

OPERATING & MAINTENANCE MANUAL

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CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988 COMPANY

POLICY

The company recognises the takes seriously its responsibilities under the COSHH Regulations in its manufacturing and installations operations to its employees and clients.

Within the company's operations all materials and processes have been evaluated and materials used have been re-engineering where necessary to eliminate all undue risk. The products are constructed in such a way and of such materials that there is considered to be no significant risk in normal operations of the Storgewall produced. Both the materials in use and the manufacturing processes have been selected and have been controlled so that the finished product is practically inert and does not result in any contamination which could be considered harmful under the Regulations.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 1994 SAFETY POLICY

The company recognises the need for good working practices in all areas within its jurisdiction in order to safeguard the health, safety and welfare of its employees and all other persons coming into contact with its operations, whether in-house or on site.

To protect employees in-house, the company has developed full range of risk assessments, staff training and provision of protective equipment, which is kept under review. The essential elements are incorporated in the training and work instructions within the company's quality programme.

Safety aspects of the product are well established and no design or modifications are made without senior management review of the safety implications.

We only use our own employees to fix the company's Storgewall. On a clients premises, only employees with the requisite skill and experience are deployed. In all circumstances they will have been briefed on the particular job in hand and receive specific instructions to follow the standing orders for site safety laid down by the client.

COMPANY PRACTICE WHEN OPERATION AS CONTRACTOR OR SUB-CONTRACTOR

Installation by James Tobias Employees

The situation arises when the company is engaged to fabricate and install Storagewall directly by a client or a principal contractor on premises under the client's or the principal contractor's control.

The need for sound working practices is addressed as follows:

1. Training

As part of the company's quality assurance system, every employee receives safety induction training, which is updated regularly as the employee progresses with the company, additional safe working practice training is provided. Only fully experienced operators have received specific safety training are deployed onto clients premises for installation, modifications or maintenance.

2. Risk Assessment

The company's Sales Director or its Technical Services Manager will have completed a company safety questionnaire for the information provided by the client during a preliminary site inspection. Specific safety requirements will be incorporated into the fabrication drawing/specification or in the instruction given to the installer.

3. Safety Items

The company provides Storagewall which has been designed to enable its installation using the normal range of hand held tools and equipment. The products supplied by the company do not contribute any appreciable risk to the client or themselves and the installation can be carried out without any risk to the client's personnel or property.

THE FOLLOWING SPECIFIC ITEMS ARE INCLUDED IN THE COMPANY'S SAFE WORKING PRACTICE CODE

a) Access and Egress

The installer will ensure that the Storagewall is placed safely and securely to ensure they cannot easily be dislodged, causing injury or damage and do not interfere with the safe passage of site personnel or traffic. As necessary during the installation, at the end of each day and at the end of each installation, the installer will ensure that the working area is cleared up of materials and not left in a hazardous condition.

b) Safe Working Platforms

These are required for the installation, we will provide under a company purchase order placed with a reputable and approved supplier and will carry the required certification. At all times the company's staff will use them strictly in accordance with the operating instructions.

NOTE: JAMES TOBIAS EMPLOYEES ARE NOT AUTHORISED TO ALLOW THE USE OF THESE ITEMS BY ANY OTHER PERSONS

C) Power and Lighting

The company will provide power to the site for general use, in exceptional circumstances and by agreement with the client, company employees may provide power for their own tools and equipment only. Power tools taken onto site by company's employees will be 110 volt type only and will have been subject to the normal safety checks imposed by the company's own tools within its control.

d) Specialist Plant

The company's products do not require the use of any specialists' plant and where such plant eg a forklift truck is required under particular circumstances, it will be provided by a specialist hire company with a qualified operator.

QUALITY POLICY STATEMENT

British and European Standards specify high performance levels in design, construction and manufacture. It is James Tobias's determined policy to achieve the highest possible quality assurance standards by complying with the disciplines and procedures of ISO 9002 and relevant items covered by the Health and Safety at Work Act.

SPECIFIC AREAS

The company maintain strict quality control procedures in the manufacture and installation of storagewall systems to ensure adherence to standards. They specifically monitor:

- Design and specification tolerances
- Manufacturing production techniques
- Administrative controls and training programmes
- Suppliers materials and services

James Tobias provide in-house quality control, monitoring and management on a continuous basis whilst working towards a full assessment strategy.

CLEANING & MAINTENANCE INSTRUCTIONS

Melamine-faced panels – are extremely durable and easily cleaned by wiping down with a damp cloth and small amount of household detergent. Particularly stubborn stains can be removed with white spirit

but never use an abrasive cleaner or cleaners containing Ketoses, esters or alcohols.

Veneer-faced panels – are durable but as a natural material the surface will darken with age. Panels should be dusted regularly with a soft cloth and a preparatory polish applied occasionally.

Glass panels – should be cleaned with a solution of tepid water and washing up liquid followed by clean water and a dry rag.

Glass with self-adhesive manifestation can be cleaned in a similar way, but if a squeegee is used care must be taken not to snag the exposed film edges.

Sandblast and acid treated glass should be cleaned by removing surface dirt and dust with a soft brush. If the dirt is ground into the surface apply 'Cleanol' with a new nailbrush – rinse and dry to avoid smearing. Glass treated with 'Clearshield' should be shampooed with 'Cleanol'.

Powder-coated metal components – are extremely durable and can be cleaned by wiping down with a damp rag and a small amount of household detergent.

All materials were supplied by James Tobias, manufactured in our factory in the UK and are guaranteed for 12 months from date of installation.

SPECIFICATION

Design Philosophy

James Tobias Storagewall is factory manufactured to suit the specific site conditions, to maximise the space available, and to minimise site installation time.

The system is fully demountable and relocatable with no redundancy of parts. With its built in height adjustability it is easy to relocate even to different buildings.

Reversibility

All James Tobias Storagewall units are fully reversible on site without disturbing adjacent units. The system is truly modular, so wall-backing units can easily be transformed into room dividing units at a later date.

Doors

Full height doors are made to ceiling height less 100mm (up to a maximum ceiling height of 2900mm) to provide clean lines and up to 20% additional filing capacity.

Dual hardness PVC soft seal is used at meeting junctions between doors.

Standard finish is 18mm MFC with 1mm PVC edging. Veneers and laminates are also available.

10 different standard door styles are available, including glass doors.

Sidewall

Aluminium reinforced columns interlock with a light grey 18mm thick (MFC) panel to create system sidewalls.

The aluminium columns are punched every 25mm on a vertical grid to provide a fine tolerance for adjusting the position of internal fitments.

The aluminium columns are punched every 100mm on a vertical grid for hinges and back brackets on a separate grid to the internal fitments for maximum flexibility.

Dual hardness PVC soft seals on the leading edge of the aluminium columns provide dust and acoustic sealing against doors and partition back panels.

Internal fitments lock into aluminium column slots with special bracketry without the need for tools.

Structural shelf

Supports the sidewalls on 2 rigid MDF beams for added strength.

Each base shelf has 4 levellers for better weight distribution and levelling before installing sidewalls.

The structural shelf is universal top and bottom and back to front to aid future relocatability.

SPECIFICATION (continued)

Back Panels

All modules have a sturdy 8mm thick light grey inner back panel with dual hardness PVC soft seal on 2 long edges. The back brackets are totally concealed by the inner back.

Optional Partition back panels in matching finishes to the doors, transform wall backing Storagewall into room dividing Storagewall, which creates a partition.

End Clad Panels

An extensive range of end cladding panels and wall abutment details are available.

Ironmongery

Hinges are exposed knuckle, nickel-plated castings in construction with 180 degree opening and a built-in stay closed facility.

Locking - Three point espagnollete locking system latching at top, bottom and middle.

Knobs - Integral lock and turn knob in matt-brushed nickel finish, with integral removable barrel lock cylinder.

Keys - each lock is supplied with 2 keys, both hinged to prevent damage to adjacent doors and to minimise the chance of breaking a key in the lock.

All locks are under a master series and can also be suited to order.

Standard locking provides a mixture of 25 different lock numbers supplied randomly.

Track

Perimeter track at floor, ceiling and wall abutments provide height and width adjustment of +/- 15mm.

The track is either dual hardness PVC with soft seal to follow undulations of abutting structures or powder coated steel to most RAL colours.

Internal Fitments

Light grey powder coated steel fitments clip in to the aluminium column without the need for tools.

A full range including combination filing shelves, slotted shelves, filing frames and cradles, drawers, pigeon holes etc., are manufactured in-house to suit.

Module sizes

Depths – 400, 500 and 600mm nominal.

400 deep for maximum space utilisation, 500 deep for extra depth to house computer print files and foolscap suspension files within the depth of the unit, 600 deep for coats.

Widths – 1000, 800, 1200mm (double doors), 600, 500 and 400mm (single doors).

MAINTENANCE

Maintenance

In normal use James Tobias Storgewall and Partition systems require no maintenance. Once correctly installed and levelled the Storgewall can be fitted out with a range of internal fitments designed to meet individual storage requirements.

Both Partition and Storgewall are fully relocatable and can be easily reconfigured to satisfy changed occupational requirements.

Environment

James Tobias Ltd has a defined policy to provide products and materials that are environmentally friendly.

JAMES TOBIAS STORAGEWALL WEIGHT LOADING

1. A single unit, size 1000 x 472mm built to ceiling at 2500mm high with one side wall, top and bottom structural shelves, top and bottom track, inner back, all the metal fittings and one pair of doors weighs 61kg.
2. A plain shelf weighs 3.8kg.
3. A combi shelf weighs 5kg.
4. A roll-out filing frame weighs 6kg.
5. Add-on Storagewall units would weight the same as number 1 above plus one sidewall which weighs 14kg to complete the run and an infill or end clad panel which weighs approximately 12kg.
6. The weight of 12 lever arch files on a 1000mm shelf weights approximately 40kg when completely full. Thus at 2500mm ceiling height you could fit 6 levels of files (total 240kg), using five plain shelves weighting 19kg.
7. So a full cupboard with plain shelves at 2500mm high would weigh approximately 320kg with the end unit adding about 12kg for the end clad panel.
8. Weight distribution with James Tobias Storagewall is through the four adjustable feet under each unit. The feet are approximately 40mm in diameter. In wall-backing mode the rear feet rest directly on the floor and the front feet rest in a mild steel track. This track may spread the load minimally.
9. In room-dividing mode, ie used as an office wall, there is the addition of a hung back which adds approximately 25kg.

DISMANTLING & REBUILD OF JAMES TOBIAS STORAGEWALL

We recommend dismantle and rebuild be undertaken by James Tobias Ltd. If dismantle/rebuild is undertaken by others, our warranty will become void.

GUARANTEE/WARRANTY

James Tobias warrants the goods against any defects in workmanship, construction or materials for a period of 12 months from the date of delivery. If any defect manifests itself during that period and is the fault of James Tobias, James Tobias will at its own expense repair or if necessary replace goods or components.

James Tobias's Liability to the buyer whether for any breach of contract or otherwise, shall not in any event exceed the price of the goods and James Tobias shall be under no liability for any direct loss and/or expense or indirect loss and/or expense suffered by the buyer or liability to third parties incurred by the buyer.

The above warranty defines James Tobias's liability in respect of the goods. All warranties and conditions whether implied by statute or otherwise are excluded from this contract provided that nothing in this contract shall restrict or exclude liability for death or personal injury caused by the negligence of James Tobias.

COMPANY POLICY STATEMENT

“James Tobias’s philosophy is to provide storagewall solutions that meet the clients specification exactly, with a quality and competitively priced product installed with the minimum disruption and to the agreed timescale”.

- **COSHH** The company recognises and takes seriously its responsibilities under the COSHH regulations in its manufacturing and installation operations. All product materials and processes have been evaluated and assessed for the COSHH implications with any lively risks minimised and controlled.
- **SAFETY** The company recognises the need for good working practices in order to safeguard the health, safety and welfare of its employees, contractors and customers. Safety aspects of the product are of paramount importance and under continuous review. It is company policy to provide the necessary safety file information under the Constructions (Design & Management) Regulations 1994.

STATEMENT OF HEALTH & SAFETY POLICY

On behalf of the Company I recognise and accept its responsibility as an employer to provide for, so far as is reasonably practicable, the health, safety and welfare of our employees and the health and safety of all other persons who may be affected by the work we do.

The Policy will be kept up to date, particularly as our operation changes in nature & size. To ensure this, the policy and the way in which it has operated I will ensure the Policy is reviewed every year.

The success of this Policy will be directly linked to the degree of active assistance given by every employee & I ask each one of you for your support.

STORAGE WALL

Method Statement

1. Set out and position the floor track. (When constructing room dividing units ensure that the two rows are parallel). Fix the floor track with screws at nominally 1000mm centres, and at both sides of joining plates using a hand held battery power drill.
2. Plumb the top track from the inside edge of the floor track, and fix it with screws at nominally 600mm centres to pads behind the ceiling tiles. Alternatively fixings may be made to the ceiling grid.

Note: It is imperative that the top track and the bottom track are plumb and in line when fixing, or at later stages of the installation it will become very difficult to level the panels and doors, and to achieve good lines at the joints.

3. Fix lengths of track to the walls, between top and bottom track, for the infill panels at the wall abutments.

4. Kit up all of the panels:-

base and top sides	Screw feet in fit cam pins at top and bottom fit hinges (single for end panels, double for dividing panels) fit back brackets
inner back	fit push on seal
infill panels	fit clips for hanging fit spring clips
doors	fit doorknobs (all other parts factory fitted) partition backs fit clips for hanging (these panels are only required for room dividing installations)

5. Stand the first base in position to measure 100mm from the floor to the underside of the rubber door seal, check that the base is level in both planes.
6. Take the first two side panels; lock them into the base with cam screws.
7. Take the first top panel (ensure the feet are fully retracted) lift it into position and lock in the side panels with the cam screws.

STORAGE WALL (continued)

8. Loosen the cam screws at the rear of the cupboard, slide in the inner back panel, and then tighten the cam screws again.

Proceed in the same manner for the remainder of the run.

9. Tap in the "L" profile at the head and base.
10. Hang all of the make-up infill panels and all of the cupboard doors.
11. Now make any final adjustments to the levelling in the cupboard bases, to achieve good lines with the doors and the inner backs, lock the feet in the top panels, and fit the cupboard backs and end clad panels. Fit the cover caps and the lock pins to the top and bottom panels.
12. Units not to ceiling – Option 1 – wall tie fixed to the MDF and the back wall. Used commonly when access is achievable above the units.

**Option 2 – block to pack out between the back bracket and wall (usually to match the depth of skirting).
Screw through the back bracket.**

13. The units should now be cleaned down using a damp cloth, and the selected internals fitted.

JAMES TOBIAS LTD - RISK ASSESSMENTS - MANUAL HANDLING

Description of task, load and environment	Control Measures in place	Further Action Required
<p>Fitters loading/unloading materials. Transporting same to site and erecting.</p>	<p>Loading at factory by FLT.</p> <p>Agree with Client/Contractor as close an access as possible for unloading. Use of any site facilities where possible for transport to destination. Own/hired in trolley available.</p> <p>Where manual handling is unavoidable no fitter to carry more than 25 Kilos.</p> <p>Large panels are team lifted.</p>	

JAMES TOBIAS LTD - RISK ASSESSMENTS - FITTERS

Hazard	Who might be harmed and how	Control Measures in place	Further Action Required
Falls from height.	Fitters. Others. Serious or fatal injuries possible from falls of persons or of materials dropped from height.	Fitters will be using step-ups or steps as our work at high level to fix top track is for a short duration only. Visual inspection of equipment before use by the user. Ladders over 3m to be tied at or near the top. Steps fully opened and use side on avoided. Scaffolding of any sort is not normally used unless in place by others. Fitters will conduct a visual assessment of suitability and use only if reasonably satisfied with the scaffold construction and platform/guard-rails all in place.	
Electricity	Electric shock to fitters and possible fatal injury from shock, subsequent falls, or burns.	Battery tools used wherever possible. 110 volt tools and leads. No mains operated tools. Cable routes chosen to minimise risk of tripping. All portable electrical equipment is subject to a competent person's test and/or examination at 3-month intervals by Rod Jones.	
Lack of Protective Clothing	Head, foot etc injuries to Fitters.	Fitters wear toe protected footwear and carry head, eye, hearing and respiratory protection as well as gloves to cope with the full range of possibilities for injury. Any Principal Contractor or Client requirements will be complied with at all times.	
Hazards beyond Fitters control.	Fitters consider site conditions hazardous and a significant risk of injury to themselves.	Fitters discuss with Client/Contractor and agree remedy. If remedy is not implemented Fitters may stop work and will contact the factory for advice.	