

# OPERATIONAL & MAINTENANCE MANUAL



## SHELTERS, WALKWAYS & CANOPIES

## **Health & Safety Information**

The shelter, walkway of canopy supplied has no specific operating instructions once it has been installed. However we recommend that certain health and safety notes are considered at all times during its ongoing use and upkeep.

- The roof supplied should be considered as fragile and at no point has it been designed to be weight bearing or capable of supporting a person. Therefore climbing onto and walking across is prohibited
- When regular maintenance is undertaken, it may be necessary for the customer to work at height. It is therefore the customer's responsibility to ensure that when working at height full care, responsibility, training and supervision is undertaken to avoid any accidents
- NBB cannot be held responsible for any damage, injury or accidents as a result of not working in a safe manner. Current health and safety legislation must be adhered to at all times.
- All of NBB's products are manufactured to the highest possible standards and as an accredited ISO 9001 company follow strict product testing and development. In the unlikely event of any structural concerns, product failure or product quality issues, then it is strongly recommended that in the first instance contact is made with the NBB Aftersales team.

## **General Cleaning, Maintenance & Repair**

To maximise longevity of your new shelter, walkway or canopy the product should be visually inspected at regular intervals. The visual inspection should include the following areas:

- Signs of damage
- Signs of vandalism
- Breakdown of surface finish
- Build-up of salt, grit or atmospheric residue
- Loose fittings or fitments

In addition to regular inspections, a regular cleaning schedule should also be followed. The level of cleaning and frequency will depend on where the shelter, walkway or canopy is installed.

Rural and urban areas	Visually inspected monthly and cleaned every 2-3 months
Coastal or harsh areas (such as when product may come into contact with chemicals)	Visually inspected weekly and cleaned on a monthly basis

Please note however, this is only a guide and you are expected to ensure the product is in good order. All cleaning and maintenance work should be recorded as we may require this in the event of a warranty claim.

## **Galvanised Coating**

The cleaning of exposed galvanised areas should include the following:

- Low pressure water wash using a water pipe
- Use of warm soapy water to remove surface dirt

The advantages of using a galvanised finish means that it has the ability to 'self-heal'. However we recommend that if the coating is damaged in any way, proprietary repair kits are used to treat damaged areas.

### **Powder Coating**

Powder coating can last for many years, but its life expectancy depends on a number of factors. This includes location and sighting of the shelter, walkway or canopy and maintenance.

The cleaning of powder coated surfaces should include the following:

- Use of warm soapy water to remove surface dirt, be sure to use a soft brush
- Regular rinsing with clean water
- Use of a car wash or wax will also assist in extending its life span

The use of any abrasive cleaners, polishes or solvents should not be used.

If graffiti is present, it is recommended a specialist cleaner should be used. However this should be tested on a small inconspicuous area first.

Where small repairs are required to the powder coating surface, the following should be followed:

- **Scratches/chips where base metal is exposed** – use of a zinc-rich primer should be applied followed by a topcoat finish of matching paint
- **Scratches/chips where galvanised surface is exposed** – the use of a primer is not necessary and therefore just a topcoat paint finish should be applied

### **Polycarbonate Roofing / Side & End Panels**

Cleaning should be undertaken with use of a low pressure water system such as a hose pipe using warm soapy water and a soft cloth. Rinsed and buffed to a shine if required.

Please do not use a brush or broom as this may result in scratches appearing to the surface. Likewise the use of any abrasive cleaners, polishes or solvents should not be used.

**In areas and times when snow fall is heavy it is a mandatory requirement for the snow build up to be removed. This activity will need to be completed in a proper and safe manner so as to reduce the risk to the operative carrying out the task or causing damage to the roofing panels.**

### **Guttering**

It is vital that maintenance is undertaken on guttering at regular intervals.

- Firstly ensure the removal of unnecessary debris such as twigs and leaves from the roofing and side guttering.
- Examine the guttering fittings and remove any debris to prevent clogging. Rainwater must be able to freely move through the guttering system.
- Flush the guttering with the use of a water hose