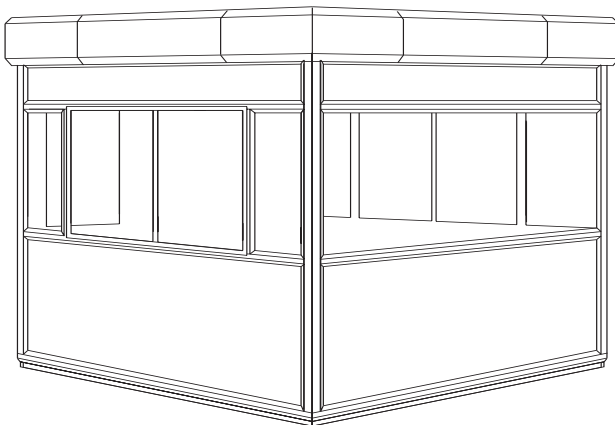
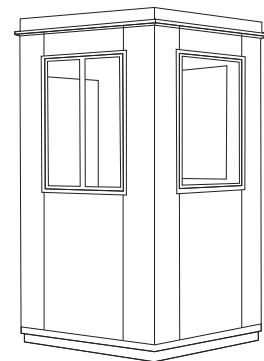
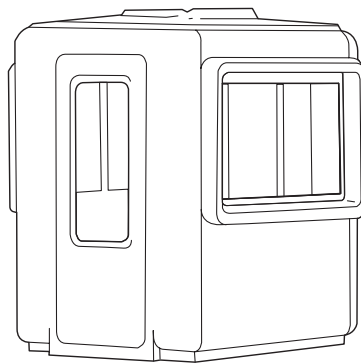
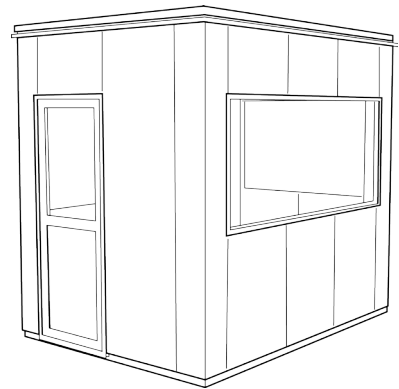
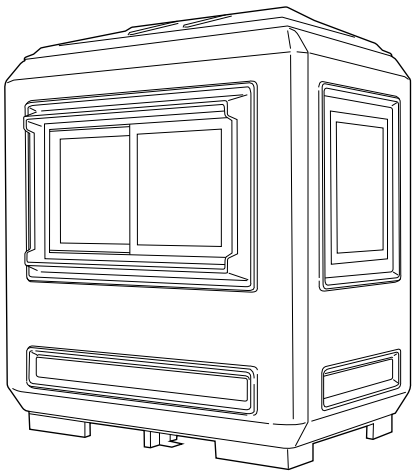




Operating & Maintenance Manual

Glasdon Buildings



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Operating & Maintenance Manual

Thank you for purchasing a Glasdon product. This manual contains important information for the installation and future care of your product.

Contents

Chapter 1 Installation

Chapter 2 Electrical Installations

Chapter 3 Base Fixing Guidelines

Chapter 4 Future Care of Your Product

Chapter 5 Handling & Moving Your Product

Should you require any further assistance please contact us on tel: 01253 600410, fax: 01253 792558 or email: sales@glasdon-uk.co.uk.

1 Installation

We recommend that all Glasdon Buildings are permanently sited and fixed down to a prepared concrete base at the time of delivery using the fixing bolts supplied.

Installation guidelines are contained in Chapter 3. To ensure satisfactory operation of door locks after installation, it is very important to keep door frames square and level during base fixing.

If a panel form delivery option has been arranged for assembly by yourselves following agreement with our Sales and Technical Department, you will find a comprehensive instruction booklet enclosed with this manual.

If your Building has been manufactured to a customised design there should also be a CAD drawing of the layout enclosed for your reference.

If your Building has been fitted with sanitaryware such as wash hand basins, sinks, WC's and water heaters, you may have opted for the relevant pipework and fittings to be pre-installed at our factory rather than making your own arrangements with a local plumber. The final site connection to the water supply and waste system should always be arranged locally by yourselves and all pre-installed pipework and fittings thoroughly checked on site before use.

When external shelves and canopies are supplied it may not always be possible to fit these items at our factory because of delivery width restrictions. In such cases the items will be supplied loose within the Building ready for simple site fitting by yourselves using the instruction sheet enclosed.

In the event that installation of your Glasdon Building does not take place at the time of delivery, suitable temporary storage arrangements must be made by yourselves to prevent damage being sustained either by adverse weather conditions or other influences.

Glasdon cannot accept responsibility for:

1. Damage to Glasdon Buildings which are not permanently sited and installed at the time of delivery.
2. Damage caused by insecure storage or careless handling.
3. Re-delivery costs due to failure to install immediately or provide adequate storage.

2 Electrical Installations

For Buildings which are fitted with an electrical installation we usually issue the original factory test certificate separately by post to your correspondence address. You will also find a copy of the certificate enclosed with this manual.

General technical information and individual operating instructions are enclosed for your future reference for the electrical components fitted within your Building, e.g. consumer units, electrical fan convactor heaters and lighting.

The final site connection to the electric mains supply, along with the earthing of any fitted sanitaryware and pipework etc, should be arranged locally by yourselves.

We recommend that all electrical installations are inspected annually by a suitably qualified and competent person.

3 Base Fixing Guidelines

Beacon / Consul

The overall size of the building is 192mm greater than the nominal internal size, e.g. a 3.66 x 2.44m building is 3.852 x 2.632m.

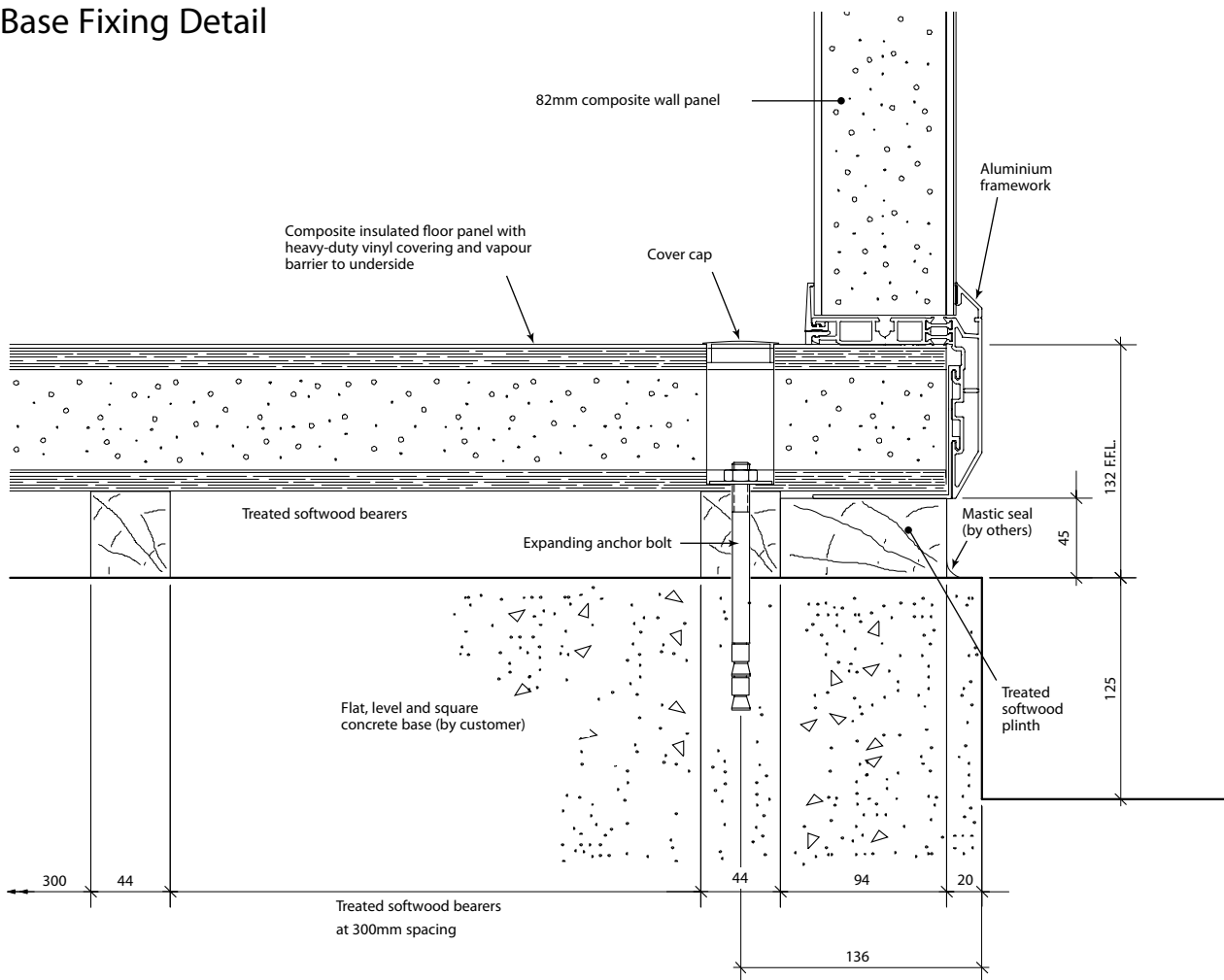
Base Requirements

The minimum base size required is equal to the overall building size. Assuming no suitable existing surface, the base should be a minimum of 125mm concrete on to well consolidated hardcore.

The concrete should be of minimum C20/25 grade in accordance with BS8500 Concrete: The Complementary British Standard to BS EN 206-1.

The base should be flat, level and square, and preferably be raised slightly above the surrounding ground level.

Base Fixing Detail



Base Fixing

Base fixing (by our customers) is accomplished using the expanding anchor bolts supplied. Refer to the base fixing instructions supplied with the fixings for correct installation in accordance with the manufacturer's recommendations.

Finally, apply an external mastic seal to the perimeter of the building.

Warrior

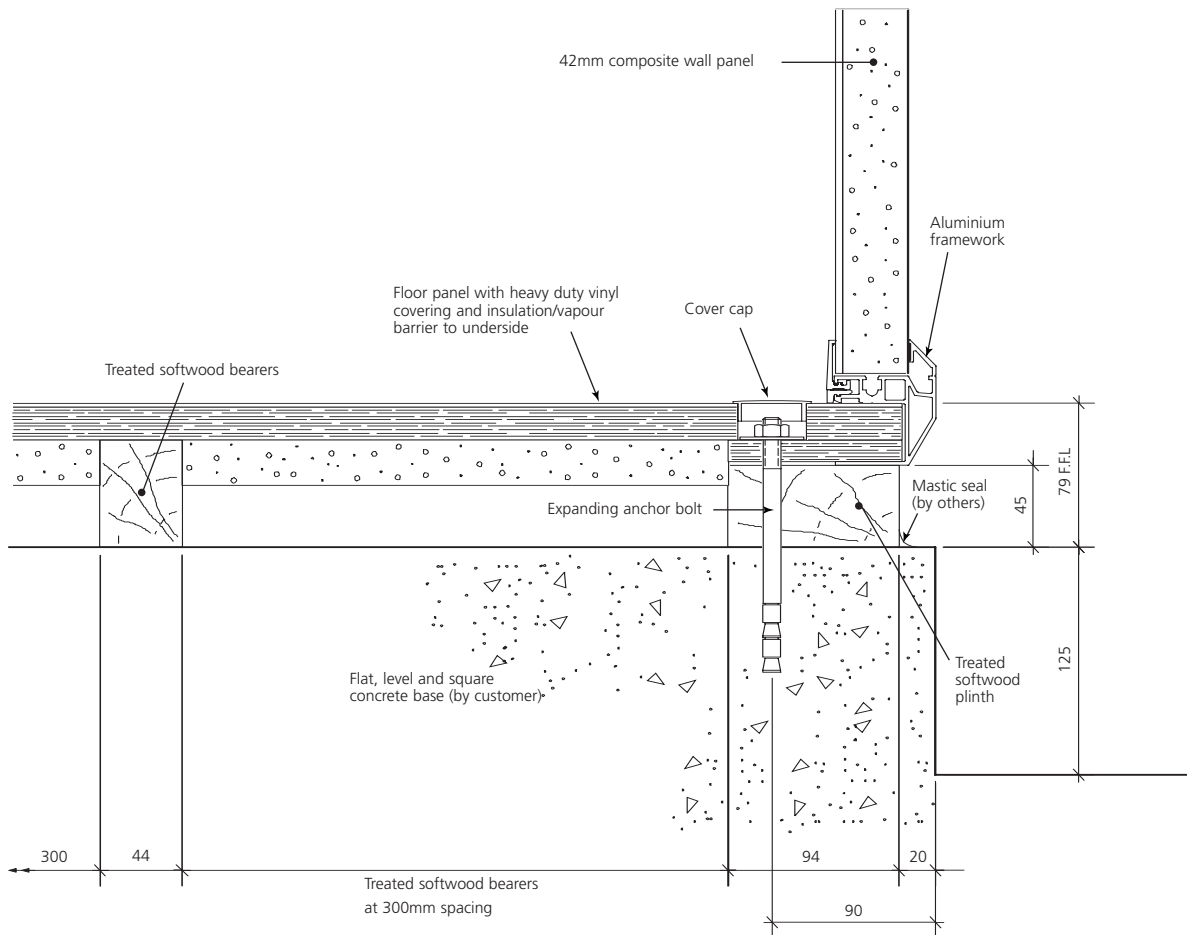
The overall size of a Warrior building is 112mm greater than the nominal internal size, e.g. a 3.66 x 2.44m building is 3.772 x 2.552m.

Base Requirements

The minimum base size required is equal to the overall building size. Assuming no suitable existing surface, the base should be a minimum of 125mm concrete on to well consolidated hardcore. The concrete should be of minimum C20/25 grade in accordance with BS8500 Concrete: The Complementary British Standard to BS EN 206-1.

The base should be flat, level and square, and preferably be raised slightly above the surrounding ground level.

Base Fixing Detail



Base Fixing

Base fixing (by our customers) is accomplished using the expanding anchor bolts supplied. Refer to the base fixing instructions supplied with the fixings for correct installation in accordance with the manufacturer's recommendations.

Finally, apply an external mastic seal to the perimeter of the building.

Boxer / Ranger

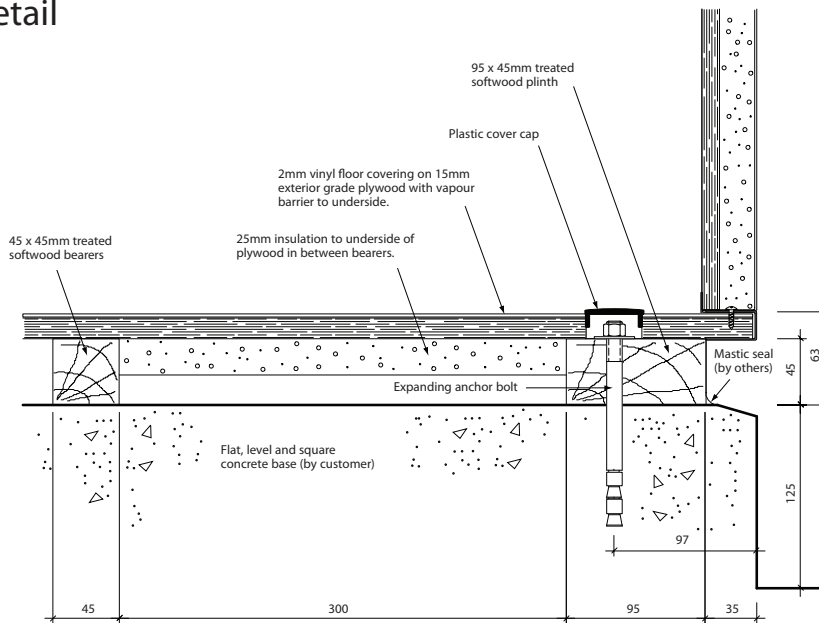
Base Requirements

The minimum base size required is equal to the overall building size. Assuming no suitable existing surface, the base should be a minimum of 125mm concrete on to well consolidated hardcore. The concrete should be of minimum C20/25 grade in accordance with BS8500 Concrete: The Complementary British Standard to BS EN 206-1.

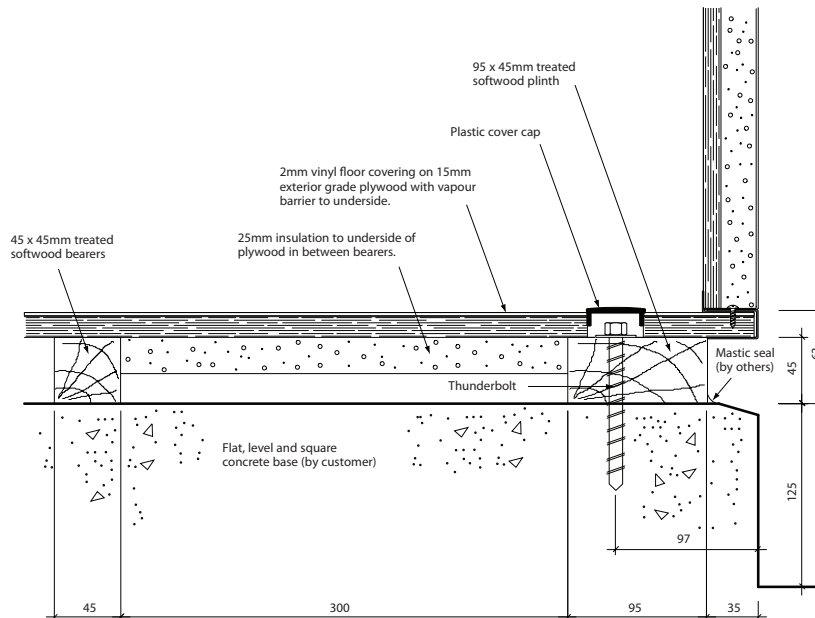
The base should be flat, level and square, and preferably be raised slightly above the surrounding ground level.

Base Fixing Detail

Boxer



Ranger



Base Fixing

Base fixing (by our customers) is accomplished using the expanding anchor bolts (Boxer) or Thunderbolts (Ranger) supplied. Refer to the base fixing instructions supplied with the fixings for correct installation in accordance with the manufacturer's recommendations.

Finally, apply an external mastic seal to the perimeter of the building.

Olympic

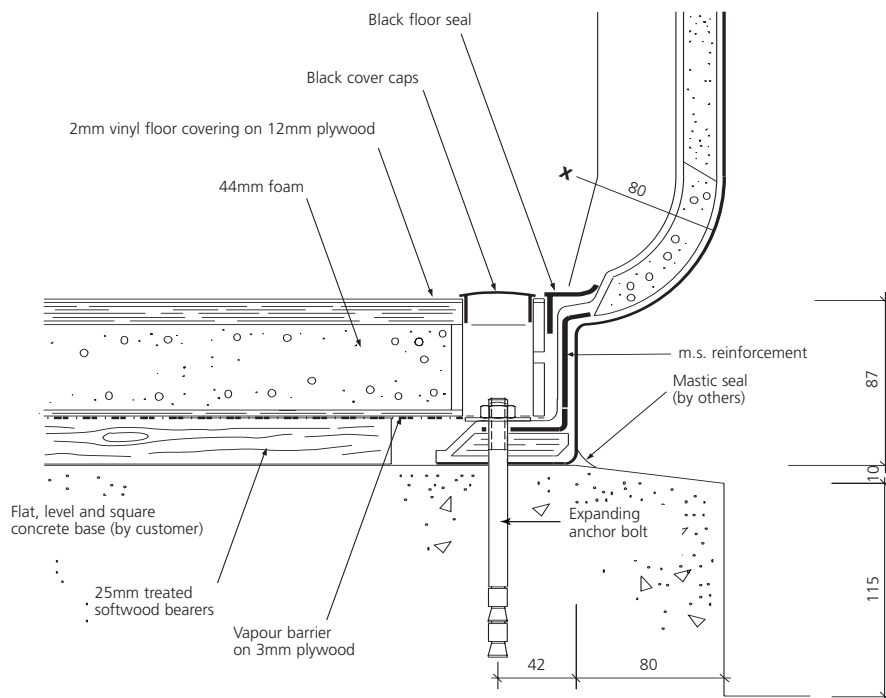
The length of an Olympic building is always 200mm longer than the side panels used, e.g. a building having 2 no. 1m panels in each side and 1 no. 1.5m panel at each end has the dimensions 2200mm x 1500mm

Base Requirements

The minimum base size required is equal to the overall building size. Assuming no suitable existing surface, the base should be a minimum of 125mm concrete on to well consolidated hardcore. The concrete should be of minimum C20/25 grade in accordance with BS8500 Concrete: The Complementary British Standard to BS EN 206-1.

The base should be flat, level and square, and preferably be raised slightly above the surrounding ground level.

Base Fixing Detail



Base Fixing

Base fixing (by our customers) is accomplished using the expanding anchor bolts supplied. Refer to the base fixing instructions supplied with the fixings for correct installation in accordance with the manufacturer's recommendations.

Finally, apply an external mastic seal to the perimeter of the building.

Genesis

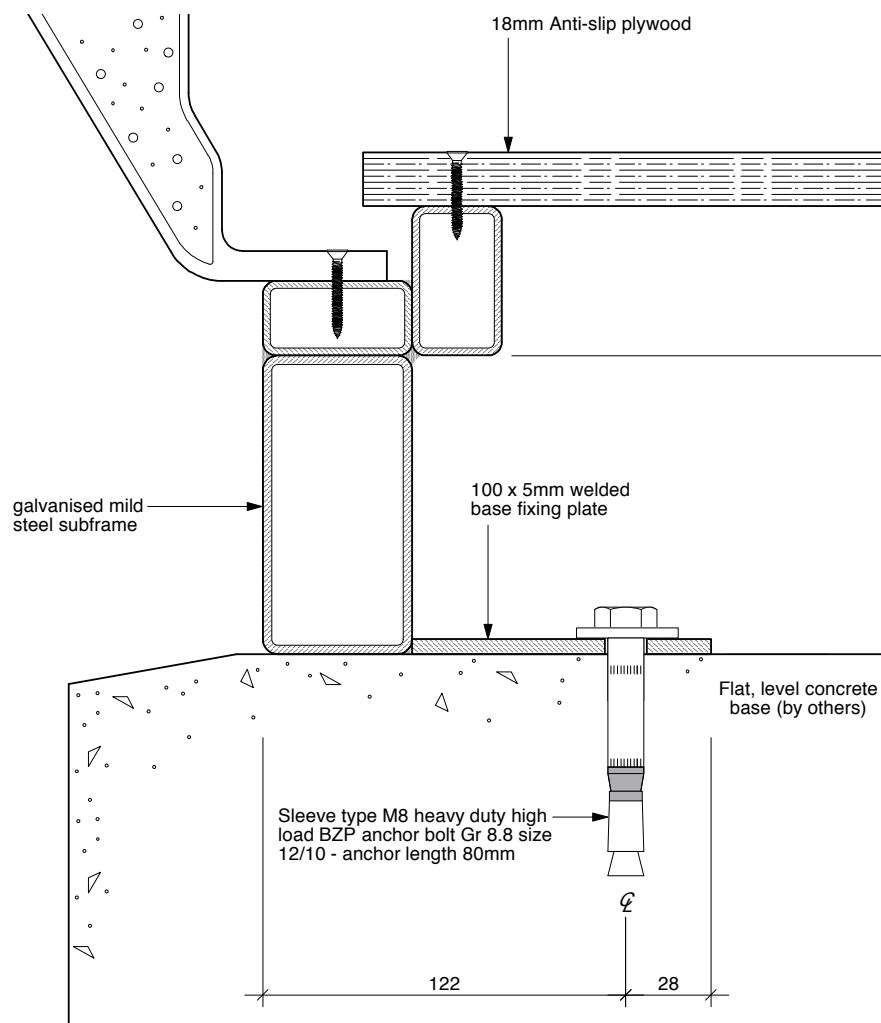
Base Requirements

The minimum base size required is 100mm less than the overall building size. Assuming no suitable existing surface, the base should be a minimum of 125mm concrete on to well consolidated hardcore.

The concrete should be of minimum C20/25 grade in accordance with BS8500 Concrete: The Complementary British Standard to BS EN 206-1.

The base should be flat, level and square, and preferably be raised slightly above the surrounding ground level.

Base Fixing Detail



Base Fixing

Base fixing is recommended for all installations, permanent and non-permanent.

Base fixing (by our customers) is accomplished using the expanding anchor bolts supplied. Refer to the base fixing instructions supplied with the fixings for correct installation in accordance with the manufacturer's recommendations.

4 Future Care Of Your Product

All Glasdon products are manufactured using only the highest quality materials and are designed to provide the very best value for money with years of trouble-free service. To help preserve the life of your Glasdon Building and keep it in pristine condition, we recommend that regular cleaning is arranged as part of your routine site cleaning programme.

The frequency of cleaning will depend on the prevailing site conditions, e.g. industrial and marine environments are likely to need more frequent cleaning than rural environments.

Standard Construction Materials

PRODUCTS	INTERNAL & EXTERNAL SURFACES						GLAZING
	Aluminium Framework	External GRP Walls or Roof	Plastic-Coated Walls or Roof	Cotton Vinyl or Laminate Internal Walls	Flecked Paint Internal Walls	GRP Internal Walls & Ceiling	Toughened Glass or Thermoplastic
Beacon	•	•		•			•
Consul	•		•	•			•
Warrior	•	•	•	•			•
Ranger			•	•			•
Boxer			•	•			•
Olympic		•			•		•
Genesis		•				•	•

a) EXTERNAL SURFACES

- **Anodised or Powder-Coated Aluminium Framework**

Wash using a soft sponge mop and plenty of warm water containing a mild soapy detergent and then rinse immediately with clean water. Anodised or powder-coated surfaces can be further enhanced with the application of a proprietary wax-free polish.

- **GRP**

Wash using a soft sponge mop and plenty of warm water containing a mild soapy detergent (or car body shampoo) and then rinse immediately with clean water, preferably using a hose pipe without power-washing. To further enhance the appearance of GRP we recommend the annual application of a coat of wax polish, e.g. a proprietary car body wax.

Any minor GRP surface blemishes can be restored using a proprietary cutting compound prior to applying a coat of polish.

- **Plastic-Coatings**

Wash using a soft sponge mop and plenty of warm water containing a mild soapy detergent and then rinse immediately with clean water, preferably using a hose pipe without power-washing.

b) INTERNAL SURFACES

- **Cotton Vinyl or Laminate-Faced Walls**

Clean using a sponge and warm water containing a mild soapy detergent. For stubborn marks a soft bristle brush may be used.

- **Flecked Paint Walls**

Clean using a sponge and warm water containing a mild soapy detergent.

- **GRP Internal Wall & Ceiling**

Simply wipe down with sponge and warm water. Then dry with soft cloth.

Any minor GRP surface blemishes can be restored using a proprietary cutting compound prior to applying a coat of polish.

- **Vinyl Floors**

Always clean in accordance with the manufacturer's instructions enclosed.

c) GLAZING

- **Toughened Glass & Thermoplastic**

Clean with a sponge and warm water containing a mild soapy detergent and rinse immediately with clean water. Dry toughened glass using a chamois leather. Thermoplastic is very susceptible to scratching and marking, therefore, please clean with extreme care.

CAUTION!

1. For mild soapy detergents we recommend using proprietary household cleaners (or a car body shampoo for GRP) to the concentration as detailed on the manufacturer's instructions.
2. Do not use organic solvents or abrasive cleaners which may cause surface damage or colour fading.
3. Always clean from top to bottom and avoid overcleaning or scrubbing which can do more harm than good.

Routine Inspection of Moving Parts

During the routine cleaning process we recommend inspection and cleaning of all moving parts such as external security shutters, sliding windows, door handles, locks and hinges. The application of a proprietary light oil to items such as security shutters, door lock mechanisms and hinges will also help to maintain their efficient operation.

Regular cleaning and lubrication where appropriate is essential to prevent an accumulation of dirt and debris which can be detrimental to most moving parts and cause irreversible damage if left unattended.

Rainwater Management Systems

Beacon, Consul and Warrior Buildings which are supplied for external use have an integral rainwater management system with fascia guttering and a corner post downspout arrangement. To prevent any possible blockage and the build up of rainwater on the roof, we recommend periodic inspection and cleaning of the guttering and the 'leafguard' located at the top of each downspout.

Window Glazing Film

Upon delivery of your Building you may find that any tinted and mirror finish glazing film has a slightly cloudy appearance and contains small surface water bubbles. This is a normal part of the curing process and it usually clears up within a few weeks of delivery, but may take longer in colder weather.

Please allow a minimum of 28 days from delivery before cleaning the glazing film and do not attempt to 'push out' any surface defects during this curing period.

Wash with a sponge and warm water containing a mild soapy detergent and rinse immediately with clean water.

Air Conditioning Systems

If an Air Conditioning System is installed in your Building, the commissioning together with a 12 month maintenance and service agreement (via a third party provider) are normally included as standard. To ensure the safe and efficient operation of this equipment beyond the initial 12 month period, we strongly recommend that you make your own arrangements for an ongoing maintenance and service agreement directly with the existing provider or with an alternative qualified and competent source.

Warranty

Our standard warranty period is 12 months from the date of delivery and this covers the cost of any parts and labour required to rectify defects in materials and workmanship supplied by Glasdon. This warranty does not extend to defects caused by abuse, exceptional usage and modifications or work undertaken by others.

Spares & Repairs

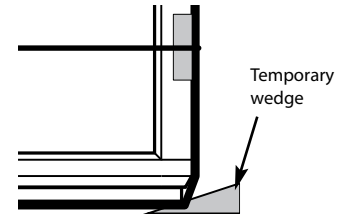
For replacement and spare parts and repair work etc please contact our Service Department.

5 Handling and Moving Your Product

To prevent damaging your Glasdon Building whilst moving and handling, please follow these guidelines. If you are unsure about any aspect please contact our Transport Department and we will be delighted to assist.

General Principles

- Always use flat belt nylon slings.
- Always let the slings take the load.
- Use protective packing between the slings and product, where appropriate, to prevent damage.
- Always tie back the slings with care.
- Always pad the tie-back ropes to prevent damaging your product.
- Always lift slowly, carefully and safely.
- **DO NOT USE CHAINS OR ROPES TO LIFT.**
- **DO NOT RUSH ANY PART OF THE LIFT.**
- **IF IN DOUBT PLEASE ASK.**



BEACON, CONSUL & WARRIOR

<p>Building sizes up to 3.66 x 2.44m</p> <p>Timber spreader beams</p> <p>Tie-back ropes around end elevations to prevent slings slipping inwards</p> <p>Protective packer</p> <p>Sling</p> <p>250</p> <p>Position the slings at each end of the Building approximately 250mm from the corners.</p>	<p>Building sizes of 3.66 x 2.44m and above</p> <p>Timber spreader beams</p> <p>Tie-back rope with protective packing</p> <p>Cut-outs</p> <p>Position the slings in the cut-outs provided in the timber base plinth.</p>
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BOXER / RANGER

<p>Position the slings at each corner of the Building on the underside of the panel base perimeter.</p>	<p>Tie-back rope around side elevation to prevent slings slipping outwards</p> <p>Protective packer</p> <p>Sling</p>
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OLYMPIC / GENESIS

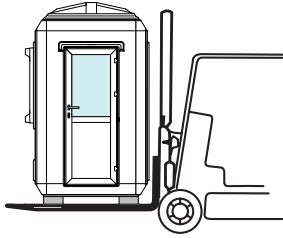
<p>✓ RIGHT</p> <p>Tie-back rope around side elevation to prevent slings slipping outwards</p> <p>Protective packer</p> <p>Sling</p> <p>Position the slings at each corner of the Building on the underside of the panel base perimeter radius.</p>	<p>✗ WRONG</p> <p>DO NOT sling across the door threshold.</p>
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✓ RIGHT

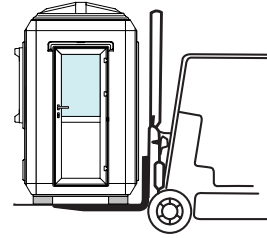
✗ WRONG

FORK LIFT TRUCK

For small Buildings only



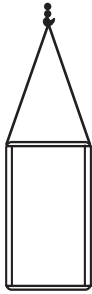
Always use fork extensions to lift across the full width of the Building.



Short forks will damage the floor (if fitted) or will not support a Building without a floor.

CRANAGE

Hook Height

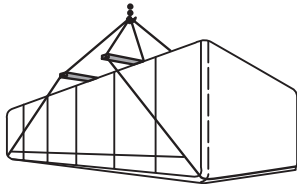


Always ensure a high apex to the crane hook.

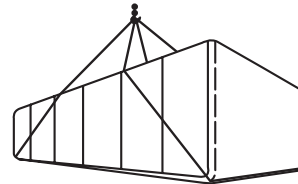


DO NOT use a low apex to the crane hook as it places a crushing effect upon the roof of the Building.

Spreader Beams

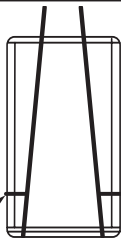


Always use spreaders on all large Buildings. The spreaders should be larger than the span of the Building.



By not using spreaders the load on the slings produces a crushing effect upon the roof of the Building.

Sling Security

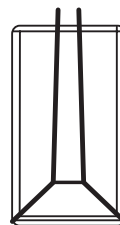


Slings must be seated at each end of the Building and positioned approx. 250mm from the corners for maximum stability.

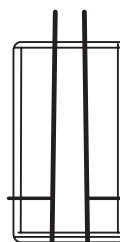
Always tension the slings before tying back and place the tie-back ropes at low level to prevent the slings from slipping inwards or outwards as indicated on page 6.

Small Buildings may require tighter roping.

Tie-back rope with protective packing



Too much tension on the tie-back rope may cause it to snap or the Building to topple due to the lower centre of balance.



Slings positioned too close to the centre of the Building will be unstable.

Enclosed Documents for your Glasdon Building

Customer Glasdon Ref No.

Product Description

Product Brochure	<input type="checkbox"/>	Additional Items:	
CAD Layout Drawing	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Test Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Compliance	<input type="checkbox"/>	<input type="checkbox"/>
On Site Assembly Instructions	<input type="checkbox"/>	<input type="checkbox"/>
Canopy & Shelf Installation Sheet	<input type="checkbox"/>	<input type="checkbox"/>

Technical documentation for:

Vinyl Floor Covering	<input type="checkbox"/>
Consumer Unit	<input type="checkbox"/>
Lighting	<input type="checkbox"/>
Heating	<input type="checkbox"/>
Air Conditioning System	<input type="checkbox"/>

Documents prepared by

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Date

**Should you require any further assistance please contact us on
tel: 01253 600410, fax: 01253 792558 or email: sales@glasdon-uk.co.uk**



In accordance with our policy of continuous development and improvement, we reserve the right to make changes in design and specification without notice.

Glasdon UK Limited products are manufactured under license worldwide and various components of the models are patented and design registered.



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