



Burgess Furniture Ltd
Hanworth Trading Estate
Feltham
Middlesex
TW13 6EH
United Kingdom

Tel: +44 (0)20 8894 9231
Fax: +44 (0)20 8894 2943
Email: sales@burgessfurniture.com
Web: www.burgessfurniture.com

Conference Chairs

• Evosa • Flair • Forum • Sentrum • Tiani

Handling, Operation & Maintenance **Manual**

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SECTION 1 - INTRODUCTION

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 conference-type chairs. It does not cover the "Wood" range of products.
- 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 highlighted 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

2.1 Handling

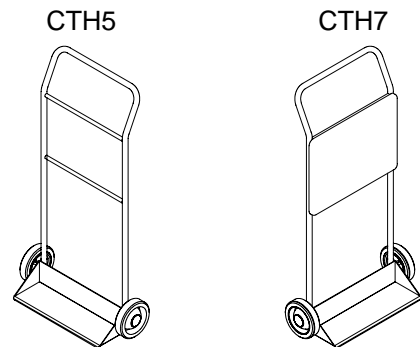
2.1.1 To minimise the risk of personal injury and / or damage to chairs and flooring, it is recommended that chairs are transported using our purpose-built Burgess chair trolleys. Providing these have been ordered, the trolleys will be delivered along with the chairs. Burgess conference chairs use the following trolley:

<u>Chair Range:</u>	<u>Chair Model(s):</u>	<u>Trolley:</u>
Evosa	02/1+A & 02/2+A	CTH8
Flair	All	CTH4
Forum	All Except 37/17 & 37/19	CTH5
Sentrum	All Except 05/2+A	CTH7
Tiani	All Except 02/3 & 02/4	CTH5

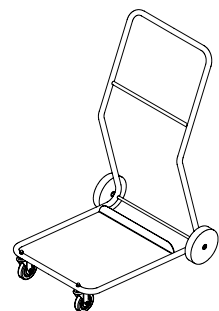
- **Stacked chairs should never be dragged, as this can result in damage to the chairs and / or flooring. Always use a Burgess chair trolley.**

2.1.2 The CTH5 & CTH7 chair trolleys are variations of the standard CTH1 trolley, with an additional cross-bar (CTH5), to provide a support for shorter chairs, or an upholstered panel (CTH7) fitted to protect mesh back chairs.

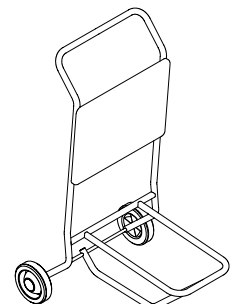
To operate, approach the stack from behind and align the trough of the trolley with the rear legs of the stack. Using one hand tilt the stack forward slightly to allow the trolley to be pushed underneath with the other hand. Carefully pull back on the stack and trolley simultaneously, maintaining the grip on the stack. You will feel the balance point as the stack tilts backwards. The stack can now be moved.



2.1.3 The CTH4 chair trolley for Flair chairs includes a flat platform at the bottom. Chairs are simply stacked directly on the platform, wheeled to where they need to be, then unstacked. See 2.3.2B.



2.1.4 The CTH8 chair trolley for Evosa chairs works by lifting the stacked chairs from under the seat of the bottom chair, rather than by the back legs. To operate, approach the stack from behind, align the front of the trolley between the rear legs of the bottom chair, and push fully in. Next, place one hand on the handle, steady the stack with the other hand. Place one foot on the wheel axle and pull back on the handle. You will feel the balance point as the stack tilts backwards. The stack can now be moved.



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.
- Do not allow sharp objects to come into contact with fabrics or mesh.
- Do not allow fabrics or mesh to come into contact with walls or other hard objects.

2.2.1 Chairs should be stored stacked one on top of the other. See 2.3 Operation.

2.3 Operation

2.3.1 Burgess stacking chairs are designed to stack easily and quickly, however a degree of care is still required as careless handling can result in damage to paint and upholstery.

2.3.2 Stacking chairs fall into two categories:

- “Seat Stacking” where the chairs stack seat-on-seat (Fig. 2.3.2A & C).
- “Frame Stacking”, where the chairs stack leg-over-leg (Fig. 2.3.2B)

Note: Frame stacking chairs are distinguished by plastic stacking buffers fitted to the inside faces of the legs (Fig. 2.3.2D).



2.3.2A - “Seat stacking” Evosa chairs



2.3.2B – “Frame stacking” Flair chairs



2.3.2C – “Seat stacking” Forum cantilevers



2.3.2D – Stacking buffers, Flair

2.3.3 To stack chairs, simply lift and place each chair one on top of the other according to the stacking style of the chair.

- “Frame stacking” chairs usually stack up to 10 high, while “seat stacking chairs” usually only stack up to 4 / 5 high. Please refer to the relevant brochure for the stacking heights of specific models.

SECTION 3 – MAINTENANCE & REPAIR

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 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 Vacuum crumbs or foodstuffs immediately.
- 3.3.2 Painted frames should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.
- 3.3.3 Chrome plated frames should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent. Smudges and handprints can be removed using a dry soft cloth; micro-fibre cloths are particularly effective for this operation. The appearance of old chrome can be improved using a proprietary metal polish suitable for chrome, following the manufacturers' instructions.
- **Abrasive scourers should not be used.**
- 3.3.4 Burgess-supplied fabrics can be cleaned using a commercially available fabric cleaner. Always test on a hidden area of fabric first to check colour-fastness. Do not rub or scrub stains, dab gently.
- 3.3.5 Where fabric has been supplied by the customer, the fabric supplier should be consulted.
- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to paint and upholstery will result.**

3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective chairs 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 Inspect the frame looking for any deformity or cracks in the tube.
- 3.4.2 Chairs with bent legs should be removed from service as this can affect stability and frame integrity.
- 3.4.3 Check older chrome plated frames for any signs of flaking. Flakes of chrome can be very sharp and may cause injury. Remove any affected chairs from service immediately.
- 3.4.4 Check all visible screws are in place and that the upholstered cushions are firmly fitted.

- 3.4.5 Check mesh upholstered chairs for fraying and / or tears. Any chairs found to be affected should be removed from service immediately. Replacement mesh covers may be available, depending on model. Contact Burgess Furniture Ltd for more information.
- 3.4.6 Ensure all feet and stacking buffers are in place. Missing parts should be replaced.
- 3.4.7 Check that any ancillary items (i.e. writing tablets, links etc.) are fitted correctly and securely.

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