

Fullgate[®] Lift Shaft Safety.

Installation Code of Practice



Preface

This book must only be used by those, who have or are attending the Fullgate Training Course on the safe method of Installing and Adjusting Fullgates to fit variable size shaft openings.

Fullgate Overview

The unique design of the Fullgate means it can be quickly adjusted to fit any size of shaft opening, and once installed offers enhanced Safety to all personnel by reducing the risk of death or serious injury from falling down shafts.

Personnel and equipment in the shaft pit, are protected from large objects or persons falling down the shaft

Once fitted to a Lift Shaft, the Fullgate facilitates safe and smooth travel of lift cars in the shaft, free from the hazard of entanglement and damage from protruding scaffold poles, netting etc. Its flush fitting means it does not obstruct landings or gangways, unlike boarded entrances the Fullgate allows light into the shaft.

Step 1.

How To Install The Fullgate Safely.

Following These Step By Step Instructions
Ensures You Do Not Put Your Own,
Or Others Life At Risk.

Safety Requirements And Tools Required.

Safety

Permit To Work, For Shaft
Site Method Statement
Minimum 2 Man Team
Harness - Lanyard
Fall Arrest Block
Anchor Point
PPE

Tools

Triangular Key For Slam Lock
13mm Open-Ended Spanner
19mm Open-Ended Spanner
Phillips Screwdriver
Packing Spacers
Tape Measure

Step 2.

Read through the Method Statement,
if all is clear to you, then sign it,
should you **not** understand any part
of it, then ask for **clarification**,
before you sign it.

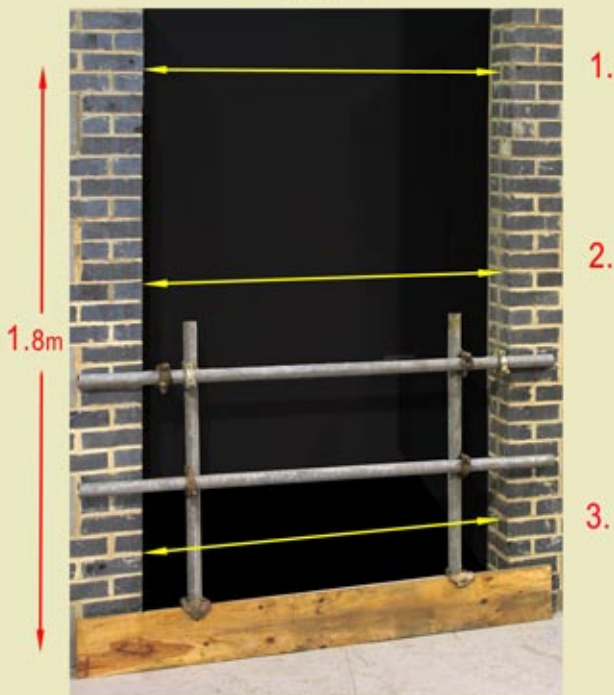
Then **Obtain** a Permit To Work
for the Lift Shaft, from the
Builder - Site Manager.

Step 3.

Load out all the Fullgates to **each** of the
Lift Shaft Entrances on all the relevant levels
to where they are to be installed.

Step 4.

Measure the shaft opening
in 3 places.



Should there be a **Difference** you will
have to work to the **smaller**
of the **3** measurements.

(If greater than 15mm, fit packing pieces see page 27)

Step 5.

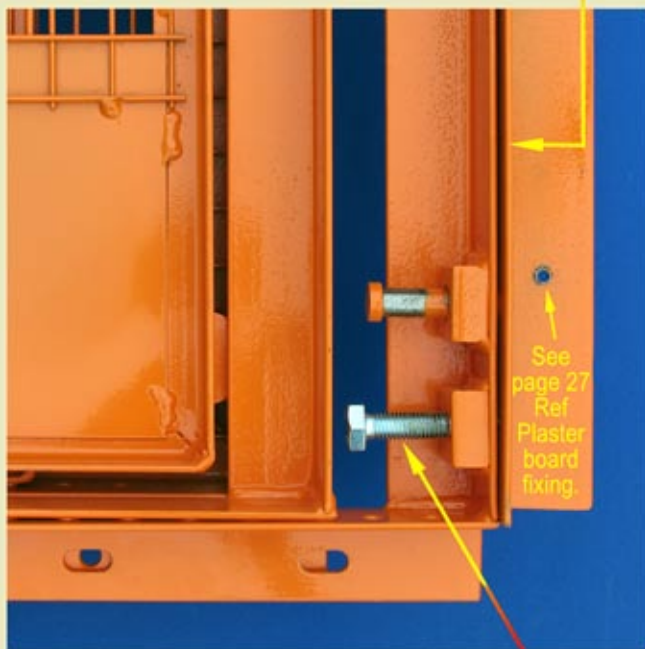
First lay the Fullgate
Face Down, so you can see
the **back** of the two safety signs.



Remove the Nuts-Bolts see (Fig 1) from **both**
ends of the **C frame** where shown by

Step 6.

It is very Important that this **Clamp Rail** is Back against the C Frame when sizing the Fullgate for the shaft opening in **Step 7.**



This allows adjustment with this **Bolt** to clamp the Fullgate securely in the shaft opening.

Step 7.

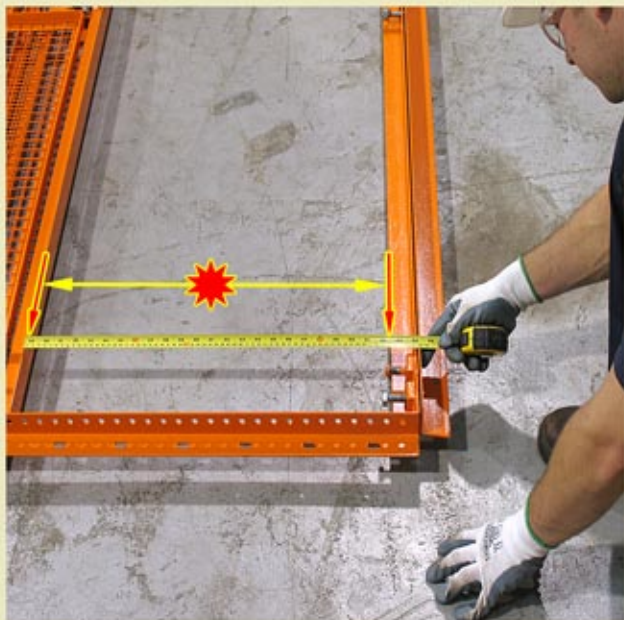
Slide out the C Frame,
to 5mm - 10mm **less** than the
smallest measurement of the shaft entrance.



Now fix the C frame in its **new** position
using the Nuts - Bolts you removed
from **both** ends in **Step 5**.

Step 8.

Measure the **Space** between the Gate Door to the Edge of the C Frame.



This will determine which or how many infill panels you require to fill the space when you reach step 11.

Step 9.

Now hold this catch in its **free** position by sliding it back and turning the black knob see (Fig 1)



Fig 1

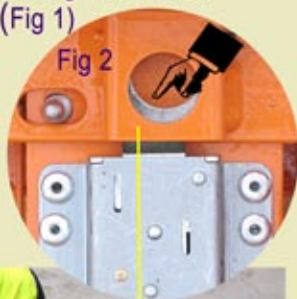


Fig 2



Fig 3

Standing astride the C frame (Fig 3), **release** the lock (Fig 2) with your left hand index finger then **slowly** raise the C frame with your **right** hand

Step 10.

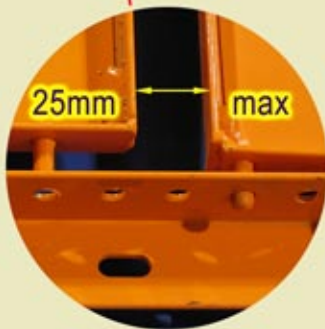
Still holding up the C frame, step outside of it and lift it to waist height, this allows access to remove the bolts (Fig 1) that hold the infill panels.



With the bolts now removed, lift the panel slightly up and **pull back** to release the location pegs at the other end of the infill panel.

Step 11.

Place the infill panels in the new space, with the kick plate to the bottom, panels must be positioned so they are **not** more then **25mm** apart.



Now replace the Nuts **and** Bolts you removed in step 10.

10.

Step 12.

The Fullgate is now made up to fit the shaft opening you measured in step 4.

Repeat this procedure (Steps 4 to 11) on every entrance of the Lift Shaft.

It is very important that when you are ready to fit the made up Fullgates to the shaft entrances you must **always** start at the lowest entrance **First**.

Step 13.

You are now ready to install **all** the Fullgates you have made up to **match** each shaft entrance.

Proceed to the **lowest** level to which the Fullgates are to be installed.

Place Safety Barriers around the danger zone in front of the shaft entrance.

Ask for a **Qualified** Scaffolder to remove the scaffolding from the shaft entrance.

With the scaffolding removed it is **very important** you do **not** enter the barricaded danger zone **without** wearing your safety harness coupled to a fall arrest block safely secured to a **safe** anchor point.

Step 14.

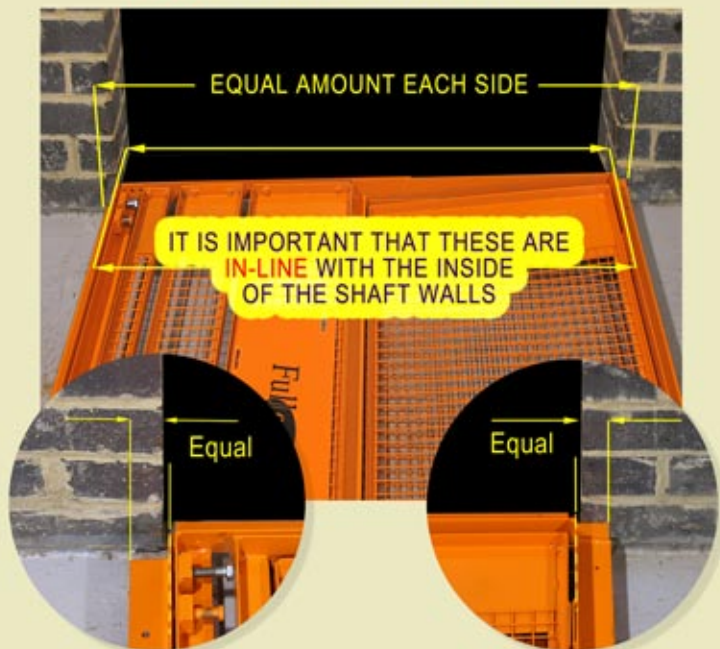
Should you be **unable** to find a **safe** anchor point, then you **must** use a Fullgate anchor point.



The Fullgate Anchor Point shown above should **Always** be used if **No** suitable anchor point is Available.

Step 15.

Lay the Fullgate face down with the bottom of the Fullgate **in-line** with the shaft entrance, ensuring there is an **equal** amount of the Fullgate at **each** side of the shaft entrance.



This action **ensures** the Fullgate will engage with the inside walls of the shaft, and **stops** any **sideways movement** as you lift the Fullgate into its vertical position.

Step 16.

Ensuring that the **bottom** of the Fullgate and the shaft opening are **in-line** as **shown** in step 15.



Now lift the Fullgate into its vertical position, using **two** men as illustrated here, by lifting the Fullgate to shoulder height and walking in towards the shaft, with the bottom of the Fullgate **pressed up against** the shaft's outside walls
15.

Step 17.

With the Fullgate now in position, and held **tightly back** against the shaft's outside walls by your assistant, you must tighten the **two** clamp bolts that **hold** the Fullgate in position.



Step 18.

It is very **important** that after tightening these bolts there is **still clearance** between the **head** of the bolt and the **frame** see (Fig 1)



Step 19.

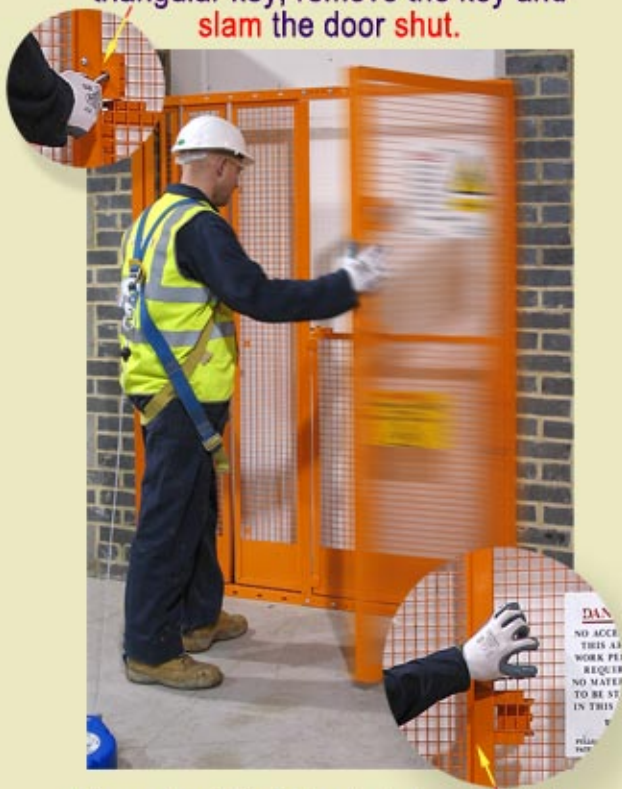
Now walk up to the Fullgate and give the Fullgate a **heavy** tug **towards** yourself.



It is very important you feel no movement.

Step 20.

Open the Fullgate's full length door using the triangular key, remove the key and **slam** the door **shut**.



Now check that the lock has **held** the door **shut**, by tugging **on** the door.

Step 21.

It is Important you are still wearing your safety harness and lanyard attached to a secure anchor point, before attempting this test.



Reopen the full-length gate, and with it held open try and **push** the half gate inwards towards the back of the shaft, **No Forward Movement** past **this post** is permissible.

Step 22.

Open the half-gate until it is level with the open full-length door, now release the half-gate whilst holding open the full-length door.



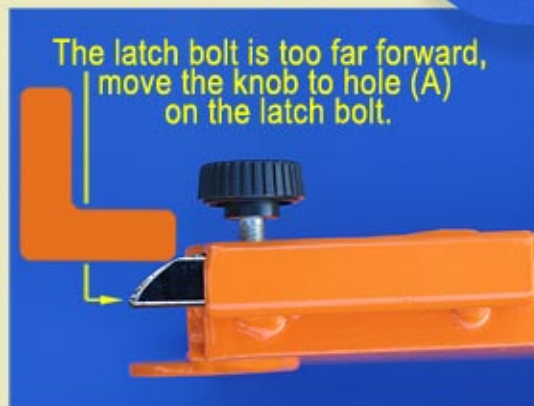
The half-gate **must** close under its own **weight** and **spring assistance**, should this **not** happen. **Step 22A** explains how to **cure** the fault.
21.

Step 22A.

Gate will not **stay** closed.



Gate will **not** close.



Step 23.

Close the full length door, step back from the Fullgate and check it is sitting **squarely** in the shaft opening and all looks well and in **order**.



Should there be a **gap** of more than **25mm** at the top of the Fullgate to the ceiling, you **must** fit a top panel, see **step 23A** 23.

Step 23A.

With the top panel removed from its storage position behind the full length door, place the panel centrally as shown below.



Whilst your assistant holds the panel, secure it in position with the 3 nuts and bolts that were attached to the panel.

Step 24.

The Fullgate has now been installed safely and is sitting **correctly** in the opening. It is **now** safe to remove your harness and remove the safety barriers.



Now make a record of the gate N°. If packing spacers were used due to uneven walls they should have been glued to the Fullgate's frame, see page 27 **(not to the walls)**.

Step 25.

Should one of the shaft walls be at a 90° angle to the Fullgate and the other wall, it will be **necessary** to fit a 50x50mm wooden batten to the 90° wall.



The batten must be **securely** screwed to the wall in at least 3 places over its length with 100mm x 10mm Ø Fisher Bolts.

Step 26.

Ref Step 4. (Packing pieces)

You attach 80x40x5mm thick plywood packing pieces to the **inside face** of the clamping **rail** (Fig 1) held in place with a propriety adhesive (ie no-nails) this step needs to be in **union** with step 7.

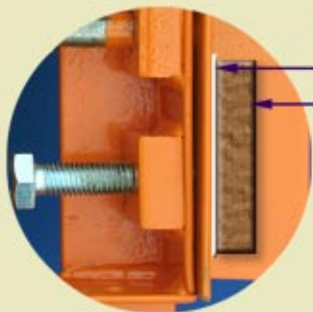


Fig 1.

Adhesive.

Plywood packing.

Fig 2.
Fixing screw hole
one on each
corner.



Ref Step 6. (Plaster Board Walls)

When fitting Fullgates to **Plaster Board Walls** you must first only **nip-pinch** the **two clamping bolts** to hold the Fullgate in position, you secure the Fullgate firmly to the walls by using Plaster Board Screws through the **four corner holes** (Fig 2) of the Fullgate and into the wall.

Fullgate Information

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Owners Signature

Notes.

