

SAFETY FIRST

This document is to be used in conjunction with the full user guide available from the manufacturer or to download at bossaccesstowers.com/literature.

Safe use

Please read this guide carefully. Please note that diagrams are for illustrative purposes only.

- Check that all components are onsite, undamaged and that they are functioning correctly - (refer to Checklist and Quantity Schedules in the user guide). Damaged or incorrect components should not be used.
- Check ground on which tower is to be erected and moved is capable of supporting the tower.
- The safe working load is 275kgs (606lbs), per platform level, uniformly distributed up to a maximum of 950kgs (2100lbs), per tower (including self-weight).
- **Beware of horizontal forces (e.g. power tools) which could generate instability.**
- **Maximum horizontal force equals 30kg.**
- Towers **must** only ever be climbed from the inside and using the rungs directly below the trapdoor.
- It is recommended that towers should be tied to a solid structure when left unattended.
- Only use the adjustable legs to level the tower and not to gain extra height. Adjustable legs should only ever be extended to minimum amount required to level the tower.

Lifting of equipment

- Tower components should be lifted using a reliable lifting material (e.g. strong rope), employing a reliable knot (e.g. clove hitch), to ensure safe fastening and always lift within the footprint of the tower.
- Assembled mobile towers should not be lifted with a crane or other lifting device.
- Ensure the safe working load of the supporting decks and the tower structure is not exceeded.

Movement

- The tower should only be moved by manual effort, and only from the base.
- No person or materials should be on the tower during movement.
- Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilisers are fitted, they should only be lifted a maximum of 25mm above the ground to clear ground obstructions.
- The overall height of the tower when being moved, should not exceed 2.5 times the minimum base dimensions, or 4 metres overall height with stabilisers fitted in the correct position (whichever is the smallest). If stabilisers are not fitted in the standard position, the overall height of the tower should not exceed 2m.
- Before use, check the tower is still correct and complete.
- After every movement of the tower use a spirit level to check that it is vertical and level to within 10mm/m and set the adjustable legs as required.
- Do not move the tower in wind speeds over 7.7 metres per second (17 mph).
- Mobile access towers are not designed to be lifted or suspended.

NOTE: If the tower is moved, you MUST inspect prior to use.

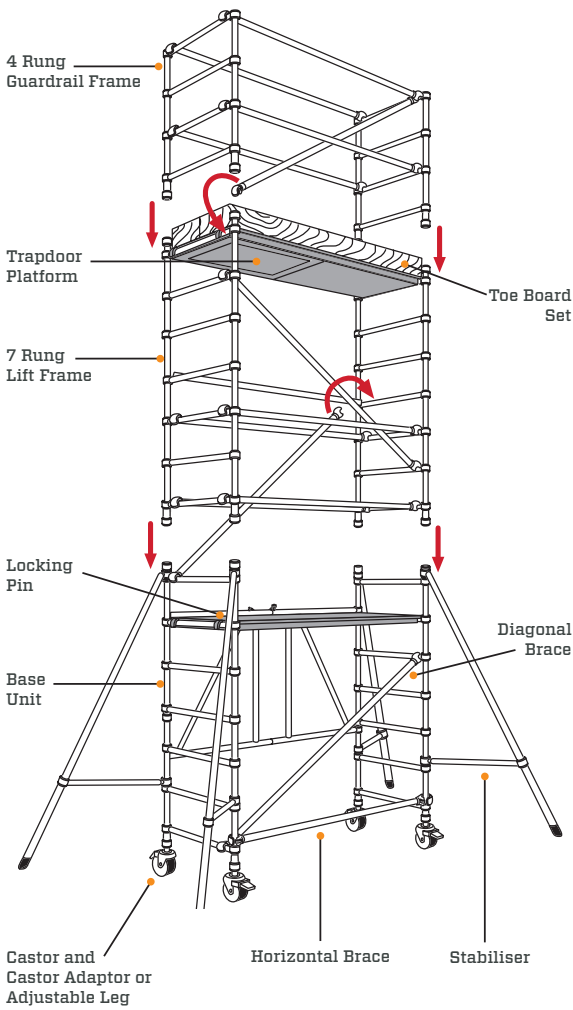
Ties

For further information on tying-in a tower please contact your supplier or the manufacturer.

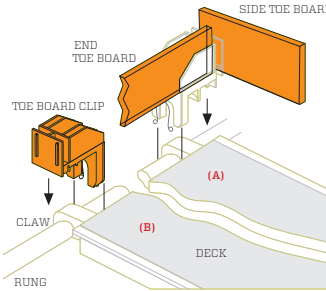
Maintenance - storage - transport

All components and their parts should be regularly inspected to identify damage, particularly to joints. Lost or broken parts should be replaced, and any tubing with indentation greater than 5mm must not be used.

COMPONENTS



FITTING TOE BOARDS



PN03304200
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ROOM-MATE

3T - Through the Trapdoor

QUICK GUIDE

DURING USE

Wind description	Beaufort scale	Beaufort no.	Speed in mph	Speed in m/sec
Medium breeze	Raises dust and loose paper, twigs snap off	4	8 - 12	4 - 6
Strong breeze	Large branches in motion, telegraph wires whistle	6	25 - 31	11 - 14
Gale force	Walking is difficult	8	39 - 46	17 - 21

- Beware of open-ended buildings, which can cause a funnelling effect.
- Raising and lowering components, tools, and/or materials by rope should be conducted within the tower base. Ensure that the safe working load of the supporting decks and the tower structure is not exceeded.
- The assembled tower is a working platform and should not be used as a means of access or egress to other structures.
- Beware of horizontal forces (e.g. power tools) which could generate instability. Maximum horizontal force 20kg.
- The stairway towers, featuring an inclined staircase access, are for frequent use by personnel carrying tools and/or materials.
- Do not use boxes or stepladders or other objects on the platform to gain extra height.

QUANTITY SCHEDULE

Code	Working height (m) Platform height (m) No. of rungs to platform	Weight (kgs)	(WH) 2.80m (PH) 0.80m	3.80m 1.80m	4.55m 2.55m	5.55m 3.55m	6.30m 4.30m	8.05m 6.05m
			3	7	10	14	17	24
			Height 1	Height 2	Height 3	Height 4	Height 5	Height 6
33351300	125mm Castor	2.50	4	4	4	4	4	4
32441300	Castor Adaptor*	0.21	4	4	4	4	4	4
60151400	Base Unit	21.43	1	1	1	1	1	1
60251400	7 Rung Lift Frame	9.80			2	2	4	6
60351400	4 Rung Guardrail Frame	5.60		2		2		
30451100	1.8m Trapdoor Deck	14.35	1	1	2	2	3	4
31251300	1.8m Horizontal Brace (Red)	1.88	3	5	7	9	9	13
31351300	2.1m Diagonal Brace (Blue)	2.06		1	2	4	4	6
30451400	Toe Board Set	10.00	1	1	1	1	1	1
31751300	SP7 Fixed Stabiliser**	5.80		4*	4	4		
31851300	SP10 Adjustable Stabiliser	9.87					4	4

*When used on uneven ground and adjustment is required, 4 adjustable legs must be used which replace the castor adaptors.

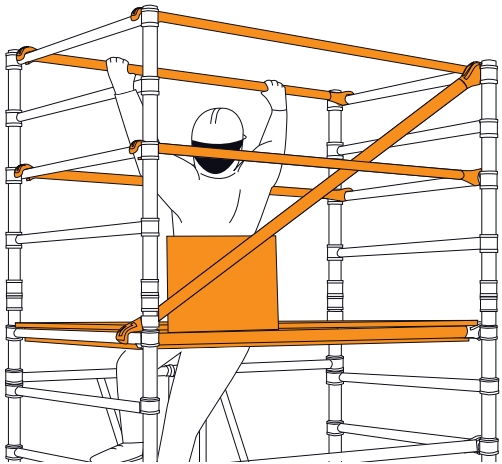
**SP7 Stabiliser only required when Room-Mate is used externally.

Stabilisers should always be fitted when specified.

ASSEMBLY

When erecting a BoSS Room-Mate

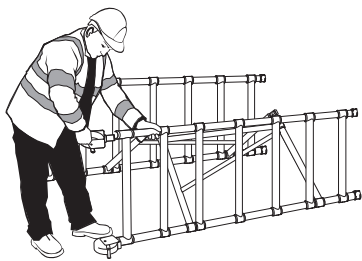
- To comply with the Work at Height Regulations, guardrails are positioned in advance of climbing onto a platform to reduce the risk of falling.
- All platforms feature double guardrails on both faces of the tower.
- All guardrails should be 2 and 4 rungs (0.5m and 1.0m) above platforms.
- Position handrails 4 rungs above platform level.
- Position intermediate handrails 2 rungs above platform level.
- Never stand on an unguarded platform positioned above the second rung of a tower.
- If your risk assessment shows it necessary, you may also need to guardrail platforms at this level.



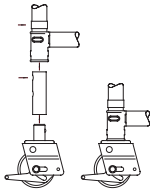
ASSEMBLY PROCEDURE
Mobile Towers - 3T Method

HEIGHT 1
Platform 0.8m

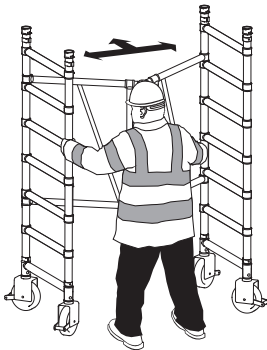
- 1 Lay the folded base unit on its side. When using castor adaptors for flat and level ground only, fit four castor adaptors into the bottom of the base unit and then insert four castors into the castor adaptors. The bottom of the base unit may be identified by the bottom end casting - see diagram:



When using adjustable legs for uneven or sloping ground, push four castors into four adjustable legs and then insert the adjustable legs into the bottom of the base unit. The bottom of the base unit may be identified by the bottom end casting - see diagram:

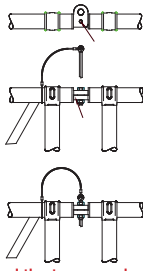


- 2 Stand the base unit up and push the central hinged frame outwards until flat. Unfold the two end frames. Insert the locking pin into the top centre hinge joint. Lock the castor brakes.



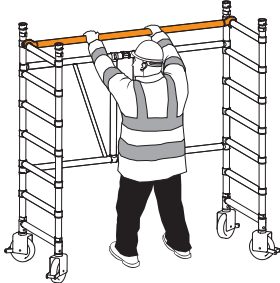
Check the ground is flat and all four castor wheels are in contact with the ground.

Use a spirit level to check the base unit level. If the ground is uneven or sloping you must fit adjustable legs.



IMPORTANT. Only use the adjustable legs to level the tower and not to gain extra height.

- 3 Fit a horizontal brace (red) as a guardrail on the top (7th) rung, on the hinged frame side of base unit.

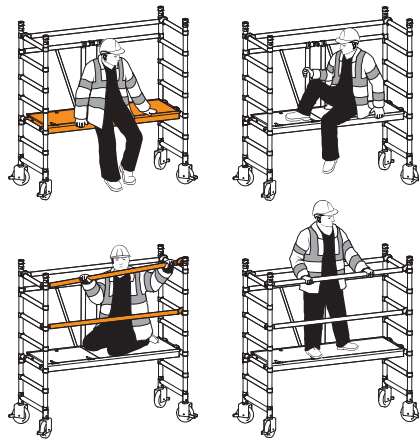


- 4 Position a platform on the 3rd rungs of the base unit. Do not position above the 3rd rung.

Engage the wind-locks, underneath the rungs, at both ends of the platform.



- 5 Climb onto the platform in the sequence shown. From the seated position, fit horizontal braces as guardrails on the 5th and 7th rungs on the open side of the base unit. Do not stand on the platform until the guardrails are in place.

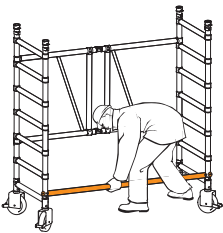


- 6 If your risk assessment shows it is necessary, fit a set of toe boards to the platform. Check there are no gaps through which any materials could fall and that the trap door opens correctly. The tower is now complete.

IMPORTANT. Never climb up the outside of the base unit. Never overreach – get down and reposition the base unit.

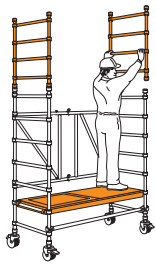
HEIGHT 2
Platform 1.8m

- 1 Assemble the base unit as shown in Steps 1 and 2 in Height 1 (0.8m) build method.



- 2 Fit a horizontal (red) brace between the verticals just above the 1st rung, on the open side of the tower.

- 3 Position a temporary platform on the 2nd rungs of the tower. Engage the wind-locks underneath the rungs at both ends of the platform. Fit a four rung guardrail frame to each end of the base unit. Ensure that the 4 rung frame interlock clips are engaged.



IMPORTANT. Always ensure braces are fully locked in position.

- 4 Reposition the temporary platform to the 7th rung of the tower. Ensure the wind-locks are engaged, at both ends of the tower.

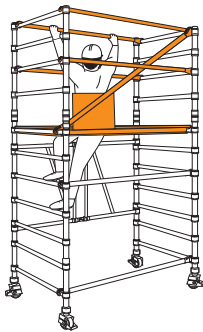
Fit a diagonal brace (blue) on the open side of the tower, between the 7th and 11th rungs. If the tower is being used externally, fit four stabilisers.

Note: Stabilisers omitted on drawing for clarity.

Climb the tower on the inside using the rungs of the end frames. From a protected position within the trapdoor, fit four horizontal braces two and four rungs above the platform (the 9th and 11th rungs of the tower), on both sides of the tower.

IMPORTANT. Always ensure braces are fully locked in position.

NEVER stand on the platform until the guardrail braces are in place.



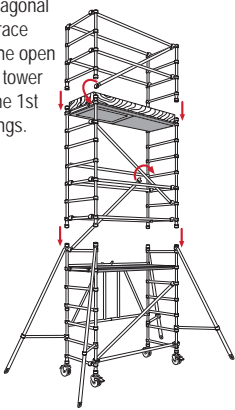
HEIGHT 4
Platform 3.55m

- 1 For Height 4, the tower must be erected and platform levels repositioned as shown.

Assemble the base unit as shown in Steps 1 and 2 of Height 1 (0.8m) build method.

- 2 Fit a platform to the 10th rungs of the tower. Engage the wind-locks, underneath the rungs, at both ends of the platform.

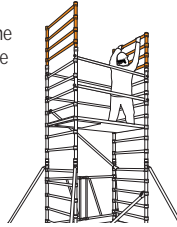
- 3 Fit a diagonal brace (blue) on the open side of the tower between the 1st and 5th rungs.



- 4 Climb the tower on the inside using the rungs of the end frames. From the protected trapdoor position, fit 4 horizontal braces as guardrails, two and four rungs above the platform (the 12th and 14th rungs of the tower) on both sides of the tower.



- 5 Fit a 4 rung guardrail frame to each end of the tower. Ensure the frame interlock clips are engaged.



- 6 The platforms must now be repositioned as follows: Whilst standing on the upper deck, unlatch the four guardrail brace hooks furthest from the trapdoor but leave the braces in position. From the protected position of the trapdoor deck, unlatch the remaining four brace hooks and remove the four guardrail braces and then descend immediately to the lower platform.

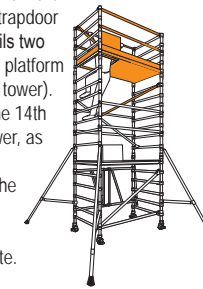
NEVER stand on a platform without guardrails.

Remove the platform from the 10th rungs of the tower. Fit a diagonal brace between 7th and 11th rungs of the tower in the opposite direction to the lower diagonal.



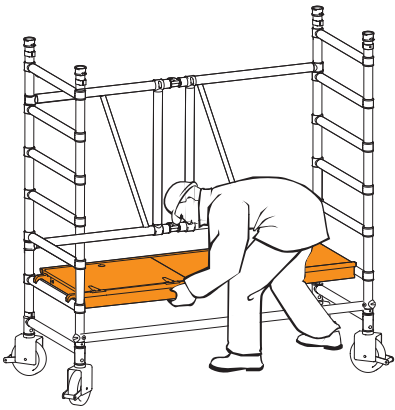
Reposition the deck from the 2nd rung to the 6th rung of the tower and fully guardrail, as shown.

- 7 Fit a diagonal between the 9th and 13th rungs of the tower. Fit a deck on the 14th rungs of the tower. From the protected position of the trapdoor deck, fit a pair of guardrails two and four rungs above the platform (16th & 18th rungs of the tower). Fit a diagonal between the 14th and 18th rungs of the tower, as shown. Fit the toe boards - See the component section for guidance on how to fit. The tower is now complete.



HEIGHT 3, 5 & 6
Platform 2.55m, 4.3m & 6.05m

- 1 Assemble the base unit as shown in Steps 1 and 2 of Height 1 (0.8m) build method.



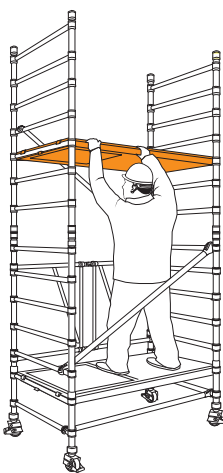
- 2 Position a temporary platform on the 2nd rungs of the tower. Engage the wind-locks, underneath the rungs, at both ends of the platform.

- 3 Fit a 7 rung lift frame to each end of the base unit. Ensure the four frame interlock clips are engaged.

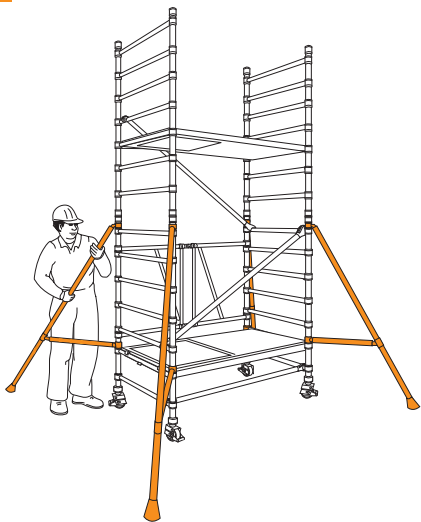
Fit a diagonal brace between the 3rd and 7th rungs on the open side of the tower. Fit another diagonal brace in the opposite direction to the lower diagonal, between the 7th and 11th rungs of the tower, as shown.



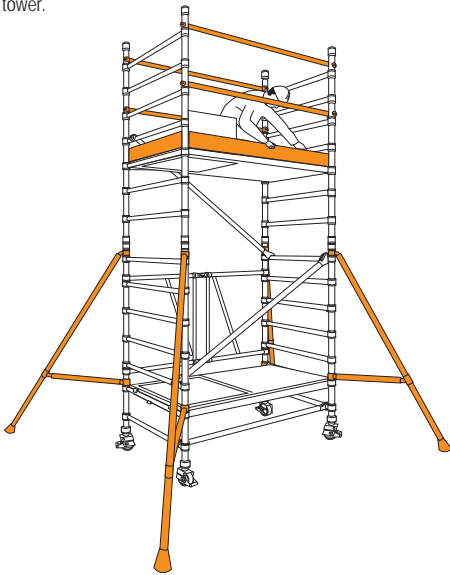
- 4 Fit a platform to the 10th rungs of the tower.



- 5 Fit four stabilisers to the tower.



- 6 Climb the tower on the inside using the rungs of the end frame. From the protected trapdoor position, fit four horizontal braces as guardrails, two and four rungs above the platform (the 12th and 14th rungs of the tower) on both sides of the tower.



IMPORTANT. Always ensure braces are fully locked in position.

NEVER stand on the platform until the guardrail braces are in place.

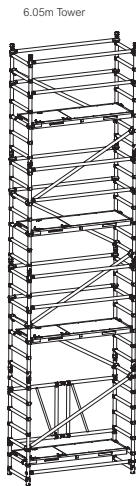
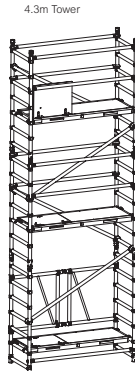
If building to 4.3m & 6.05m Platform height:

Continue to fit additional pairs of 7 rung lift frames, diagonal braces, horizontal guardrails and trapdoor decks.

Do not climb onto the platform until guardrails are in place.

- 7 Fit a set of toe boards to the platform (see illustration in Step 6). Check there are no gaps through which any material could fall and that the trapdoor opens correctly.

Fit the toe boards - See the component section for guidance on how to fit. The tower is now complete.



DISMANTLING
PROCEDURE

- Remove toe boards, and pass down the tower.
- Unclip farthest end of braces and immediately go to protected trapdoor position on ladder to complete removal.
- Remove upper platforms from protected levels below.
- Pass removed components out of the tower to a colleague.