PICCOLO
USER HANDBOOK

IMPORTANT

Before using your lift, please ensure that you read and familiarise yourself with these instructions.

CONTENTS

INTRODUCTION

Important — please read

Thank you and congratulations on purchasing a Piccolo lift.

Before using your lift, you should read this User Handbook to provide an understanding of the correct and safe use of the lift.

Your platform lift has been manufactured and installed to comply with the Essential Safety Requirements of the Supply of Machinery (Safety) Regulations 2008 (S.I. 2008/1597).

It is important that you arrange for the lift to receive regular inspection and servicing by a competent person at intervals every six months, after the guarantee period. A Service Log Card will be completed after each service visit. Failure to ensure servicing is carried out could lead to unreliable or unsafe operation.
For all enquiries regarding servicing, please contact your local Stannah Service Branch.

For your records:

INTRODUCTION

LIFT SAFETY—YOUR RESPONSIBILITIES

Am I legally obliged to have my lift maintained?

Yes. The general duties imposed by The Health and Safety at Work etc Act 1974 supported by Provision and Use of Work Equipment Regulations 1998 (PUWER) regulations 5&10) mean that you are obliged to keep your lift in safe working order. This means you must arrange for regular maintenance of your lift.

Am I legally obliged to have my lift Thoroughly Examined?

Yes. Regulation 9 of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that a lift undergoes an inspection/thorough examination by a competent person at regular intervals (twice a year for passenger lifts, once for goods lifts or according to the lifts' situation) and applies to all lifts and lifting equipment used at work.

I have a lift in my building. What do I need to do?

You should arrange for the lift to be maintained (regularly serviced and kept in good repair) and, if the lift is in a place of work, thoroughly examined at intervals in line with legislation.

What is the difference between 'Maintenance' and 'Thorough Examination'?

Maintenance is the regular servicing of the lift, encompassing the routine adjustment to components, replacement of worn or damaged parts, topping up of fluids and so on, and should be carried out by an experienced and competent lift company, such as Stannah Lift Services. Maintenance is carried out to ensure the lift runs efficiently and safely.

Thorough Examination is the systematic and detailed visual inspection of the lift and all its associated equipment and would usually be carried out by a third party, or an appointed 'competent person'. Thorough Examination provides a good check that maintenance is being carried out properly. It focuses entirely on the safety of the equipment.

Authoritative guidance on Thorough Examination as required by Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) can be found in The Guidelines for Supplementary Testing of In-Service Lifts published by SAFed. Thorough Examination may also be referred to as Form 54 or F54 inspection – the code given to the form prescribed by repealed Factories Acts. Although no longer prescribed, the term remains in use. Other common terms used are: periodic inspection, statutory inspection (because it is required by law) or insurance inspection (inspections were often on behalf of insurance companies).

Do I have a responsibility for trapped passengers?

Advice on this can be sought from your local service provider.

INTRODUCTION

PRODUCT LIFE EXPECTANCY

Product life expectancy depends largely on the environment, usage and the undertaking of proper scheduled maintenance. Our platform lift products are designed and life tested for a full life cycle of 10 years without major intervention. In most cases, we would expect our lifts to last far beyond this, providing they are properly cared for and maintained.

We have a number of platform lifts on our service portfolio that were installed from the late 1990's. The earliest of platform lifts installed are approaching 20 years in service.

Actual life expectancy of a lift depends on a number of factors, including:

- The load the lift actually carries on each journey
- The actual lift travel, as this determines the journey time and hence wear on the drive system
- The number of floors served by the lift
- The level of usage of the lift and whether this changes over time
- The environmental conditions that it operates within
- The quality of the servicing and maintenance

We ensure that spare components are available for at least 10 years following the installation of any lift but many will be available far beyond this. There are a number of component parts that may require replacement during its life cycle and you will be advised of this as part of your lift servicing schedule.

SAFETY INSTRUCTIONS

- The lift must not be overloaded. The maximum rated load is displayed in the cabin, on the operating panel.
- These lifts are designed primarily for the transportation of people with impaired mobility, including wheelchair users. They are not designed to move large numbers of people quickly and frequently. The maximum duty rating recommendation for the Piccolo is:

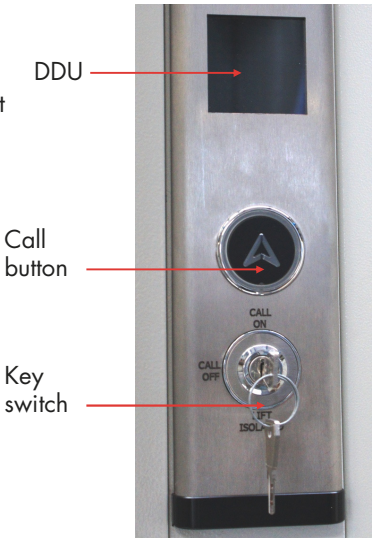
  Hydraulic Drive 0.15m/s 30 journeys per hour (300 journeys per day)
- The lift can also be used by people with pushchairs and, subject to the owner carrying out a satisfactory risk assessment, the accompanied transportation of light goods, e.g. stationery, luggage, etc.
- The lift is not designed for electric scooters due to them generally being significantly heavier and/or larger than a conventional wheelchair. Stannah cannot accept any responsibility for any damage or injury should the lift be used in any way other than for its intended design purpose. Such misuse would also invalidate the warranty provided with the lift.
- No goods or materials to be placed on or near the lift power pack unit. Access to this unit is required for lift service/maintenance and in the event of an emergency.
- Children should not be allowed to tamper or play with the lift.
- The lift shall not be used for fire fighting or evacuation during fire.
- The emission sound pressure level for lift users is not expected to exceed 70dB(A).
- A 'Lock Release' key will have been left by our installers, it is for use by trained lift engineers only - do not attempt to use it yourself.

  Whenever a landing door is unlocked with the carrier not stationary or not at the level of the landing then persons on the landing will be at risk. It is therefore essential that any emergency door keys supplied are kept securely and only provided to a fully trained and authorised person (for example a trained lift engineer), who have the knowledge to use the key safely to open the door and to check the door has satisfactorily locked after it has been closed.
- Daily checks should be carried out by a person who is competent to do so ensure that
  - Landing doors cannot be opened when the platform is not at the same level and;
  - The platform cannot travel without the doors closed and locked.
- You should not attempt to dismantle or remove any parts of the platform lift. Such work should be entrusted only to competent personnel with the relevant expert knowledge and training.

LIFT CONTROLS

LANDING CONTROLS

- Call buttons - Push buttons are pressed to automatically call the lift to a landing. These requests are logged and serviced by the lift. If any safety feature is activated the calls will be removed. If the lift is at the required floor level press the call button to open the door.
- Landing Digital Display Unit (DDU) - Displays lift information, e.g. lift position, direction of lift movement and lift overload.
- Landing doors - Upon lift arrival the landing doors will automatically open and stay open for up to twenty seconds. If the doors are required to re-open after this time the landing call button can be pressed again.



Landing control panel

Security key switches

Your lift incorporates up to three key switches which isolate the associated controls:

- A key switch at the bottom landing disables all lift controls, to disable these turn the key switch to the 'Lift Isolated' location. The battery backup system will continue to charge.
- An **optional** key switch in the upper landing control station; this isolates the upper landing "CALL" station.
- An **optional** call isolation function at the lower landing (incorporated in the key switch). Turning the key to 'Call Off' will isolate the lower landing "CALL" station.

TO USE THE LANDING CONTROLS

Note: The lift will only run when all doors on the lift are closed and in the locked position.

1. Ensure that the key switch on the landing control station is in the 'ON' position.
2. Call the lift by pressing the push button.

LIFT CONTROLS

CABIN CONTROLS

Cabin control panel

- Alarm button - Activates the communication option fitted to the lift.
- Cabin Digital Display Unit (DDU) - Displays lift information, e.g. lift position, direction of lift movement and lift overload.
- Logo light - Will act as emergency lighting (for one hour) if power is cut to the lift.
- Cabin push buttons - Push buttons are pressed by the user to automatically send the lift to the selective floor.
- Lift name plate - Indicates the serial number, product name and manufacturer.
- Speaker - Annunciates lift information to the user, informing them of the lift direction, lift level and lift overload.
- Door re-open button - Operation of the button will cause the doors to re-open and remain open for up to 20 seconds before closing.

LIFT FEATURES

The following provides an overview of the features on your lift.

AUTOMATIC DOORS
The lift is supplied with automatic sliding cabin and landing doors. The doors are opened automatically by the lift when arriving at floor level or by the user pressing a landing or cabin 'door open' button when the lift is already at floor level.
The doors have an infrared beam that checks for any obstructions when closing. Should an obstruction be detected, the doors will re-open before trying to close again. If a mechanical force is used to stop the doors closing, the doors will re-open but when closing next time will remember where the obstruction was and slow in operation as they reach that point.
The doors are an integral part of the lift safety and must be treated as such. If doors are not operating correctly the Service branch must be contacted immediately.

COMMUNICATION DEVICES
AUTODIALLER (OPTION) - When the alarm push button is pressed in the cabin the autodialler will automatically phone out to the programmed emergency numbers. The autodialler is situated on the cabin operating panel. If requested, the autodialler can be installed with an induction loop for the hard of hearing.
INTERCOM - The intercom allows the user to connect with someone within the building in the event of an emergency.
TELEPHONE (OPTION) - A dedicated phone line will be situated on the cabin operating panel, enabling the user to phone out in an emergency.

DOORS PARKED CLOSED
The cabin and landing doors are normally arranged to park closed. On each occasion the doors are opened, there is a delay before closing.

DOOR OPEN TIME
The time for the doors to remain open can be adjusted to suit your application; this adjustment can be made by s Stannah Service engineer.

DOOR SAFETY EDGE (FULL HEIGHT INFRA-RED)
Incorporated on the lift cabin is a full door height infra-red electronic safety detection device, which automatically re-opens the doors if it detects a person or an obstruction whilst closing. The doors will remain open until the obstruction or person is removed from the detection area.

LIFT FEATURES

EMERGENCY BACK-UP SUPPLY
The lift is fitted with a battery back-up supply ensuring that the logo light remains lit during any mains power failure.

If power failure occurs whilst the lift is travelling in either direction then the lift will stop. The passenger should press the lowest floor button which will flash to allow the lift to lower to the next floor down, where the lift doors will automatically open.

FIRE ALARM SHUT DOWN (option)
In the event of a fire alarm, the lift will automatically travel to a designated floor, all calls will be disabled and the lift will park with doors open.

POWER PACK UNIT
The power pack contains a pump motor to drive the lift and contains relevant controls to enable manual lowering of the lift in the event of an emergency. The power pack is on the lowest floor level and typically within a 5m radius of the lift shaft.

EMERGENCY OPERATION

INSTRUCTIONS

Your lift is equipped with an emergency back-up power supply which in the event of a mains power failure will enable the trapped passengers to lower the lift, automatically open the doors and exit. (Refer to the Emergency Back-up supply on page 9 of the User Manual). If the passengers remain trapped please follow the instructions below for emergency manual release.

FOR USE BY COMPETENT AND AUTHORISED PERSONNEL ONLY

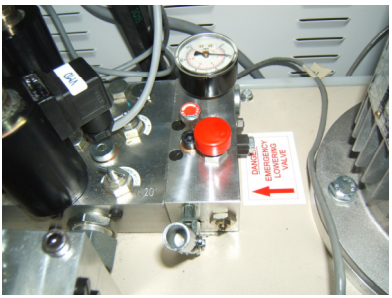
To be used only in an emergency by competent and authorised persons who have received the necessary training. **It is dangerous for any other persons to attempt this procedure.** Important: No goods or materials to be placed on or near the lift power pack. Access to this unit is required for lift service/maintenance and in the event of an emergency.

MANUAL LOWERING OF THE CABIN

There are 2 manually operated valves (located on the power pack) that need to be operated simultaneously to allow the cabin to be lowered to the lowest entrance even during total power failure. Following this, any trapped passengers can be released.

Lift Lowering Procedure

1. Switch **OFF** the lift mains electrical supply.
2. Ensure the lift doors are closed and locked.
3. Using the key provided, unlock and remove the front panel on the power pack enclosure to enable access.
4. Locate the 2 RED manual lowering knobs within the enclosure. These knobs can be pushed directly, twisted or operated by a lever depending on the unit supplied.



Locate the 2 RED manual lowering knobs which will look similar to that shown in the pictures above.

EMERGENCY OPERATION

5. Inform the passengers in the lift that you are going to lower the cabin.
6. Operate and hold red manual lowering knob 1 first and then operate red manual lowering knob 2 simultaneously to lower the cabin. The cabin will stop if either knob is released. Release the knobs when the cabin is at the lower level floor.
7. Once the lift is at lowest floor level, follow the passenger release procedure.

PASSENGER RELEASE PROCEDURE

1. Locate the lift at the lowest landing level and open the landing door using the release key located in the socket positioned in the door architrave. Rotate the key until the door can be opened by hand. This may require a 'double push'.
2. The cabin and landing doors can be opened manually by pulling the door sideways. The passengers may now be released from the lift car.
3. Leave the lift switched off and ensure cabin doors and landing doors are closed and positively locked.
4. The lift machine power pack should be closed and locked to prevent entry by unauthorised personnel.

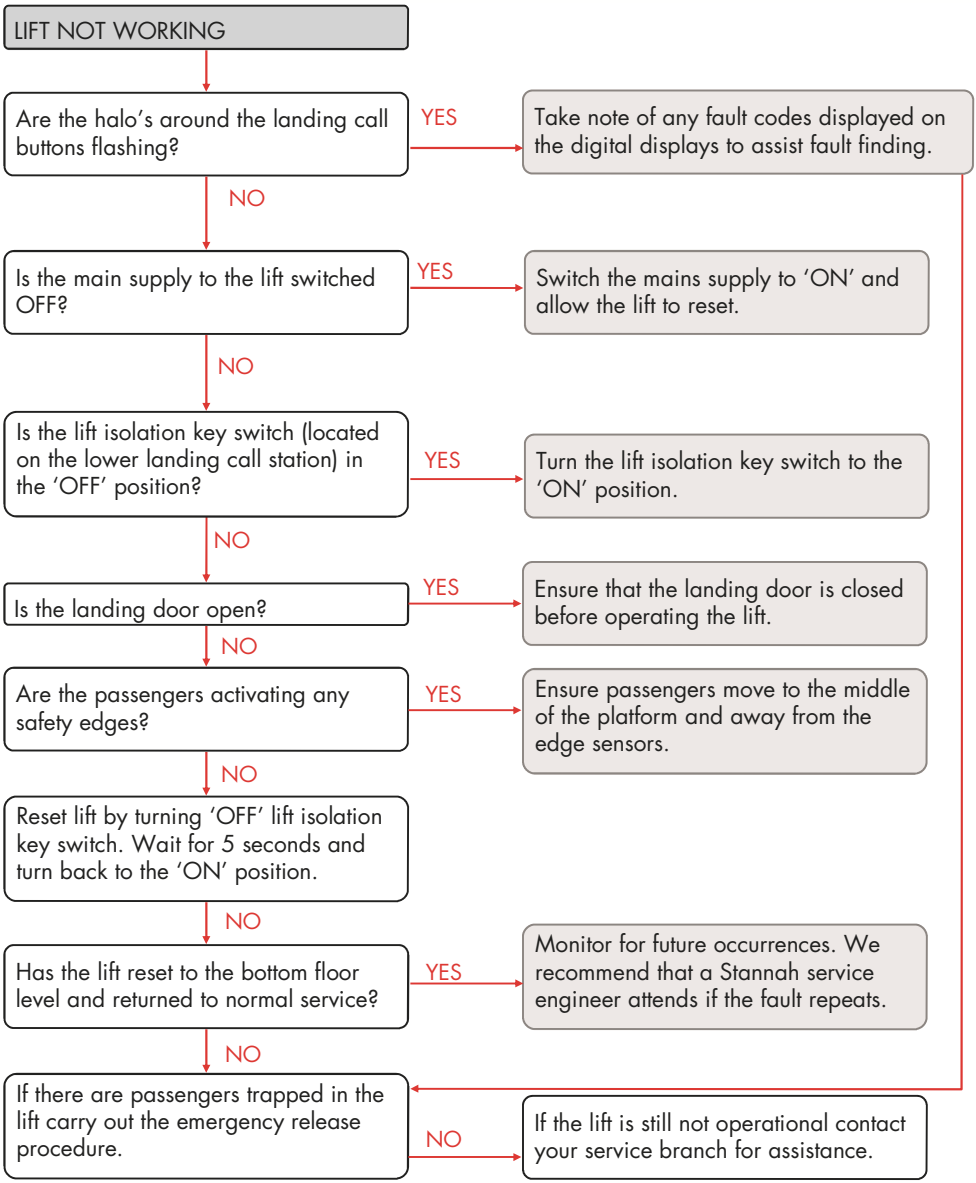
LIFT CARE

The following lift care procedures carried out regularly will help to keep your lift in good condition:

- Painted surfaces and panels should be cleaned with a damp soft cloth and mild detergent. Ensure that excess water is squeezed out prior to cleaning.
- Vinyl skin plate and laminate boards should be cleaned with a soft cloth using a furniture polish aerosol.
- Stainless steel components should be cleaned with a soft cloth, using baby oil or a propriety stainless steel cleaner and then wiped off with a dry, lint-free cloth.
- Mirrors should be cleaned with a soft cloth and any glass cleaning fluid.
- Flooring should be cleaned with a damp cloth and mild detergent. Ensure that excess water is squeezed out prior to cleaning.
- Never leave objects resting against the doors, door frames or car finishes.

TROUBLE SHOOTING

If your lift fails to operate check the following list before contacting your local service office - it could save you time and the cost of an unnecessary service call:



NOTES

NOTE

Whilst every effort has been used to ensure the clarity and accuracy of this Handbook, we cannot be held responsible for damage or injury resulting from negligence or misuse of this lift equipment.