



**SCAFFOLD
TOWER HIRE**
London's Access Specialists



Miniscaff Trade Folding Tower

Product Information and Assembly Guide

Miniscaff Trade Folding Tower Assembly Guide

This document is a complete guide for the LEWIS Miniscaff Towers

The user should read the entire contents of this document before commencing assembly and pay particular attention to all of the safety instructions. If the equipment is passed onto another party a copy of these instructions should accompany the handover.

The tower must be climbed from within the structure, on no occasions should the tower be scaled from the outside. Inspect all the tower components before each use.

Two persons are necessary to carry out the erection of the equipment detailed in this document. It is strongly recommended that the following items of personal protection equipment be worn at all times:

Pay particular attention to:

- z Castings - check for cracks
- z Welds - free from cracks
- z Tubes/Braces/Rungs - Straight and with indents more than 5mm deep
- z Platforms - no damage, free from debris
- z Castors - moves freely, brakes working and free from damage
- z Outriggers - straight, feet flat and are at the correct angle. Inspect the equipment for damage regularly.

- z safety boots (EN345 or BS1870 / 4972);
- z safety helmet (EN397 or BS5240);
- z gloves.

The SWL (Safe Working Load) for each platform is 275kg, evenly dispersed. Additional items, such as steps or conventional ladders, must never be used to gain further height from the platform.

The tower should be manoeuvred into position by hand by pushing it from the base frame. Never attempt to use any mechanical equipment (i.e. a forklift etc.) to move the tower.

If it is necessary to lift individual components whilst assembling the tower, a dependable knot should fasten each item.

Be aware of overhead obstructions – pay particular attention to any live electrical cables. Ensure that no persons, materials or tools are on the tower when it is being moved.

Additional care should be taken when moving the tower on uneven or inclining ground. The use of the castor locks should be deployed when the tower is in position. When moving the tower the stabilisers should only be lifted 35mm from ground level.

Towers under 4m in height are the only towers that should be moved.

- z Check all components (see component list) are available and in usable condition.
- z Damaged or incorrect components should not be used.
- z If damage should occur whilst in use, stop work immediately and isolate the damaged items from the rest of the tower and contact your supplier.
- z Check the ground on which the tower is to be used is relatively flat, smooth and capable of supporting the tower.
- z The SWL (Safe Working Load) of the tower is 275kg per platform, inc the weight of the tower - evenly distributed, up to a maximum of 950kgs per tower. Do not exceed the SWL.
- z Never attach safety harnesses or similar safety equipment to the tower whilst erecting or dismantling the tower.
- z During assembly, the tower should only be climbed from inside of the frame dimensions, do not scale the tower from the outside.
- z Tools and equipment must be loaded onto the platform within the confines of the tower dimensions. Adjustable legs are to be used for levelling.
- z Outriggers should always be deployed when required.

Component List

	VH 2.6m	3.6m	4.1m	5.1m	5.6m				6.6	7.1	8.1
	PH 0.6m	1.6m	2.1m	3.1m	3.6m				m	m	m
1.5m Folding Base Unit	11111								4	5	6
1.5 Additional Frame	00224								1	1	6
1m Guard Rail	02020								4	6	2
1.8m Hatch Deck	11122								2	0	2
1.8m Horizontal Brace	24566								2	2	8
2.1m Diagonal Brace	01133								7	7	7
Toe board Set (4 piece)	01111								5	5	1
Fixed Standard Stabilizer	00444								1	1	4
125mm Locking Castor	44444								4	4	4
250mm adjustable leg	4*4*4*4*								4	4	4*
Total Tower Weight (kg)	2844608496								4*	4*	144
Instructions	11111								126	134	1
Safe Working Load (kg)	275275275275275								1	1	275
									275	275	

* - Represents Additional item: 4 x 150mm Castor with 250mm adjustable legs upgrade

Working on the Tower - The Beaufort Windscale

Scale 4. 13 - 18 mphOK TO WORK ON TOWER

Moderate Breeze: Raises dust, loose paper; moves small branches

Scale 5. 19 - 24 mphSTOP WORKING ON TOWER **Fresh**

Breeze: Small trees in leaf begin to sway; white crested wavelets form on inland waters

Scale 6. 25 - 31 mphDISMANTLE TOWER **Strong**

Breeze: Large branches in motion; umbrellas used with difficulty; telephone wires “whistle”.

Be aware that wind conditions are a very important consideration when using a tower. Attention must be paid to individual situations where wind conditions can increase - i.e. when working between buildings, or close to the corner of a building and at open ends.

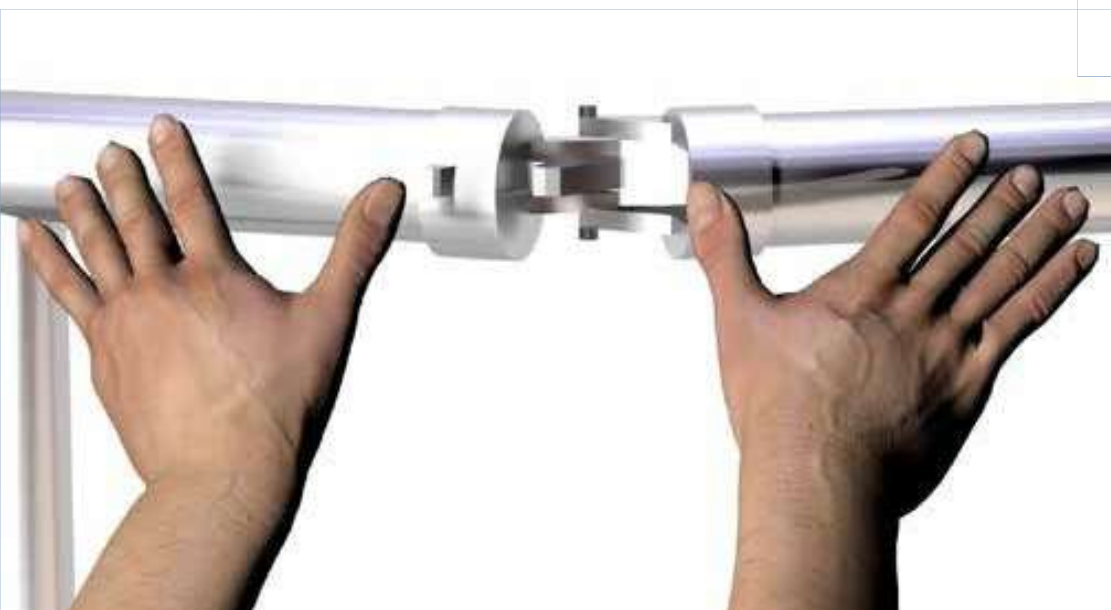
Never use tarpaulins or similar covers without seeking the correct advice.

Miniscaff Trade Folding Tower Assembly Instructions

1.1 Move frame to work position and unfold.



1.2 Push on rear hinged section until the two elbows have click locked.



1.3 Lock all castor brakes by moving the foot lever down towards the floor.



1.4 Place hatch deck on the second rung.



1.5 Secure Hatch Deck with the wind lock on the hook.



1.6 Clip one guard rail midway between deck and top of the base unit.



1.7 Also clip a second guard rail at the top of base unit.



1.8

Fit toe board set on top of the deck. (Picture shown is 0.6m platform height)



1.9 For 1.6m Platform height & above, secure hatch platform on the top rung of the base unit.



1.10 Secure the hatch deck with the wind lock.



1.11 Place additional frame into base unit and clip in place.



1.12 Then secure with diagonal brace on the third rung of the base unit.



1.13 Climb through the hatch platform and place the adjacent second addition frame.



1.14 Fit the toe boards into place, then the erection of the LEWIS 1.6m platform height Miniscaff is complete.



1.15 For 2.1m Platform Height Miniscaff & above: Fit Outriggers. Position in opposing directions.



1.16 The stabilizers positioned in opposing directions. The image shows the complete 2.1m Platform Height Miniscaff.



1.17 Add additional frames by climbing through the hatch then place hatch deck at required platform height. Secure hatch platform with locking braces, repeat steps 1.11, 1.12, 1.13 & 1.15

Miniscaff Folding Tower –
Increasing the Height



Assembly Procedure

Fixing the Outriggers

Lewis Miniscaff outriggers are fitted with a clamp and wing nut. The wing nut should be slackened until the clamp fits around the vertical frame tube. The lower outrigger arm must be in a horizontal position.

Outriggers should always be fitted when specified.

Fixing the Toe boards

The Lewis Miniscaff toe board set is a one-piece hinged set. Guide pins are fitted to hold the toe board set tightly around the platform.

Toe boards must be fitted on all working platforms if there is a hazard of tools or equipment falling 2m or over.

It is not compulsory to fit toe boards on intermediate, or climbing platforms - unless a risk assessment identifies that tools and/or materials may be stored on the platforms must be fitted at a height of Guard rails 1m from the working platform.

Fixing the Braces

The Lewis Miniscaff diagonal, horizontal and guard rail braces are fitted with spring clips in side each hook. Braces will lock into place after being pushed into position. To remove a brace, pull the release pin firmly. The brace will disengage.

Fixing the Castors

The Lewis Miniscaff castors are fitted with a dual foot lever lock. To lock each castor press firmly on the front lever (red rubber cover) until the lever is approx. 25mm from the ground. To release press down on the opposite side of the lever

Dismantling

To dismantle the tower, first remove the toe board set and send safely down the tower. Remove the furthest of the four guardrails and diagonal brace. Go directly to the trapdoor platform to remove the braces completely. To fully dismantle the tower, reverse the erection procedure detailed in this guide above.

Stability

Towers left unattended or unused for extended periods in exposed situations should be dismantled.

Horizontal forces i.e. pressure exerted when drilling into a building face can yield instability in the tower. The tower must not be used to gain access to a neighbouring structure. Tower are not intended to be suspended

Transport and Storage

Components should be transported and stored vertically. Damaged items must be repaired by a competent person. Contact your supplier for advice.