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Meet-U[®]

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 Furniture Meet-U table system.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 All relevant diagrams are included at the back of this manual.
- 1.1.4 Some procedures given should only be carried out by relevant specialists. This will be flagged if appropriate.
- 1.1.5 Burgess Furniture Ltd 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.

SECTION 2 – ASSEMBLY, HANDLING & OPERATION

Note: Illustrated instruction sheets for Table Assembly and for the operation of Tables, Bridges, Corners and Modesty Panels, are included with each respective product, and also at the back of this manual. Additional copies can be downloaded from www.burgessfurniture.com

2.1 Assembly (Tables only)

2.1.1 The free-standing tables in the Meet-U range will initially require the legs to be assembled to the table top. This simple process, shown below, requires just one person. Please refer to the illustrated instruction sheet.

2.1.2 To protect the top it is recommended that leg assembly is carried out with the table top “in the box”.

2.1.3 Note that, once assembled, turning the table over to stand on its legs should be carried out by two persons.

2.2 Handling

2.2.1 Always use the correct Manual Handling lifting technique – legs bent, back straight, head up.

2.2.2 When handling quadrant corners and bridge tops, ensure they are never placed or stood on any rough surface.

- **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.**

2.3 Operation

2.3.1 Please refer to the illustrated instruction sheets for the operation of Tables, Bridges, Corners and Modesty Panels. These are included with each respective product. Additional copies can be downloaded from www.burgessfurniture.com

SECTION 3 – MAINTENANCE & REPAIR

Note: Illustrated instruction sheets for Table Assembly and for the operation of Tables, Bridges, Corners and Modesty Panels, are included with each respective product, and also at the back of this manual. Additional copies can be downloaded from www.burgessfurniture.com

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 tables set up and ready for use. (See Section 2 – Assembly, Handling & 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 and modesty panels should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent. Any marks left on the legs by modesty panel grip blocks can be cleaned in the same way.

Chips or scratches on painted surfaces may be repaired, or at least improved, using touch-up pots of the required paint finish, available from Burgess Furniture Ltd.

- **Abrasive cleaners or scourers should not be used.**

3.3.2 More persistent surface marks and light scratches can be removed from the anodised surfaces using special abrasive blocks, specifically selected for this application and available directly from Burgess Furniture Ltd. These should be rubbed lengthwise on the marked area, using a back and forth motion while applying light pressure.

- **DO NOT use a rotary motion as this may leave a visible abrasion on the anodised surface.**

- **Abrasive cleaners or scourers should not be used.**

3.3.3 MFC (Melamine Faced Chipboard), HPL (High Pressure Laminate) & Real Wood 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.**

3.4 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 – Assembly, Handling & Operation:**

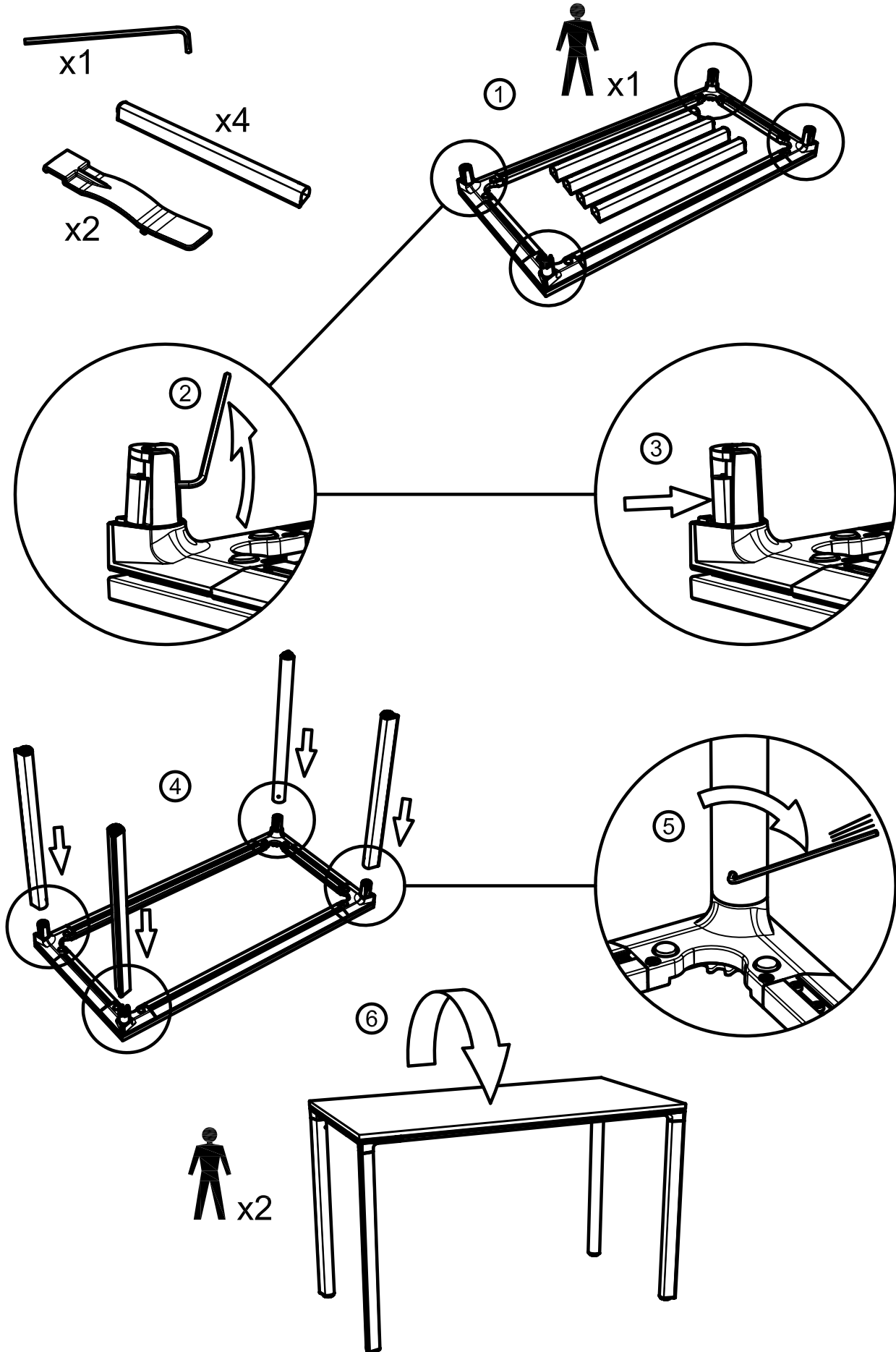
- 3.4.1 Check that all table legs are secure. If any legs are found to be loose, they are secured simply by tightening the screw at the top of the leg with the supplied 4mm Allen key. Please refer to the illustrated assembly sheet.
- 3.4.2 Inspect the underside of each table, bridge or corner, ensuring that all screws are in place and secure.
- 3.4.3 Inspect the adjustable feet fitted to the ends of the legs. Any missing or damaged feet should be replaced.
- 3.4.4 Inspect any modesty panels, ensuring that the black rubber grip blocks are present and secure at each end of the folded channel at the bottom of each panel.
- 3.4.5 Check that the linking clips are in place at each connection between table elements. It is recommended that two links are used at each connection.
- 3.4.6 **MFC & HPL tops:** Scratches to the surface may be improved using a colour matched filler, but it will be impossible to match the grain pattern. These 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.
- 3.4.7 **Real Wood 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.
 - **These repairs 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 will be required.

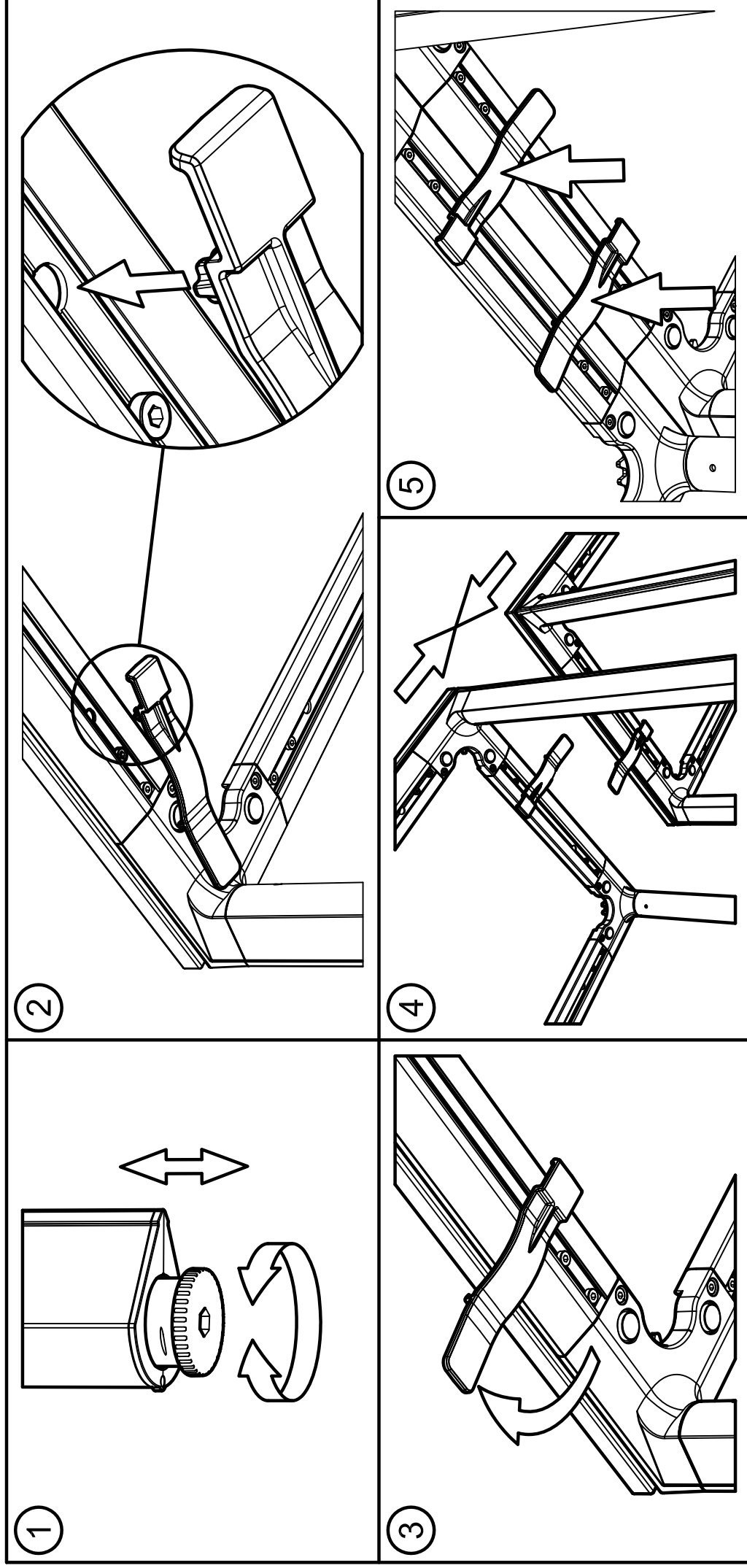
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Assembly Instructions



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Table Operation



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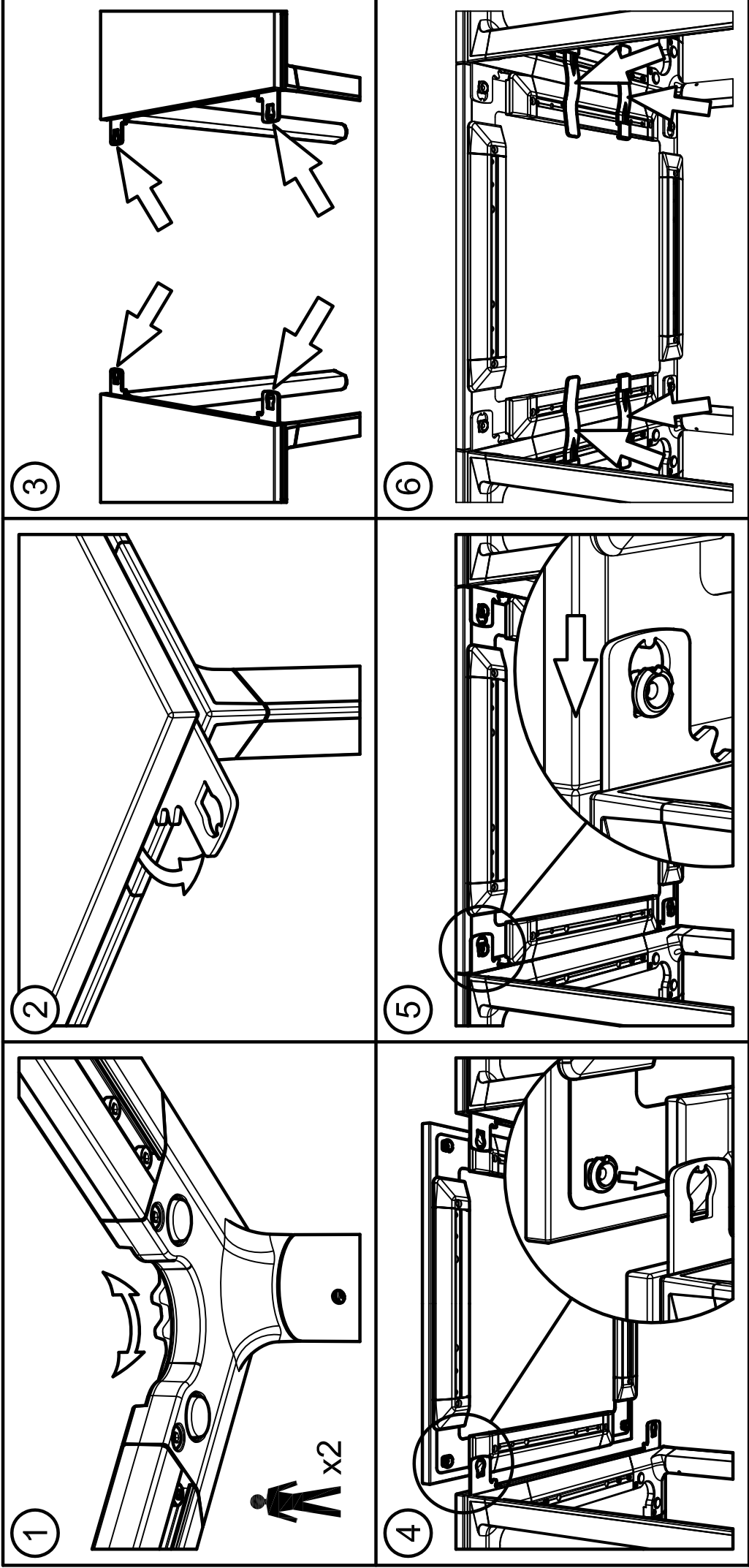
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Please refer to website for maintenance instructions.

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Bridge Top Operation



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Quadrant / Corner Operation

