



Burgess Furniture Ltd
Hanworth Trading Estate
Feltham
Middlesex
TW13 6EH
United Kingdom

Tel: +44 (0)20 8894 9231
Fax: +44 (0)20 8894 2943
Email: sales@burgessfurniture.com
Web: www.burgessfurniture.com

S.0305 Heater Box Caddy

Operation & Maintenance Manual

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 S.0305 Heater Box Caddies.
- 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 - OPERATION

2.1 Operation

- 2.1.1 The caddy is fitted with four castors, two of which have foot operated brakes. These brakes must be released for the caddy to be moved.
- 2.1.2 Position the caddy where required and engage the castor brakes.
- 2.1.3 Load the caddy with heater boxes and connect the heater boxes to the electrical mains supply as required.
 - **Attention should be paid to the routing of electrical cables. Be sure that caddies are not placed on top of cables, and that cables are not in any other way crushed or unnecessarily bent.**
- 2.1.4 Disconnect the electrical cable when required and remove the heater box from the caddy.

SECTION 3 - MAINTENANCE

3.2 General

- 3.2.1 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.
- 3.2.2 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.
- 3.2.3 Intended Use: The S.0305 Heater Box Caddy is intended for the storage of Burgess heater boxes.

3.3 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, or as necessary in the case of food hygiene requirements.

3.4 Cleaning

- 3.4.1 The caddy should be cleaned using a damp cloth and, where necessary, a mild, sanitizing cleaning agent.
- **Abrasive scourers should not be used.**
 - **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the paint finish may result.**

3.5 Inspection

- **Inspections must be carried out by a competent person. Any defective caddies must be immediately removed from service. Repairs must only be carried out by competent personnel.**
- 3.5.1 Check the four castors are secure and that those with brakes function correctly.



- 3.5.2 **General structure:** The caddy is a fully welded steel structure and should last indefinitely. Check that all four castors contact the ground and that the caddy is stable.
- 3.5.3 Check that all black plastic end caps are present. Replace any missing end caps – spares are available from Burgess Furniture Ltd.
- 3.5.4 More severe damage should be referred to Burgess Furniture Ltd.
- **DEFECTIVE CADDIES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**