

ZIPPY-SCAFF ASSEMBLY INSTRUCTIONS

BASE UNIT SCAFFOLDING PACK COMPONENTS - ITEM CODE - AL-FSMA2

Item Code	Description	QTY
AL-FSASC	Folding scaffold Assembly (includes castors)	1
AL-FSDHA	Hatch Deck assembly	1
AL-FSBRAH	Horizontal Brace	1

ASSEMBLING BASE UNIT

These instructions apply to the assembly configuration of the Oldfields Zippy folding Scaffold base unit, where the deck height ranges from 0.4m to 1.2m above ground level.

Step 1: Stand up frame assembly on hard, flat, level surface.

Step 2: Pull each side of the frames away from each other extending and opening the pivot arm assembly. (See Fig.1)

Note: If **Zippy-Scaff Folding Scaffold** “sticks” while opening or closing frame, DO NOT FORCE, give the unit a gentle shake to free the pivot arms. For maximum stability ensure the castors are positioned with brake levers facing inwards at right angles to the deck.

Step 3: Push upwards on pivot arm hinges until both arms are straight and hinge locking mechanisms on each arm is engaged. (see Fig.2)

Step 4: Fit hatch deck onto the required working level ensuring that deck hooks are supported by the frame rungs at the same level. Insert deck on angle “diagonally” between frame uprights and rungs until one side has cleared the upright and rung, then slide deck back to fit into place with all four hooks locking onto frame rungs.

Deck is positioned typically at 3rd or 4th rung height, giving a deck working height of typically 0.9m and 1.2m above ground level. Deck may also be fitted to lower rung levels if required. Deck hinges should be located to the back side of the Zippy Scaffold (This is the side where the pivot arms are located), which ensures the hatch opens to the left hand side. (See Fig. 3 & 4)

Note: The deck **MUST NOT** be placed on the top rung, unless guard rail extension pack is fitted. See **Zippy-Scaff Guard Rail Pack Folding Scaffold** assembly instructions.

Step 5: Fit Horizontal brace (yellow) to front working face of Zippy Scaffold being the opposite side of the pivot arms assembly.

Step 6: Roll scaffold to desired location. You are ready to use your Oldfields Zippy folding Scaffold base unit.

Step 7: Apply brakes to all castors (lock). The **Zippy-Scaff Folding Scaffold** is now ready for use. (See Fig. 3)

Note: Deck Maximum Working Load is 225kg

Note: To increase the deck working height to 1.9m, you will need to purchase a **Zippy-Scaff Guard Rail Pack**. (Fig. 4)

Note: To increase the deck working height to 2.9m and 3.9m, please contact Oldfields and see the Catalogue and Instruction manuals for both products.

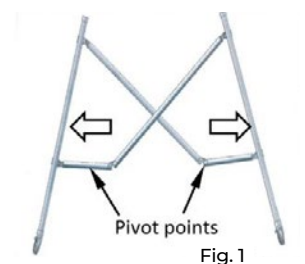


Fig. 1

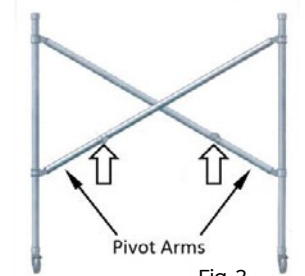


Fig. 2

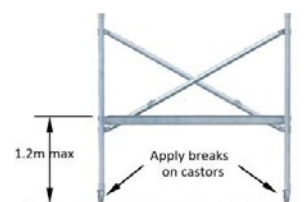


Fig. 3



Fig. 4

ZIPPY-SCAFF ASSEMBLY INSTRUCTIONS

ACCESS TO ZIPPY-SCAFF FOLDING SCAFFOLD

When deck height is approximately 0.4m from the inside of the Zippy-Scaff while holding the upright, use the bottom frame rung to lift yourself onto the deck (ensure castor brakes are locked and facing inwards parallel with the frames). To access platform if the maximum deck height is in between 0.8m and 1.2m, open the hatch door on the platform and climb through.

DO NOT CLIMB UP THE OUTSIDE OF THE ZIPPY-SCAFF.

TO DISMANTLE ZIPPY-SCAFF FOLDING SCAFFOLD

Remove Guardrail horizontal place from top rung then climb down through hatch door.

Remove deck unit from the base frame and unlock all castors.

Release the locking clip on pivot arms, by pressing the lever at the hinge and allow the pivot arms to fold.

Stand beside the Zippy-Scaff, and pull the frames in towards the centre.

Then by using locking bar to hold frames together and place deck on locking bar holder.

CAUTIONS & NOTES:

Keep fingers clear of pinch points. Safe work practices are recommended when using the Zippy Scaffold and include, but are not limited to:

- Ensure all brace components on **Zippy-Scaff Folding Scaffold** lock in place with the trigger ridge of the brace touching the engaging tongue.
- **Zippy-Scaff Folding Scaffold** must not be used as a working platform, alongside stair voids or at the edge of mezzanine floors, on balconies, unprotected slab edge, penetration or step down, under any circumstances.
- **Zippy-Scaff Folding Scaffold** must be used on a hard, flat, level surface.
- **Zippy-Scaff Folding Scaffold** must have Guardrail horizontal brace attached at top level when in use.
- **Zippy-Scaff Folding Scaffold** lock components on the pivot arms and brace must be fully engaged and locked.

NOTE ON OUTRIGGERS

- If scaffold is standing against a wall – 2 outriggers are needed for effective safety support.
- If scaffold is free standing - 4 outriggers are required on all four sides for effective safety support.

- Avoid power lines (minimum clearance 4m. Consult your local electricity supply authority).
- Keep **Zippy-Scaff Folding Scaffold** platform and surrounding work area clear of material and debris.
- Inspect your **Zippy-Scaff Folding Scaffold** for damage prior to use. Do not use if damaged. Consult Oldfields for scaffold repairs.
- When moving **Zippy-Scaff Folding Scaffold**, keep a firm hold of frames unless unit is fully opened, and castors are locked.
- Wear and use appropriate personal protective equipment for the job being done.
- Keep fingers (and other body parts) clear of potential pinch points (e.g. ends of braces, under platform hooks, etc.) whilst opening or closing **Zippy-Scaff Folding Scaffold**.
- Do not exert significant sideward force (pushing / pulling) at right angles to the platform (unless it is tied to a secure structure).
- Do not exert excessive pulling force parallel to the platform (unless it is tied to a secure structure).
- Castors should be locked at all times unless **Zippy-Scaff Folding Scaffold** is being relocated.
- Zippy-Scaff Folding Scaffold must not be relocated while any person or objects are on the platform.
- Do not attach banners, signs or containment sheeting to **Zippy-Scaff Folding Scaffold** unless it is tied to a secure structure.
- Remove any build-up of paint / plaster etc. especially around frame pivots and connections.
- All couplers and fittings used (for ties etc.) must be compatible with 50.8 mm O/D tube.
- Use correct lifting techniques when loading / unloading **Zippy-Scaff Folding Scaffold**, bend knees, not your back.
- Do not exceed the rated Working Load of the scaffold (225kg).
- Remember to think first and if in doubt, ask your supplier.

ZIPPY-SCAFF ASSEMBLY INSTRUCTIONS

GUARD RAIL SCAFFOLDING PACK COMPONENTS - ITEM CODE AL-FSXP2

Item Code	Description	QTY
AL-FSHRA	Hand Rail Assembly	1
AL-FSLGR	Guard Rail Frame, Ladder	1
AL-FSPGR	Guard Rail Frame, Plain	1
AL-FSBRAD	Diagonal Brace	1
AL-FSBRAH	Horizontal Brace	2
AL-OUT2030	Outrigger Assy, 2.0-3.0m Adj	2

ADDING GUARD RAIL PACK

This assembly manual applies to the assembly of a guard rail extension pack for your Oldfields Zippy-Scaff Base Unit, which will raise the deck level to a maximum height of 1.9m.

The Zippy-Scaff base unit needs to be assembled first before the guard rail extension pack can be added. With the base unit already assembled and the castor brakes engaged to lock, follow these steps:

Step 1: Leave the base unit deck height at approximately 1.2m from the ground with the top Horizontal (yellow) brace also still latched in place to safely build higher. While standing on the 1.2m platform deck, fit ladder guard rail end frames to the same side as the hatch door and the 2 rung plain end frame to the opposite side, insert both on the top of base unit folding frame. (See Fig. 6).

Note: To climb onto the working deck level, climb up the inside of the folding scaffold frame and pass through the hatch door. You must close hatch door before working on platform deck.

Step 2: Attach 2 safety rail Horizontal (yellow) braces to the mid rung position on the plain end frame, then match the same height on the ladder guard rail frame.

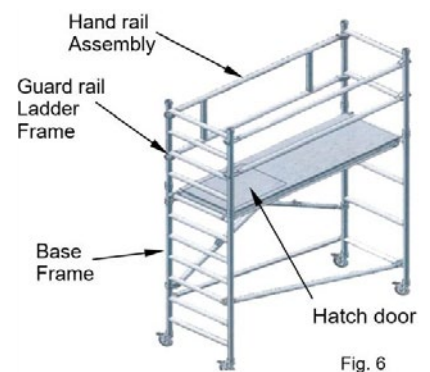
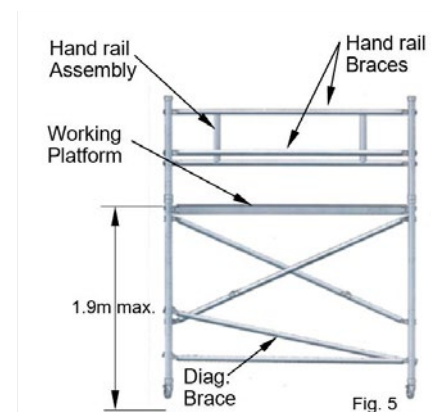
Note: Ensure you place a mid rail safety brace on both sides of the Zippy-Scaff while building to 1.9m.

Step 3: Remove Horizontal brace that was originally in position from the Zippy-Scaff base unit and place it on the ground. After the brace is removed climb down the Zippy-Scaff through the hatch door, then raise the platform deck height to the maximum 1.9m height from ground level.

Note: Do not drop or throw any components off the Zippy-Scaff to avoid any major damage to parts.

Step 4: Fix the Horizontal (yellow) brace that was placed on the ground to the bottom most part of the folding Scaffold frame, with the position being opposite the folding cross arms ensuring it is attached to the frame upright with the locking mechanism facing outside the Zippy-Scaff.

Step 5: Fix the Diagonal (blue) brace on the bottom rung to the same side as the deck hatch door to the second rung up on the opposite side, the diagonal brace is latched on the rung above the Horizontal brace in Step 4. (See Fig. 5)



ZIPPY-SCAFF ASSEMBLY INSTRUCTIONS

Step 6: Attach outriggers to vertical legs of base frames and adjust so that foot makes firm contact with the ground. The approximat height and location for the outriggers are 1 rung below the deck level in height and placed roughly at a 45° angle from the deck placement. Once the foot has contact with the ground attach the shorter Outrigger arm at approximately 90°. Lock both the top and arm coupler to the Zippy-Scaff frame upright.

Note: Tighten all wing nuts on Outrigger couplers before climbing on to Zippy-Scaff at 1.9m deck height. To ensure a safe use of the 1.9m Zippy-Scaff If work is carried out up against a wall, only two outriggers are required. However, if working overhead, Free standing in open space or away from a wall, then four outriggers are required at all corners. (See Fig. 7)

Step 7: Gain access to the working deck again by climbing up the rungs on the Hatch door Side through the hatch opening from inside the tower (See Fig. 7). Once on the deck un-latch the mid rail Horizontal Yellow brace which is on the folding cross arm side and relocate it to the topmost rung on the opposite side (you should have a mid and top rail on one side complete). Now install the welded handrail assembly and fix the top half to the top rung on the folding cross arm side, then fix the bottom half to the mid-level on the same side.

Step 8: Fit folding toe board, if required. (available as an optional extra).

Step 9: Wheel into position that is required, once in position lock on brakes with the lock facing inside the Zippy-Scaff right angled to the deck. The Zippy-Scaff Base Unit with Guard Rail extension Pack configuration is now ready to use.

Note: Deck Maximum Working Load is **225kg** ITEM CODE DESCRIPTION QTY
AL-FSHRA Handrail Assembly 1pc AL-FSLGR Ladder guard Rail Frame 1pc, AL-FSPGR Plain Guard Rail Frame 1 pc, AL-FSBRAD Diagonal Brace 1pc, AL-FSBRAH Horizontal Brace 2 pcs and AL-OUT2030 adjustable Outrigger Assembly with a total length between 2.0m-3.0m 2 pcs.



Fig. 7

ZIPPY-SCAFF ASSEMBLY INSTRUCTIONS

ACCESS TO ZIPPY-SCAFF WITH GUARD RAIL PACK

Access to the working deck is gained by climbing up the rungs through the hatch opening, from inside the tower. (See Fig. 7)

DO NOT CLIMB UP THE OUTSIDE OF THE ZIPPY-SCAFF.

TO DISMANTLE ZIPPY-SCAFF WITH GUARD RAIL PACK

- Climb up through the hatch opening and remove Handrail assembly.
- Re-locate top Handrail brace on front side to a mid-level brace on folding arm side.
- Remove folding toe board if added.
- Climb down through hatch door then remove diagonal brace and bottom most Horizontal brace on front side. Lower working deck to 1.2m ground level.
- Climb up through the hatch opening and remove handrail brace from folding cross arm side. Re-locate mid rail brace on front side to base unit handrail level.
- Remove both ladder guard rail end frame and plain guard rail end frame.
- Remove last handrail brace in base unit position.
- Climb down through hatch door then remove work deck and unlock all castors.
- Remove all existing Outriggers.
- Release the locking clip on pivot arms, by pressing the lever at the hinge and allow the pivot arms to fold.
- Stand beside Zippy-Scaff base unit and pull the frames in towards the centre and lock with provided locking mechanism. Lastly place deck on locking mechanism in between frames for easy storage and moveability.

CAUTIONS & NOTES:

Keep fingers clear of pinch points.

Safe Work practices are recommended when using the oldfields **Zippy-Scaff Folding Scaffold** and include, but are not limited to the following:

- **Zippy-Scaff Folding Scaffold** must not be used as a working platform, alongside stair voids or at the edge of mezzanine floors, on balconies, unprotected slab edge, penetration, or step down, under any circumstances.

NOTE ON OUTRIGGERS

- If scaffold is standing against a wall – 2 outriggers are needed for effective safety support.
- If scaffold is free standing - 4 outriggers are required on all four sides for effective safety support.

- **Zippy-Scaff Folding Scaffold** must be used on a hard, flat, level surface.
- Avoid power lines (minimum clearance 4m. Consult your local electricity supply authority).
- **Keep Zippy-Scaff Folding Scaffold** platform and surrounding work area clear of material and debris.
- Inspect your **Zippy-Scaff Folding Scaffold** for damage prior to use. Do not use if damaged. Consult Oldfields for scaffold repairs.
- When moving **Zippy-Scaff Folding Scaffold**, keep a firm hold of frames unless unit is fully opened, and castors are locked.
- Wear and use appropriate personal protective equipment for the job being done.
- Keep fingers (and other body parts) clear of potential pinch points (e.g. ends of braces, under platform hooks, etc.) whilst opening or closing **Zippy-Scaff Folding Scaffold**.
- Do not exert significant sideward force (pushing / pulling) at right angles to the platform (unless it is tied to a secure structure).
- Do not exert excessive pulling force parallel to the platform (unless it is tied to a secure structure).
- Castors should be locked at all times unless **Zippy-Scaff Folding Scaffold** is being relocated.
- **Zippy-Scaff Folding Scaffold** must not be relocated while any person or objects are on the platform.
- Do not attach banners, signs or containment sheeting to **Zippy-Scaff Folding Scaffold** unless it is tied to a secure structure.
- Remove any build-up of paint / plaster etc. especially around frame pivots and connections.
- All couplers and fittings used (for ties etc.) must be compatible with 50.8 mm O/D tube.
- Use correct lifting techniques when loading / unloading **Zippy-Scaff Folding Scaffold**, bend knees, not your back.
- Do not exceed the rated Working Load of the scaffold (225kg).
- Store Zippy-Scaff in a dry undercover area when not in use.
- Remember to think first and if in doubt, ask your supplier.