

GOODSMASTER PLUS

USER HANDBOOK

IMPORTANT

Before using your Stannah Goodsmaster Plus, please ensure that you read and familiarise yourself with these instructions.

Stannah

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GOODSMaster PLUS

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For your records:

Goodsmaster Plus Model:

Load capacity (kg):

Serial Number:

GMP

Date into service:

Note: If at any time your Goodsmaster Plus fails to operate, **BEFORE** contacting the Stannah Service Branch, **please read the Troubleshooting section on page 16** of this User Handbook. This can save time and also the cost of an unnecessary service call.

Whilst every effort has been made to ensure the clarity and accuracy of this handbook, we cannot be held responsible for damage or injury resulting from negligence or misuse of this lift.

GOODSMASTER PLUS

INTRODUCTION

Thank you and congratulations on purchasing a Stannah Goodsmaster Plus.

This User Handbook is to help provide an understanding of the correct and safe use of the Goodsmaster Plus lift.

Application of the CE mark to your lift means that it complies with the Machinery Directive SI 2008 No 1597; this ensures that the installed equipment is intrinsically safe and fit for its intended purpose.

It is important that you arrange after the initial 12 months guarantee period has expired for the lift to receive regular inspection and servicing by a competent person at intervals not exceeding six months.

Failure to ensure servicing is carried out could lead to unreliable or unsafe operation of the lift.

For all enquiries regarding servicing, please contact your local Stannah Services Branch at the address given on page 19 of this booklet.

A service log card is supplied by the Stannah Service office and is stored in the lift motor compartment. This log card is completed after each service visit to record work completed.

As requested by the European Legislation on Machinery Regulations, the maximum noise emission for your lift has to be measured and recorded. The reading taken for your lift is less than 70 dB. This reading was taken at a distance of one metre from the lift motor compartment and 1.6m above floor level.

LEGAL AND SAFETY REQUIREMENTS FOR THE OWNER/OCCUPIER

When a lift is installed and used as work equipment, the owner/occupier has a legal requirement to comply with current legislation which includes:

- Health & Safety at Work Act 1974 (HSWA)
- Provision of Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lift Equipment Regulations 1998 (LOLER)

Regulations require that you are obliged to keep your lift maintained in safe working order. If any repairs are reported which affect the safe working of your lift, and render the lift inoperative, you are obliged to forward a copy of this report onto the relevant enforcing authority (HSE or the Local Authority) within twenty-eight days.

In addition to the above, it is a legal requirement that the lift undergoes a thorough

examination by a competent person at least every six months. These examinations are detailed within the Lift Guidance (supplementary tests of in service lifts) series of documents which give guidelines prepared by the Safety Assessment Federation in full consultation with the Health & Safety Executive.

The building owner/occupier should make arrangements with a "Competent Person" to undertake the examinations and should ensure that a copy of the report is kept in a safe place on site.

It is also the responsibility of the owner/occupier to ensure that at least two permanently based members of staff receive training in the correct method of evacuating attendants from the lift in the event of failure.

Your local Stannah service office will be pleased to assist with the completion of these statutory reports and any training required.



SERVICING: To ensure reliable and safe operation of the lift, please check that the lift is covered by an appropriate service contract. Failure to ensure regular maintenance may result in the lift becoming unsafe for the user or others.

OPERATING INSTRUCTIONS



WARNING: Before using your lift, please ensure that you read and familiarise yourself with these instructions.

INTENDED USE OF THE GOODSMASTER PLUS

This Lift is designed only for the transportation of **goods** accompanied by a **maximum of 2 attendants**. The load rating label inside the lift car displays this information graphically (Fig 1).



_____ Kg

Fig. 1

- Attendants **must** be trained in the safe use and operation of the lift.
- Attendants **must** be aware of the procedures in place for raising the alarm if there is a power failure or in the unlikely event that the lift breaks down and attendants become trapped in the lift.
- The lift **must not** be overloaded. The maximum rated load of the lift is dependent on the lift model, and is displayed on the inside of the lift car.
- Goods **must** be loaded carefully and **must not** protrude beyond the edge of the lift as this may interfere with the optical sensors, which will render the lift inoperative.
Avoid pushing wheeled loads into the rear wall of the car or shaft wall (if the lift is a 'through car' arrangement) as this may cause damage to the lift equipment.
- Ensure that goods stacked in the lift car are **stable** and will not fall, trapping the operative. Check that any obstructions are not in the way before using the lift.
- Attendants **should not** be allowed to tamper or play with the lift – **JOYRIDING CAN BE DANGEROUS.**

Note: The lift must not be used for fire fighting or for evacuation during a fire.



WARNING: Power Supply Failure

If attendants are likely to be alone on the premises and will be using the lift, we recommend the installation of a communication system, so that in the event of a power supply failure, help can be summoned.

SAFETY FEATURES

Your Goodsmaster Plus lift has many built in features to protect the user and other occupants within the premises.

Some of these integral features are listed below:

Full Height Optical Sensors

A full height optical sensor is fitted at the entry and exit points of the lift car to help prevent contact with the exposed structure. Activation of the sensors will automatically stop the lift if an object breaks the beam while the lift is moving.

Ultimate Limit Switches

Switches are provided to stop the lift automatically when it reaches floor level. Additional switches are fitted to the lift car which interrupt the power should the lift overrun its levelling device. Activation of this switch will prevent any further use of the lift.

Please call your local Stannah Service Branch should this switch become activated.

Load Weighing

A load weighing device is fitted to the lift. A buzzer will sound when approximately 80% of the carrying capacity has been loaded into the lift. The buzzer will continue to sound (this is normal), and you can continue to load the lift to capacity – but don't forget to take into account the weight of the person(s) that are to travel in the lift with the goods. If the lift is overloaded in excess of the carrying capacity, the lift will not operate. If the lift has been overloaded you will need to remove some of the load, then the lift will reset automatically.

Constant Pressure Control Buttons (in lift car)

Constant pressure is required on the floor selection buttons located in the lift car. To stop movement of the lift car just release the button.

Key Switch Operation (landing control station override)

A key operated switch is provided inside the lift car. When operated, this key switch gives the attendant complete control of movement of the lift car. If a landing call is initiated, the lift will not respond if the key switch is in operation.

Flush Lining to Lift Shaft Facing Car Entrances

The interior of the lift shaft is flush lined, which reduces the risk of objects becoming jammed in the event that they move or fall whilst the lift is in motion.

Car Control Override Keyswitch (positioned in lift motor room)

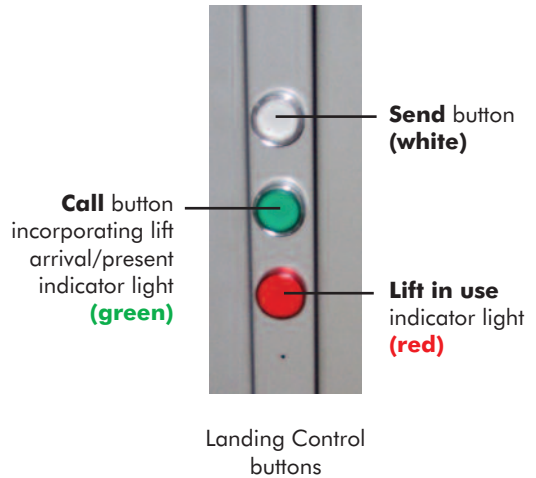
In the event of a problem with the attendant (e.g. fainting) travelling in the lift car, this keyswitch can be operated to allow the car to be moved to a landing level by using the landing control push buttons.

OPERATING INSTRUCTIONS

TO OPERATE THE LIFT USING THE **LANDING CONTROL PUSH BUTTONS**

- Call the lift by pressing the **green** CALL button on the landing control. The **red** indicator will illuminate while the lift is in motion. The **green** lift ARRIVAL/ PRESENT indicator will illuminate when the lift arrives and will remain illuminated while the lift remains at that floor. The door lock will automatically be released when the lift has stopped at floor level.
- When the landing door is open the **red** indicator will illuminate letting users on other floors know that the lift is in use.
- If the lift is already at the required floor, the **green** lift ARRIVAL/ PRESENT indicator will be illuminated and the door can be opened.
- To send the lift to another floor, press the **white** send button.

Note: On some Goodmaster Plus models the call and send buttons on the landing controls may not be automatic, therefore constant pressure will need to be applied to the button.



OPERATING INSTRUCTIONS

TO OPERATE THE LIFT USING THE LIFT CAR CONTROLS

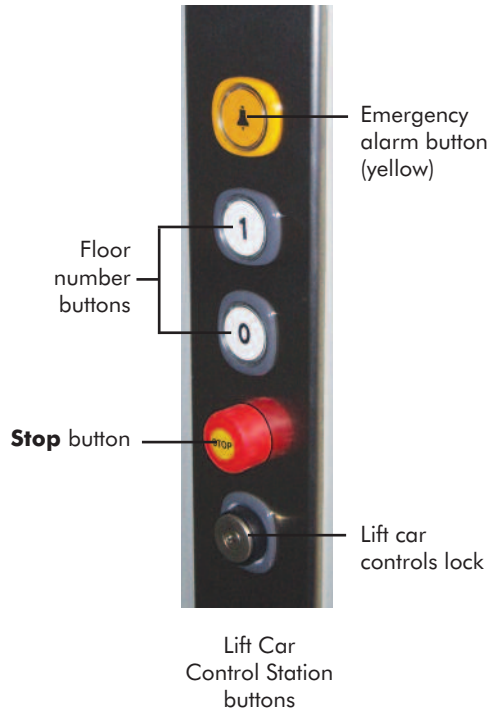
- Load the goods into the lift car, then enter the lift yourself, closing the landing door behind you.
- Unlock the lift car controls by inserting the key into the lock and turning 90° clockwise.
- Select the floor level you wish to travel to by pressing (and keeping pressed) the corresponding floor number button on the lift car controls.
- The lift will then ascend or descend and automatically stop at the required floor level.
- On arrival the landing door will automatically unlock, enabling you to push it open and exit the lift.

Note: Make sure the landing door is fully closed on leaving the lift, as the lift will not operate if the door has not closed properly.

TO STOP THE LIFT FROM WITHIN THE LIFT CAR

- To stop the lift at any time, release the appropriate floor button or press the STOP button on the lift car controls.
- To restart the lift after pressing the STOP button, the STOP button must first be reset. This is done by turning the STOP button clockwise approximately a quarter turn.
- The lift car controls are also provided with an emergency alarm button. When pressed the button operates an alarm siren to summon assistance. In the event of a mains power failure, the emergency alarm will still function by virtue of its backup battery.

It is the building owner/ occupiers responsibility to ensure that at least two permanently based members of staff are aware of the procedures in place if power failure occurs and attendants become trapped in the lift car.



OPERATION

LOADING

When the **green** arrival/ present indicator light is illuminated, the lift is at that floor and is ready for loading (Fig. 2).

Open the landing door gently by pulling the handle (Fig. 3).

The **red** 'in use' light will illuminate to indicate to other users that the lift is in use (Fig. 4).

The lift is now ready for loading (Fig. 5).



Fig. 2

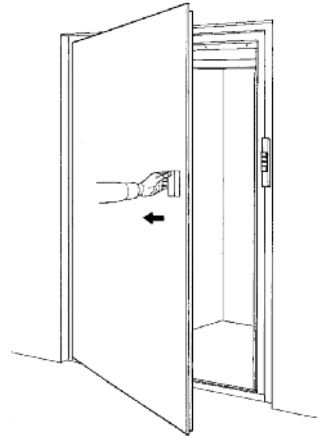


Fig. 3



Fig. 4

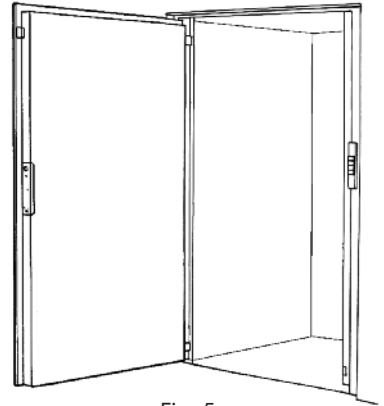


Fig. 5

OPERATION

LOADING

When loading your Goodsmaster Plus you should ensure that:

- wheeled loads are not pushed into the rear wall of the lift car or shaft wall (if the lift is a 'through car' arrangement) as this may cause damage to the lift equipment (Fig. 6).
- goods must be loaded carefully and should not protrude beyond the edge of the lift as this may interfere with the optical sensors which will render the lift inoperative.
- the load is secure and that items cannot move or topple over (Fig. 7).
- the load does not exceed the carrying capacity of the Goodsmaster Plus - if in doubt, make another trip! (Fig. 8).
- when loading is complete, gently close the landing door (Fig. 9).
- when the landing door is closed, the **red** 'in use' light will go out and the lift is ready to be sent to the desired floor.
- to send the lift to another floor, press, and keep pressing, the **white** send button.
- **to accompany the load as an attendant in the lift, please follow the instructions on page 7.**



Fig. 6



Fig. 7



Fig. 8

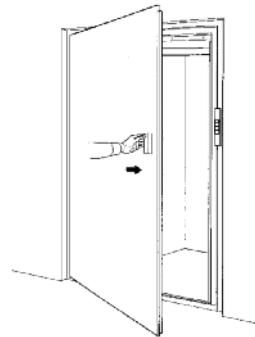


Fig. 9

Please note that if either the optical sensor is interrupted and/or the outer landing door is not correctly closed the red light will not go out and the lift will not operate.

OPERATION

UNLOADING

- To unload the Goodsmaster Plus, open the landing door.
- The **red** 'in use' light will illuminate to indicate to other users that the lift is in use.
- The lift can now be unloaded.
- When you have finished unloading the lift please remember to gently close the landing door to make sure the lift is available to other users (Fig. 10).
- The **red light** will go out to confirm that the lift is again available for use.
- If you have accompanied the load in the lift, upon arrival at the designated floor, the landing door will automatically unlock, enabling you to push it open and exit the lift car.

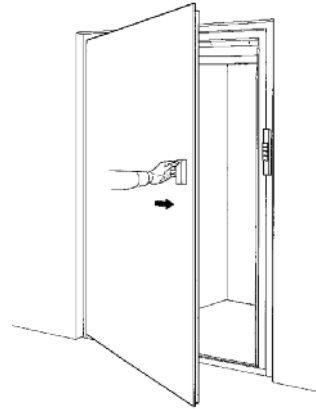


Fig. 10

OPERATION

DO'S AND DON'TS

DO make sure that the load is secure and not overhanging any part of the lift car. This will ensure that the landing door can be securely closed and the load will not obstruct the optical sensor (Fig. 11).

DO close all landing doors after unloading (Fig. 12).

DO report any malfunctions immediately, having first referred to the Troubleshooting guide on page 16 (Fig. 13).

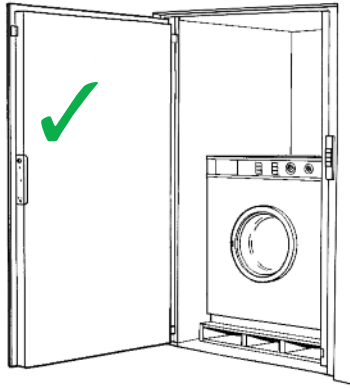


Fig. 11

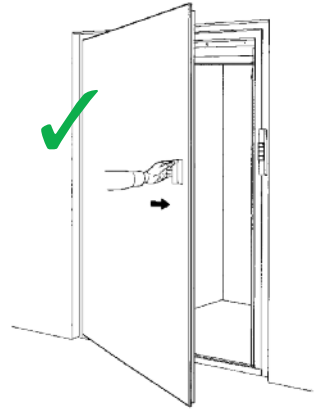


Fig. 12

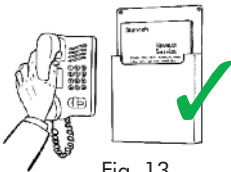


Fig. 13

DON'T slam wheeled loads into the back wall of the lift car or use the back wall of the lift as a buffer to stop trolleys or wheeled loads (Fig. 14).

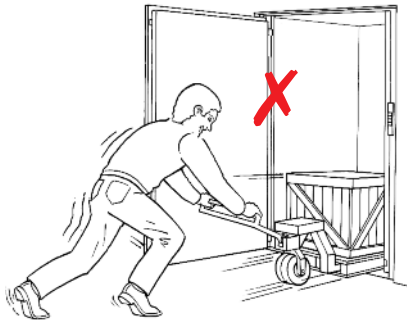


Fig. 14



Fig. 15

DON'T try to prise the landing door open, as you will damage the door lock mechanism (Fig. 15).

DON'T overload the lift (Fig. 16).



Fig. 16

OPTIONAL EXTRAS

INTERCOM IN THE LIFT CAR

If an intercom system is provided, an attendant in the lift car can use this to summon help if a difficulty arises or the lift malfunctions.

The intercom system will allow verbal communication with a receptionist, caretaker or other person suitably trained to offer assistance or implement emergency procedures. Simply press the "speak" button and talk into the metal grille to operate.

TELEPHONE IN THE LIFT CAR

If a telephone is provided, an attendant in the lift car can use this to summon help if a difficulty arises or the lift malfunctions.

Operation of the telephone will vary between applications depending on specification.

However, it is expected that in most installations, use of the telephone will be restricted to permit the dialling of certain specified numbers only. A cabinet will be supplied in the lift car for the customer to fit a handset. The customer will have to arrange for a telecommunications company to connect the phone to their system.

GOODSMASTER CARE

The following procedures carried out regularly will help to keep your Goodsmaster Plus in first class condition:

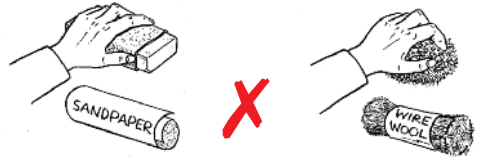
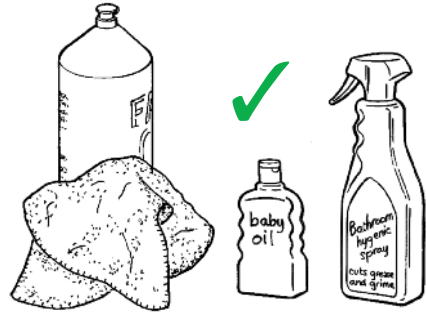
CLEANING

Any stainless steel components should be cleaned with a soft cloth, using a light oil (e.g. baby oil) and then wiped off with a dry, lint-free cloth.

The grey baked enamel surfaces of the lift should be cleaned with a soft cloth and detergent - avoid using excessive amounts of water in the lift car or on the landing doors. Alternatively, they can be cleaned with a soft cloth using an aerosol type furniture polish.

Never use abrasives for cleaning any of the surfaces on your lift.

The lift car should be cleaned when the lift is positioned at the lowest floor level.



LANDING DOOR VISION PANELS AND LIFT CAR FLOORING

Vision panels and the lift car floor should be cleaned with a damp soft cloth and mild detergent. Ensure that excess water is squeezed out prior to cleaning.

SPILLAGES

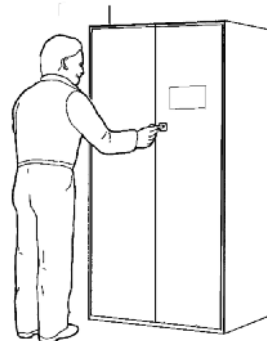
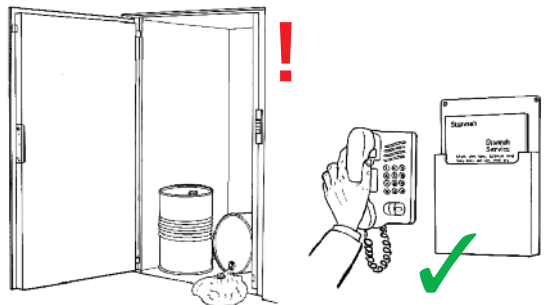
Make sure you mop up and wipe dry any liquid spillages **immediately**.

In the event of a major spillage overflowing into the lift car, contact our Service branch. You will need a Lift Service Engineer to provide you with access to the lift pit to enable you to clean up the spillage.

MOTOR ROOM

Keep the lift motor room locked at all times to prevent unauthorised access.

DO NOT use the motor room for any purpose other than the operation of the lift. The motor room should only be assessed by a trained lift engineer.



HANDWINDING THE LIFT

HANDWINDING OR MANUAL MOVEMENT OF THE LIFT



WARNING: 415 Volts

The following procedures, if not followed, could expose live, unprotected metal parts or conductors. **EXERCISE EXTREME CAUTION.**

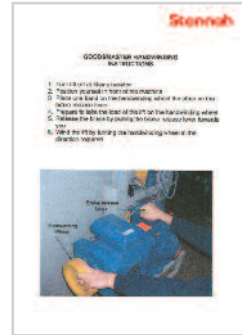


Fig. 17

The following procedure allows **trained operatives** to move the lift car manually to the appropriate floor level to enable release of an attendant trapped in the lift. Execution of the process described will only be necessary in the unlikely event of a lift malfunction or power failure (it is recommended that the power supply to the lift is always left on in order to keep the backup battery fully charged). Refer to the handwinding instructions positioned in the lift motor compartment - Fig. 17.

1. Open the lift motor room door using the appropriate key.
2. Isolate the lift from the mains power supply, so that there is no possibility of electric shock or inadvertent operation (Fig. 18).
3. Reassure the trapped person(s) and advise them that you are about to lower/raise the lift car.
4. Remove the guard from the handwinding wheel. Prepare to take the load of the lift on the handwinding wheels – you will have experienced the force of the load during your training session.
5. Release the brake by pulling the brake release lever towards you.
6. Move the lift car by turning the handwinding wheel in the direction required.
7. To stop the lift car at any time, let go of the brake release lever.



Fig. 18

8. Continue to move the lift car until it has reached the required floor level.
IMPORTANT: Ensure that the lift car floor is level with the landing level before attempting to evacuate trapped attendants.
9. In the unlikely event that the door will not open, refer to the procedure on page 15 – “Emergency Release of Door Lock”.
IMPORTANT: Ensure that the lift car floor is level with the landing level before attempting to evacuate trapped attendants.
10. Close **and lock** the lift motor room door.
11. If the need to move the lift manually has arisen, it must be checked by a service engineer before being returned to service.
12. To ensure that no one attempts to use the lift:
 - keep the power switched off
 - make and attach a “Lift out of service” notice to each landing door.

LANDING DOOR LOCK

EMERGENCY RELEASE OF THE LANDING DOOR LOCK

If the landing door lock has failed to unlock the landing door at the appropriate floor level, proceed as follows:

IMPORTANT: If the lift car floor is not level with the landing level do not attempt to evacuate the trapped attendants – you must first get the lift car floor level with the landing level by using the handwinding procedure (see page 14).

1. Locate the release key hole in the door frame (Fig. 19)
2. Insert the triangular key provided and engage onto the spigot.
3. Turn the key and pull open the door to evacuate the attendant(s) from the lift.
NOTE: If the lift car floor is not level with the landing level you will not be able to unlock the door manually. To move the lift car to the landing levels refer to page 14 for the handwinding procedure.
4. Ensure that the door is **closed and re-locked.**
5. Telephone your local Stannah Service Branch so that an engineer can attend to the cause of the failure. For your local Stannah Service Branch refer to page 19.



Fig. 19



DISMANTLING/REMOVAL OF LIFT

You should not attempt to dismantle any parts of the lift. Such work should only be entrusted to competent personnel with relevant expert knowledge and training.

Advise your local Stannah Service Branch regarding any malfunctions of the lift operation or to the service personnel when they are next in attendance.

TROUBLESHOOTING

Check this list before contacting your local Stannah Service Branch - it could save you time and the cost of an unnecessary service call.

Problem	Cause	Cure
Lift does not operate and red 'lift in use' light remains on	Landing door left open	Check all landing doors are properly closed on all floor levels
	Object obstructing lift optical sensors	Remove any objects that are obstructing the optical sensor
	Stop switch activated and not released	Check and release stop switch located in the lift car
Green or white lights are illuminated but the lift does not operate when the landing call buttons are pressed	The lift car control lock switch has been left switched on. This will only allow the lift to be moved by an attendant in the lift car	Turn the key in the lift car control 90° anti-clockwise to deactivate its operation
Lift stops/starts whilst travelling between floors	Attendant or goods interrupting the optical sensor	Ensure all goods and attendants are sufficiently clear of the sensors
	Floor number button not pushed in with constant pressure	Press floor number button firmly and constantly
Lift will not operate (no indicator lights)	Mains isolator switch is at 'Off' position	Check that the lift mains isolator switch is set to the 'On' position

Note: Do not attempt to open the electrical box inside the motor compartment as hazardous live terminals will be exposed.

IMPORTANT: If you are in any doubt as to why the lift will not operate correctly DO NOT use the lift. Contact your local Stannah Service Branch for further advice.

For your local Stannah Service Branch - see page 19

** A blown indicator bulb will not affect the operation of the lift. Please be aware that you will incur a charge if you call out the Stannah Service Branch to replace blown indicator bulbs between service visits. The indicator bulbs will normally be replaced as a matter of routine at the next maintenance/service visit - check with your Service Branch to find out when your next visit is due.*

GUARANTEE

YOUR STANNAH GUARANTEE

Stannah Microlifts Ltd are proud to have secured ISO 9001:2008 Quality Management Systems Certification and are pleased to guarantee the whole of our materials and workmanship for a period of twelve months from completion of installation and handover of the lift to you, on the following conditions:

- That you enter into a service contract with our sister company Stannah Lift Services Ltd to ensure that the lift is serviced within the first three months from the date of handover and thereafter at three monthly intervals. As with a motor car, your new lift must be properly serviced and maintained to keep it safe and at its very best. The Service Contract is included for the first 12 months.
- Should any defective workmanship or materials become evident within the twelve month period, we undertake to repair or replace the defective part, as soon as possible during normal working hours (Monday to Thursday 8.00am to 4.45pm, Friday 8.00am to 3.45pm).
- Should attendance outside normal working hours be requested, it will be subject to a reasonable excess charge. The address and telephone number of your nearest Service Branch is to be found at each lift entrance.
- The Guarantee does not cover repairs, replacements or adjustments which may be required as a result of ordinary wear and tear, wilful or accidental damage, misuse, neglect or any other cause beyond our control.
- If at any time the characteristics or performance of the machine are altered, the machine must be issued with a new EC Declaration of Conformity and a new CE Mark affixed.
- That all outstanding monies have been paid to us.

Stannah Microlifts Ltd

Caxton Close, East Portway,
Andover, Hants SP10 3QN
Tel: 01264 351922

Stannah

NOTES

STANNAH SERVICE BRANCHES

CONTACT STANNAH LIFT SERVICES LIMITED AT:

SCOTLAND

45 Carlyle Avenue
Hillington Industrial Estate,
Glasgow G52 4XX
Tel: 0141 882 9946
Fax: 0141 882 7503

NORTH & NORTH EAST ENGLAND

Wellington Road
Dunston
Gateshead
Tyne & Wear NE11 9JL
Tel: 0191 460 0010
Fax: 0191 460 1143

NORTH WEST ENGLAND & NORTH WALES

6850 Daresbury Park
Daresbury
Warrington
WA4 4GE
Tel: 01928 703170
Fax: 01928 714824

MIDLANDS EAST

48 Bleakhill Way
Mansfield
Nottinghamshire NG18 5EZ
Tel: 01623 631010
Fax: 01623 636182

WEST MIDLANDS & MID WALES

Unit A6
Coombswood Way
Halesowen B62 8BH
Tel: 0121 559 2260
Fax: 0121 559 8171

SOUTH MIDLANDS & HOME COUNTIES

Unit 4
Boundary Road
Buckingham Road Industrial Estate
Brackley
Northants NN13 7ES
Tel: 01280 704600
Fax: 01280 701187

EAST ANGLIA

Unit 27/28
Morgan Way
Bowthorpe Industrial Estate
Norwich
Norfolk NR5 9JJ
Tel: 01603 748021
Fax: 01603 743097

SOUTH WEST ENGLAND & SOUTH WALES

Unit 4, City Business Park
Easton Road
Bristol, Avon BS5 0SP
Tel: 0117 955 9976
Fax: 0117 955 5993

LONDON & THE SOUTH EAST

Unit 46
Acorn Industrial Park
Crayford Road
Crayford, Kent DA1 4AL
Tel: 01322 555777
Fax: 01322 555444

SOUTHERN ENGLAND

6 Ambassador Park Estate
Airfield Road
Christchurch
Dorset BH23 3TQ
Tel: 01202 476781
Fax: 01202 485424

NATIONAL CONTRACTS

Unit 46
Acorn Industrial Park
Crayford Road
Crayford, Kent DA1 4AL
Tel: 01322 553925
Fax: 01322 522037

STANNAH MICROLIFTS DISTRIBUTORS

CHANNEL ISLANDS

Rob Willder Lifts Ltd
Nelson House
Nelson Avenue
St Helier
Jersey JE2 4PD
Tel: 01534 39515
Fax: 01534 68846

IRELAND

Olympic Lifts Ltd
Olympic House
Lissue Industrial Estate
Lissue Road
Lisburn
Co Antrim BT28 2SU
Tel: 01280 704600
Fax: 01280 701187

NOTE

Whilst every effort has been used to ensure the clarity and accuracy of this Handbook, we cannot be held responsible for damage or injury resulting from negligence or misuse of this lift equipment.

We are continually developing and improving the Goodsmaster range and we therefore reserve the right to alter or amend the specification without prior notice.



Stannah Microlifts

Caxton Close, East Portway, Andover, Hampshire SP10 3QN

Telephone: 01264 351922

GoodsUM.10.11

www.stannahlifts.co.uk

Stannah