

Assembly Instructions for TopTower Classic DIY Galvanised Steel Scaffold Tower.

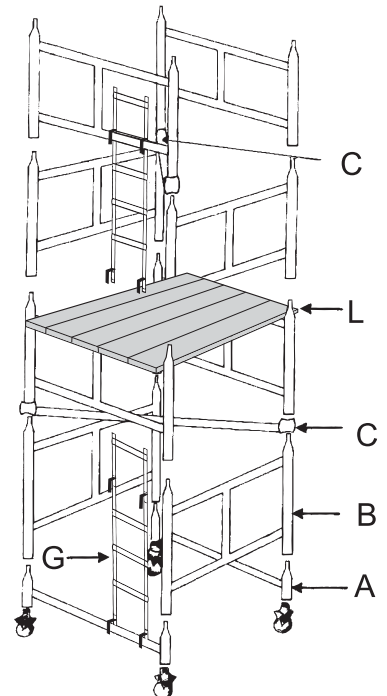
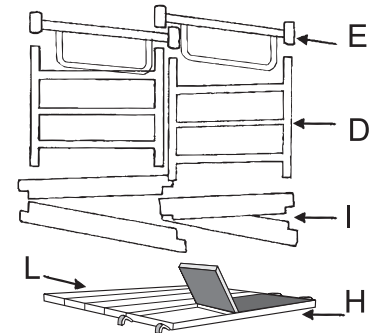
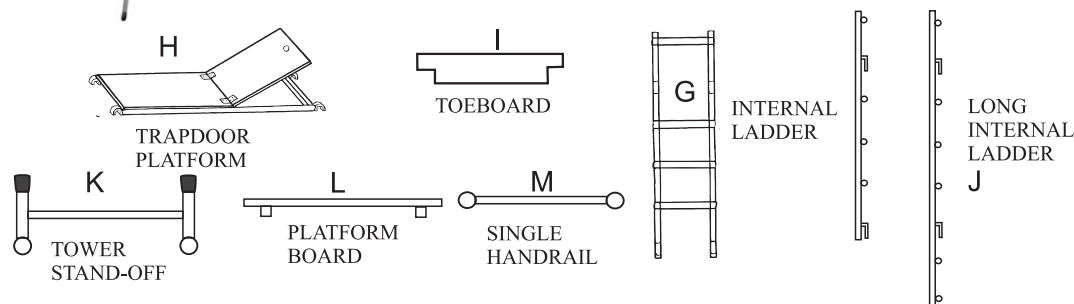
These instructions should be read fully and carefully BEFORE you attempt to assemble your tower. An assembly video is also available on our website - www.toptower.co.uk – Please contact us if you have any questions or concerns regarding the assembly of your tower – our primary concern is for your safety!

Classic DIY scaffold towers are for use in and around the home and are a safe alternative to ladders. They are NOT suitable for construction site or commercial use as they do not conform to regulations governing these areas.

The picture below shows a 4' x 4' square tower but these instructions generally apply to rectangular towers too.



The picture (left) shows a **CLASSIC DIY** scaffold tower with recommended safety accessories (double hand rail frames, double handrails, base rails, internal ladders, trapdoor platform/boards & toe boards). Stabilisers (also shown) are highly recommended for additional stability. The 'Basic' tower kit includes standard frames, base rails, diagonal braces, single handrails, base plates and is a good starting point for choosing the right tower for your circumstances.



Assembly Instructions: -

We recommend a minimum of two people for safe assembly and dismantling of any scaffold tower. Personal Protective Equipment such as a hard hat, rigger gloves and safety glasses should be worn to protect from accidental injury.

ALWAYS CLIMB THE TOWER ON THE INSIDE - NEVER ON THE OUTSIDE.

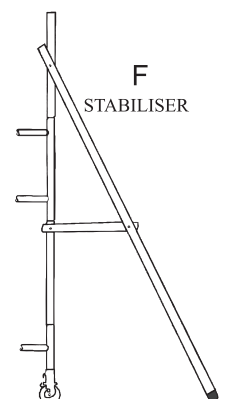
1. BASE RAILS (A) are essential to 'tie' the first pair of frames together to increase stability of the tower. Place the base plates (or optional Adjustable Bases) roughly in position where the four corners of the tower will be. Place the BASE RAILS (A) over the base plate spigots (or optional Adjustable Bases) with the swaged (reduced end) of the uprights pointing upwards. If optional Castors or Adjustable Castors are used, attach these using the locking screws on the castor socket. Castors should be locked at 45 degrees to the corner of the tower with the major part of the wheel pointing outwards, using the double lock facility on the castor wheel. This should be done before climbing the tower.

2. Place a DIAGONAL BRACE (C) from corner to corner to keep the tower square then add a pair of FRAMES (B) always at right angles (opposite direction) to the base rails. Continue to add further pairs of frames until the required height is reached. Additional Diagonal Braces should be placed at right angles (opposite corners) to the previous Diagonal Brace and at regular intervals, but a maximum of every three pairs of frames. Avoid placing a Diagonal Brace on the final pair of frames as this will mean the platform will not sit correctly. Tip - Do not hammer the frames home as this will cause the frames to stick together making it difficult to separate when dismantling. Use a spirit level to ensure the structure is level before assembling beyond two frames high. If it is not completely level there will be movement in the tower which will be accentuated as you build the tower higher, so we cannot stress how important levelling is. Our optional Adjustable Bases make it easy to ensure the tower is level.

3. Use a set of TIMBER PLATFORM BOARDS (L) to create a temporary platform when building up the tower to give you a safer foothold. These can be used as a rest platform too once the tower is fully assembled. We recommend towers with a top platform height above 11'6" (3.5m) have a rest platform halfway up the tower.

ALWAYS CLIMB THE TOWER ON THE INSIDE - NEVER ON THE OUTSIDE!

- A = BASERAIL
- B = FRAME
- C = DIAGONAL BRACE
- D = DOUBLE HANDRAIL FRAME
- E = DOUBLE HANDRAIL
- F = STABILISER
- G = INTERNAL LADDER
- H = TRAPDOOR PLATFORM
- I = TOEBOARD
- L = PLATFORM BOARD



4. INTERNAL LADDERS (G) are recommended - these are hooked on to the frames using friction fit hooks. Once installed, add bodyweight to the ladder to ensure a secure fit. On square towers ensure the bottom set of hooks are located on the BASE RAIL (A) which is compulsory if our Internal Ladders are to be used. **IMPORTANT** - on rectangular towers always use the ladders on the shortest side and if the Base Rail is on the longest side then a 'LONG LADDER' (J) must be fitted first to ensure the ladder rungs extend towards the ground.

Always climb on the INSIDE of the tower AT ALL TIMES otherwise you could pull the tower over.

Removal of the ladder sections when dismantling may be aided with the use of a wooden mallet or even a wooden platform board. Do not strike the rungs but instead tap the vertical (stile) sections alternately until it becomes loose enough to pull off. Ensure someone is holding the ladder section steady while a second person strikes the stile as it may suddenly become loose and fall causing injury.

5. STABILISERS (F) may be added once the tower is 3 pairs of frames high and before the tower is completed to give extra stability.

a TOWER STAND-OFF (K) can be used towards the top third of the tower to give two points of contact onto the building, therefore when used with a pair of stabilisers the tower is effectively 'locked in' against the building, further enhancing stability. One Pair of Stabilisers and the Tower Stand-Off are included in our safety pack upgrade.

If stabilisers cannot be used due to lack of space etc then you should 'tie in' to the building to give extra stability. A tower stand-off helps here as it holds the tower away from the building giving something to tie against. Ensure any objects tied to are sound and strong enough to serve this purpose. Eye bolts (not supplied) can be fixed into brickwork to tie to if there is nothing else suitable.

WHERE POSSIBLE, WE RECOMMEND THE USE OF STABILISERS ON ALL TOWERS ABOVE THESE PLATFORM HEIGHTS - 6'0" (4' X 2'6" & 6' X 2'6") AND 8'9" (4' X 4' & 6' X 4')

6. TOP PLATFORM – Once the required platform height is reached, we recommend the TRAPDOOR PLATFORM (H)/Boards (L) option to allow easy and safe access to the platform. The top platform should be installed from below whilst standing carefully on a set of Platform Boards to give a comfortable and safe platform to work off – ensure you do not over stretch at this point and ensure you are rested and ready to finish off the tower. **NEVER** stand on the top platform until the tower is fully built and all the hand rails are correctly installed. You should always sit on the top platform to put the handrails in place. The final pair of frames can then be added to complete the top of the tower (DOUBLE HANDRAIL FRAMES (D) if purchased as part of the 'Safety Pack Upgrade'). The final pair of frames form part of the handrail, these are then joined with two SINGLE HANDRAILS (M), (DOUBLE HANDRAILS (E) if purchased as part of the 'Safety Pack Upgrade'). We recommend towers with a top platform height above 11'6" (3.5m) have a rest platform halfway up the tower.

7. TOEBOARDS (I) may then be added to stop tools etc falling from the platform area.

Dismantling the Tower

To dismantle the tower – simply reverse the instructions above. Frames should be kept level and removed evenly at both ends to avoid the legs sticking together. Ensure you have a stable footing when removing components and pass components down to an assistant –

DO NOT throw or drop components to the ground as this could seriously injure someone and damage the components.

Maintenance/Inspection – We recommend that you periodically check the integrity of all welded areas on all tower components, checking for cracks in welds as this would severely impact on the safety of your tower. We offer a lifetime guarantee on all welds if the tower has not been misused, hammered to release sections or overloaded and we will replace any components deemed to have failed free of charge upon submission of detailed emailed photographs to our sales department - sales@toptower.co.uk

Internal Ladders – The ladder hooks use a friction fit method to ensure the ladder remains in place. With use over time, the hooks may open-up a little. This can be rectified with a gentle tap with a wooden mallet – but be careful not to overdo this as they can quickly become too tight – A good tip is to place a handrail under the hooks as a guide.

Further Tips for Safe Use -

- **Never climb a tower unless it has been erected on solid ground and has been checked for vertical alignment. If the tower is to be assembled on grass or softer ground then 1 ½" thick wooden planks should be placed under the feet of the tower to spread the load.**
- **Always climb on the INSIDE of the tower AT ALL TIMES otherwise you could pull the tower over.**
- **Castors should only be used on towers assembled on a perfectly level smooth surface and should always be fully locked before ascending the tower, with the major part of the wheel pointing outwards at 45 degrees.**
- **Never attempt to move a tower while anyone is on it or while any loose tools or materials remain on the platform.**
- **Mobile towers should only be moved from the base.**
- **Where possible, secure the tower to a building.**
- **Safe Working Load – 200 kilos distributed evenly over the platform area.**
- **Note for Commercial users - Classic DIY scaffold towers are for use in and around the home and are a safe alternative to ladders. They are NOT suitable for construction site or commercial use as they do not conform to regulations governing these areas.**