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# **Heater Box** **(Non-Electrical)**

## **Handling, Operation & Maintenance** **Manual**

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# SECTION 1 - INTRODUCTION

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## 1.1 About This Manual

- 1.1.1 This manual is intended for the instruction and guidance of personnel charged with the handling, operation and maintenance of Burgess Heater Boxes.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given may require specialist work. This will be flagged where appropriate.
- 1.1.4 Any relevant diagrams will be found within this manual.
- 1.1.5 Burgess Furniture cannot be held liable for any loss, damage or injury resulting from failure to follow the procedures given.

## 1.2 Health & Safety (UK)

- 1.2.1 It is the Employers duty under the Health & Safety at Work Act 1974 to ensure all operational staff are aware of manual handling recommendations under the Manual Handling Operations Regulations 1992 (SI 1992 No. 2793).
- 1.2.2 Assessment should address itself to (a) task, (b) load, (c) working environment, and (d) individual capability.
- 1.2.3 Please refer to relevant brochure for individual weights or contact Burgess Furniture Ltd.
- 1.2.4 Maintenance and repair should only be carried out by competent personnel.

## **SECTION 2 – HANDLING, STORAGE & OPERATION**

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### **2.1 Handling**

2.1.1 Folding handles are fitted to the top and both sides of the heater boxes for handling. It is recommended to use the two side handles whenever possible.

### **2.2 Storage**

- **Unless specified, Burgess products are not intended for outside use and must not be stored in sunlight, rain, dew, or salt air.**

2.2.1 It is recommended that heater boxes are stored on the Burgess S.0305 Heater Box Caddy.

### **2.3 Operation**

- **This type of heater box uses “tea light” type candles to provide heat. As in any situation involving naked flames, take all possible care.**

2.3.1 Place the required number of candles inside the heater box on the bottom panel. Not all candles produce the same amount of heat and experimentation may be required to determine the required number. If more than one candle is required it is recommended that they are evenly distributed on the bottom panel rather than clustered together.

2.3.2 Light the candles using either long kitchen matches or tapers, starting with the candles furthest away to avoid burning yourself .

2.3.3 The heater box is ready for use when the interior is sufficiently warm.

## **SECTION 3 – MAINTENANCE & REPAIR**

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### **3.1 General**

3.1.1 All Burgess products are designed to give a long, trouble free working life with the minimum of maintenance. However, there is still a requirement for the operator to carrying out simple periodic inspection and maintenance as detailed below.

### **3.2 Maintenance Schedule**

3.2.1 The following maintenance procedures should be carried out at least every 3 months under normal operating conditions, or every 1 month under severe contract conditions.

### **3.3 Cleaning**

3.3.1 The heater boxes should be cleaned as required using a damp cloth and a mild cleaning agent.

### **3.4 Inspection & Repair**

- **Inspections must be carried out by a competent person. Repairs must only be carried out by competent personnel.**
- **Referring to Section 2 – Handling, Storage & Operation:**

3.4.1 Check that the door hinges, folding handles and latch are secure and operating freely.

- **DEFECTIVE HEATER BOXES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

### **3.5 Lubrication**

The heater box requires no lubrication.