



Operation and Maintenance Manual

Storage wall & Operable Wall

"The James Tobias philosophy is to provide storage wall solutions that meet client specification exactly, with a quality and competitively priced product installed with minimum disruption and to an agreed timescale."

Prepared by: James Tobias Ltd.

Wylde Road

Bridgwater

Somerset

TA6 4BH

T: 01278 437 300

F: 01278 437 301

E: info@james-tobias.com

W: www.james-tobias.com

April 2015



SPECIFICATION OF JAMES TOBIAS STORAGEWALL	3
OPERATING AS CONTRACTOR OR SUB-CONTRACTOR.....	4
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 - COMPANY POLICY	5
CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007 SAFETY POLICY	6
CLEANING INSTRUCTIONS	6
MAINTENANCE	7
JAMES TOBIAS STORAGEWALL WEIGHT LOADING	7
DISMANTLING & REBUILDING JAMES TOBIAS STORAGEWALL	7
GUARANTEE/WARRANTY	7



Specification of James Tobias Storage wall

Design Philosophy

James Tobias Storage wall 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 re-locatable with no redundancy of parts. With its built in height adjustability it is easy to relocate even to different buildings.

Reversibility

All James Tobias Storage wall 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 brackets 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 relocation if required.

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 Storage wall into room dividing Storage wall, 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 espagnolette 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.

Overlay sliding door runners are equipped with quality ball bearings running on a unique aluminium profile ensuring a quiet extremely smooth sliding action.

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 Fittings

Light grey powder coated steel fittings 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).

Operating as Contractor or Sub-Contractor

James Tobias operates under either situation, and it arises when the company is engaged to fabricate and install Storage wall 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 are 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 who have received specific safety training are deployed onto clients premises for installation, modifications or maintenance.

2. Risk Assessment

The company's operations department will have completed a safety questionnaire with 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

Storage wall has been designed that it's installation can be completed 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 the installer 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 Storage wall 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

If 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 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 e.g. a forklift truck is required under particular circumstances, it will be provided by a specialist hire company with a qualified operator.

Control of Substances Hazardous to Health Regulations 2002 - Company Policy

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

Within the company's operations all materials and processes have been evaluated and the materials used have been re-engineered 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 Storage wall 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 under the Regulations could be considered harmful.



Construction (Design & Management) Regulations 2007 Safety Policy

The company recognises the need for good working practices in all areas within its jurisdiction 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 a 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 first reviewing the safety implications.

We only use James Tobias employees to manufacture and fit Storagewall. On client's 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.

Cleaning 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.



Maintenance

Maintenance

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

Both Partition and Storage wall are fully re-locatable 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 Storgewall 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 Storage wall 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 weighing 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 Storage wall 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, i.e. used as an office wall, there is the addition of a hung back which adds approximately 25kg.

Dismantling & Rebuilding James Tobias Storgewall

We recommend dismantle and rebuild to 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 Installation**. 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.

