

GLASDON MANCHESTER™ BOLLARD INSTALLATION INSTRUCTIONS



Ensure that personnel carrying out this installation have the relevant qualifications/certificates.
 Ensure that all relevant personnel read the points listed within this leaflet and that a copy is given to staff involved with the installation and maintenance of this product.
 Please refer to 'The Manual Handling Operations Regulations 1992'.
 Glasdon recommends that a full Health and Safety analysis is carried out prior to installation.

MANCHESTER BOLLARD- EXTENDED BASE MODEL KIT CONTENTS

1- Bollard	x1
2- Lock Cover Cap	x1
3- Key	x1
4- Anchor Pin	x1

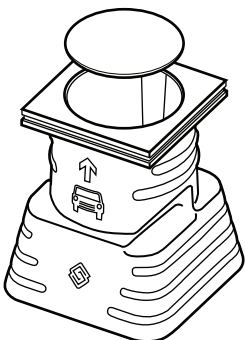
MANCHESTER BOLLARD C/W LOCKFAST SOCKET KIT CONTENTS

1- Bollard	x1
2- Lock Cover Cap	x1
3- Key	x1
4- Anchor Pin	x1
5- Lockfast Socket	x1

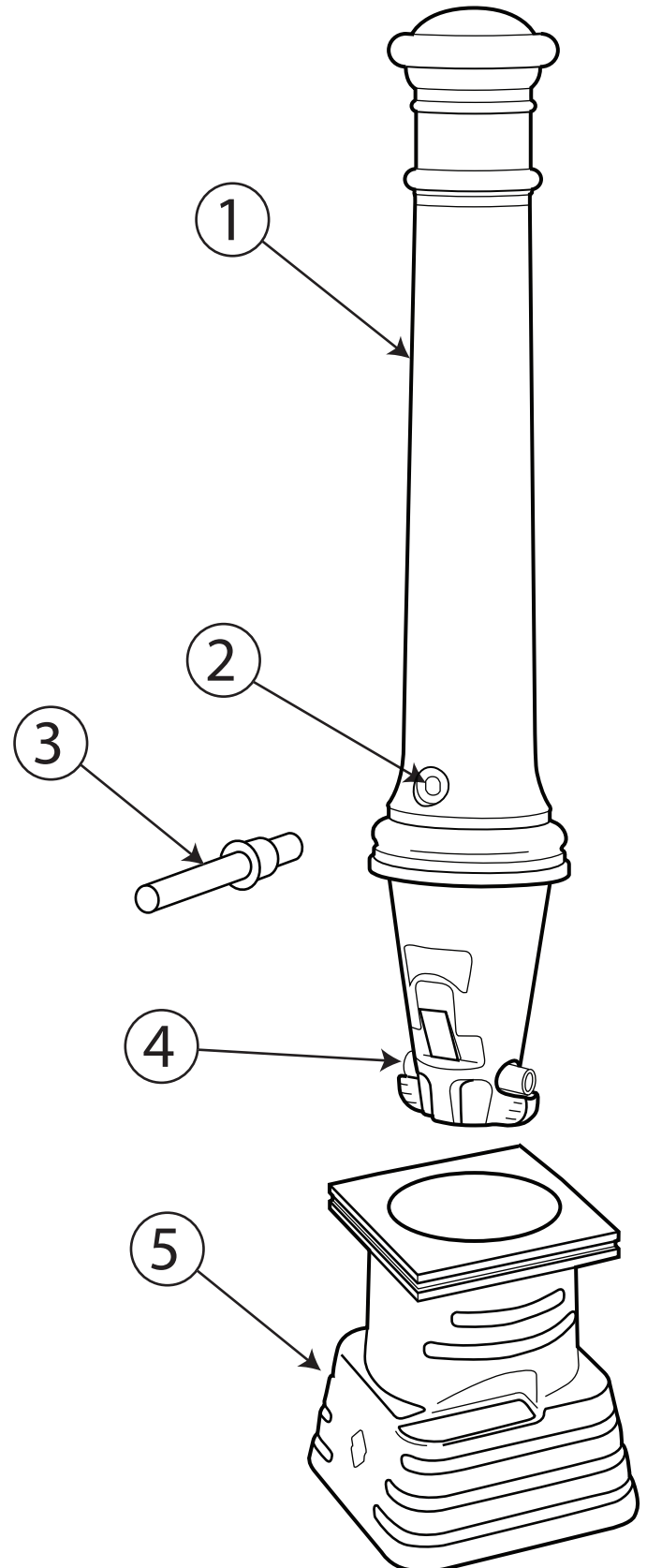
EQUIPMENT REQUIRED

- Spade
- Tape Measure
- Spirit Level
- Concrete Mix (we suggest using a quick setting concrete i.e. QC10 for all installations)
- Safety Equipment (hard hat, mask, goggles, reflective clothing, etc)

OPTIONAL INSTALLATION/ BLANKING PLATE

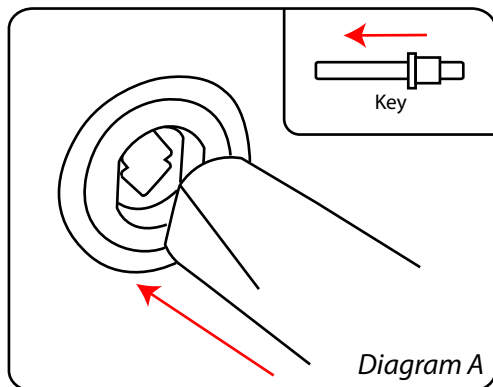


*See Page 3 for
Instructions*

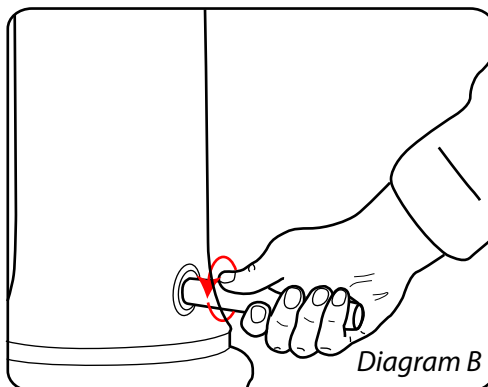


Please note that diagrams are not to scale

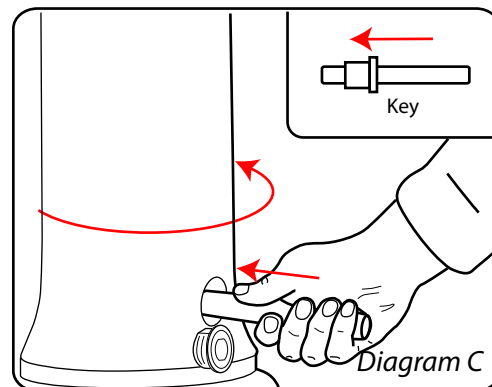
Installation Instructions for Glasdon Manchester™ Bollard & Lockfast™ Socket



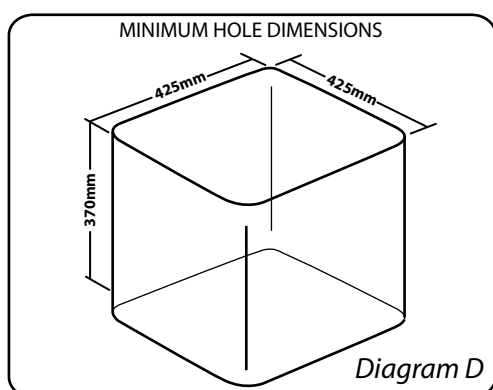
To remove the Lock Cover Cap from the bollard insert one end of the key into the Cap as shown.



Unscrew the Lock Cover Cap by turning the key anticlockwise.

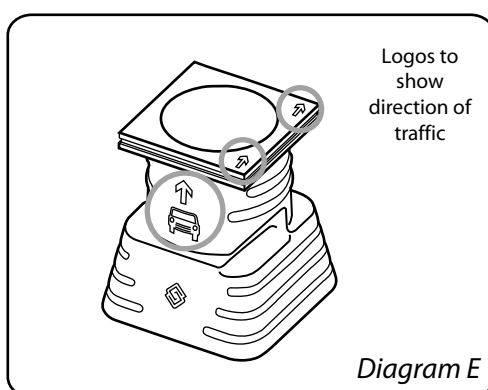


Using the other end of the key insert into the key track and twist bollard anticlockwise to remove from the socket. Place bollard to one side.

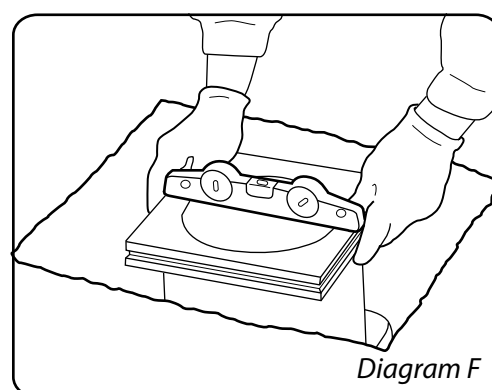


Excavate the hole to the above dimensions and lay gravel or sand for drainage. [If using an installation Lid insert into socket now. See instructions on page 3.]

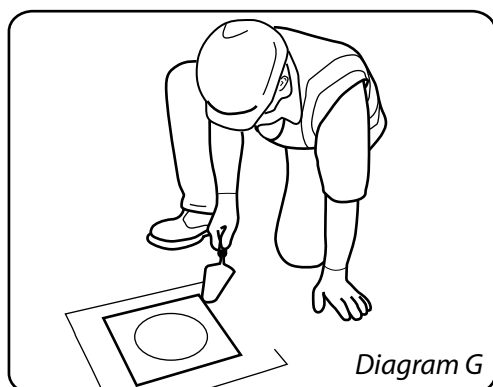
Note: Take care to avoid buried services when excavating the hole.



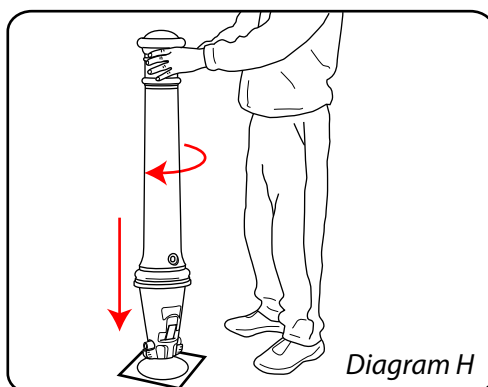
Position the socket into the hole. -ensure the bollard will be orientated correctly with regard to the Retro-reflective banding and the site requirements (i.e. red reflector faces oncoming traffic on the near-side and white reflector faces oncoming traffic on the off-side).



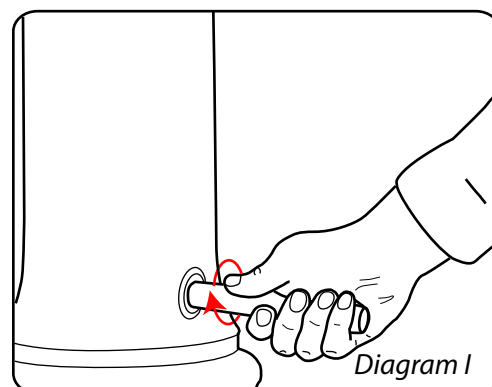
Use a spirit level to ensure top of socket is level and flush with ground. Add/remove gravel as required.



Fill the hole with concrete. Ensure concrete is flush with the top of the socket. Smooth the surface and allow concrete to dry for at least 24 hours. (If not using the installation lid ensure hazard is marked.)



[If using an installation Lid remove from socket now.] Insert the bollard into the socket and twist 90 degrees clockwise to lock. (The bollard should not be able to turn without unlocking using the key.)



Replace Lock Cover Cap using the key by screwing clockwise.

Insert and Remove Optional Blanking/Installation Plates

We recommend using the Temporary Plate during installation to prevent concrete entering the socket or for a short duration

We recommend using the Locking Plate at all times when the bollard is not in the socket so as not to create a safety hazard.

Ensure recess is free from debris before use

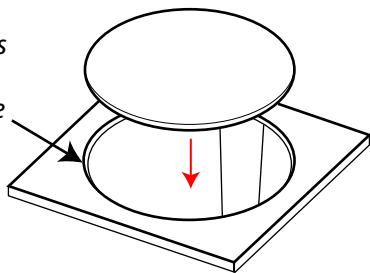


Diagram J

Position the plate onto the socket as shown.

Use the magnet on the key to lift and remove the plate.

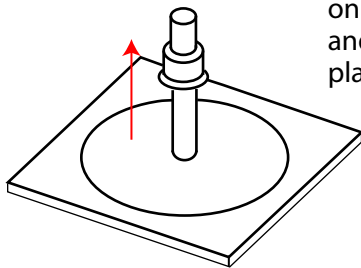


Diagram K

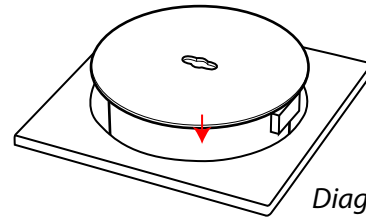


Diagram L

Position the plate into the socket as shown.

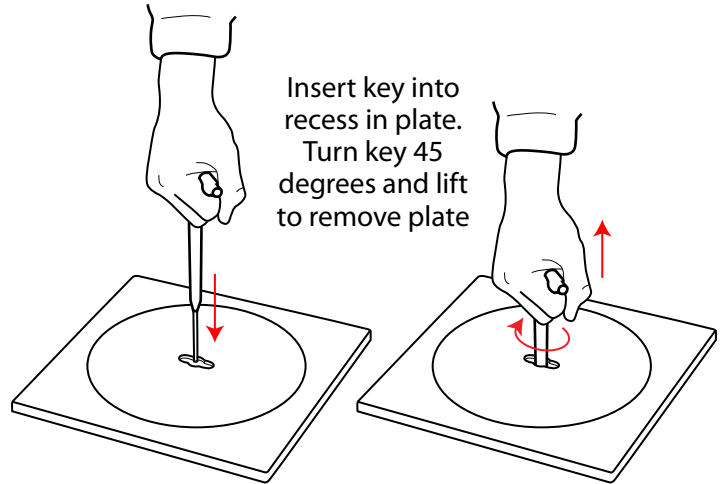


Diagram M

Installation Instructions for Extended Base Bollard

1. Check for buried services before starting installation.
2. Prepare a hole 425mm x 425mm x 320mm deep.
3. Place a small amount of gravel or sand in the base of the prepared hole and position bollard into the hole. Add/remove gravel as required to help position the bollard at the correct height.
 - ensure the top of the bollard stem is level with the ground.
 - ensure the bollard is vertically level with the use of a spirit level.
 - ensure the bollard is orientated correctly with regard to the Retro-reflective banding and the site requirements.(i.e. red reflector faces oncoming traffic on the near-side and white reflector faces oncoming traffic on the off-side).
4. Once the bollard is positioned correctly pour concrete into the prepared hole to ground level.
5. Should block paving be required reduce the height of concrete accordingly to allow the paving to be sited at ground level.
6. Ensure the bollard remains vertical during the concrete setting period.

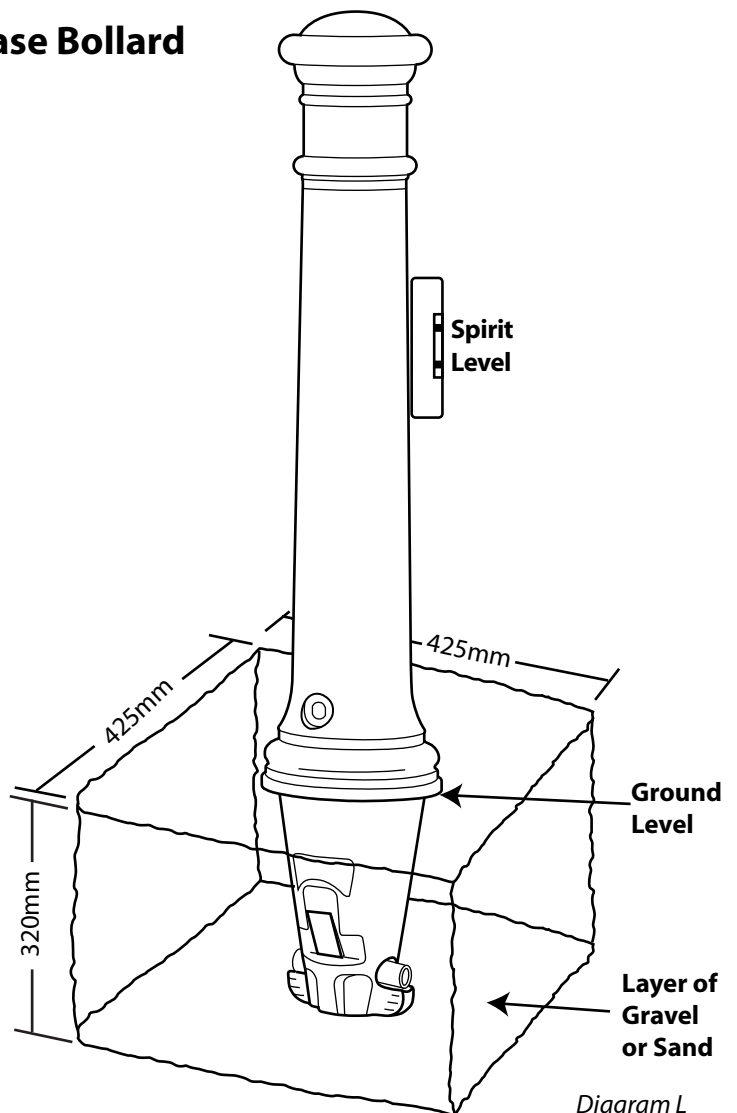
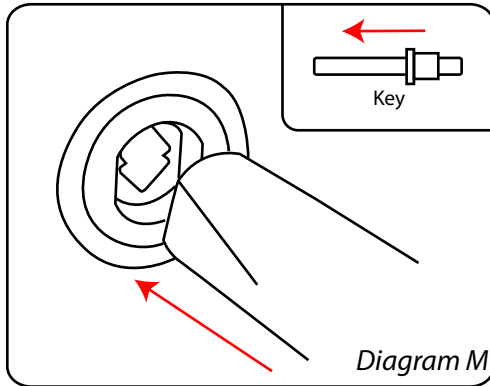


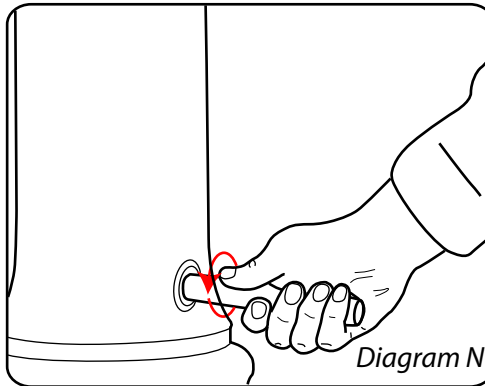
Diagram L

Operators Instructions for Lockfast Socketed Bollard

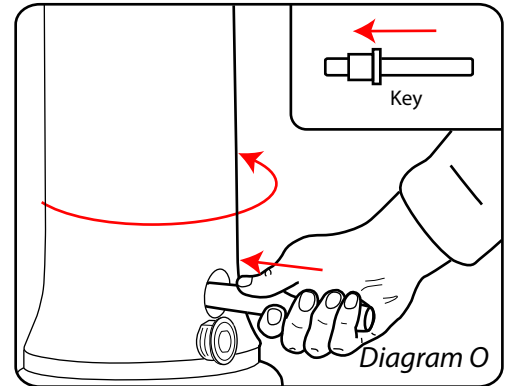
-To Remove Bollard from Socket



Insert one end of the key into the Lock Cover Cap as shown.

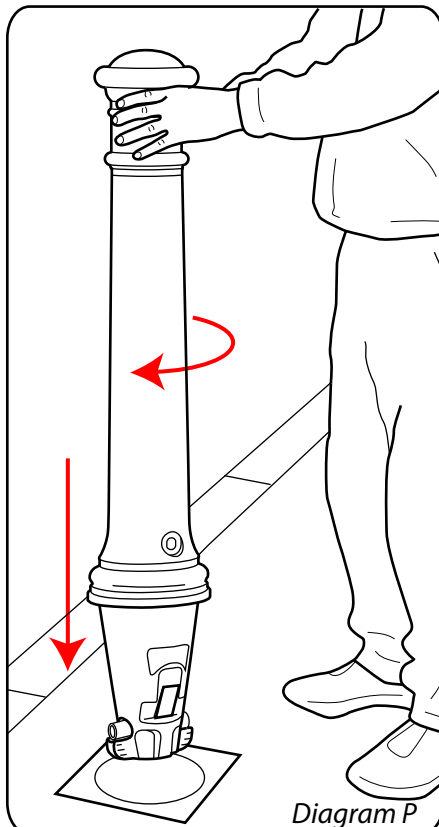


Unscrew by turning the key anticlockwise.



Using the other end of the key insert into the key track and twist bollard anticlockwise then lift out of socket. Replace the Lock Cover Cap using the key and screw clockwise until secure.

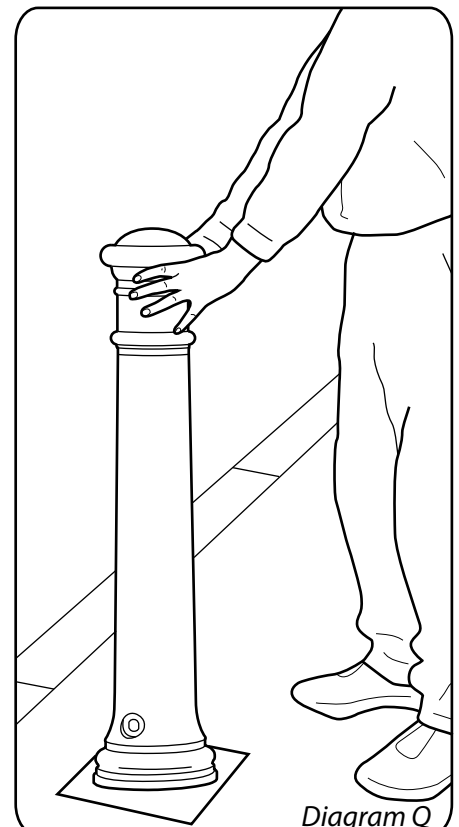
-To Insert Bollard into Socket



1. Lower the bollard into the socket with the lock facing away from the road (see Diagram P).
2. Twist the bollard 90 degrees clockwise to lock into socket.
-ensure the bollard is orientated correctly with regard to the Retro-reflective banding and the site requirements (i.e. red reflector faces oncoming traffic on the near-side and white reflector faces oncoming traffic on the off-side).

The bollard should now not be able to turn without unlocking using the key.

3. Ensure Lock Cover Cap is in place (if not screw into place using the key as shown in Diagrams A and B).



IMPORTANT NOTE: PLEASE ENSURE THAT ALL RELEVANT PERSONNEL READ THE POINTS LISTED WITHIN THIS LEAFLET AND THAT A COPY IS GIVEN TO STAFF INVOLVED WITH THE INSTALLATION AND MAINTENANCE OF THIS PRODUCT.

SAFETY NOTE: PLEASE REFER TO 'THE MANUAL HANDLING OPERATIONS REGULATIONS 1992' DURING HANDLING.



GLASDON MANCHESTER™ BOLLARD AND LOCKFAST SOCKET ARE TRADEMARKS OR REGISTERED TRADEMARKS OF GLASDON GROUP OR ITS SUBSIDIARIES IN THE U.K AND OTHER COUNTRIES

- A planned maintenance schedule or regular inspection is recommended, replacing components as necessary.
- Replacement components are available direct from GLASDON.
- GLASDON cannot be held responsible for claims arising from incorrect installation, unauthorised modifications or misuse of the product.

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