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Bi-fold Screen

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 Bi-fold Screens.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given may require specialist work. This will be flagged where appropriate.
- 1.1.4 Any relevant diagrams will 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 screens, it is recommended that the screens are moved in their folded position.
- 2.1.2 The screens can be safely moved by one person, however an assistant may be desirable when setting up the screens.
- **If the individual feels the task is too much for them alone they should seek assistance rather than risk injury and / or damaging the screen.**

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 Bi-fold screens should be stored folded. Multiple screens can be stored “nested”, with the castor plates of one screen passing under the panel of the next screen.

2.3 Operation

- 2.3.1 Wheel the screen into position, ensuring there is adequate space to unfold the screen as desired.
- 2.3.2 Lock the three braked castors to fix the screen in place.

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 The maintenance procedures given should be carried out with the screen 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 Painted parts should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- 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 screens 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 Check that the screen hinges are secure and operating freely.
- 3.4.2 Check that all six castors are secure and operating correctly. Also check that the three braked castors lock and unlock correctly.
- 3.4.3 Check that all screws and other fasteners are present and secure.
 - **ANY DEFECTIVE SCREENS MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

3.5 Lubrication

The folding action of the screens can be kept in top condition by the application of a single drop of light oil to all hinge points once every 6 months.