

Assembly Instructions

Safety Storage Racks for Gym Floor Cover Vinyl

PARTS LIST

ITEM QTY

1. 1-12' LONG CENTER SUPPORT ASSEMBLY
2. 2-"A FRAME" END SECTIONS – WITH NUTS AND BOLTS IN ATTACHING POSITIONS
3. 8-BOLTS, WASHERS, & NUTS FOR ATTACHING CENTER SUPPORT TO "A FRAMES"
4. 2-ALUMINUM HAND CRANKS
5. 3-FABRIC CLIPS/ROLLER
6. 12' 4" LONG PIPES (ROLLERS) WITH SAFETY RINGS ON EACH END
7. 4 URETHANE CASTERS/WHEELS
8. 2-YELLOW RETAINER BARS FOR EACH ROLLER WITH NUTS & BOLTS AND TIGHTENING SCREW
9. 2-BLUE END CAPS FOR END OF EACH ROLLER
10. 2-STORAGE TRAYS COMPLETE WITH 8" URETHANE CASTER AND EXTENDABLE YELLOW OUTRIGGERS WITH 2" DIAMETER CASTERS
11. 4-BOLTS, WASHERS, AND NUTS FOR ATTACHING STORAGE TRAYS TO "A FRAMES"

ROLLER RACK SAFETY CHECKLIST **Read Before Using This Rack**

1. Do not operate mobile rack unless you have read and understood operating instructions, been trained to do so, or are under direct supervision of someone who has been trained.
2. Before performing any maintenance on the mobile rack, make sure all 4 wheels are in the locked position. This will prevent unexpected rack movement.
3. Before each use, make sure yellow retainer bar is in place on top of both ends of each roller and is secured as tightly as possible with bolt and hex nut. These will secure the rollers in the saddle during use.
4. Make sure plastic end cap is attached to both ends of each roller at all times. This will cover the exposed roller-end.
5. **DO NOT STAND OR LEAN ON ANY PART OF THE RACK.**
6. If any part of the rack is damaged or lost, do NOT operate the rack until that part is replaced, as the rack may be unsafe. Operating a rack with damaged parts can cause personal injury or damage to the gymnasium floor. Damage may include but is not limited to: cracked roller bearings, broken caster lock, bent roller or hand crank, cracked or broken metal frame or supports, broken welds, sharp edges of any type. Note: Replace any of the white roller bearings that support the steel pipe rollers. Lubricate wheel casters as necessary. Contact your dealer or the factory for replacement parts.
7. When pulling covers off the Rack **DO NOT YANK**, and walk at a normal walking pace – **DO NOT RUN**.

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8. Rack must be used on even surfaces only, or there is a risk that the wheel frames can bend. Do not roll from indoors to outdoors or vice versa!

ASSEMBLY

HOW TO ASSEMBLE:

1. Attach the 4 casters to the plates at the base of each "A frame" section. Note that the bolts are already loosely inserted. (If you have purchased the optional brush assembly it is important that the interior two bolts have their threads stay facing up, as the brush assembly fits over the threads and is attached with the provided wing nuts.) See figure #1
2. Assemble the two "A frame" end sections to the center support assembly. See figure #2
3. Assemble the two storage trays with outriggers to the "A frame". See figure #3
4. Set the 12' 4" long pipes into each set of cradles on both sides of rack, so that the round safety rings on each end are placed on the outside of the cradles. The pipes should spin freely in the cradles. See figure #4
5. Place straight end of the yellow retaining bar under the tightening block. Insert at slight angle. See figure #5
6. Attach opposite (bent) end of the retaining bar with nut and bolt. See figure #6

NOTE: RETAINING BAR IS DESIGNED TO KEEP THE ROLLER IN THE CRADLE DURING USE. ALSO, TIGHTENING SCREW OVER THE STRAIGHT END OF THE BAR CAN BE USED TO KEEP THE ROLLER AND COVER FROM UNWINDING DURING TRANSPORT OR OTHER MOVEMENT. (FIGURE #7)

NOTE: MAKE SURE THE TIGHTENING SCREW IS LOOSENED SUFFICIENTLY TO ALLOW THE ROLLER TO MOVE EASILY DURING OPERATION.

WINDING OF GYM FLOOR COVER VINYL ONTO STORAGE RACK:

2 people are required to wind-up your gym floor covers. For larger 10 roller racks, 3 or 4 people will make the job much easier and safer, especially when winding the cover on the upper level rollers.

1. Your gym floor cover is made in 10 ft. wide sections and is shipped to you in bundles. Open the bundles onto the gym floor and proceed to roll the 10 ft. sections onto the storage rack. You may want to allow 24 – 48 hours for the creases to relax before you wind them onto the rack.
2. Line up roller rack with the first section of Gym Floor Cover Vinyl you plan on rolling up, usually one of the end sections, so that the broad side of the rack is facing the 10' wide side of the material. Lock rack wheels. For the 10-roller rack, wind cover sections onto the three lower rolls on one side of the rack. Begin at the lowest roll. Turn the rack to the other side and wind on all five rolls, again beginning at the bottom and working to the top. Turn the rack once more and complete winding onto the upper two rolls, working from lower to upper. This procedure is designed to distribute weight on the rack during the winding process and eliminate any chance of tipping the rack.
3. Pull the first section of Gym Floor Cover Vinyl material over the top of lowest empty roller and wrap it around. Then attach (3) white plastic "C" clips to fasten material to roller, one on either end, and one in the middle.

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4. Once the material is clipped on to the roller, remove blue plastic end caps and attach hand crank or Power Winder to the roller and proceed to wind up the material. For best results, one person should be standing on either end of the rack, pulling the cover taut on the side to prevent any bunching up in the middle.
5. When covers are rolled on the bottom two rollers, tighten screw over the flat end of the yellow retaining bar to keep roller from unwinding. Then turn the rack to the other side and roll covers on rollers, beginning at the bottom and working up. (The weight of covers on the bottom rollers helps keep the rack stable). Continue rolling covers on upper rollers until complete.

PULL THE COVERS AT A REASONABLE WALKING SPEED. DO NOT RUN WHEN PULLING OFF COVERS. THIS PRACTICE IS UNSAFE.

Note: When pulling covers off the rack onto the floor, start at the top and work down. Unwind the covers off the top two rollers on one side first, and then rotate the rack to pull the top two covers off the other side next. Continue until all covers are off the rack.

NOTE: Any time winding is stopped and before the crank handle is released from the winder's grip, the screw on the retaining bar should be tightened to prevent the roller from moving. This procedure is especially important on the upper lever rolls where there is more force for reversing the roll. If the roll is not locked in place, the handles can spin rapidly as the cover unwinds.

AGAIN: IF FOR ANY REASON THE CRANK HANDLES ARE RELEASED FROM THE WINDER'S GRIP DURING THE WINDING PROCESS, LOCK THE ROLL IN PLACE WITH THE TIGHTENING SCREW FOR THE YELLOW RETAINING BAR.

OPTIONAL BRUSH ASSEMBLY

If you have purchased the optional brush assembly, it is designed to fit right over the inside bolts which hold the wheels to the frame. 4 wing nuts hold the brush in place.

1. The brush assembly is adjustable and by moving the holes out to the farthest point on the edge of the rack there will be less friction during wind-up. If you have narrow doorways the brush can be stored "inside" the wheels by moving it in towards the center of the rack.
2. If you want to clean the cover of debris after an event, start the winding process by placing the gym floor cover vinyl fabric under the brush head first and then onto the roller.

AT NO TIME SHOULD ANYONE LEAN, SIT, OR PLACE HEAVY OBJECTS ON THE ROLLERS. THEY WILL BEND IF TOO MUCH CONCENTRATED WEIGHT IS PLACED ON THEM.

BENT ROLLERS MAY NOT BE SAFE FOR USE.

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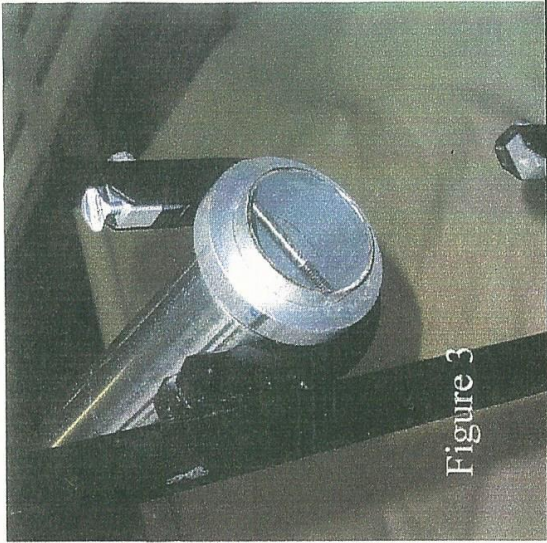


Figure 3

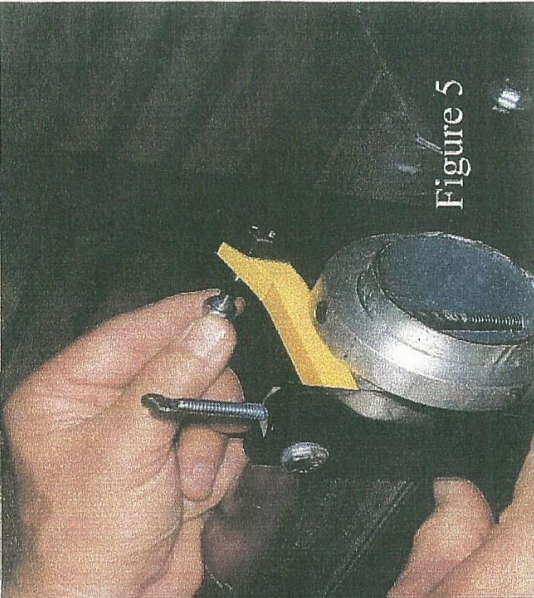


Figure 5

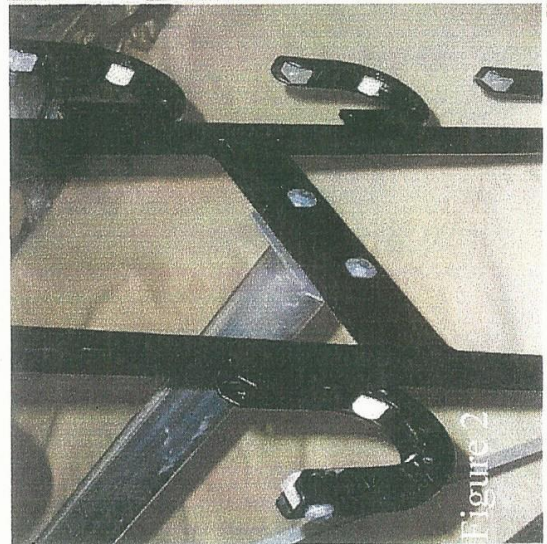


Figure 2

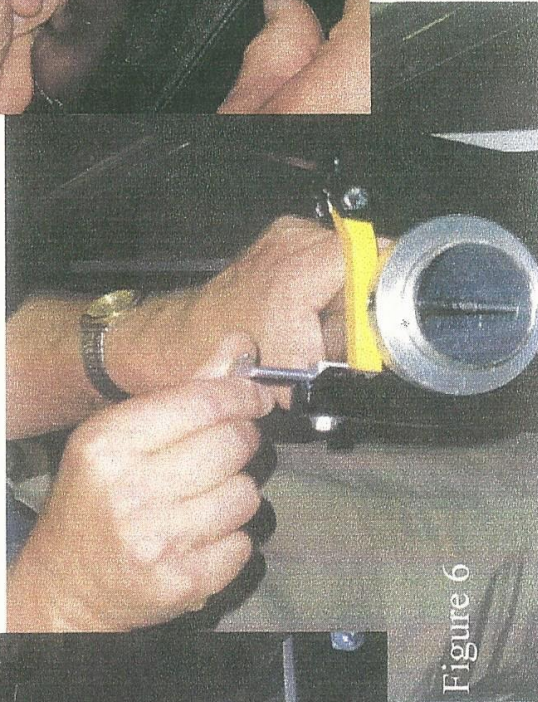


Figure 6



Figure 1

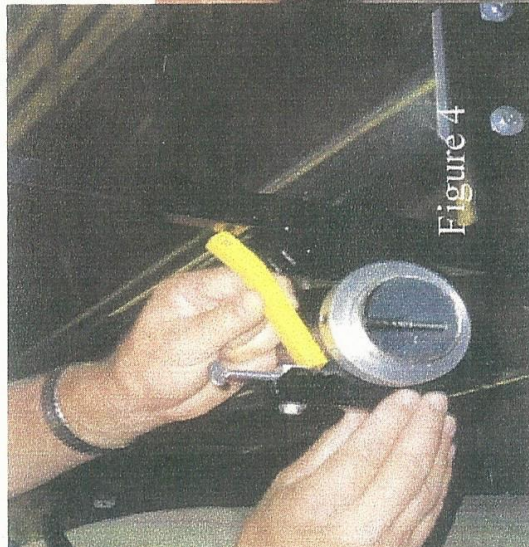


Figure 4