HIRD GLASS

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OPERATOR MANUAL

GLASMAX 250

(250KG X 7.0M)

GLASMAX 500

(500KG X 4.8M)

Northern (Head Office)
Tel: +44 (0)1482 227333

Central
Tel: +44 (0)1302 341659

Western
Tel: +44 (0)1384 900388

Southern
Tel: +44 (0)203 174 0658

BEFORE WORK BEGINS WITH THE GLASMAX OPERATOR MUST BE FAMILIARIZED WITH THE EQUIPMENT

1. Operation sector

The Glasmax with hand winch is for lifting materials for vertical use.

2. Operation

Only use the Glasmax on flat surfaces, secure all the stabilizers onto the 4 steering rollers and never overload it. The lifting of the load is carried out by turning the hand lever in clockwise direction.

The load is automatically retained when the hand lever is released by a ratchet mechanism. To lower the load, the hand lever is turned in an anti-clockwise direction. Recoil of the hand lever is avoided due to built in automatic braking device. Approx 20mtr of untensioned rope can be spooled onto the coil drum.

In the case of lifting a load then at least 2 turns of rope must remain on the drum.

Rope recommendation: rope 0 6 mm
Individual wire stability : 1770 N/sq.m
Galvanized.

3. Assembly

The mounting must be done according the manual.

Delivered parts:

1. Lift column incl. feet
2. Holding device for counter weights
3. Counter weights (5 pieces for 250/7 - 10 pieces for 500/4)
4. Hook arm Safety

3.1 Mounting instruction

Put the short feet in the channels in front of the column and the long feet behind the column and secure them with the bolts.

Put the holding device for the counter weights at the back of the long feet and secure it with nut and bolt. Put the counter weights in the device. Slip the hook arm in holding device of the column and secure it with nut and bolt.

4. Monitoring the safety equipment

- Never overload the Glasmax
- Never use it to lift people
- Never stand below the load
- Do not use as a ladder
- Be careful of tensioned wires, roof protrusions or cables above the lift
- The minimum distance to be maintained from electricity supply cables is at least 5m
- The load centre should never be more than 330 mm from the rear side of the fork.

When using a load fork extension, or in the case of a bulky load then the maximum load, has to be lowered in relation to the centre of gravity (see the load diagram)

- In the case of winds over 21mph - 35kph - 9.7m/s, the operation must be stopped
- When lifting loads which are susceptible to high wind loading (e.g. air ducts, glass) then operation is to be stopped at a correspondingly lower wind speed
- Never leave a suspended load unattended
- Check the wire rope daily if there is any damage stop the lift and contact Hird Group

It is strictly forbidden to undertake any structural changes or modifications to the equipment.

5. Maintenance and Tests

- Check wire ropes before use and when necessary have them replaced.
- Protect the lift from dirt, rain and other influences of the elements. The aluminium mast elements should also be protected from dirt and rubbish.
- Protect the inner sides of the mast with silicon spray
- Check the synthetic rollers and rope rollers for wear and tear damage
- The hand winch comes already greased from the factory. But from thereon the hand winch must be greased regularly. It is recommended that the bearing bushes on the drive shaft and the drum hubs are oiled regularly.
- It is important to grease the gear rim on the winch
- Attention! Do not oil or grease the brake mechanism.
- Pay attention that the pre-use check of the Glasmax is carried out by a competent person. All components and safety parts should be replaced when necessary. Only original spare parts/components should be used.

The Glasmax 250/7 must be thoroughly examined at least once a year by a competent person in accordance with the Lifting Operation and Lifting Equipment Regulations 1998

6. Procedures in case of malfunction

Before starting work, check that the mast ascends in the correct order. First of all the sliding carriage must lift up, then the front mast, after that the 2nd mast and so on. The correct order of descend is vice versa. If the order changes, this must be immediately checked:

Possible causes:

- The wire rope has jumped off the roller
- Rollers on the rollers bearing are defective
- The roller is not turning correctly, or at all
- Dirt or rubbish between the mast parts or on the rollers
- The mast rope or the sliding carriage are damaged
- Overloading
- One-sided loading

It is absolutely necessary that the cause is eliminated and the correct order is again re-established. We will be happy to deal with any queries and you can contact us at any time.

7. Spare parts

Only original spare parts are to be used, otherwise this will invalidate any guarantee claims and the safety of the lifts can no longer be assured. Changes and additions, which have not been carried out by us, release us from any responsibility or possible damage claims. In the case of repair or spare parts please contact us.

8. Safety regulations

When operating the Glasmax the operational manual must always be followed.

Daily Pre-Use Checklist
Counterbalance Floor Crane

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Machine Model: **KS Glasmax 250**		Site Name:
Date Week Commencing:	Fleet No:	Address:
Inspected by:		

	Daily Pre-use Checks	M	T	W	T	F	S	S	COMMENTS
1	Are all operators manuals present and readable								
2	Is the Report of Thorough Examination (LOLER) in date								
3	Complete a visual walk around / Inspection for any noticeable defects								
4	Are all safety information decals present and readable								

Check the following components or areas for damage, or missing parts & unauthorised modifications:

5	Cators are free from defects								
6	Footbrake(s) is operational								
7	Chassis is in good condition with no major defects								
8	Nut, bolts & other fasteners								
9	Push handle has no major defects								
10	Counterweights are free from defects								
11	Counterweights are all fitted correctly								
12	Mast Colums free from defects or debris								
13	Cables & Pulleys								
14	Hand winch is operation and free from defects								
15	Outriggers are free from damage								
16	Lifting attachment is secure and free from defects (where applicable)								
17	Hook is in serviceable condition								
18	Lowering mechanism is operational								
19	Carry out full function test								

Is the machine safe to use? (please circle)	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	YES / NO	
Operator's Initials								

Result of Inspections: List defects or state "No Defects"

Signature:	**Name:**	**Date:**