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# **Slimfold Tables**

## **Handling, Operation & Maintenance** **Manual**

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# SECTION 1 - INTRODUCTION

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## 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 Slimfold 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

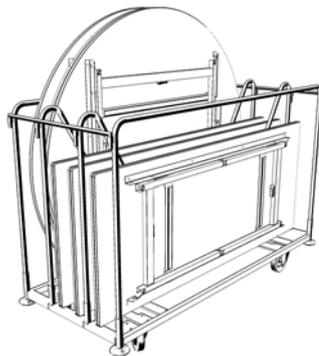
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### 2.1 Handling

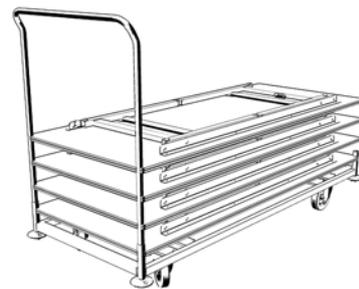
- 2.1.1 To minimise the risk of personal injury and / or damage to tables, it is recommended that tables are transported using our purpose-built Burgess table trolleys.
- 2.1.2 Generally, tables weighing less than 25kg may be handled by one person of average strength and stature. Tables weighing more than 25kg (typically S.3, S.4, S.10, S.19 and S.20) should only be handled by two (or more) personnel as required.
- 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 table.**
- 2.1.4 Round Flock topped tables with aluminium edging may be rolled on smooth / carpeted floors.
- **DO NOT roll tables on rough surfaces such as concrete or tarmac. The aluminium edging will become damaged and this damage will be transferred to any smooth flooring.**

### 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 It is recommend that all Slimfold tables are stored on purpose-built Burgess table trolleys. These provide the safest, most convenient form of storage and transportation.
- 2.2.2 Round tables are stored upright (on-edge) on “TTE/M” style multi-purpose trolleys. Rectangular tables can be stored upright (on-edge) on “TTE/M” style multi-purpose trolleys, or stacked flat on “TTF” style trolleys.



TTE/M Table Trolley

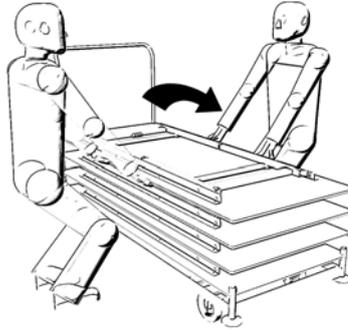


TTF Table Trolley

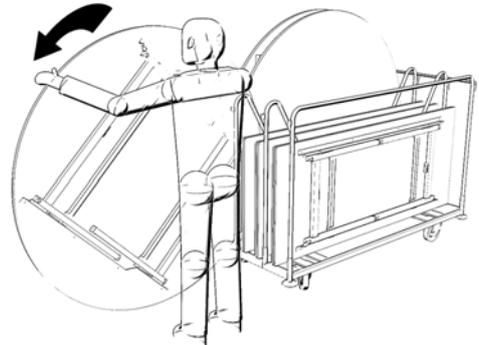
- 2.2.3 If trolleys are not available, rectangular tables may be stored either flat or upright (on-edge). Round tables should always be stored upright due to their size and weight.
- **If tables are stored upright (i.e. leant against a wall) they should be as upright as possible.**
- 2.2.4 In all cases tables should be stored “top-to-top” and “frame-to-frame” to prevent the flock coating being permanently compressed.
- 2.2.5 Tables with High Pressure Laminate tops and hardwood lipping should only be stored on purpose-built Burgess table trolleys to prevent damage to the edges.

## 2.3 Operation

- 2.3.1 Observing the handling instructions (see 2.1 Handling) remove the table from the trolley and carefully stand the table upright on-edge against a wall or have an assistant hold the table in this position. It will be most convenient if the table is positioned so that the leg frames are one above the other.

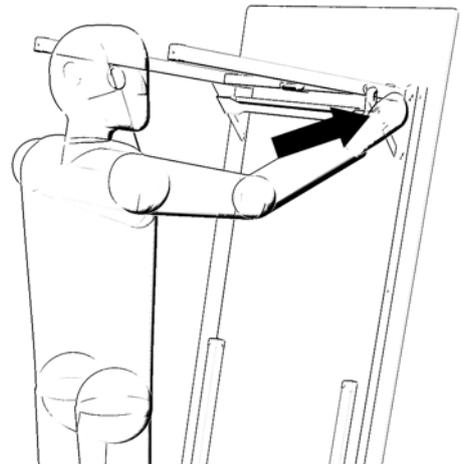
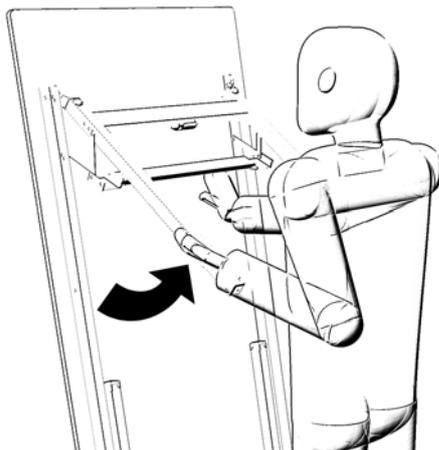


TT/F Table Trolley Loading / Unloading



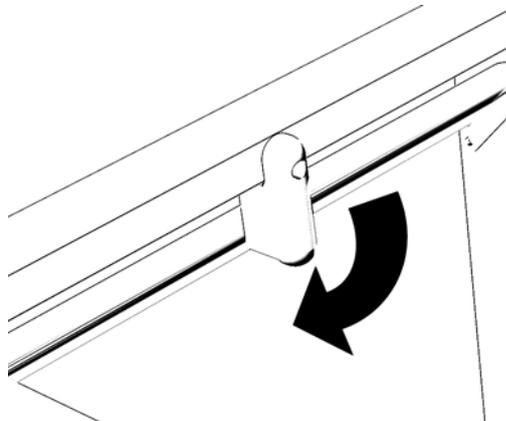
TTE/M Table Trolley Loading / Unloading

- 2.3.2 Grasp the lower leg frame near its foot end and pull to swing the leg out then push firmly on each end of the locking channel to secure the leg in this position..



- **DO NOT** push on the centre of the locking channel, only the ends.

- 2.3.3 Turn the green locking tab through 90° to lock the leg frame ready for use.



- The locking tab **MUST** be engaged before the table is put into use.

- 2.3.4 Repeat 2.3.2 - 2.3.4 for the opposite leg frame.

- 2.3.5 Carefully set the table down, ensuring that all four feet are stable on the ground.

## SECTION 3 – MAINTENANCE & REPAIR

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### 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 The maintenance procedures given should be carried out with the table unfolded and ready for use. (See Section 2 – Handling, Storage & Operation.)
- 3.1.3 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 Table underframes should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- **Abrasive scourers should not be used.**
- 3.3.2 Flock coated tops should be cleaned using a damp cloth and a mild detergent. Heavy staining may be difficult to remove.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**
- 3.3.3 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.

### 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:**
- 3.4.1 Operate the leg folding mechanisms and check that all moving parts are free from damage and function smoothly.
- 3.4.2 Ensure the green plastic locking tab is in place and turns smoothly without being excessively loose. If necessary the tab's mounting screw can be tightened, but be sure not to over tighten as this will affect the smooth operation of the tab.
- 3.4.3 Inspect where the underframe is fitted to the top, ensuring that all rivets are intact and the top is secure.
- 3.4.4 **Flock coated tops:** Inspect the aluminium edging for damage such as gouges and nicks which could be transferred to smooth flooring and table cloths. Any such damage to the edging can be carefully removed using a fine file or emery cloth.

- 3.4.5 **High Pressure Laminate tops with hardwood lipping:** Light scratches and / or dents to the lipping may be repaired by rubbing down and re-staining. Scratches to the laminate itself can be improved using a colour matched filler, but it will be impossible to match the grain pattern.
- 3.4.6 **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.**
- 3.4.7 Inspect the metal feet for burrs and / sharp edges which could damage uncarpeted floors. Any such damage to the feet can be carefully removed using a fine file or emery cloth.
- 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**

The folding action of the leg frames can be kept in top condition by the application of a single drop of light oil to all pivot points once every 6 months under normal operating conditions, or every 2 months under severe contract conditions.