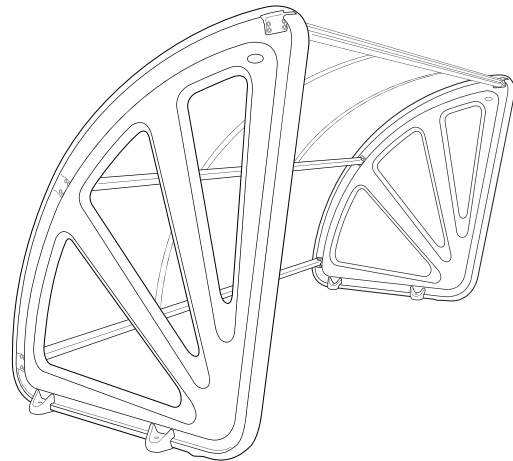
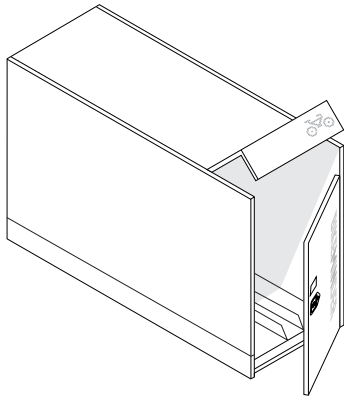
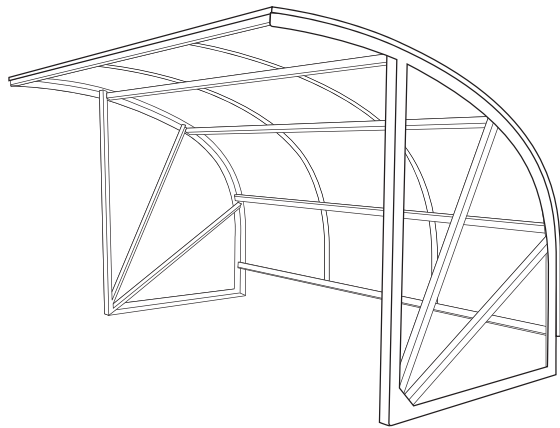
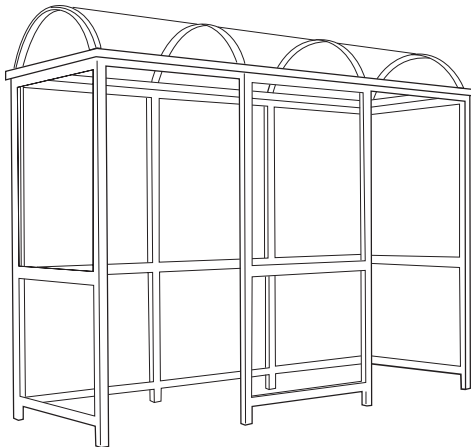




Operating & Maintenance Manual

Glasdon Shelters



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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 Future Care of Your Product

Chapter 4 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 Shelters are permanently sited and installed at the time of delivery.

Installation guidelines are contained in the product literature accompanying this manual together with additional information below. 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 Shelter has been manufactured to a customised design or forms part of a multiple shelter layout, there should also be a CAD drawing enclosed for your reference.

In the event that installation of your Glasdon Shelter 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:

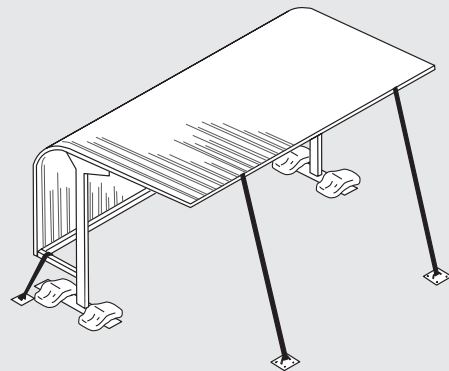
- a) Damage to Glasdon Shelters which are not permanently sited and installed at the time of delivery.
- b) Damage caused by insecure storage or careless handling.
- c) Re-delivery costs due to failure to install immediately or provide adequate storage.

Storage Recommendations

The general principles for stabilising a Shelter are:

- i. Add weight to each leg to help prevent movement along the ground and overturning by wind.
- ii. Rope to ground anchors to help prevent movement.

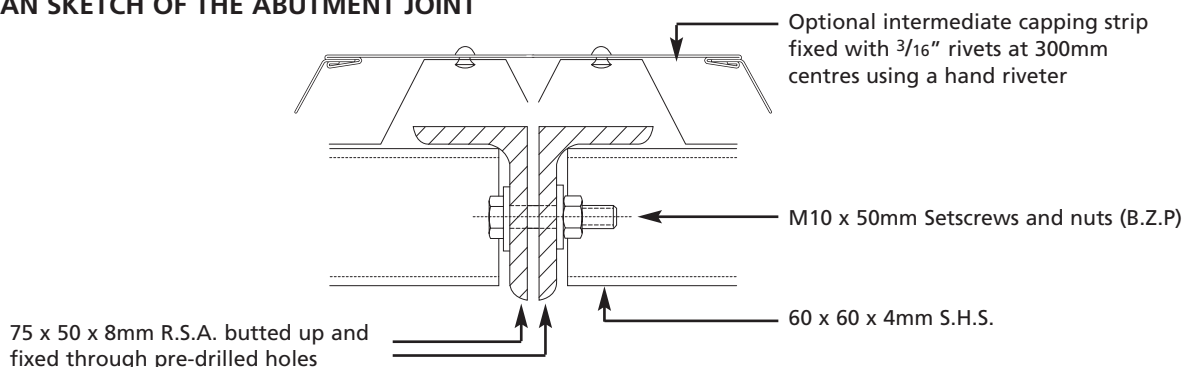
NOTE: the requirement for either or both principles is determined by the type of product supplied and by individual site storage conditions.



Optional Intermediate Capping Strip (Plastic-coated version only) for Bi-Rak, Bi-Store and Sunshade Shelters

For multiple shelter layouts the shelters are simply bolted together through pre-drilled holes in the top of the framework. The optional intermediate capping strip is then riveted over the abutment joint.

PLAN SKETCH OF THE ABUTMENT JOINT



2 Electrical Installations

For Shelters that are fitted with an electrical installation it is only possible to carry out a simple functional test at our factory, therefore a factory test certificate is not issued.

General technical information and individual operating instructions are enclosed for your future reference for the electrical components fitted within your Shelter, e.g. PIR sensors and lighting.

The final site connection to a suitable fused electric supply and setting up of any PIR sensors should be arranged locally by yourselves.

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

3 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 Shelter 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	EXTERNAL & INTERNAL SURFACES						GLAZING
	Nylon or Plastic Coatings	Anodised Aluminium or Powder-coated Components	Stainless steel	GRP Roofs	GRP Infill Panels	Enviropol/Durapol	
CYCLE STORAGE							
Bi-Rak	•						
Bi-Store/Corral	•						•
Aero		•				•	•
Bi-Port	•						•
Bi-Shelter	•						
Bi-Safe	•						
Midi Bi-Minder	•					•	
Bikeminder	•						
Zone						•	
CyclePad	•		•				
Cyclone	•		•			•	
Bi-Stander	•						
Cyclemaster/guard		•				•	
CARLETON 50 SMOKING							
Shelter c/w Flat Roof	•	•			•		•
Shelter c/w Domed or Pitched Roof		•			•		•
OTHER SHELTERS							
Carleton c/w Flat Roof	•	•			•		•
Carleton c/w Domed or Pitched Roof		•			•		•
Heritage Waiting	•	•		•	•		•
Modus Shelter		•				•	•
Carleton Canopy		•					•
Eclipse Canopy						•	

Routine Cleaning for Standard Materials

a) EXTERNAL & INTERNAL SURFACES

- **Nylon & 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.

- **Anodised Aluminium or Powder-Coated Components**

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.

- **Stainless Steel**

Wipe clean with a damp cloth containing a mild soapy detergent. Any light staining that may occur on the surface can be removed with WD40 or an equivalent product.

- **GRP Roofs & Infill Panels**

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.

- **Enviropol/Durapol**

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

b) 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 door handles, locks and hinges. The application of a proprietary light oil to items such as 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 Gutter

Carleton Waiting Shelters that are supplied with a domed or pitched roof have a perimeter roof gutter. To prevent any possible blockage and the build up of rainwater, we recommend periodic inspection and cleaning of the guttering.

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.

4 Handling and Moving Your Product

To prevent damaging your Glasdon Shelter 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

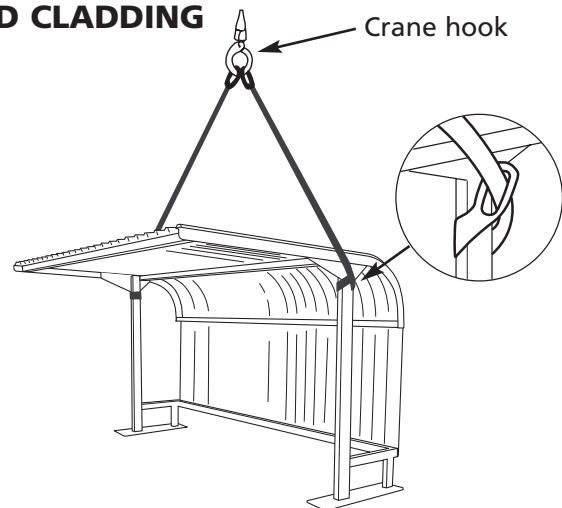
- Always use flat belt nylon slings.
- Always let the slings take the load.
- Use protective packing between the slings and product, where appropriate, to prevent damage.
- Always tie back the slings with care.
- Always pad the tie-back ropes to prevent damaging your product.
- Always lift slowly, carefully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

BI-RAK

a) Lifting method for Shelters **WITHOUT** END CLADDING

Use 2 no. 4m long (1000kg) nylon slings.

For Bi-Rak Shelters fitted with hoops, please ensure that hoop-retaining straps are fitted during lifting.

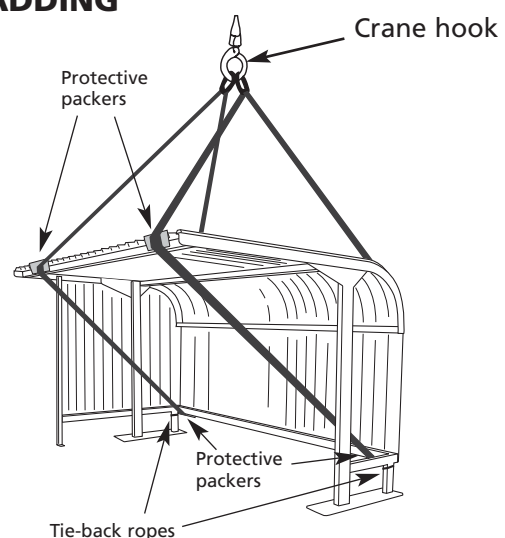


b) Lifting method for Shelters **WITH** END CLADDING

Use 2 no. 10m long (1000kg) nylon slings.

We recommend that 4 no. protective packers are positioned where the slings make contact with the cladding.

For Bi-Rak Shelters fitted with hoops, please ensure that hoop-retaining straps are fitted during lifting.



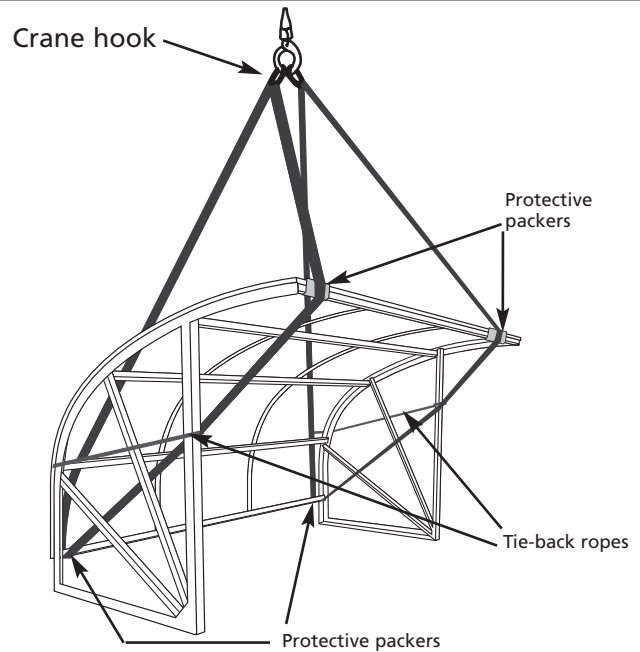
BI-STORE & CORRAL

Lifting method

Use 2 no. 10m long (1000kg) nylon slings.

For Shelters fitted with plastic-coated steel, we recommend that 4 no. protective packers are positioned where the slings make contact with the cladding.

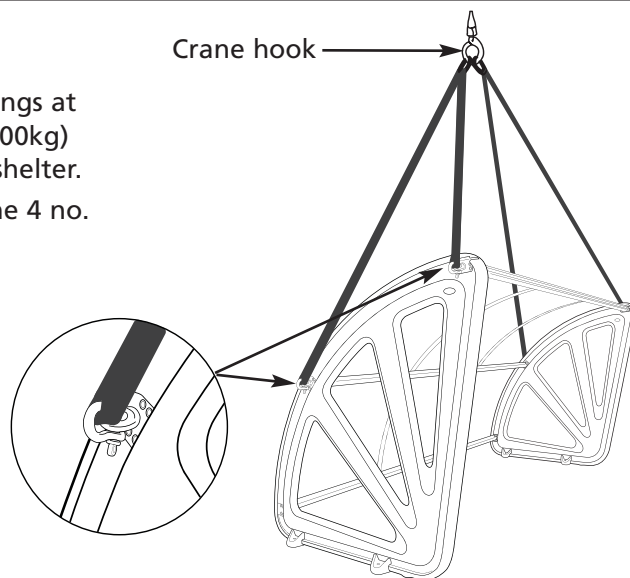
For Bi-Store and Corral Shelters fitted with hoops, please ensure that hoop-retaining straps are fitted during lifting.



AERO SHELTER

Lifting method

Use 2 no. 2.5m long (2000kg) nylon slings at front of shelter and 2 no. 3m long (2000kg) nylon slings on middle cross beam of shelter. The slings should be attached using the 4 no. lifting eyes as shown.

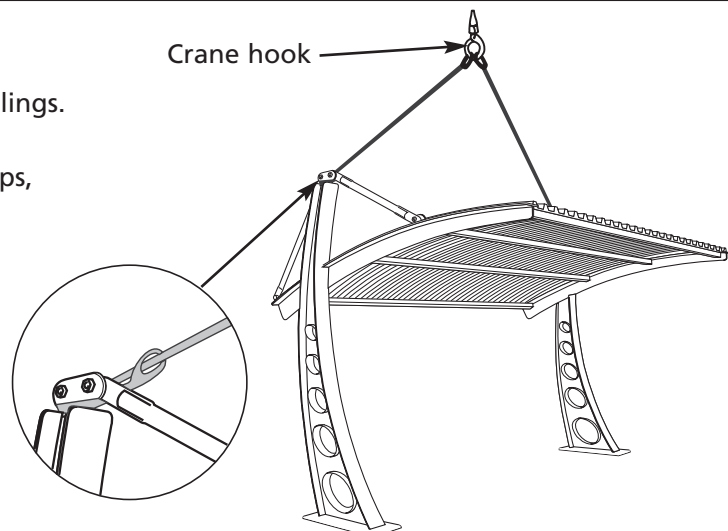


BI-PART

Lifting method

Use 2 no. 4m long (1000kg) nylon slings.

For Bi-Port Shelters fitted with hoops, please ensure that hoop-retaining straps are fitted during lifting.



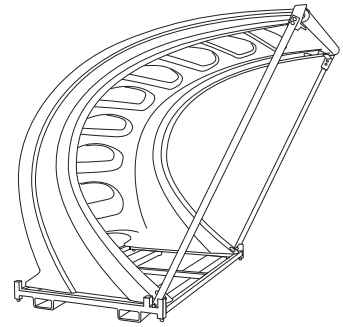
ZONE SHELTER

Lifting method

Zone Shelters are delivered to the required location on a steel transit frame, which is taken away by Glasdon at the time of delivery.

It is essential that Zone Shelters are base fixed at the time of delivery.

If the Zone Shelter needs to be relocated at a later date please contact our Transport Department for advice.



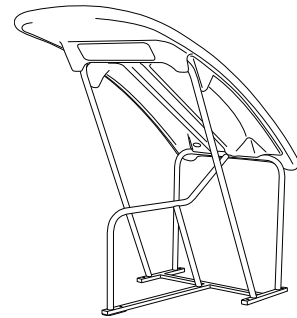
MIDI BI-MINDER

Lifting method

Midi Bi-Minder Shelters are delivered to the required location on a pallet.

It is essential that Midi Bi-Minder is base fixed at the time of delivery.

If the Midi Bi-Minder Shelter needs to be relocated at a later date please contact our Transport Department for advice.



BIKEMINDER

Lifting method

Use 2 no. 8m long (1000 kg) nylon slings.

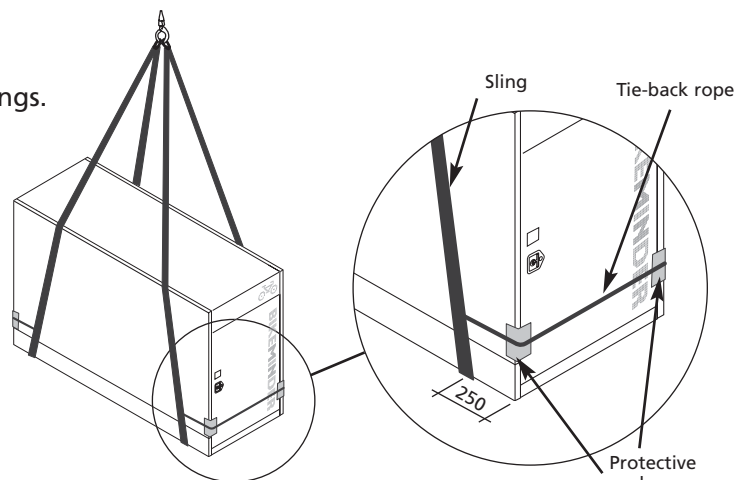
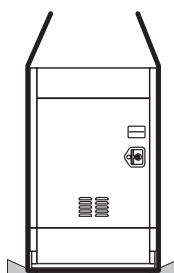
Slings must be seated at the end of each Bikeminder locker and positioned approx. 250mm from the corner for maximum stability.

Bikeminder lockers are fitted with 2no. temporary softwood bearers for extra rigidity and indicate where the slings should be positioned. The bearers can also be used when handling and moving a locker with a fork-lift truck. After final installation the bearers should be simply unscrewed and removed.

Always tension the slings before tying back and place the tie-back ropes at low level to prevent the slings from slipping inwards.

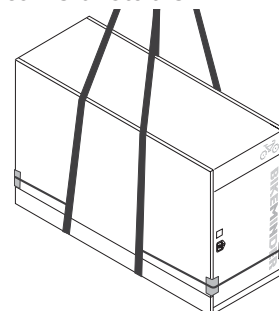
To allow slings to be released easily after the lift, always lower the product on to temporary wedges.

Temporary wedges



✗ WRONG

DO NOT position the slings too close to the centre of the Bikeminder as it will become unstable.



BI-SHELTER & BI-SAFE

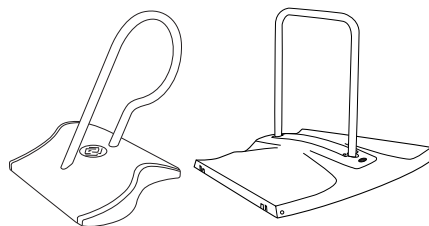
All Bi-Shelter & Bi-Safe Shelters are delivered in kit form ready for assembling directly on to your prepared concrete base. They are unsuitable for moving after assembly.

CYCLEPAD & CYCLONE BICYCLE STANDS

Lifting method

CyclePad and Cyclone stands are usually delivered to the required location using lifting aids.

If CyclePad or Cyclone stands need to be relocated at a later date please contact our Transport Department for advice.

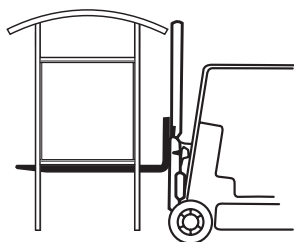


CARLETON 50 SMOKING SHELTERS

FORK LIFT TRUCK

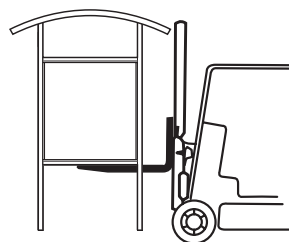
For Shelters up to 3 bay x 1 bay

✓ RIGHT



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

✗ WRONG



DO NOT use short forks which will not support the Shelter.

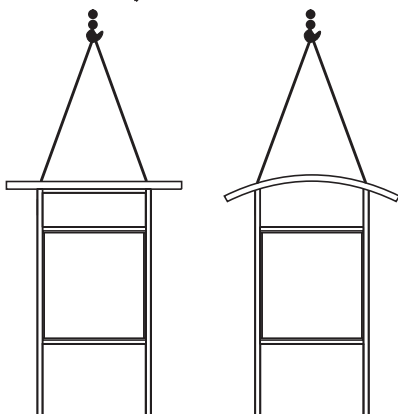
CRANAGE

Hook Height

Use 2 no. 6m long (1000 kg) nylon slings.

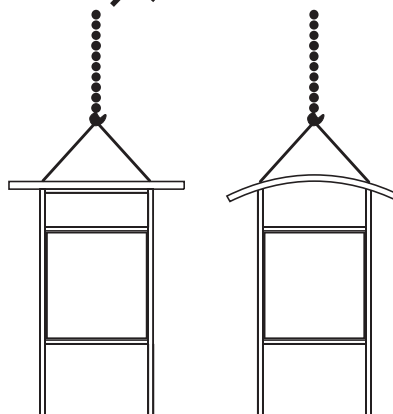
All Shelters are fitted with lifting eyes in each corner of the roof perimeter to assist lifting with slings.

✓ RIGHT



Always ensure a high apex to the crane hook.

✗ WRONG



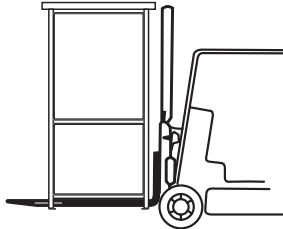
DO NOT use a low apex to the crane hook as it places a crushing effect upon the roof of the Shelter.

CARLETON WAITING SHELTERS

FORK LIFT TRUCK

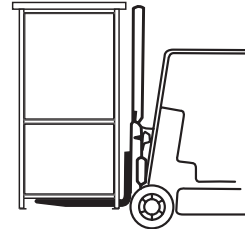
For Shelters up to 3 bay x 1 bay

✓ RIGHT



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

✗ WRONG



DO NOT use short forks which will not support the Shelter.

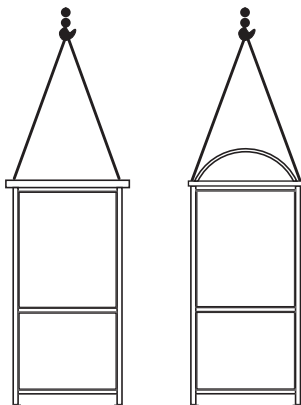
CRANAGE

Hook Height

Use 2 no. 6m long (1000 kg) nylon slings.

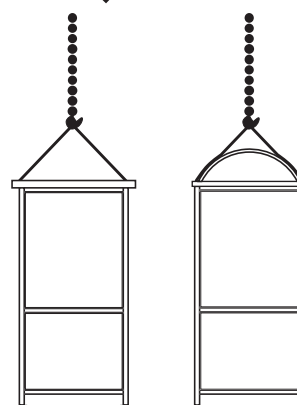
All Shelters are fitted with lifting eyes in each corner of the roof perimeter to assist lifting with slings.

✓ RIGHT



Always ensure a high apex to the crane hook.

✗ WRONG



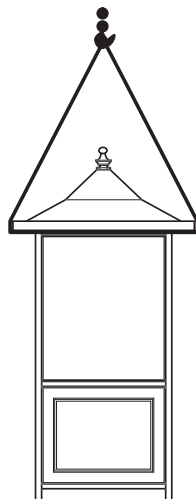
DO NOT use a low apex to the crane hook as it places a crushing effect upon the roof of the Shelter.

HERITAGE WAITING SHELTERS

Lifting method

Use 2 no. 6m long (1000 kg) nylon slings.

All Heritage Shelters up to 3 bay x 1 bay are lifted with slings positioned underneath the roof perimeter.



MODUS SHELTERS

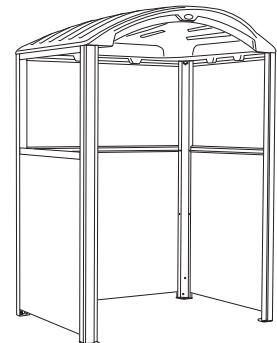
Lifting method

Modus Shelters are normally delivered in fully assembled form to the required location on a pallet.*

It is essential that Modus Shelter is base fixed at the time of delivery.

If the Modus Shelter needs to be relocated at a later date please contact our Transport Department for advice.

**Modus Shelters can also be supplied in kit form, for assembly by the customer.*



Enclosed Documents for your Glasdon Shelter

Customer Glasdon Ref No.

Product Description

Product Brochure c/w installation details	<input type="checkbox"/>	Additional Items:	
CAD Layout Drawing	<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"/>
Technical documentation for:		<input type="checkbox"/>
Lighting	<input type="checkbox"/>	<input type="checkbox"/>
PIR Sensor	<input type="checkbox"/>		

Documents prepared by

.....

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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