

OPERATING & MAINTENANCE INSTRUCTIONS



Single Tier Static Shelving Systems

The installation of this shelving system should be carried out by SIERS Registered installers following the specification laid down by SEMA "THE CODE OF PRACTICE FOR THE DESIGN OF LOW RISE STATIC SHELVING" PRACTICE and the manufacturers own instructions and guidelines.

The bay and shelf load information will be provided in documents at the design stage and then issued as part of Assembly instruction of the product. This information should be kept by the client for future reference. This information should be displayed on the bay as Load Notices giving clear guidance as to the exact specification of the system prior to any members of staff using the system.

Operating Instructions

1. Do not climb on any of the shelves or the rack as this may cause the bay to topple over or damage the shelf.
 2. Do not overload the shelves and make sure the load is spread uniformly across the shelf. See the UDL info for the system.
 3. Always load from the bottom of the bay upwards, ensuring heavy loads are placed at the bottom and lighter loads on the higher levels.
 4. Use safety steps when loading high shelves.
 5. Do not lean or apply any undue force to the units which may move or make them unstable.
 6. Ensure all shelf levels are securely fitted.
 7. Removing shelves from the bay can weaken the system.
 8. Do not alter or remove any side or back bracing without confirmation from your Supplier or the Manufacturer.
 9. Do not use in a damp or wet environment.
 10. This system has been designed to be hand loaded only, do not use any form of mechanical device which may damage the system and affect the structural integrity.
 11. Check for damage to any components of the bay and replace if necessary, or contact your supplier if in doubt.
 12. If any changes are made to the shelving or if dismantled, or to be re-built then consult your Supplier or Manufacturer for confirmation that this will meet the Manufacturers specification.
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Maintenance

1. Check regularly for any damage due to collision every year, for areas with high traffic this visual inspection should be carried out every 6 months. The damaged parts must be replaced with genuine components.
 2. Check that structure is vertical every 2 years by carrying out an inspection of the systems in both planes (horizontal and vertical) Check necessary parts and the original manufacturers assembly instructions.
 3. Cleaning the product should only be carried out with a damp cloth. If a detergent is to be used it must be tested on an area that is not visible first to check for an adverse reaction.
 4. Any spillages in or on the product must be cleaned up immediately and not allowed to soak in.
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