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# **Tabou Table**

## **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 Tabou tables.
- 1.1.2 The procedures given in this must be read and understood by all relevant personnel.
- 1.1.3 Some procedures given should only be carried out by relevant specialists. This will be flagged where appropriate.
- 1.1.4 All relevant diagrams are to 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.

## SECTION 2 – HANDLING, STORAGE & OPERATION

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### 2.1 Handling

2.1.1 Generally, equipment weighing less than 25kg may be handled by one person of average strength and stature. Equipment weighing more than 25kg should only be handled by two (or more) personnel as required.

However, to minimise the risk of personal injury and / or damage, it is recommended that Tabou tables are handled by two persons.

2.1.2 Always use the correct lifting technique – legs bent, back straight, head up.

- **If the individual feels the task is too much for them alone they should seek assistance rather than risk injury and / or damaging the equipment.**

### 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 See 2.1.1 above.

2.2.2 Model TP1 is height adjustable. It is recommended that the top is set to its lowest position for storage. See Section 2.3 – Operation.

2.2.3 Model TP3 should have its leaves folded away for storage. See Section 2.3 – Operation.

2.2.4 Models TP6 & TP7 feature tops that can be flipped for storage, and tripod bases that nest to minimise storage space requirements. See Section 2.3 – Operation.

- **Care should be taken when nesting bases to not scuff them against each other. Note that one leg is lower than the other two – this is the “nesting leg”.**

2.2.5 Other models can simply be placed in the storage area in the most convenient way. Note that top edges can be vulnerable to damage if handled carelessly.

### 2.3 Operation

2.3.1 Model TP1 is height adjustable. The base frame features a clamp (circled) at the top of the lower section. Releasing this clamp allows the top to be adjusted up or down. When the required height is achieved lock the clamp to secure the top in position.



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- 2.3.2 Model TP3 can be used as a round or a square by unfolding or folding away the four hinged leaves.



- 2.3.3 Models TP6 & TP7 feature tops that can be flipped for storage. To use, lower the top and press down until a “click” is heard indicating that the top is locked and ready for use.

To flip the top for storage, operate the release handle (circled) as shown below. (Note that two types of mechanism have been used during the history of this table.)



- 2.3.4 Other models can simply be placed where required and used.

## 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 and as such there are no user- serviceable parts. However, there is still a requirement for the operator to carrying out simple periodic inspection and maintenance as detailed below.

3.1.2 Light damage as outlined below may be repaired by (or by agents of) the operator. More severe damage should be referred to Burgess Furniture Ltd.

### 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 Table bases should be cleaned using a damp cloth and, where necessary, a mild soap cleaning agent.

Chips or scratches on painted surfaces may be repaired, or at least improved, using touch-up pots of the required paint finish, available from Burgess Furniture Ltd.

- **Abrasive cleaners or scourers should not be used.**

3.3.2 Flock coated tops should be cleaned using a damp cloth and a mild detergent. Heavy staining may be difficult to remove.

- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**

3.3.3 HPL (High Pressure Laminate) tops should be cleaned using a damp cloth and a mild detergent, then dried with a soft lint-free cloth. Do not use any form of furniture polish on laminate table tops as this will result in smearing.

- **DO NOT use bleach or any other caustic / solvent based cleaner as permanent damage to the top will result.**

### 3.4 Inspection & Repair

- **Inspections must be carried out by a competent person. All defective tables must be immediately removed from service. Repairs must only be carried out by competent personnel.**
- **Referring to Section 2 – Handling, Storage & Operation:**

#### General:

3.4.1 Check that all visible screws and other fasteners are present and secure. Replace any missing items.

#### Base Frames:

3.4.2 Operate any folding mechanisms to ensure that the operation is smooth and positive.

3.4.3 Excluding TP1, set up the table for use and check for stability. If the base is found to wobble, check that the centre nut in underside of the base is secure. If not, this should be tightened sufficiently to stabilise the table.

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### Tops:

3.4.4 Inspect the tops, ensuring that the edging (HPL & flock tops) is complete and serviceable.

3.4.5 **High Pressure Laminate tops:** Scratches to the laminate surface can be improved using a colour matched filler, but it will be impossible to match the grain pattern. HPL tops edged with a high impact plastic are very resistant to damage. Any damage that does occur will require the edging to be replaced.

- **Laminate & Formica repairs: These are specialist tasks and should only be performed by an experienced carpenter or woodworker. If the top is more severely damaged it will be unlikely that a satisfactory repair can be effected and the top should be replaced.**

3.4.6 More severe damage should be referred to Burgess Furniture Ltd.

- **ANY DEFECTIVE TABLES MUST BE REMOVED FROM SERVICE IMMEDIATELY.**

### 3.5 Lubrication

No lubrication is required.