the laminate surface can be improved using a colour matched filler, but it will be impossible to match the grain pattern.

3.4.7 **Formica tops:** Scratches to the Formica surface can be improved using a colour matched filler, but it will be impossible to match the grain pattern. Formica tops are edged with a high impact plastic which is very resistant to damage. Any damage that does occur will require the edging to be replaced.

- **Laminate & Formica repairs: These are specialist tasks and should only be performed by an experienced carpenter or woodworker. If the top is more severely damaged it will be unlikely that a satisfactory repair can be effected and the top should be replaced.**

3.4.8 More severe damage should be referred to Burgess Furniture Ltd.

- **ANY DEFECTIVE TABLES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

3.5 Lubrication

No lubrication is required.