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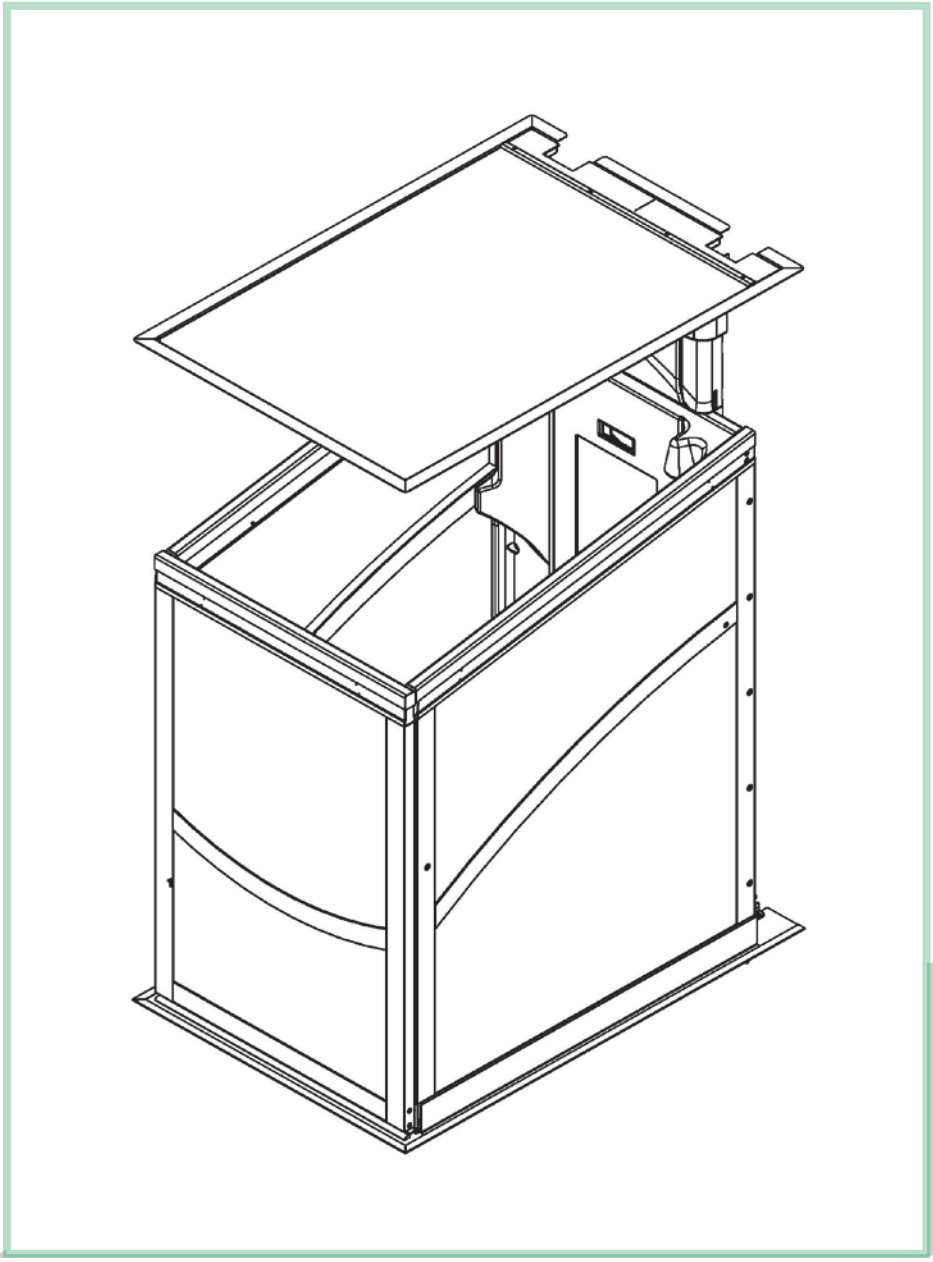
Trooperslane Industrial Park,
Carrickfergus, County Antrim,
BT38 8GX
Tel: 028 9336 8167
Fax: 028 9336 7846

Through Floor Lift – User Manual



Models Included:

Hydraulic Lift
Traction Lift

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Through Floor Lift – User Manual

(1) Introduction

The Pollock Homelift range has been designed, developed and manufactured to BS 5900:2012.

They conform to the following EC Directives;

- Low Voltage Directive (LVD) 2014/35/EU
- The Electrical Equipment (Safety) Regulations 1994(SI 1994/3260)
- Electromagnetic Compatibility (EMC) Directive 2014/30/EU
- Machinery Directive 2006/42/EC
- The Supply of Machinery (Safety) Regulations 2008 No.1597 and
- The Supply of Machinery (Safety) (Amendment) Regulations 2011 No.2157

General

These products are manufactured to provide a safe, secure and reliable means of transporting a user
or user and wheelchair, vertically between two floors. The lift is rated as follows:

- Rated load – 255 kg or 40 stone (TRACTION/HYDRAULIC)
  300 kg or 47 stone (optional HEAVY DUTY TRAC.)
- Rated duty – 10 cycles per hour at rated load
- Rated speed – 0.1 m/s
- Tip up seat rating – 130 kg or 20 stone
- Seat with legs rating – 255 kg or 40 stone
- Noise level – 55 / 50 dB(A) Traction; 67 / 61 dB(A) Hydraulic*
- Positional accuracy – Stopping and leveling accuracy within $^{+}/_{-}$ 5mm
- Fire rating – Minimum half-hour fire integrity and load bearing**

**** Noise measurement taken on a 1m / 5m radius from pump or motor***
***** Lift must be parked at either the upper or lower stop position.***

Your lift has been carefully designed and developed to give you maximum comfort and convenience.
If used correctly it will give you years of trouble free service.

This handbook will help you get the most benefit from your lift. Please read through all sections to familiarise yourself with the parts and usage of the lift.

More detailed information is readily available by contacting the manufacturer:

Pollock Lifts
Unit 1
Sloefield Drive
Carrickfergus
County Antrim
Northern Ireland
BT38 8GX

Telephone: (028) 93368167
Fax: (028) 93367846
Internet: www.pollocklifts.co.uk
Email: info@pollocklifts.co.uk

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Through Floor Lift – User Manual

(2) WARNINGS

WARNINGS: (General)

Do not turn the mains power supply switch off.

Do not stand under the lift car when the lift is descending.

Do not stand on the trapdoor when the lift is ascending.

Recommended Safe Working Load is 40 stone or 255kg and must not be exceeded.

Do not attempt to open the lift car door when the lift is in motion.

Keep area of the lift car travel clear of obstructions.

Ensure there are no objects hanging over the sides of the lift car when it is in motion.

Do not allow children to use the lift unsupervised.

During a power failure it is recommended that the lift is moved and parked at the lower level until power is restored. (See Section 7)

If for any reason the lift should fail to reach a stop, never attempt to exit the lift unattended. Use the alarm button or phone (if fitted) to gain assistance.

Never attempt to climb out of a moving or stationary lift – call for assistance, manually lower the lift then manually open lift door before exiting at the lower level.

Do not manually open or move a lift during a fire as this could result in abrupt spreading of the fire.

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Through Floor Lift – User Manual

(2) WARNINGS

Never attempt to exit the lift unattended should the safety gear trigger. It is recommended you wait for an approved Service Engineer who will safely assist you from the lift.

Safety gear, if triggered must be reset by an approved Service Engineer only.

An approved Service Engineer in this context, is a competent person with the necessary tools, instructions, appropriate training and sufficient experience of the equipment.

WARNINGS: (Maintenance)

All maintenance, servicing or repair must be carried out by an approved Service Engineer.

All maintenance carried out under the lift or on the carrier whilst covers are removed, requires that the lift is propped or fixed in position beforehand. Service Engineers shall refer to the Installation Manual for details.

Resetting and testing the safety gear must be carried out by an approved Service Engineer in accordance with the instructions detailed in the Installation Manual.

Removal of this homelift must be carried out by an approved Service Engineer suitably qualified to provide safe disconnection to the mains terminal.

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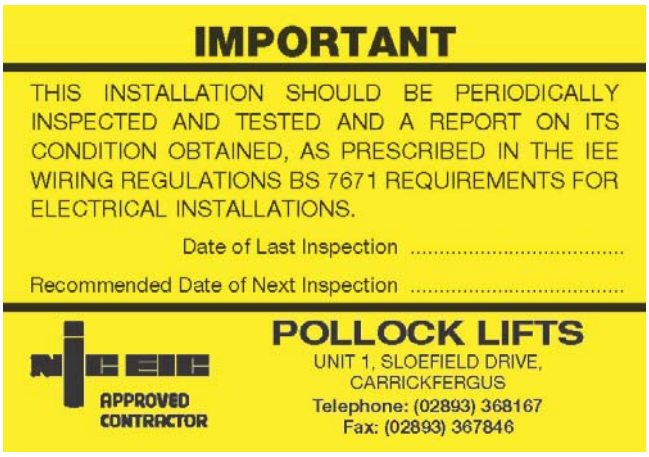
(2) WARNINGS

WARNINGS & NOTICES (on the lift)

Description: RCD test
Location : Electrical junction box

Description: Emergency Contact
Location: Inside door

Description: Electrical test
Location: Pump box / motor hood



Description: Hand winder warning
Location: Hand winder

Description: Wiring caution
Location : Electrical junction box

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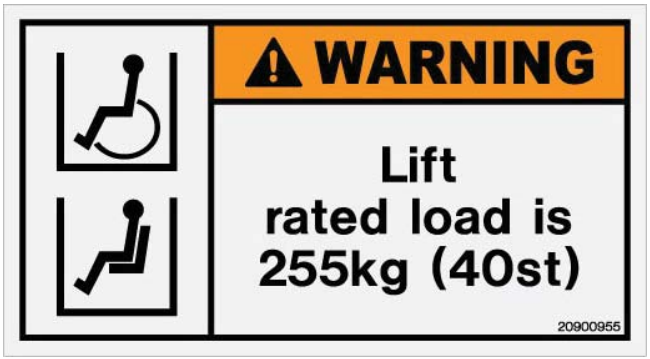
Through Floor Lift – User Manual

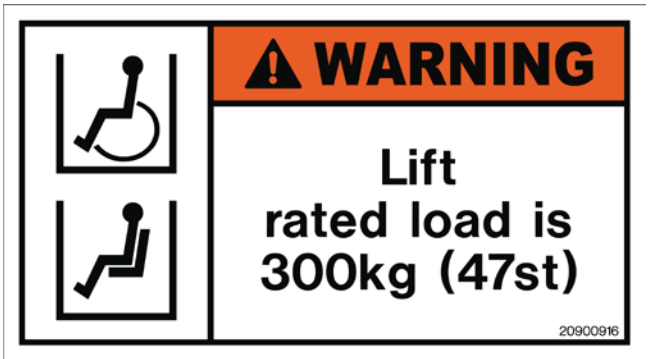
(2) WARNINGS

WARNINGS & NOTICES (on the lift)

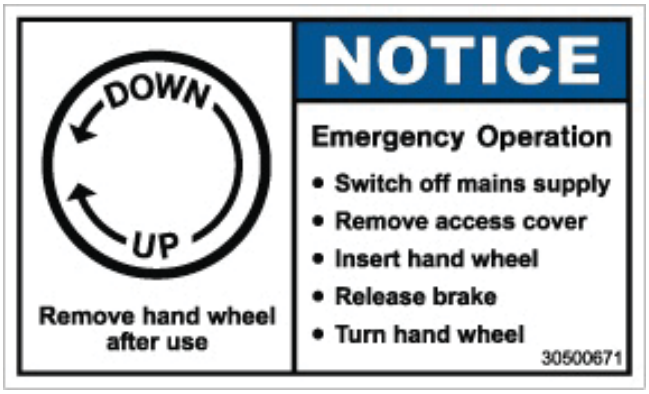
Description: Lift Load plate
Location: Inside door



Description: Lift Load plate(Heavy Duty)
Location: Inside door

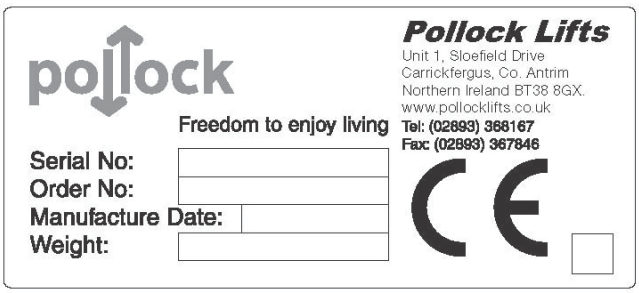


Description: Hand winging instruction
Location: Motor hood



Description: Prop Notice
Location: Under motor hood

Description: Serial Plate
Location: Hinge post inside car



Description: Crushing hazard warning
Location: Bottom tray and carrier

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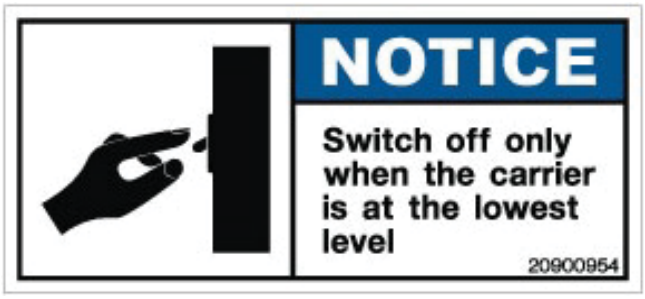
(2) WARNINGS

WARNINGS & NOTICES (on the lift)

Description: Tip up seat load plate
Location: On rear cladding

Description: Heavy duty seat load plate
Location: On rear cladding

Description: Mains switch notice
Location: Next to mains switch



Description: Mains warning notice
Location: Motor hood

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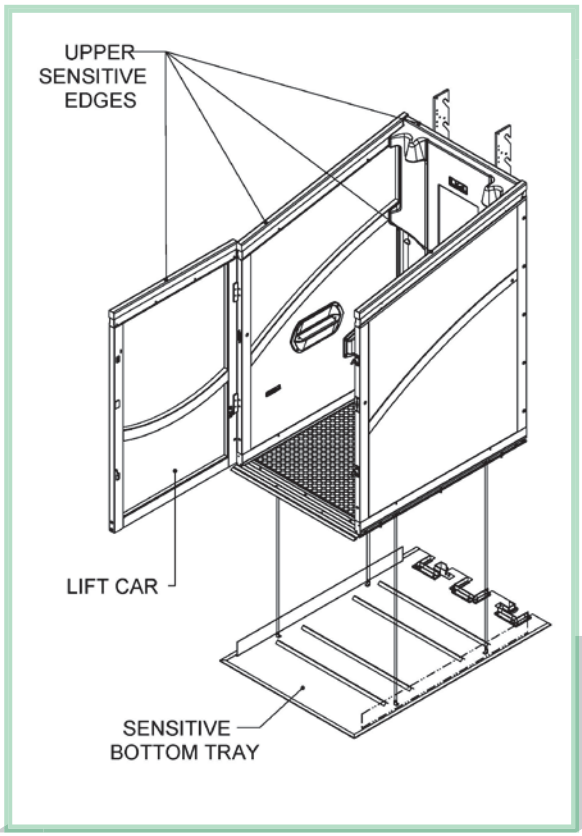
Through Floor Lift – User Manual

(3) Safety & Safety Features

1. Upper Sensitive Edge:

   This is located on the top of the lift.
   If this is pressed when the lift is ascending the lift will stop. This prevents any danger of crushing between the lift car and the ceiling.



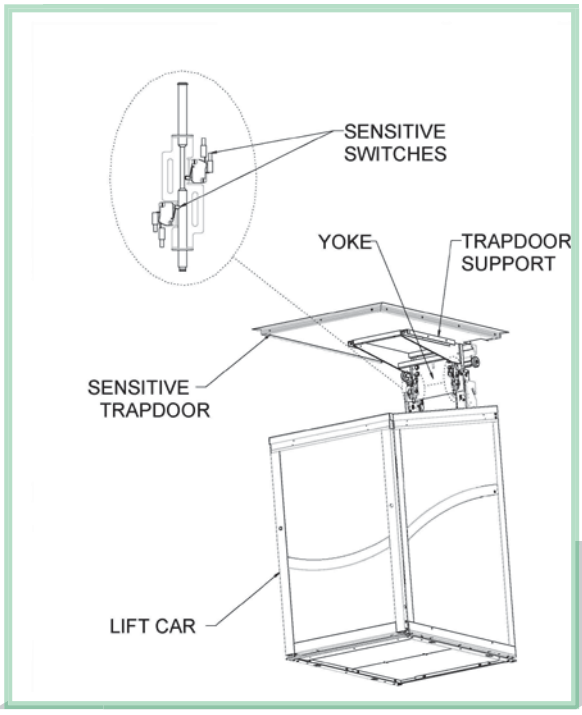
2. Bottom Sensitive Tray:

   The sensitive tray is located underneath the lift car. When pressure is applied in the opposite direction to lift travel the lift will stop.
   This prevents any danger of crushing beneath the lift car as it descends or trapping as it ascends.

   The bottom tray also acts as a fire seal when the lift car is at the first floor level. The tray fits into the bottom liner of the aperture and rests on a fire seal, which prevents fire from entering the upstairs room for a minimum of 30 minutes.

3. Sensitive Trapdoor:

   The sensitive trapdoor is located at the first floor level. When the lift is ascending the trapdoor is picked up by the carrier as the lift moves thru the aperture.
   When pressure is applied in the opposite direction to lift travel the lift will stop.
   It is used as a walk over when the lift car is at ground floor level.



   The trapdoor fits into the upper liner of the aperture and creates a fire seal, which prevents fire from entering the upstairs room for a minimum of 15 minutes and also maintains load bearing* ability for a minimum of 30 minutes during a fire.

   *Trap load rating = 255 kg or 40 stone.

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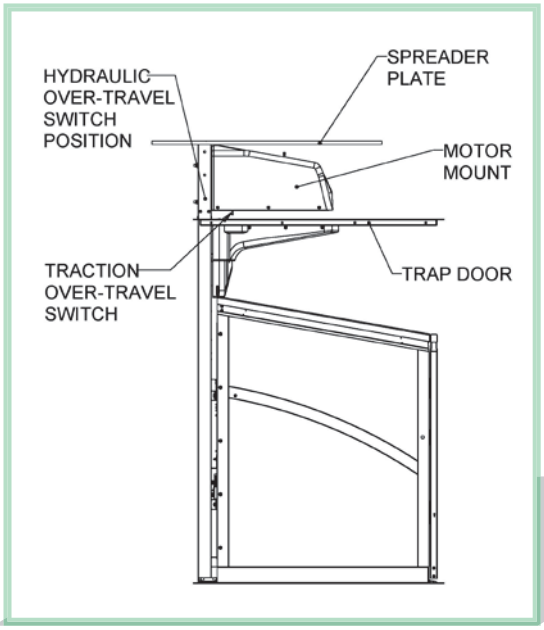
(3) Safety & Safety Features

4. Final Limit Switch:

   On Traction lifts the over-travel switch is located in the motor mount at the top of the lift. On Hydraulic lifts the over-travel switch is located on the left hand face of the upper left hand track.
   In the unlikely event of the lift over traveling, the trapdoor will hit and activate this switch thus automatically stopping the lift car.
   This will require a competent engineer to reset.



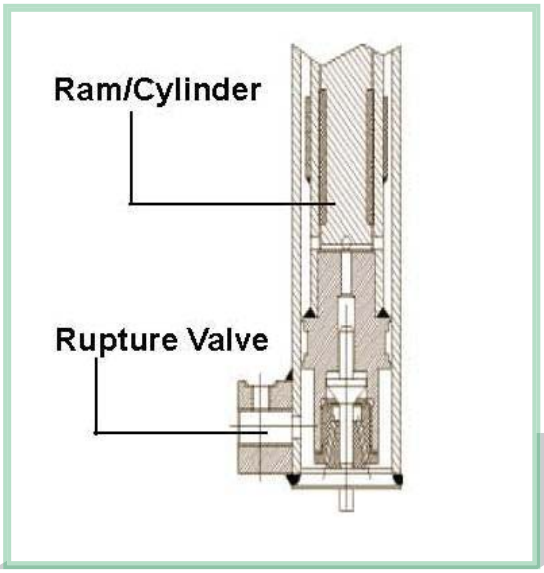
5. Hydraulic Rupture Valve: (Hydraulic Only)

   This valve is located in the hydraulic cylinder at the back of the lift car. If the lift car should start to descend at a faster rate than preset, then this valve will close, causing the lift car to automatically stop.

6. Fire Alarm System:

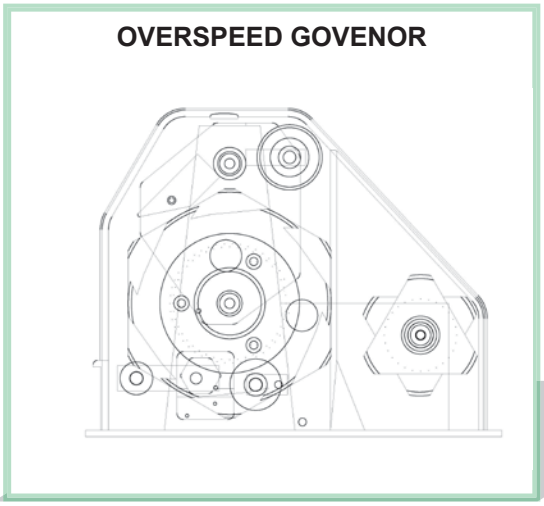
   This consists of two smoke detectors, one each located on the upper level ceiling and one on the lower level ceiling.
   If a fire should occur, smoke will be detected in the early stages by the detector(s), the alarm will sound and the lift shall react in the following manner:

(1) If stationary at either boarding point it shall immediately be taken out of service.
(2) If travelling down it shall continue to the lower boarding point before being taken out of service.
(3) If travelling up it shall continue to the upper boarding point before being taken out of service.
(4) If the lift is stationary mid travel it shall rise to the upper boarding point before being taken out of service.



7. Overspeed Govenor: (Traction Only)

   The overspeed govenor is located within the motor mount. Should a fault occur in the drive system resulting in the lift descending out of control, the overspeed govenor will operate the emergency brake, automatically stopping the lift.
   This will require a competent engineer to reset.



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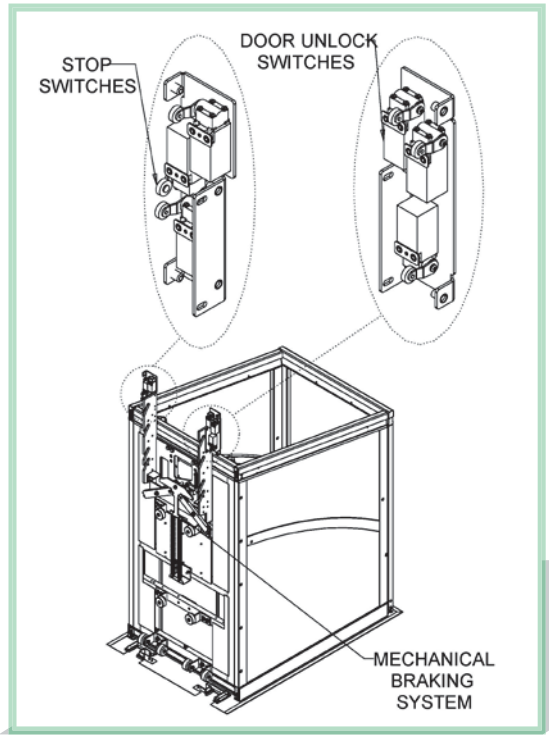
(3) Safety & Safety Features

8. Limit Switches:

   The limit switches are located on the back of the carrier and allow the lift to stop automatically at first floor and ground floor level.



9. Posi-Lock Door Mechanism:

   This lock mechanism is located on the inside of the door frame on the lift car.

   There are switches within the lock which monitor its status. In conjunction with the door unlock limit switches these will only enable the door to be opened at two preset points (i.e. ground floor and first floor).

   These safety measures mean the lift cannot move unless the door is closed + locked and the door cannot be opened inadvertently whilst the lift is moving.

10. Mechanical Braking System: (Traction Only)

    The mechanical braking system is located on the back of the lift car assembly and is triggered by the overspeed governor.

    When the O.S.G. is activated it releases the spring loaded brake arms. These then swing out and wedge between the left and right hand tracks. On the end of each arm there are two pointed tool steel pins. These pins are forced into the tracks thus holding the lift in position.

11. Seat Belts:

    All lift car models fitted with seats have seat belts fitted to secure the user in position when the lift is in motion. These operate in a similar fashion to car seat belts.

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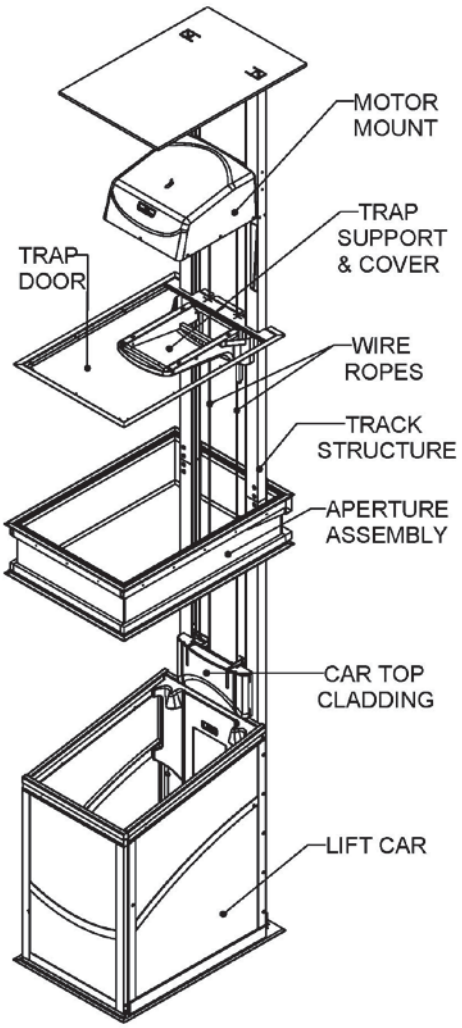
(4) Design & Function

Traction Lift



1. Control Unit / Motor Mount:

   The Control Unit (Hydraulic lifts) is fixed to the underside of the spreader plate between the tracks.

   The Motor Mount (Traction lifts) is fixed to the tracks just below the spreader plate.

   The Control Unit or Motor Mount carries all the control circuitry for the lift. In the case of the Traction lift it also carries the electric motor, the overspeed govenor, the rope drums and the cable pulleys.

2. Trapdoor:

   The trapdoor provides a fire seal in the aperture and a walkover when the lift car is at the lower level. As the lift ascends the trapdoor is picked up by the carrier.

   The trapdoor is manufactured from a metal frame and an 25mm MDF infill. This ensures that the trapdoor is strong enough to support the rated load of the lift. The MDF infill may be covered with whatever floor covering is appropriate.

3. Drive System:

   There are two drive types available:

   - Traction which has an electric motor located in the motor mount attached to the lift by steel cable.

   - Hydraulic which has a hydraulic cylinder located centrally between the lower tracks and a pump unit which can be located in a convenient position within 6m of the lift.

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(4) Design & Function

4. Trap Support:

   The trap support is a robust metal frame which carries the trapdoors weight when picked up by the lift.

   There are two solid metal legs on the trap support pointing downwards. These legs interlink with carrier as the lift ascends.

5. Yoke:

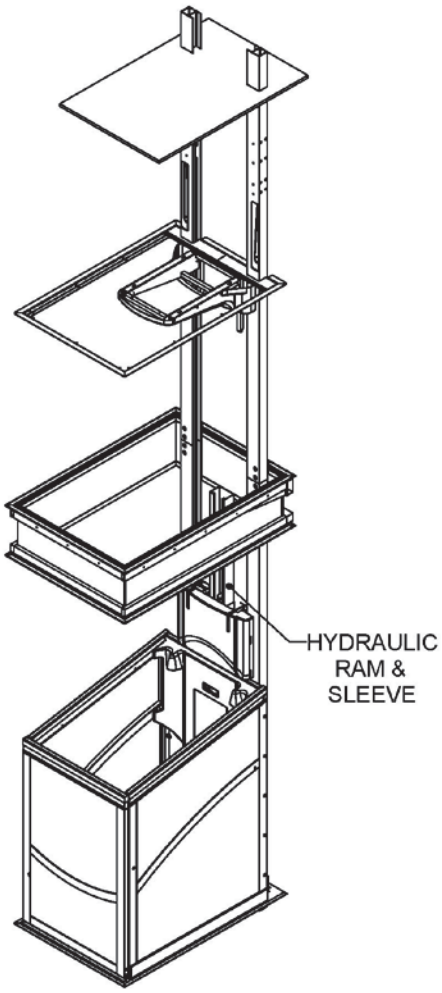
   The yoke is a heavy-duty metal carrier which runs up and down the tracks. The lifts drive system is linked directly to the yoke. The lift car is hung on the yoke by means of a slotted pick-up which allows the lift to tip slightly at ground floor level. This tipping motion ensures the access ramp will always touch the ground even if the floor is not level.

   Tipping will not occur when the lift is off the ground.

   The yoke also consists of the following:

   - Trapdoor sensitive mechanism & switches
   - Clamps for trailing cables
   - Ram connector (Hydraulic)
   - Wire rope equalizing bar (Traction)
   - Slack rope mechanism & switches (Traction)

Hydraulic Lift



The traction wire ropes are connected to the equalizing bar on the yoke.

The hydraulic cylinder is fixed to the ram connector on the yoke.

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(4) Design & Function

6. Spreader Plate:

   The spreader plate is an 18mm MDF panel which is fixed to the upstairs ceiling by the means of screws into the ceiling joists. The upper tracks are located into precision machined pockets in the spreader plate.

7. Trailing Cables:

   The trailing cables 2x 6-core link the control circuitry contained in the control unit or motor mount to the lift car.

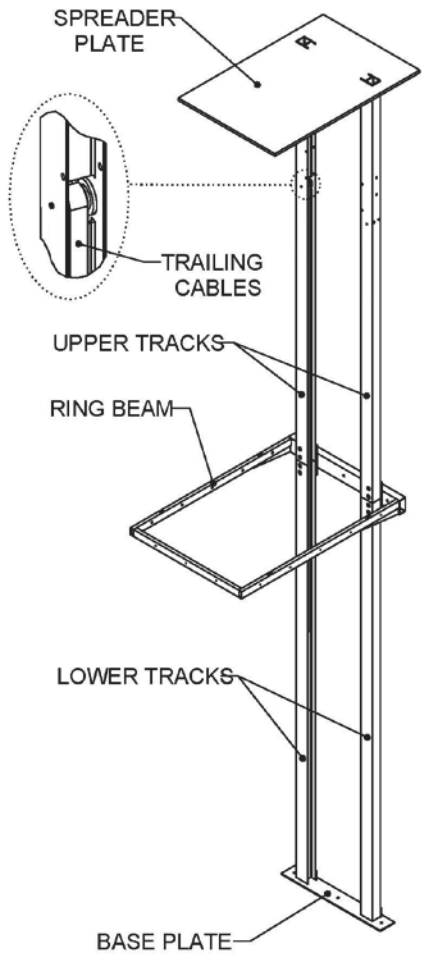
8. Upper & Lower Tracks:

   The tracks guide and support the lift car from ground floor level to the upper floor. The tracks are secured to the base plate at ground floor level, the ring beam at ground floor ceiling level and the spreader plate at first floor ceiling level.

9. Ring Beam:

   The ring beam is screwed into the aperture and provides accurate opening for the lift to travel through and a mounting point for upper liners.
   It also provides a secure and accurate anchor point for the tracks and distributes any load s into the fabric of the building.

Track Structure



10. Base Plate:

    The base plate is bolted to the ground floor and provides the fixing point for the lower tracks.

11. Aperture Assembly:

    Once the structure is assembled the aperture is finished by fitting liners to the downstairs ceiling and the upstairs floor. Master board fire resistant panels are then fitted between the liners.

    The liners also locate the bottom tray and trapdoor as the lift ascends and descends.

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(4) Design & Function

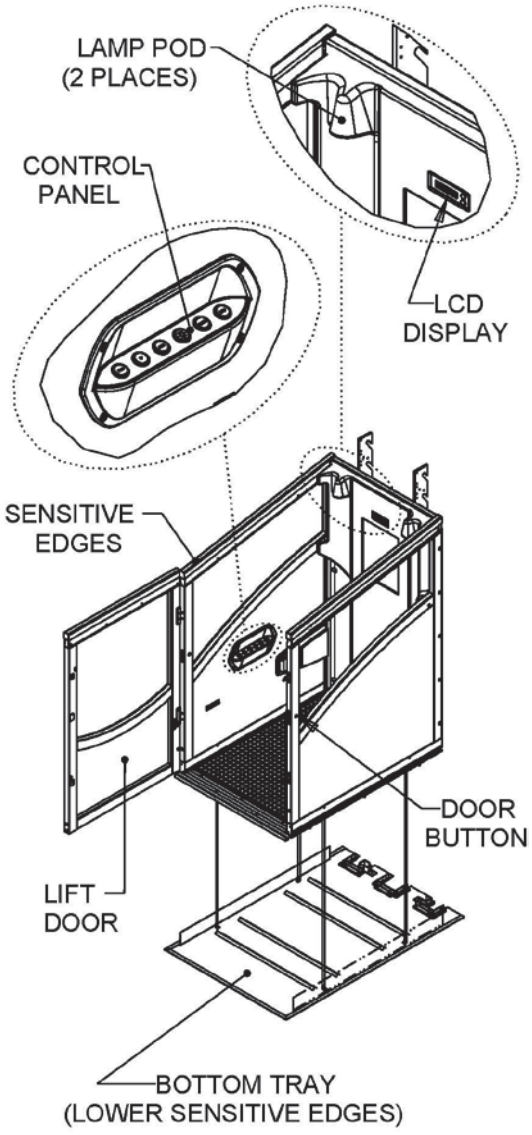
12. Lift Car:

The lift car is attached to the yoke and is the actual transport unit. It is robustly constructed from welded box section, custom extrusions and reinforcing gussets. All manufacturing materials meet the relevant standards and the car is tested to carry the rated loads safely.

There are four main types of lift car:

- *Wheelchair Model* –
  Designed to carry a seated occupant or wheelchair and occupant.
- *Seated Model* –
  Our smallest model and is supplied with a fixed, sliding or percher seat. Only suitable for users who do not use a wheelchair.
- *Side Hung Model* –
  This a Wheelchair Model that is side mounted to the tracks and is utilised where normal entry would be restricted.

Lift Car



13. Control Panel:

The control panel may be located on the left hand side or right hand side of the lift car.
The buttons perform the following operations:

- White - Open & close door*
- Blue - Makes lift ascend
- Green - Makes lift descend
- White - Activates in car lights
- Orange - Activates alarm
- Red - Stops lift at any time

*Door will only open & close automatically if a power door mechanism has been ordered and fitted. If not fitted the door button will simply release the lock mechanism allowing the door to be opened manually.

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(4) Design & Function

14. LCD Display:

    The LCD display is located at the rear of the car. This notifies the user to the status of the lift and can be used for diagnostic checks and maintenance.

15. Upper Sensitive Edges:

    The upper sensitive edge is located at the top of the lift car. This is a safety measure to prevent trapping between the lift and the ceiling as the lift ascends. Light pressure on the sensitive edge will stop the lift immediately. After activation the lift will then only move away from the obstruction.

16. Door Button:

    The door button is located on the front of the lift door. Pressing this button will automatically open or close the door provided a power door mechanism has been fitted. If not fitted the door button will lock or unlock the door allowing the door to be opened manually.

17. Bottom Tray / Lower Sensitive Edges:

    The bottom tray closes the ceiling aperture to create a fire seal when the lift car is at the upper level.

    The bottom tray also acts a sensitive edge when the car is descending. Should an obstruction below the lift be encountered the spring-loaded tray will activate the safety switches forcing the lift to stop immediately. After activation the lift will then only move upwards away from the obstruction.

    Conversely, if an obstruction is detected as the lift is ascending, the separation switch will activate and stop the lift. After activation the lift will then only move downwards away from the obstruction.

18. Carrier:

    The carrier is a strong welded steel frame located at the rear of the lift car.

    The carrier is fitted with nylon wheels which run along the tracks. These wheels are designed to provide stability, security and free movement of the lift in ascent and descent.

    Also fitted to the carrier is the wheelplate with slotted pick-ups which engage with the yoke.

    The traction model also has an emergency braking system which will stop the lift in the event of a mechanical failure in the traction system.

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(4) Design & Function

19. Hydraulic Cylinder & Sleeve:

    The hydraulic cylinder is used only in the hydraulic model as the means of raising and lowering the lift. It contains safety features such as a rupture valve to protect the user in the event of a malfunction and is driven by the hydraulic power pack. The sleeve is a fire sealed metal housing for the hydraulic cylinder.

20. Hydraulic Power Pack:

    The hydraulic power pack consists of an electrically driven hydraulic pump, a tank to hold the hydraulic fluid and pipe work to supply the hydraulic oil to the hydraulic cylinder.

    The hydraulic system has a range of features which meet and exceed the British Standard. Components such as the pressure relief valve, pressure switch and shut off valve provide safety mechanisms to protect the user.

    The power pack is located remote from the lift and is suitably IP rated for outdoor installation if preferable.

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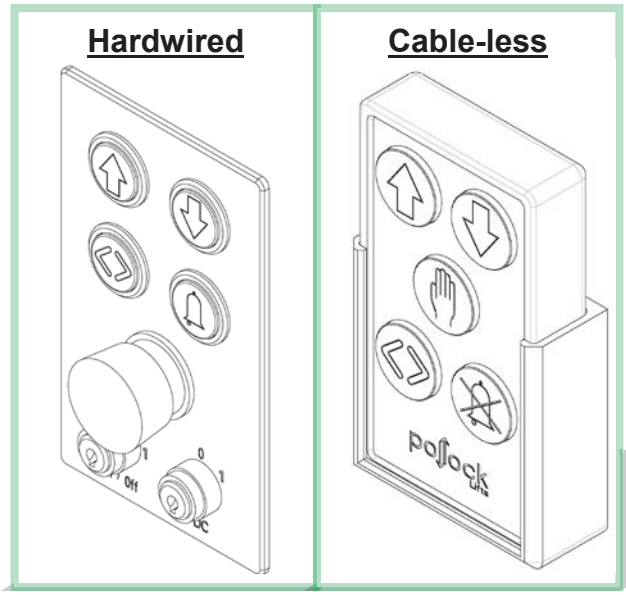
(4) Design & Function

21. Remote Call Station:

The call station will be located on a wall adjacent to the lift. The call station allows the following operations to be performed from outside the lift:



- Blue - Makes lift ascend
- Green - Makes lift descend
- White - Unlock door*
- Orange - Switches off fire alarm
- Red - Stops lift at any time

Further functions are outlined in section 8.

Hardwired options only

- Keyswitch (left) - Switches lift On/Off**
- Keyswitch (right)- Enables DC Lowering

*The **White** button on the call station will also open & close the door automatically provided a power door mechanism has been ordered and fitted. Otherwise it will release the lock allowing the door to be opened manually.

****The On/Off Keyswitch must be turned 'ON' and the second Keyswitch must be at position '1' in order for the lift to operate.**

22. Tip Up Seat: (**Rated load 130 kg or 20 stone**)
The tip up seat is fixed directly to the back of the lift car. It is designed for users with a wheelchair, and can be tipped up to allow access for the wheelchair or tipped down should the user wish not to use their wheelchair in the lift.
23. Seat with legs: (**Rated load 255 kg or 40 stone**)
Similar to the tip up seat except it has support legs extending to the floor of the lift.
24. Sliding Seat:
The sliding seat is located on metal side runners on the lift car by four nylon wheels. It is designed to accommodate easier transfer to a wheelchair.
The movement of this seat is locked or released with a bar under the seat, raising the bar allow the seat to move forwards or backwards to the users required position. On release of this bar the seat will lock into position.
25. Percher Seat:
The percher seat is a fixed seat bolted directly to the back of the lift car. It provides support for those with limited leg flexibility who would prefer to keep their legs straight when using the lift.

NOTE! All seated lifts come with fitted seat belts for the user's safety and operate in the same manner as car seat belts.

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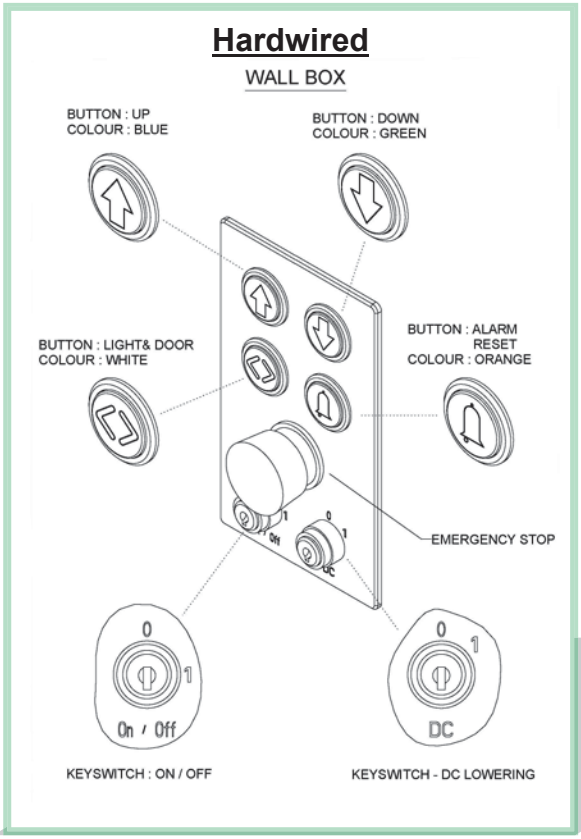
Through Floor Lift – User Manual

(5) Operating Instructions



Opening Door From Outside Lift Car:

Press the illuminated door button on the front of the lift door.

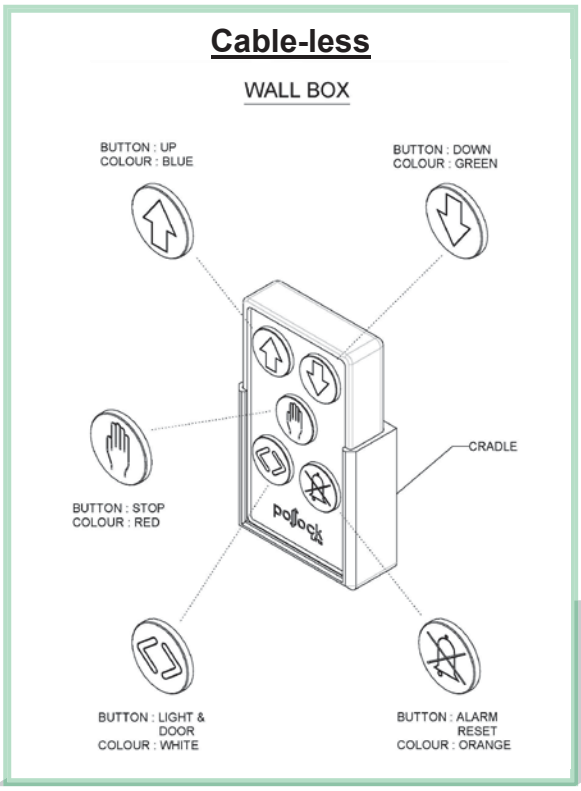
Alternatively press the White button on the call station.

Either option disengages the lock allowing the door to be opened. If a power door mechanism is fitted it will open automatically.

Closing Door From Inside Lift Car:

Press the White button on the in car control panel if your lift is fitted with a Power Door mechanism.

If your lift does not have a Power Door mechanism the door must be pulled shut. When closed the lock will engage.



Preparing For Travel:

If you are in a wheelchair, move into the lift and close the door. Otherwise position yourself comfortably on the in car seat and close the door.

If using the in car seat please fit the seatbelts provided for extra security. These operate in the same manner as car seatbelts.

To Move Up:

Press and hold the button on the Control Panel for 3 seconds.

To Move Down:

Press and hold the button on the Control Panel for 3 seconds.

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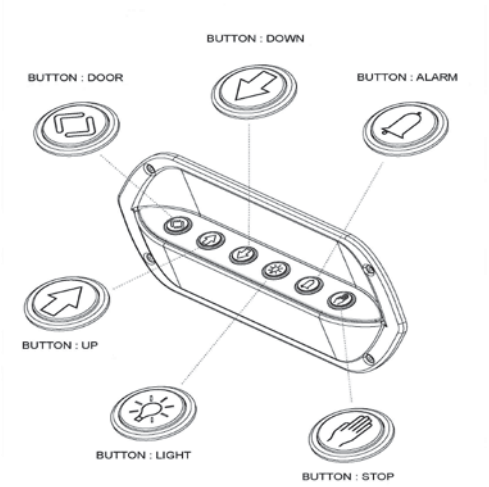
Through Floor Lift – User Manual

(5) Operating Instructions

In Car Control Panel



To Stop:

Press the Red button on the Control Panel.

To Activate Light:

Press the button on the Control Panel.

To Sound Alarm:

Press the button on the Control Panel.

To Call Lift Upstairs From Outside Car:

Press and hold the button on either of the Wall Boxes for 3 seconds.

To Call Lift Downstairs From Outside Car:

Press and hold the button on either of the Wall Boxes for 3 seconds.

Note! There will be a pause of 3 seconds before the lift begins to move after you have pressed the or button.

The 3 second delay is intended to prevent accidental activation.

Telephone Operation:

The Telephone operates in exactly the same way as your household telephone.

IMPORTANT NOTE!

Lock / UnLock the Lift ***Downstairs***:
If the lift is Downstairs, press down and hold the button on the In Car Control Panel for 10 seconds. The lift will be Locked (check the display “LIFT LOCKED”).

The lift will not operational until UnLock.

To **UnLock** the lift ***Downstairs*** press down and hold the button on the In Car Control Panel for 10 seconds. The lift will be UnLocked (check the display “LIFT UNLOCKED”).

Lock / UnLock the Lift ***Upstairs***:
If the lift is Upstairs, press down and hold the button on the In Car Control Panel for 10 seconds. The lift will be locked (check the display “LIFT LOCKED”).

The lift will not operational until UnLock.

To UnLock **the lift** *Upstairs* **press down and hold the button on the In Car Control Panel for 10 seconds. The lift will be unlocked (check the display “LIFT UNLOCKED”).**

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(6) Shut Off

Short Term Shut Off:

If the lift is to be rendered inoperable for a short period of time the following procedure should be followed:

Traction model:

1. Move lift to the first floor

2. *Turn the Keyswitch to the **'Off'** position on the Wall Box and remove the key.

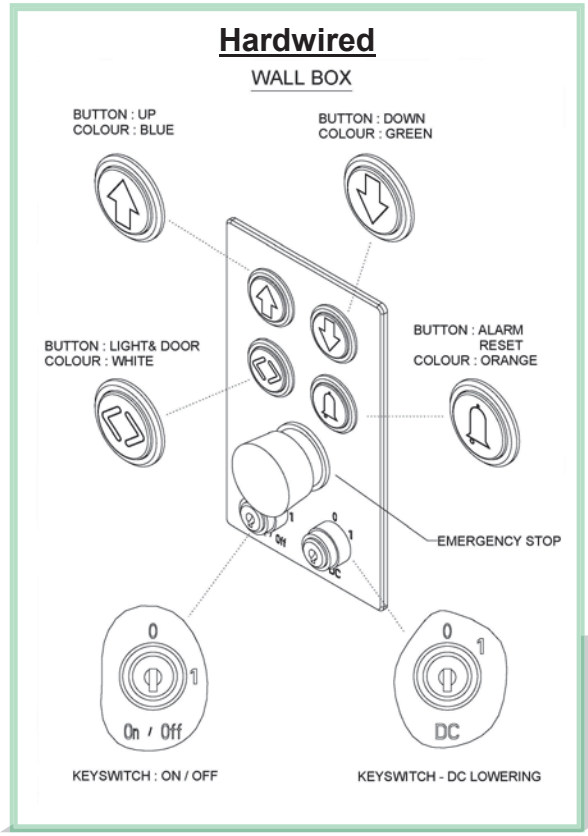
*** (Not applicable to cable-less controls)**

Hydraulic model:

1. Move lift to the ground floor

2. *Turn the Keyswitch to the **'Off'** position on the Wall Box and remove the key.

*** (Not applicable to cable-less controls)**



Long Term Shut Off:

If the lift is to be rendered inoperable for longer periods of time, contact the service provider.

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(7) Maintenance & Checks

Fortnightly maintenance

Clean the lift car:

All of the panels and glass in the lift car should be cleaned using household polish.

Clean the rails:

The tracks of the lift should be cleaned using household polish.

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(7) Maintenance & Checks

Periodic Examination:

Once installation is complete and the lift is commissioned, i.e. checked and certified that it meets the required standards.

The service counter will be set to ZERO and the LCD Display will inform you when your service is due if required earlier than at 6 monthly intervals.

If necessary the engineer may recommend more frequent examinations to ensure continued safe and reliable operation.

Any recommended repairs will be noted including a timescale for completion.

Should a defect directly affecting safety which requires immediate repair be reported the lift will have to be taken out of service.

Any maintenance or service should be recorded in the lifts service log.

Periodic Servicing:

The lift should be thoroughly serviced by a competent person within six months of commissioning and thereafter at intervals not exceeding six months.

Note! Call outs and service visits may be combined to minimise disruption.

At each service any serious defects should be rectified and engineering test carried out and logged.

Test & Examination after Major Modifications:

If any major modifications are made to the lift another Certificate of test and Examination will be completed.

The following items will be considered as major modifications:

- Change of rated speed
- Change of rated load
- Change of travel
- Change of position or type of drive unit
- Change of interlocks, control or safety circuits
- Change of any sensitive edge or surface

An engineering test will be carried out and logged.

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Through Floor Lift – User Manual

(8) Before Calling the Service Engineer

Contact the service engineer immediately should any of the following occur:

- Activation of the emergency brake.
- Malfunction of the Fire system.
- Unusual noises coming from the lift.

Display

Should the lift car fail to operate:

- Check the LCD on the Mirror panel for indication of a problem. This will display a message relating to the fault. (see LCD Display section)

  Contact service engineer informing them of the fault details displayed on LCD Display.

  Failure to carry out the above checks prior to calling a Service Engineer may result in a call out charge.

Should the lift car door fail to open:

- Ensure that lift car has not been stopped before reaching the appropriate level.
- Press the Up  or Down  button on the in car control panel to ensure that the full travel of the lift has been completed. The lift will automatically stop at the correct position.

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Through Floor Lift – User Manual

(8) Before Calling the Service Engineer

How To Turn Off In Car Alarm:

- Press the Orange  button on the in car control panel.

How To Turn Off The Fire Alarm:

- Press the Orange  button on the Remote Box for 5 sec.

Single press the Alarm button will silence the alarm.
The red LED on the smoke detector will turn off and the alarm will sound briefly the LCD Display will return to its home screen.

In The Event of Power Failure:

If a power failure should occur while the lift is in motion, both the Hydraulic and Traction lifts are fitted with a DC lowering system. To activate this simply press and hold the  button, on the internal control panel.
The lift will begin to descend after approximately five seconds.

All safety features operate as normal. It is recommended the lift remains parked at the lower level until power is restored.

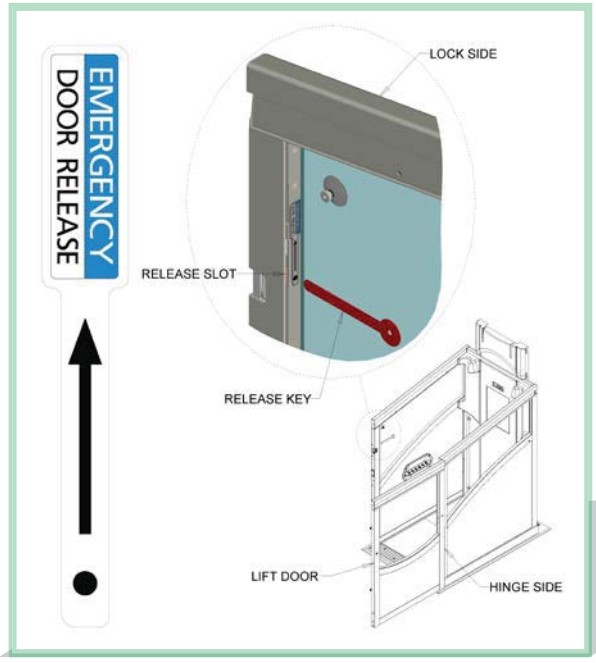
Emergency opening of the lift door:

WARNING!

FALLING HAZARD.

Do not open the door unless the lift is correctly positioned at the upper or lower landing.

- Ensure that the lift is correctly positioned at either the first or second floors.
- Locate the access slot on the lock side, just above the latch.
- Insert the release key supplied into the bottom of the slot and lift upwards to release the door lock mechanism.



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Through Floor Lift – User Manual

(8) Before Calling the Service Engineer

Emergency lowering of the lift car:

WARNING!

CRUSHING HAZARD - All safety features are disabled during this operation.

Emergency lowering should only be used when the lift area is clear of people or obstacles and the lift can be fully monitored during the full descent.

1. Traction: Option 3 (Cable-less)

Ensure area underneath lift is clear of people and obstacles

- Switch off power supply to the lift car by turning off the mains power switch, located on the wall beside the Motor Mount.
- Return to ground floor.
- Remove the battery cover.
- Press and hold the hidden button.
- Whilst continuing to hold the hidden button press and hold the Green button. allow 15-20seconds
- The lift will descend whilst both buttons are held on simultaneously.
- Once the lift has reached the ground floor both buttons may be released.
- Refit the battery cover.

Handwinder

Hidden button

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Through Floor Lift – User Manual

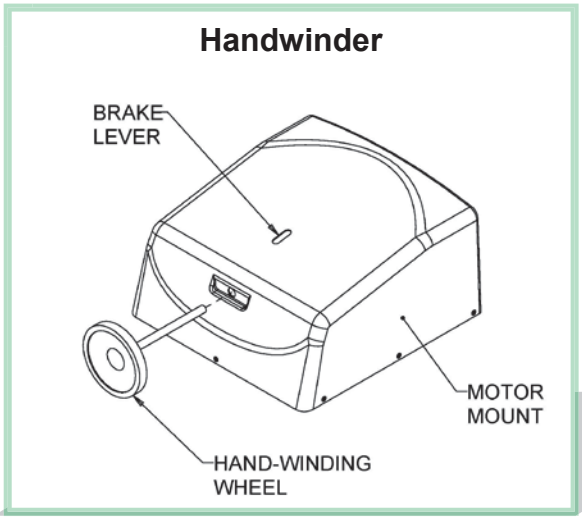
(8) Before Calling the Service Engineer

Emergency lowering of the lift car:

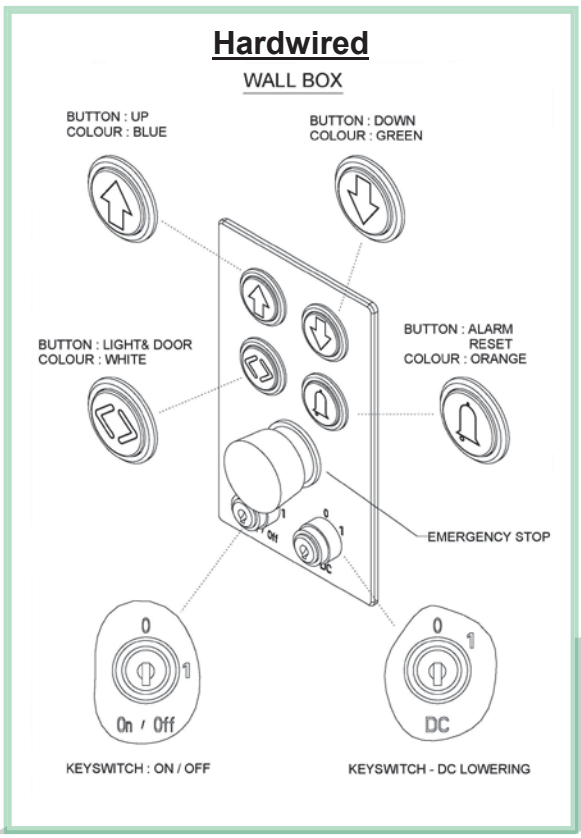
WARNING!

CRUSHING HAZARD.

Emergency lowering should only be used when the lift area is clear of people or obstacles and the lift can be fully monitored during the full descent. Two persons may be required.



2. Traction: Option 1 (Handwinder)
   - Ensure area underneath lift is clear of people and obstacles
   - Switch off the mains power switch, located on the wall beside the Motor Mount).
   - Remove the hand-winder access cover.
   - Insert the Hand-winding Wheel into the hole in the Motor Mount Cover. You should feel the Hand-winding Wheel locate onto an internal shaft.
   - Pull back on the brake release lever and simultaneously rotate the hand wind wheel in the required direction of travel. **(Note! it is easier to wind down than up)**
   - When the lift car has reached floor level remove the hand winding wheel.
3. Traction: Option 2 (Hardwired)
   - Ensure area underneath lift is clear of people and obstacles
   - Switch off the mains power switch, located on the wall beside the Motor Mount).
   - Turn the On/Off Keyswitch to position **'0'**.
   - Turn the DC Lowering Keyswitch to position **'1'** and hold.
   - After 5 seconds the lift will begin to descend.
   - Once the lift has reached the ground floor release the key.



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Through Floor Lift – User Manual

(8) Before Calling the Service Engineer

Emergency lowering of the lift car:

WARNING!

CRUSHING HAZARD.

Emergency lowering should only be used when the lift area is clear of people or obstacles and the lift can be fully monitored during the full descent. Two persons may be required.

Hydraulic:

- Ensure area underneath lift is clear of people and obstacles
- Pull out and hold the red emergency release knob, located on the pump unit. This will allow the lift to descend slowly.
- When the lift car has reached floor level, release the emergency release knob.

EMERGENCY RELEASE KNOB

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(8) Before Calling the Service Engineer

LCD Display Status:

The following messages will be displayed on the LCD Display when you encounter a fault:

Inform the person you are calling regarding the fault message displayed on the LCD screen as the fault may be able to be diagnosed over the phone

All faults are recorded and can be accessed by an engineer on attendance of the lift.

Display Message	Potential Cause
Stop Btn Pressed	Stop button in car or wall boxes pushed in / Thermal Trip
Carrier Safety	Call Engineer
Slack Ropes	Call Engineer
Final Limit Sw	Call Engineer
Over Speed Sw	Call Engineer
Hand-Wind Switch	Call Engineer
External Stop	Stop button pressed on wired wall box
Drive Fault	Call Engineer
Over Travel Sw	Call Engineer
Up Edge Left	Safety edge has been impeded on up travel
Up Edge Back	Safety edge has been impeded on up travel
Up Edge Right	Safety edge has been impeded on up travel
Up Edge Door	Safety edge has been impeded on up travel
Trapdoor Up Sw	Trapdoor has been impeded on the up travel
Tray Sep Left	Bottom tray has been impeded on up travel
Tray Sep Right	Bottom tray has been impeded on up travel
Pressure Switch	The lift has exceeded its load capacity
Trapdoor Fault	Trapdoor has failed to move with the lift car
Tray Safety Left	Bottom tray has been impeded on the down travel
Tray Safety Right	Bottom tray has been impeded on the down travel
Trapdoor Down Sw	Trapdoor has been impeded on the down travel
Tray Separation Fault	A spring holding the tray has failed
Door Lock Fault	Door lock has not locked and engaged
Mains off	Mains off / Thermal Trip on remote PCB

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Through Floor Lift – User Manual

(9) Important Documentation

Certificate of Test and Examination after Installation of Homelift (BS 5900:2012)

Description of Installation			
Lift Location:			
Manufacturer:	Pollock Lifts		
Homelift serial no:		Year of Manufacture:	
Electrical supply:	**240** **(V)**	Phase:	**50** **(Hz)**
Travel:	**(m)**	Levels:	**2**
Rated load:	**255** **(kg)**	Rated speed:	**0.08** **(m/s)**
Drive system:	Hydraulic / Suspension	Drive location:	

Hydraulic lifts only

Hydraulic drive detail		Hydraulic tests [Rated = 255 kg load)	
Type:	Single direct acting	Static empty/rated pressure:	**20 / 38** **(bar)**
Manufacturer:	Hydrax	Dynamic empty pressure up:	**(bar)**
Ram designation:	**PH5**	Dynamic empty pressure down:	**(bar)**
Ram serial no:		Dynamic rated pressure up:	**(bar)**
Max travel:	**(m)**	Dynamic rated pressure down:	**(bar)**
Pump serial no:		Overload pass at 335 kg:	Yes / No
Pump type:	AC Air cooled	Control circuit rated voltage:	**12** **(V)**
		Rupture valve serial no:	

Hydraulic checks	
Relief valve operation pressure:	**50** **(bar)**
Is the relief valve secured to prevent unauthorized interference?	**Yes**
Is a rupture valve fitted?	**Yes**
Does the manual lowering valve operate at rated speed or less?	**Yes**
Is all the hydraulic pipework intact and leak free?	Yes / No

Rope suspension lifts only

Suspension drive detail		Suspension tests [Rated = 255 kg load)	
Type:	Rope & drum	Starting current empty up/down:	**2.5/1.1** **(A)**
Motor manufacturer:		Running current empty up:	**2.5** **(A)**
Motor Serial no:		Running current empty down:	**1.1** **(A)**
Max travel:	**(m)**	Starting current rated up/down:	**4.0/1.1** **(A)**
Rope supplier:	Technicable	Running current rated up:	**4.0** **(A)**
Rope serial no's:	/	Running current rated down:	**1.1** **(A)**
Brake serial no:		Control circuit rated voltage:	**12** **(V)**
Invertor serial no:		Over-speed certificate no:	

Suspension checks	
Overload pass at 335kg	**Yes**
Does the over-speed trigger brake?	Yes / No
Does the safety gear support 335 kg load?	**Yes**
Does the motor brake hold 335 kg load?	**Yes**
Are the ropes and attachments intact and in order?	Yes / No

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Through Floor Lift – User Manual

(9) Important Documentation

Certificate of Test and Examination after Installation of Homelift (BS 5900:2012)

Electrical tests	
Is the polarity of the mains supply correct?	Yes / No
Is the Homelift bonded to earth by a separate protective conductor?	**No**
Is all metalwork enclosing conductors bonded to earth?	**Yes**
Does the resistance of the earth protective path exceed 0.1 □	**No**
Insulation resistance to earth of power circuits:	**2+ (M□)**
Insulation resistance to earth of safety circuits:	**2+ (M□)**

Safety devices - General	
Is the underside protection device fitted and working correctly?	Yes / No
Are all four carrier edge protection devices fitted and working correctly?	Yes / No
Is the travelling infill protective device fitted and working correctly?	Yes / No
Is the travelling infill detachment device fitted and working correctly?	Yes / No
Can the travelling infill support the rated load of the lift?	**Yes**
Is the door lock fitted and working correctly?	Yes / No
Does the final limit DS4 switch function correctly?	Yes / No
Are all other safety and stop switches working correctly?	Yes / No
Safety devices - Traction	
Are the main slack rope switches functioning correctly?	Yes / No
Is the over-speed slack rope switch working correctly?	Yes / No
Does the over-speed switch operate correctly when triggered?	Yes / No
Does the brake switch operate correctly when triggered?	Yes / No

General checks	
Lift raising time	**(s)**
Lift lowering time	**(s)**
Is the stopping accuracy of the carrier within $^{+}$/- 10 mm?	Yes / No
Is the re-levelling accuracy of the carrier within $^{+}$/- 20 mm?	Yes / No
On activation of any electrical safety device, does the lift stop within 20 mm	Yes / No
Is the correct load plate fitted on the inside of the lift door?	Yes / No
Are all other notices fitted as per page 5-7 of the Users Manual?	Yes / No
Is the manual block device provided and labelled appropriately?	Yes / No
Do the manual emergency functions operate correctly?	Yes / No
Does the homelift comply with BS 5900:2012?	Yes / No

Declaration			
I/we certify that on	/ /	the homelift fitted at	
was installed and examined to the manufacturer's instructions. This certificate gives an accurate report of the results of the examination.			
Signature(s):			
Qualification(s):		Date:	/ /
Address:			

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Through Floor Lift – User Manual

(9) Important Documentation

Certificate of Acceptance by Purchaser/User.

I/we the purchaser/user of this Residential elevator (Serial No. _____) fully understand and/or agree to the following:

- The written and verbal operating instructions for the lift.
- The requirement and intervals for periodic inspection and servicing.
- Recommendations concerning the need for Insurance cover.
- Correct and safe operation of the lift.
- Emergency operation procedures.

Demo and Handover given by

_____Date ___/___/___

Signature(s) _____

Date _____

Address _____

_____

_____

_____

Phone Number _____

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Through Floor Lift – User Manual

(9) Important Documentation

EC Declaration of Conformity

In accordance with EN ISO 17050-1:2010

We Pollock Lifts

of Unit 1, Sloefield Drive,
Trooperslane Industrial Estate,
Carrickfergus, Co. Antrim
N. Ireland, BT38 8GX.

in accordance with the following Directive(s):

2006/42/EC	The Machinery Directive
2014/30/EU	Electromagnetic Compatibility (EMC) Directive

Hereby declare that:

Equipment	Steplift Serial No. 2018xxx

Referenced Standards:

BS EN 81-41:2010
Safety rules for the construction and installation of lifts. Special lifts for the transport of persons and goods. Vertical lifting platforms intended for use by persons with impaired mobility

ISO 9386-1:2000 Ed 1
Power-operated lifting platforms for persons with impaired mobility - Rules for safety, dimensions and functional operation. Part 1: Vertical lifting platforms

BS 5900:2012
Powered homelifts with partially enclosed carriers and no liftway enclosures - Specification.

I hereby declare that the equipment named above has been designed to comply with the relevant sections
of the above referenced specifications and is in accordance with the requirements of the Directive(s)
The technical

Signed by:……

Name:	Saunders Graham
Position:	Managing Director
Done at:	Carrickfergus
On:	xx/xx/2017

The technical documentation for the machinery is available from:

Name:	Pollock Lifts Ltd.
Address:	Unit 1, Sloefield Drive, Trooperslane Industrial Estate, Carrickfergus, Co. Antrim, N. Ireland, BT38 8GX.

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Through Floor Lift – User Manual

(9) Important Documentation

SERVICE LOG CARD

PREMISES		EQUIPMENT		OUT OF HOURS EMERGENCY TELEPHONE NO:
				Mainland UK **0845 3305844**
OWNER:		REF NO:		Northern Ireland **028 9336 8167**

Date of Visit	Visit By	Reason for Visit Service / Breakdown / Insurance-QA	Action Taken	Owner Initials

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REVISION HISTORY

Issue:	Change No.	Description of Change:	Initials:	Date:
		20901982		
A	------	Initial Release	NJ	24/05/17
B	CR608	Page numbers added; Page numbers added to Contents; Bottom diagram page 1 updated; Top diagram page 17 updated; Page 17-bullet 2 “lock side” was “lift side”	PTM	27/11/12
C	CR0617	See 20901982-C [Final Draft]	PTM	28/06/13
D	CR0664	Overload pass at 335kg changed from Yes/No option to Yes (pg 26)	PTM	08/10/13
E	CR0915	Document review and update	NJ	27/11/17
F	CR0998	Lock/Unlock the lift (pg19), New Release Key (pg24).	NJ	27/02/18

FCC compliance information

THIS DEVICE COMPLIES WITH PART 15 OF THE FCC RULES.
Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.