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# **Flip-Top Tables**

## **Handling, Operation & Maintenance** **Manual**

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# SECTION 1 - INTRODUCTION

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## 1.1 About This Manual

- 1.1.1 This manual is intended for the instruction and guidance of personnel charged with the handling, operation and maintenance of Burgess Flip-Top tables.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given should only be carried out by relevant specialists. This will be flagged where appropriate.
- 1.1.4 All relevant diagrams are to be found within this manual.
- 1.1.5 Burgess Furniture cannot be held liable for any loss, damage or injury resulting from failure to follow the procedures given.

## 1.2 Health & Safety (UK)

- 1.2.1 It is the Employers duty under the Health & Safety at Work Act 1974 to ensure all operational staff are aware of manual handling recommendations under the Manual Handling Operations Regulations 1992 (SI 1992 No. 2793).
- 1.2.2 Assessment should address itself to (a) task, (b) load, (c) working environment, and (d) individual capability.
- 1.2.3 Please refer to relevant brochure for individual weights or contact Burgess Furniture Ltd.

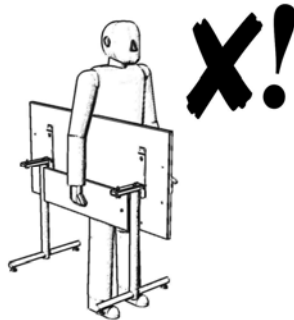
## SECTION 2 – HANDLING, STORAGE & OPERATION

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### 2.1 Handling

2.1.1 As standard Flip-Top tables are fitted with castors enabling the tables to be wheeled around on smooth or carpeted floors. If the optional glides are fitted in place of castors, the tables may be slid across carpeted floors; it is not recommended, however, that tables with glides are slid across smooth finished floors (wood or tile) as it cannot be guaranteed that the glides will not mark the floor surface.

2.1.2 Where possible the tables should be moved as described above. However, if it necessary to lift the tables it is recommended that this should be done by two personnel.



- **The tables SHOULD NOT be lifted a single person, particularly by the centre stretcher.**

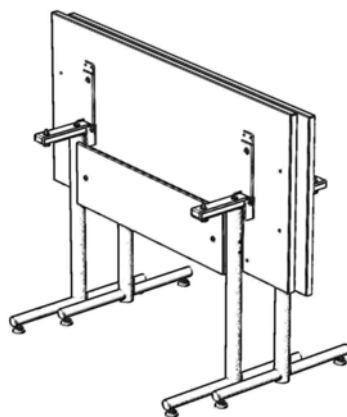
2.1.3 Always use the correct Manual Handling lifting technique – legs bent, back straight, head up.

- **If the individual feels the task is too much for them alone they should seek assistance rather than risk injury and / or damaging the table.**

### 2.2 Storage

- **Unless specified, Burgess products are not intended for outside use and must not be stored in sunlight, rain, dew, or salt air.**

2.2.1



For storage Flip-Top tables should have their tops folded upright, and be stored “front-to-front” and “back-to-back” as shown to minimise storage space requirements

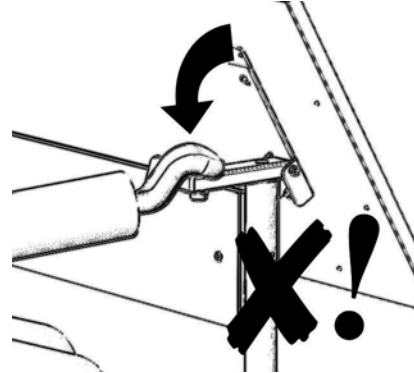
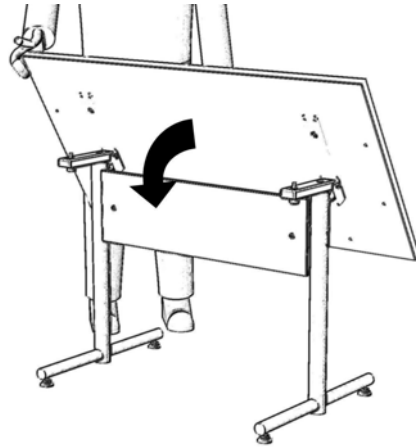
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## 2.3 Operation

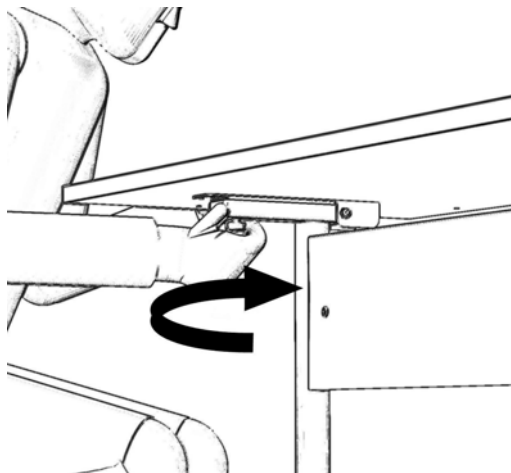
2.3.1 Observing the handling instructions (see 2.1 Handling) position the table where required.

2.3.2 Lower the top to rest on the underframe.

- **DO NOT** place hands or fingers in the hinge assembly or drop the top!



2.3.3



Tighten the handwheel at either end of the baseframe to secure the top

## SECTION 3 – MAINTENANCE & REPAIR

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### 3.1 General

- 3.1.1 All Burgess products are designed to give a long, trouble free working life with the minimum of maintenance and as such there are no user- serviceable parts. However, there is still a requirement for the operator to carrying out simple periodic inspection and maintenance as detailed below.
- 3.1.2 The maintenance procedures given should be carried out with the table unfolded and ready for use. (See Section 2 – Handling, Storage & Operation.)
- 3.1.3 Light damage as outlined below may be repaired by (or by agents of) the operator. More severe damage should be referred to Burgess Furniture Ltd.

### 3.2 Maintenance Schedule

- 3.2.1 The following maintenance procedures should be carried out at least every 3 months under normal operating conditions, or every 1 month under severe contract conditions.

### 3.3 Cleaning

- 3.3.1 Table underframes should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- **Abrasive scourers should not be used.**
- 3.3.2 High Pressure Laminate & Real Wood Laminate tops should be cleaned using a damp cloth and a mild detergent, then dried with a soft lint-free cloth. Do not use any form of furniture polish on laminate table tops as this will result in smearing.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**

### 3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective tables must be immediately removed from service. Repairs must only be carried out by competent personnel.**
  - **Referring to Section 2 – Handling, Storage & Operation:**
- 3.4.1 Operate the flip top mechanism and check that all moving parts are free from damage and function smoothly.
- 3.4.2 Inspect the handwheel locking mechanism on the baseframe, ensuring that it securely retains the top when tightened.
- 3.4.3 Inspect the screws retaining the stretcher between the two uprights on the baseframe, ensuring that they are secure.
- 3.4.4 Inspect the castors / glides fitted to the underside of the leg frame foot rail. There should be one at each end, totalling 4. Any missing or damaged castors / glides should be replaced.
- 3.4.5 **High Pressure Laminate tops with hardwood lipping:** Light scratches and / or dents to the lipping may be repaired by rubbing down and re-staining. Scratches to the laminate itself can be improved using a colour matched filler, but it will be impossible to match the grain pattern.

3.4.6 **Formica tops:** Scratches to the Formica surface can be improved using a colour matched filler, but it will be impossible to match the grain pattern. Formica tops are edged with a high impact plastic which is very resistant to damage. Any damage that does occur will require the edging to be replaced.

- **Laminate & Formica repairs:** These are specialist tasks and should only be performed by an experienced carpenter or woodworker. If the top is more severely damaged it will be unlikely that a satisfactory repair can be effected and the top should be replaced.

3.4.7 More severe damage should be referred to Burgess Furniture Ltd.

- **ANY DEFECTIVE TABLES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

### 3.5 **Lubrication**

The folding action of the leg frames can be kept in top condition by the application of a single drop of light oil to all pivot points once every 6 months under normal operating conditions, or every 2 months under severe contract conditions.