

T620 3T DOUBLE WIDTH TOWER

Class 3 Industrial Aluminium Tower System



User Manual
v1.1

INTRODUCTION

This Jefferson T620 3T Double Width Tower is a Class 3 Industrial Aluminium Tower System. This document outlines the specifications, safety guidelines and assembly instructions for this equipment. It is important that the user has read and understood the information supplied in this manual before beginning to assemble or use this equipment. Please pay special attention to the safety instructions and duty ratings to help ensure safe operation at all times. It is important that a copy of this manual is retained and kept with the equipment throughout its lifetime of use. If ownership of the equipment changes at any time the manual should be passed on to ensure continued safe use. Replacement copies can be obtained in digital form from Jefferson Tools.

EQUIPMENT SAFETY GUIDELINES

3T Method

Jefferson T620 3T Double Width Tower uses the "3T Method" to help ensure the safety during assembly. 3T stands for 'Through The Trap Door' and is an approved method of assembly by the Health & Safety Executive (HSE) that reduces the risk of falling during assembly. Using this method, the assembler sits on the platform trap-door to add or remove any guard rails above. This system protects the assembler from standing on an unprotected platform. Once the guard-rails are secured in position on a level the assembler can climb onto the platform and continue constructing the next levels until the tower is complete.

It is necessary for two people to carry out the assembly of the Jefferson T620 3T Double Width Tower and we recommend that suitable Personal Protection Equipment (PPE) is worn at all times. This equipment should include: Safety Helmet, Safety Boots & Gloves.

Important: Additional access equipment (including steps, other platforms or conventional ladders) must never be used to gain further height from the platform. The T620 3T Double Width Tower should only be accessed from within the structure of the tower itself, in no circumstances should the tower be scaled from the outside.

Safe Working Load

The Safe Working Load (SWL) for each platform is 275kg, evenly dispersed. This is the combined weight of any people or equipment being used on the platform. It is important that the SWL is known and never exceeded when using this equipment at any time.

Equipment Inspection

It is essential that a thorough inspection is made of all the tower components before each use. Check the following items carefully before assembly:

- Check all welded **joints** for cracks or other damage
- Check all **castings** for cracks and wear
- Ensure all **rungs and braces** are, clean, straight and free from any indentations greater than 5mm deep
- Check that the **platforms** are clean, free from oil, grease or debris, and without any damage
- Ensure that the **castors** are clean free from damage and move easily without force check that the **brakes / locks** are working correctly
- Check that the **outriggers** are not bent or damaged in any way, the feet should be flat
- Never use this equipment if any damage is detected - stop work immediately and isolate the damaged items from the rest of the tower
- Never attempt to repair damaged components or use non-approved replacement parts
- Contact your Jefferson Tools dealer for advice on all equipment damage, repair and replacement parts

Manoeuvring the Tower

Important: Do not attempt to move towers over **4M** in height:

- Towers under **4M** in height should always be manoeuvred into position by hand by pushing it from the base frame, the castors should be kept clean to ensure smooth and free movement.
- Never attempt to use any mechanical equipment (i.e. a forklift etc.) to move the tower.
- Ensure that no persons, materials or tools are located on the tower when it is being moved.
- Be aware of overhead obstructions – pay particular attention to any live electrical cables during when moving the tower into position. Plan the route and ensure it is free from bystanders, children, animals and obstructions before attempting to move the tower.
- Additional care should be taken when moving the tower on uneven or inclining ground.
- Ensure that the castor brakes / locks are deployed when the tower is in position.
- Ensure the stabilisers are never lifted any further than 35mm above ground level when moving the tower.

General Safety

- Check the ground on which the tower is to be used is relatively flat, smooth and capable of supporting the tower.
- The SWL (Safe Working Load) of the tower is 275kg per platform, inc the weight of the tower - evenly distributed, up to a maximum of 950kgs per tower. Never exceed the SWL.
- Never attach safety harnesses or similar safety equipment to the tower whilst erecting or dismantling the tower.
- During assembly, the tower should only be climbed from inside of the frame dimensions, do not scale the tower from the outside.
- Tools and equipment must be loaded onto the platform within the confines of the tower dimensions.
- Adjustable legs are to be used for levelling purposes.
- Outriggers should always be deployed when required.

Important: Do not attempt to use the equipment if the working environmnet prevents or restricts the use of outriggers in their recommended positions.

Wind Conditions (The Beaufort Windscale)

It is important that people using this equipment are familiar with the The Beaufort Windscale to ensure safe use in windy working conditions.

Be aware that wind conditions are a very important consideration when using a tower. Attention must be paid to individual situations where wind conditions can increase - i.e. when working between buildings, or close to the corner of a building and at open ends.

Never use tarpaulins or similar covers in conjunction with this equipment without seeking the correct advice.

The following table indicates when the tower can be used, depending on the wind speed as described by the Beaufort Scale:

Beaufort Wind Scale	T620 3T Tower Safety
<p>Scale 4: (13 - 18 mph)</p> <p>Moderate Breeze: Raises dust, loose paper; moves small branches.</p>	<p>It is Safe to work on the tower.</p>
<p>Scale 5. : (19 - 24 mph)</p> <p>Fresh Breeze: Small trees in leaf begin to sway; white crested wavelets form on inland waters.</p>	<p>It is Unsafe to work on the tower.</p>
<p>Scale 6: (25 - 31 mph)</p> <p>Strong Breeze: Large branches in motion; umbrellas used with difficulty; telephone wires "whistle".</p>	<p>It is Unsafe to work on the tower.</p> <p>Dismantle the tower prior to winds reaching speeds shown on this scale.</p>









TOWER SPECIFICATIONS - INTERNAL AND EXTERNAL USE

Working Height:	3.2m	3.7m	4.2m	4.7m	5.2m	5.7m	6.2m	6.7m	7.2m	7.7m	8.2m	8.7m	9.2m	9.7m	10.2m	
Platform Height:	1.2m	1.7m	2.2m	2.7m	3.2m	3.7m	4.2m	4.7m	5.2m	5.7m	6.2m	6.7m	7.2m	7.7m	8.2m	
Components:	Quantity:															
Castor:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Adjustable Leg:	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
2 Rung Ladder Frame:	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	
2 Rung End Frame:	0	1	1	0	0	1	1	0	0	1	1	0	0	1	1	
3 Rung Ladder Frame:	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	
3 Rung End Frame:	0	1	0	1	0	1	0	1	0	1	0	1	0	1	0	
4 Rung Ladder Frame:	1	0	1	1	2	1	2	2	3	2	3	3	4	3	4	
4 Rung End Frame:	1	0	1	1	2	1	2	2	3	2	3	3	4	3	4	
Standard Platform:	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Trapdoor Platform:	1	1	1	1	2	2	2	3	3	3	3	4	4	4	4	
Horizontal Brace:	6	6	6	6	10	10	10	14	14	14	14	18	18	18	18	
Diagonal Brace:	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Toeboard Set:	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
Fixed Stabiliser:	0	0	0	4	4	4	4	4	4	4	4	0	0	0	0	
Adjustable Stabiliser:	0	0	0	0	0	0	0	0	0	0	0	4	4	4	4	
Total Tower Weight:	1.8m	92kg	97kg	105kg	128kg	159kg	161kg	174kg	181kg	189kg	201kg	207kg	237kg	250kg	260kg	264kg
	2.5m	105kg	110kg	119kg	142kg	179kg	190kg	195kg	203kg	211kg	224kg	230kg	266kg	279kg	290kg	295kg









TOWER SPECIFICATIONS - INTERNAL USE ONLY

Working Height:	10.7m	11.2m	11.7m	12.2m	12.7m	13.2m	13.7m	14.2
Platform Height:	8.7m	9.2m	9.7m	10.2m	10.7m	11.2m	11.7m	12.2m
Components:	Quantity:							
Castor:	4	4	4	4	4	4	4	4
Adjustable Leg:	4	4	4	4	4	4	4	4
2 Rung Ladder Frame:	0	0	1	1	0	0	1	1
2 Rung End Frame:	0	0	1	1	0	0	1	1
3 Rung Ladder Frame:	1	0	1	0	1	0	1	0
3 Rung End Frame:	1	0	1	0	1	0	1	0
4 Rung Ladder Frame:	4	5	4	5	5	6	5	6
4 Rung End Frame:	4	5	4	5	5	6	5	6
Standard Platform:	1	1	1	1	1	1	1	1
Trapdoor Platform:	5	5	5	5	6	6	6	6
Horizontal Brace:	22	22	22	22	26	26	26	26
Diagonal Brace:	16	17	18	19	20	21	22	23
Toeboard Set:	1	1	1	1	1	1	1	1
Fixed Stabiliser:	0	0	0	0	0	0	0	0
Adjustable Stabiliser:	4	4	4	4	4	4	4	4
Total Tower Weight:	1.8m	290kg	298kg	308kg	313kg	344kg	351kg	366kg
	2.5m	237kg	335kg	346kg	351kg	388kg	396kg	412kg

ASSEMBLY INSTRUCTIONS

<p>STEP 1.</p> <p>Prepare the ladder frame for assembly.</p>		<p>STEP 2.</p> <p>Insert a leg and castor assembly into the bottom end of a ladder frame.</p>	
<p>STEP 3.</p> <p>Prepare the span frame for assembly.</p>		<p>STEP 4.</p> <p>Insert a leg and castor assembly into the bottom end of a span frame.</p>	
<p>STEP 5.</p> <p>Clip horizontal brace onto span frame. Connect the brace directly above the casting at the first horizontal rung position. And then attach to ladder frame.</p>		<p>STEP 6.</p> <p>Clip the second brace in the same position. Make sure the base is level using a spirit level.</p> <p>If alterations are required do so by adjusting the legs.</p>	
<p>STEP 7.</p> <p>Make sure that the trigger is facing to outside of frame.</p>		<p>STEP 8.</p> <p>Insert 4 rung frame.</p>	

ASSEMBLY INSTRUCTIONS

<p>STEP 9.</p> <p>Clip diagonal braces onto the lowest rungs.</p>		<p>STEP 10.</p> <p>Insert 4 rung frame.</p>	
<p>STEP 11.</p> <p>Clip diagonal braces onto the lowest rungs.</p>		<p>STEP 12.</p> <p>When fitting the stabilisers, position each one in opposing directions.</p> <p>Adjust all four castors to ensure the tower is square and level.</p> <p>Use a spirit level.</p>	
<p>STEP 13.</p> <p>Fit stabiliser #2.</p>		<p>STEP 14.</p> <p>Fit stabiliser #3.</p>	
<p>STEP 15.</p> <p>Fit stabiliser #4.</p>		<p>STEP 16.</p> <p>The stabilisers must be positioned in opposing directions to ensure the full stability of tower.</p>	

ASSEMBLY INSTRUCTIONS

STEP 17.

Ensure spring clips are located in the locked position.



STEP 18.

Attach trap door platform on the 4th rung, approx 2.2m above ground level.



STEP 19.

Align platform alongside the ladder.



STEP 20.

Climb ladder and open trapdoor. Sit with feet through the platform with both feet on the ladder.

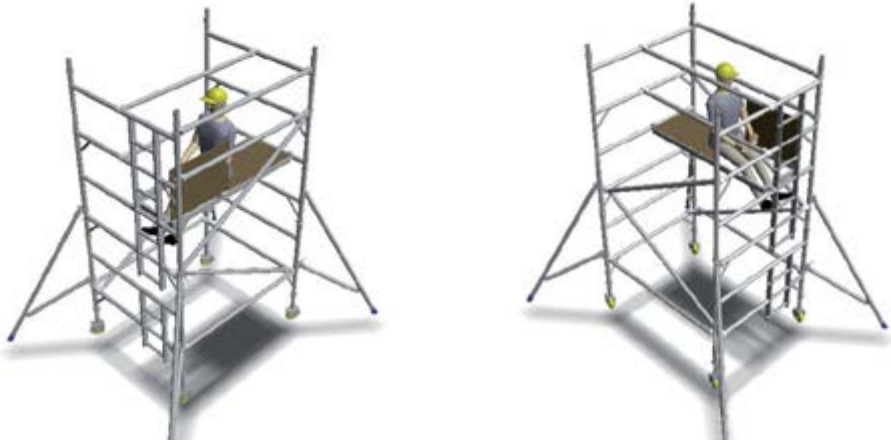




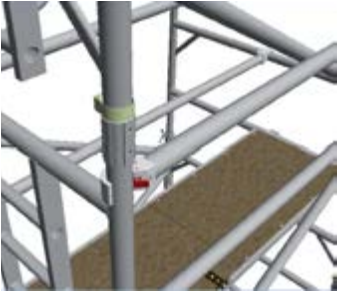


STEP 21.

Begin to fit four guardrail braces on the 4th & 6th rungs directly above the sides of the platform.



ASSEMBLY INSTRUCTIONS

<p>STEP 22.</p> <p>Continue to fit the four guardrail braces on the 4th & 6th rungs directly above the sides of the platform.</p>			
<p>STEP 23.</p> <p>Clip diagonal braces into position.</p>		<p>STEP 24.</p> <p>Stand on platform and ensure the guardrails are securely in place at the opposite end of the tower.</p> <p>At this stage the 2.2m Tower has been fully assembled.</p>	
<p>STEP 25.</p> <p>Build next lift of four rung frames.</p>			
<p>STEP 26.</p> <p>Clip diagonals into position.</p>		<p>STEP 27.</p> <p>Ensure spring clips are located in the locked position.</p>	

ASSEMBLY INSTRUCTIONS

STEP 28

Position the regular platform on the opposite side to the ladder.

Position the trapdoor platform in front of the ladder section.



STEP 29.

Climb ladder and open trapdoor. Sit with feet through the platform with both feet on the ladder.

Fit four guardrail braces on the 9th & 10th rungs directly above the sides of the platform.



STEP 30.

Clip diagonal braces into position.



ASSEMBLY INSTRUCTIONS

STEP 31.

Stand on platform and ensure that guardrails are securely in place at the opposite ends of the tower.



STEP 32.

Fit the toeboard set securely.



At this stage the 4.2m Tower has been fully assembled.



Dismantling

To dismantle the Jefferson T620 3T Double Width Tower, first remove the toeboard set and send safely down the tower. Remove the furthest of the four guardrails and diagonal brace. Go directly to the trapdoor platform next to the ladder frame to remove the braces completely. To fully dismantle the tower reverse the erection procedure detailed in this guide above.

Stability

Towers left unattended or unused for extended periods in exposed situations should be dismantled. Horizontal forces i.e. pressure exerted when drilling into a building face can yield instability in the tower. The tower must not be used to gain access to a neighbouring structure. Towers are not intended to be suspended.

Transport and Storage

Components should be transported and stored vertically. Damaged items must be repaired or replaced before the tower can be used safely. Contact your nearest Jefferson dealer for advice on any aspect or safety or repair of this equipment.

EC DECLARATION OF CONFORMITY

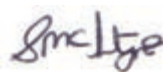
We, Jefferson Tools, as the authorised European Community representative of the manufacturer, declare that the following equipment conforms to the requirements of the following Directives:

Directive:	Description:
BS EN1004	Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements

Equipment Category: Class 3 Industrial Aluminium Tower System

Product Name/Model: Jefferson T620 3T Double Width Tower

Signed by: Stephen McIntyre



Position in the company: Operations Director

Date: 31 August 2018

Name and address of manufacturer or authorised representative: Jefferson Tools, Herons Way, Chester Business Park, Chester, United Kingdom, CH4 9QR

Telephone: +44 (0)1244 646 048
Fax: +44 (0)1244 241 191
Email: enquiries@jeffersonstools.com

LIMITED WARRANTY STATEMENT

Jefferson Professional Tools & Equipment, or hereafter "Jefferson" warrants its customers that its products will be free of defects in workmanship or material. Jefferson shall, upon suitable notification, correct any defects, by repair or replacement, of any parts or components of this product that are determined by Jefferson to be faulty or defective.

This warranty is void if the equipment has been subjected to improper installation, storage, alteration, abnormal operations, improper care, service or repair.

Warranty Period

Jefferson will assume both the parts and labour expense of correcting defects during the stated warranty periods below.

All warranty periods start from the date of purchase from an authorised Jefferson dealer. If proof of purchase is unavailable from the end user, then the date of purchase will be deemed to be 3 months after the initial sale to the distributor.

1 Year

Jefferson T620 3T Double Width Tower

90 Days

- All replacement parts purchased **outside** of the warranty period

Important: All parts used in the repair or replacement of warranty covered equipment will be subject to a minimum of 90 days cover or the remaining duration of the warranty period from the original date of purchase.

Warranty Registration / Activation

You can register and activate your warranty by visiting the Jefferson Tools website using the following address: www.jeffersonstools.com/warranty and completing the online form. Online warranty registration is recommended as it eliminates the need to provide proof of purchase should a warranty claim be necessary.

Warranty Repair

Should Jefferson confirm the existence of any defect covered by this warranty the defect will be corrected by repair or replacement at an authorized Jefferson dealer or repair centre.

Packaging & Freight Costs

The customer is responsible for the packaging of the equipment and making it ready for collection. Jefferson will arrange collection and transportation of any equipment returned under warranty. Upon inspection of the equipment, if no defect can be found or the equipment is not covered under the terms of the Jefferson warranty, the customer will be liable for any labour and return transportation costs incurred.

These costs will be agreed with the customer before the machine is returned.

** Jefferson reserve the right to void any warranty for damages identified as being caused through misuse*

Warranty Limitations

Jefferson will not accept responsibility or liability for repairs made by unauthorised technicians or engineers. Jefferson's liability under this warranty will not exceed the cost of correcting the defect of the Jefferson products.

Jefferson will not be liable for incidental or consequential damages (such as loss of business or hire of substitute equipment etc.) caused by the defect or the time involved to correct the defect. This written warranty is the only express warranty provided by Jefferson with respect to its products.

Any warranties of merchantability are limited to the duration of this limited warranty for the equipment involved.

Jefferson is not responsible for cable wear due to flexing and abrasion. The end user is responsible for routine inspection of cables for possible wear and to correct any issues prior to cable failure.

Claiming Warranty Coverage

The end user must contact Jefferson Professional Tools & Equipment (Tel: +44 (0) 1244 646 048) or their nearest authorised Jefferson dealer where final determination of the warranty coverage can be ascertained.

Step 1 - Reporting the Defect

Online Method:

- Visit our website www.jeffersonstools.com/warranty and complete the Warranty Returns form. You can complete the form online and submit it to us directly or download the form to print out and return by post.

Telephone Method:

Contact your Jefferson dealer or sales representative with the following information:

- Model number
- Serial number (usually located on the specification plate)
- Date of purchase

A Warranty Returns form will be sent to you for completion and return by post or fax, together with details of your nearest authorised Jefferson repair centre. On receipt of this form Jefferson will arrange to collect the equipment from you at the earliest convenience.

Step 2 - Returning the Equipment

It is the customer's responsibility to ensure that the equipment is appropriately and securely packaged for collection, **together with a copy of the original proof of purchase**. Please note that Jefferson cannot assume any responsibility for any damage incurred to equipment during transit. Any claims against a third party courier will be dealt with under the terms & conditions of their road haulage association directives.

Please note: Jefferson will be unable to collect or process any warranty requests without a copy of the original proof of purchase.

Step 3 - Assessment and Repair

On receipt, the equipment will be assessed by an authorised Jefferson engineer and it will be determined if the equipment is defective and in need of repair and any repairs needed are covered by the warranty policy. In order to qualify for warranty cover all equipment presented must have been used, serviced and maintained as instructed in the user manual.

Where repair is not covered by the warranty a quotation for repair, labour costs and return delivery will be sent to the customer (normally within 7 working days).

Note: If the repair quotation is not accepted Jefferson Professional Tools & Equipment will invoice **1 hour labour time at £30 per hour plus return carriage costs (plus VAT)**.

In cases where no fault can be found with the equipment, or, if incorrect operation of the equipment is identified as the cause of the problem, a minimum of 1 hour labour at **£30 per hour plus carriage costs** will be required before the equipment will be despatched back to the customer.

Any equipment repaired or replaced under warranty will normally be ready for shipment back to the customer within 7 working days upon receipt of the equipment at an authorised Jefferson Repair centre (subject to part availability). Where parts are not immediately available Jefferson will contact you with a revised date for completion of the repair.

General Warranty Enquiries

For any further information relating to Jefferson warranty cover please call **+44 (0) 1244 646 048** or send your enquiry via email to **warranty@jeffersonstools.com**

Disclaimer:

The information in this document is to the best of our knowledge true and accurate, but all recommendations or suggestions are made without guarantee. Since the conditions of use are beyond their control, Jefferson Tools® disclaim any liability for loss or damage suffered from the use of this data or suggestions. Furthermore, no liability is accepted if use of any product in accordance with this data or suggestions infringes any patent. Jefferson Tools® reserve the right to change product specifications and warranty statements without further notification. All images are for illustration purposes only.



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PROFESSIONAL TOOLS & EQUIPMENT