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# **Stacking Chairs**

## **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 metal Stacking Chairs. It does not cover the "Wood" range of products.
- 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.

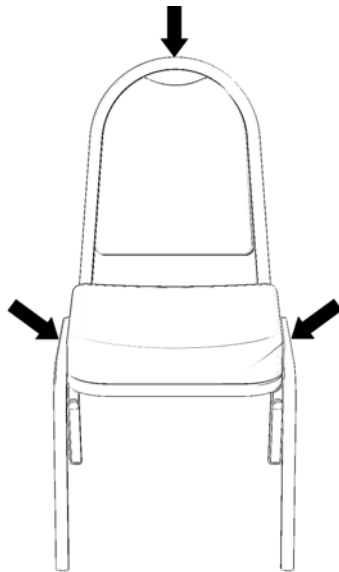
## SECTION 2 – HANDLING, STORAGE & OPERATION

### 2.1 Handling

2.1.1 To minimise the risk of personal injury and / or damage to chairs and flooring, it is recommended that chairs are transported using our purpose-built Burgess chair trolleys.

- **Stacked chairs should never be dragged, as this can result in damage to the chairs and / or flooring. Always use a Burgess chair trolley.**

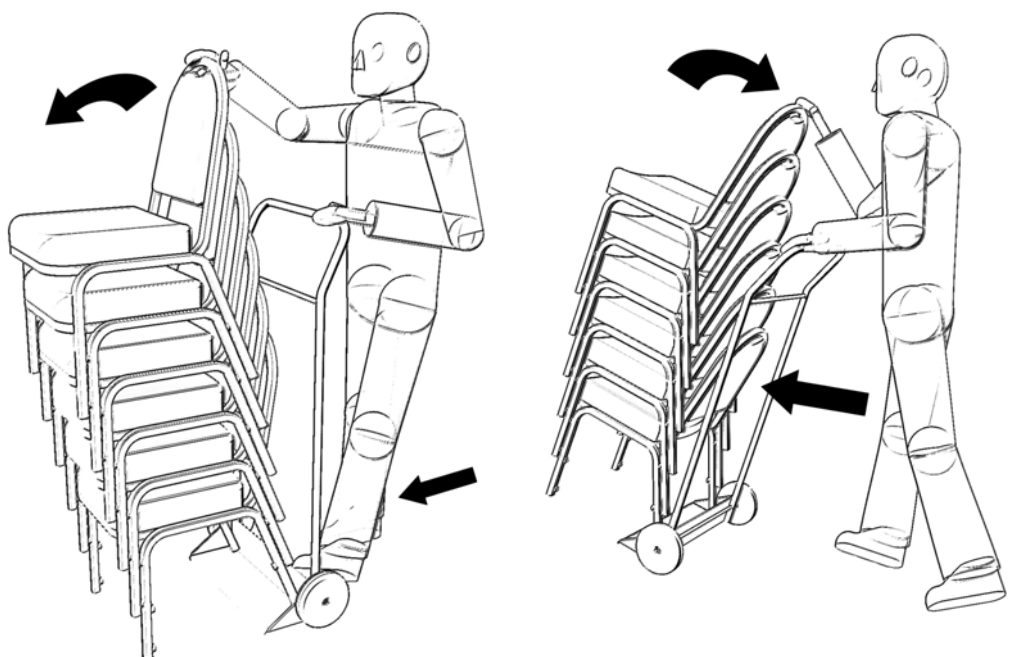
2.1.2 Chairs should be handled using the lifting points shown. Always use the correct Manual Handling lifting technique – legs bent, back straight, head up.



Chairs should be handled using the lifting points shown – either side of the seat cushion, and / or the top rail hand hold (where specified).

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

2.1.3 To move a stack of chairs using a Burgess chair trolley, approach the stack from behind and align the trough of the trolley with the rear legs of the stack. Using one hand, tilt the stack forward slightly to allow the trolley to be pushed underneath with the other hand. Carefully pull back on the stack and trolley simultaneously, maintaining the grip on the stack. The stack can now be moved.



## 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 Chairs should be stored stacked one on top of the other. See 2.3 Operation.

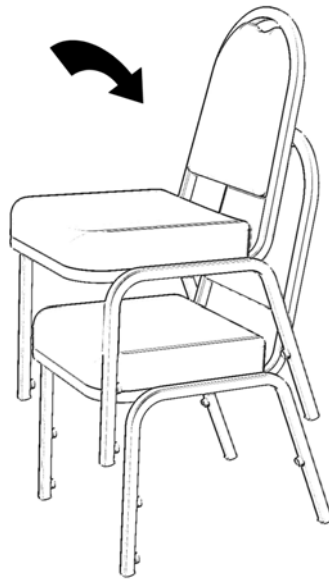
## 2.3 Operation

2.3.1 Burgess stacking chairs are designed to stack easily and quickly, however a degree of care is still required as careless handling can result in damage to paint and upholstery.

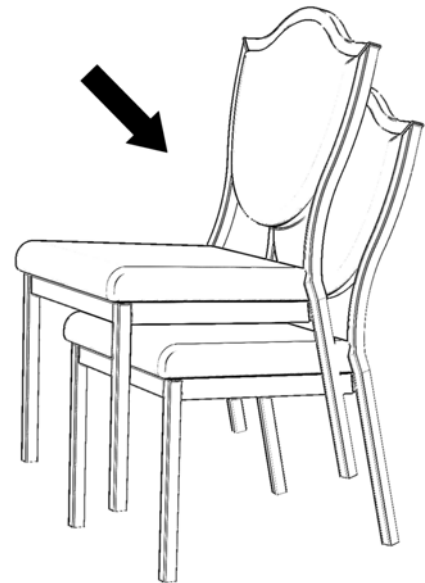
2.3.2 Stacking chairs fall into two categories:

- “Frame Stacking”, where the chairs stack leg-over-leg (Fig. 2.3.2A)
- “Seat Stacking” where the chairs stack seat-on-seat (Fig. 2.3.2B).

Note: Frame stacking chairs are distinguished by plastic stacking buffers fitted to the inside faces of the legs.



2.3.2A - “Frame stacking” chairs



2.3.2B – “Seat stacking” chairs

2.3.3 To stack chairs, simply lift and place each chair one on top of the other according to the stacking style of the chair.

- **“Frame stacking” chairs usually stack up to 10 high, while “seat stacking chairs” usually only stack up to 4 / 5 high. Please refer to the relevant brochure for the stacking quantities of specific models.**

## 2.4 Type of Use

2.4.1 Function rooms, Conference rooms, Banquet rooms, Meeting rooms.

## 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 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 Chair 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 Burgess-supplied fabrics can be cleaned using a commercially available fabric cleaner. Always test on a hidden area of fabric first to check colour-fastness.
- 3.3.3 Where fabric has been supplied by the customer, the fabric supplier should be consulted.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to paint and upholstery will result.**

### 3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective chairs 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 Inspect the frame looking for any deformity or cracks in the tube.
- 3.4.2 Chairs with bent legs should be removed from service as this can affect stability and frame integrity.
- 3.4.3 Check all visible screws are in place and that the upholstered cushions are firmly fitted.
- 3.4.4 Ensure all feet and stacking buffers are in place. Missing parts should be replaced.
- 3.4.5 Check that any ancillary items (i.e. writing tablets, links etc.) are fitted correctly and securely.
- **ANY DEFECTIVE CHAIRS MUST BE REMOVED FROM SERVICE IMMEDIATELY.**