

# Portable Dance Floor



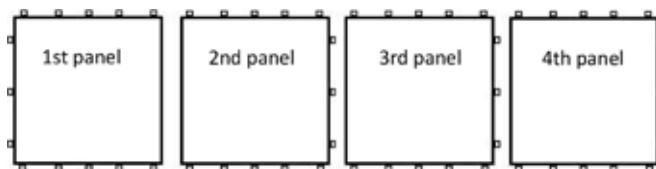
# Burgess Portable Dance Floor Laying Instructions

The Burgess portable dance floor consists of FULL and HALF panels which are set up in a "brickwork" fashion which in turn gives the floor its strength without the need for tools and/or screws. Panels have "lugs" attached on three sides (the side with three lugs are known as the "END LUGS") which interlock with the adjacent panels and one side without lugs. Along the other two sides are five LUGS which interlock with panels used in the rows above and below. The top row consists of FULL panels and then every even row (row 2, 4, 6 etc.) starting and ending with HALF panels. The first panel of each row is laid with the "END LUGS" pointing left and all following panels with the "END LUGS" pointing right. Surrounding the panels are then aluminium edging strips also supplied in FULL and HALF lengths as well as the CORNER edges.

It helps to plan the dance area before laying panels to ensure you have the floor centred with the room itself or other furniture such as a stage unit.

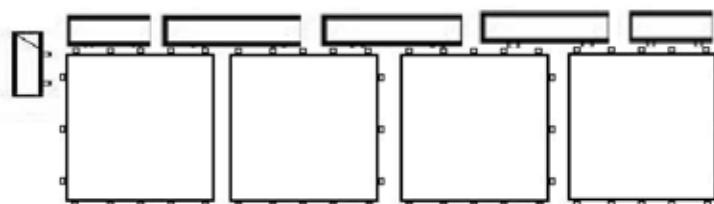
Using the attached floor plan as a guide for your size of floor lay the floor as follows:

1. ROW 1: The first FULL panel is laid at the top left hand corner of the floor with the three "END LUGS" pointing to the left and then the second FULL panel is laid alongside the first with the "END LUGS" pointing to the right. The first two panels just sit next to each other. The third and the rest of the top row FULL panels can now be laid with the "END LUGS" pointing to the right with the bare side of the panel sitting on top of the previous panels "END LUGS".



! Ensure that the panels are flush along the top row.

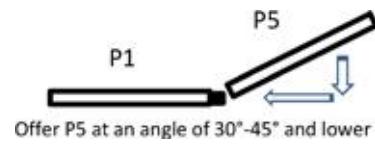
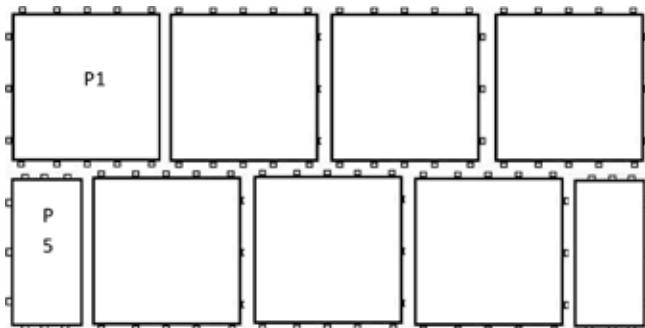
2. To help keep the top row in place, now fit the edging pieces across the top row starting from the left hand side with a HALF edge and then a FULL edge which will span the joint of the first two FULL panels. Continue fitting the FULL edging pieces with a HALF edge being used at the end of the row to fit flush with the right hand side.



! Fit the edging by pushing the lugs under the panel rim at an angle and lowering the edge into place. DO NOT FORCE but adjust.

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3. ROW 2: The second row starts with a HALF panel again on the left hand side. As for the first row, the "END LUGS" will point to the left. Now complete the row with FULL panels ending with a HALF panel, lugs pointing right.

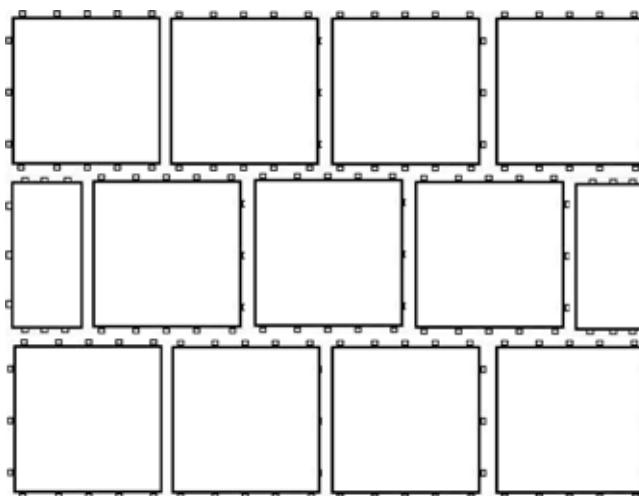


! The five top LUGS on the panels used in the second and all following rows are designed to slide under the rim of the frame on the adjacent panel. Holding the panel at an angle of between 30° and 45°, slide the lugs under the panel above. When the two panel frames are touching along the whole length of the panel, gently lower the panel into place.

\*\* It may be useful to have a second person standing on the first row of panels so as to keep the top row in place whilst linking the second row of panels.

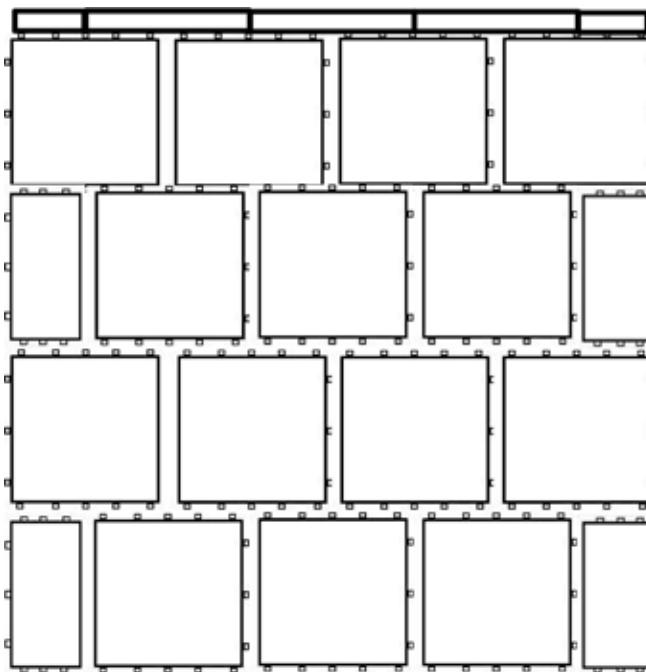
If the panel frames are not square or not flush; DO NOT FORCE the panel down but simply adjust it until resistance is removed and the panel lowers itself.

4. ROW3: The third row is laid as the first row with FULL panels



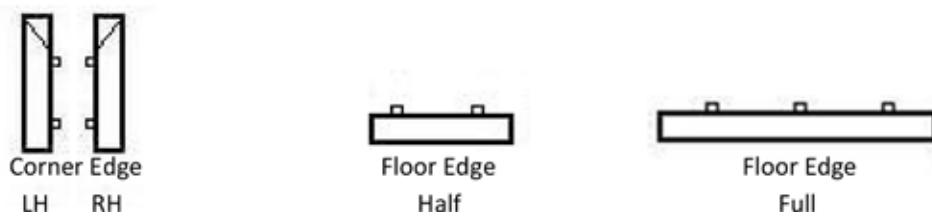
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5. ROW4: The fourth row is laid as the second row starting and ending with a HALF panel.



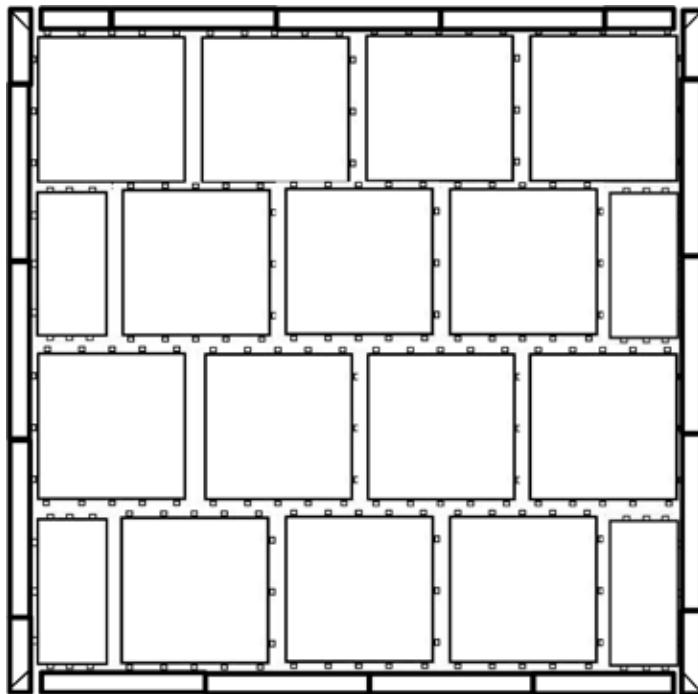
6. FOLLOWING ROWS: Continue laying the floor in this fashion until the desired size of floor is achieved.

7. EDGING: now the edging can be completed. The top row should have laid in operation 2 above. Start now at the top right hand side with a Right hand edge piece followed by a FULL edge. Continue down the right hand side of the floor ending with a left hand corner edge.



# Burgess Portable Dance Floor Laying Instructions

8. Continue across the bottom row from right to left starting with either a FULL or HALF edge depending on the last row of panels. Continue up the left hand side ending at the top left panel.



# Burgess Portable Dance Floor Do's and Dont's

**WARNING:** Do not use or allow the floor to be used if:

- The floor is wet
  - Without edging sections
  - If the surface is uneven or has missing parquet fingers or panels
  - If a gap of more than 5mm is apparent between the panels/edging
- Failure to adhere to these instructions could cause fall or injury.

Caring for your new portable dance floor:

Your portable dance floor is manufactured from a mix of natural wood and aluminium parts. Although the floor is designed and manufactured to be used in highly paced environment such as hotels and event management activities, it is predominantly a product manufactured from a natural source. Care should be used when handling the equipment and the more it is looked after the longer it will last. All wood species have a tendency to darken and /or alter in shade over time and also sometimes when new.

1. NEVER use excessive amounts of water to clean the panels but rather a lightly damp mop or rag, stubborn marks and scuffs are normally removed with a damp rag.
2. ALWAYS clean up spills and water immediately.
3. ALWAYS store the product in a well-ventilated area and never in a hot and dry or damp environment.
4. AVOID excessive exposure to moisture.
5. NEVER use water or water-based cleaners or waxes on your wooden floor
6. NEVER use alcohol, ammonia, kerosene or turpentine on your wooden floor

Health & Safety tips on using the equipment:

1. The Burgess portable dance floor including trolley and panels is designed to be used by one person but please consult your company's Health & safety policy with regards to manual handling before using the equipment.
  2. NEVER attempt to move the trolley without the transit bar fitted
  3. NEVER move, pull or push the trolley from the front or back but rather from the sides.
  4. ENSURE the edging tray is fully pushed back and locked into position before moving the trolley.
  5. ALWAYS bend from the knees when lifting panels or edging
  6. NEVER leave the trolley unattended on an incline and ensure the trolley is secure in any other area.
- Reconditioning

The user assumes full responsibility for installation and use of the dance floor and associated components. Inspect the individual and assembled components periodically and repair as necessary. This product is manufactured using wood, glue and lacquers which, if subjected to heat or flame will burn possibly causing heat, fumes and consumption of oxygen. This could cause injury or death.

# Burgess Portable Dance Floor Trolley





## Made in Britain

We are proud to say that for over half a century we have made all our chairs and tables to exacting standards in our West London factory.



## Environmental Policy

As a leading industrial enterprise, we recognise our responsibility to the environment and are committed to achieving best environmental practice.

To this end we actively ensure that the environmental impact all of our materials, processes and products is reduced as much as possible or eliminated. The company is certified to ISO 14001 as well as having membership to 'Club Green', the highly acclaimed initiative run by FIRA.

For more information visit our website:  
[www.burgessfurniture.com/environmental-policy.html](http://www.burgessfurniture.com/environmental-policy.html)



ISO 9001:2008  
Quality  
Management



ISO 14001:2004  
Environmental  
Management



**55**  
Years  
1959 - 2014

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