**SAFETY FIRST**

This document is to be used in conjunction with the full user guide available from the manufacturer or to download at bossexeccenters.com/UserGuide.

**Safe use**

Please read this guide carefully. Please note that diagrams are for illustrative purposes only:

- Check that all components are strong, unmarked and that they are functioning correctly - link to Checklist and Quantity Schedules in the user guide. Damaged or incorrect components should not be used.
- Check gear on which tower is to be erected and moved is capable of supporting the tower.
- The safe working load is 275kgs (606lbs), per platform level, uniformly distributed up to a maximum of 900kgs (2000lbs), per tower (including self-weight).
- Beware of horizontal braces (e.g. power tools) which could generate instability.
- Maximum horizontal force equals 25kg.
- Towers must only ever be climbed from the inside and using the rungs directly below the trapdoor.
- It is recommended that towers should be tied to a solid structure when left unattended.
- Only use the adjustable legs to level the tower and not to gain extra height. Adjustable legs should only ever be extended to minimum amount required to level the tower.

**Lifting of equipment**

- Tower components should be fitted using a reliable lifting material (e.g. strong rope), employing a reliable knot (e.g. clove hitch), to ensure safe fastening and always lift within the footprint of the tower.
- Assembled mobile towers should not be fitted with a crane or other lifting device.
- Ensure the safe working load of the supporting decks and tower structure is not exceeded.

**Movement**

- The tower should only be moved by manual effort, and only from the base.
- No person or materials should be on the tower during movement.
- Caution should be exercised when adjusting a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilisers are fitted, they should only be fitted a maximum of 30mm above the ground to avoid ground obstructions.
- The overall height of the tower when being moved should not exceed 2.5 times the minimum base dimensions, or 4 metres overall height with stabilisers fitted in the correct position (whichever is the smallest). If stabilisers are not fitted in the standard position, the overall height of the tower should not exceed 2.5m.
- Before use, check the tower is still correct and complete.
- After every movement of the tower use a spirit level to check that it is vertical and level, and that the trapdoor is correctly closed (whichever is the smallest). If stabilisers are not fitted in the standard position, the overall height of the tower should not exceed 2.5m.
- Before use, check the tower for correct and correct positioning.
- All guardrails should be 2 and 4 rungs (0.5m and 1.0m) above platforms.
- All platforms feature double guardrails on both faces of the tower.
- All guardrails should be 2 and 4 rungs (0.5m and 1.0m) above platforms.
- Do not move the tower in winds speeds over 7.5 m/s per second (17 mph).
- Movable access ladders are not designed to be lifted or suspended.

**NOTE:** If the tower is moved, you MUST inspect prior to use.

**Ties**

For further information on tying-in a tower please contact your supplier or the manufacturer.

**Maintenance - storage - transport**

All components and their parts should be regularly inspected to identify damage, particularly to joints. Lost or broken parts should be replaced, and any tubing with indentation greater than 5mm must not be used.

**Movement**

- Beware of open-ended buildings, which can cause a funneling effect.
- Beware of horizontal forces (e.g. power tools) which could generate instability.

**Lifting of equipment**

- Towers should always be fitted when specified.
- All components and their parts should be regularly inspected to identify damage, particularly to joints. Lost or broken parts should be replaced, and any tubing with indentation greater than 5mm must not be used.

**Maintenance - storage - transport**

- Warning: When erecting a BoSS Room-Mate:
  - To comply with the Work at Height Regulations, guardrails are positioned in advance of climbing onto a platform to reduce the risk of falling.
  - All platforms feature double guardrails on both faces of the tower.
  - All guardrails should be 2 and 4 rungs (0.5m and 1.0m) above platforms.
  - Position handrails 4 rungs above platform level.
  - Position intermediate handrails 2 rungs above platform level.
  - Never stand on an unfinished platform positioned above the second rung of a tower.

**Room-Mate**

**3T - Through the Trapdoor**

**QUICK GUIDE**

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*When used on external ground and adjustment is required, an adjustable leg must be used which replace the castor adapter.

**SP7** Stabiliser employed on straight frame, is used internally.

**Stabilisers should always be fitted where specified.**

**Gale force**

Walking is difficult

**Strong breeze**

Large branches in motion, telegraph wires whistle

**Medium breeze**

Raises dust and loose paper, twigs snap off

**Wind description**

- Beaufort scale
- Beaufort no.
- Speed in mph
- Speed in m/sec

<table>
<thead>
<tr>
<th>Beaufort no.</th>
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<td>1</td>
<td>0.3</td>
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<td>39.0</td>
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<td>58.0</td>
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<td>87.0</td>
<td>139.7</td>
</tr>
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- Beware of open-ended buildings, which can cause a funneling effect.
- Beware of horizontal forces (e.g. power tools) which could generate instability.

**DURING USE**

- The overall height of the tower when being moved should not exceed 2.5 times the minimum base dimensions, or 4 metres overall height with stabilisers fitted in the correct position (whichever is the smallest). If stabilisers are not fitted in the standard position, the overall height of the tower should not exceed 2.5m.
- Before use, check the tower is still correct and complete.
- After every movement of the tower use a spirit level to check that it is vertical and level, and that the trapdoor is correctly closed (whichever is the smallest). If stabilisers are not fitted in the standard position, the overall height of the tower should not exceed 2.5m.
- Caution should be exercised when wheeling a tower over rough, uneven or sloping ground, taking care to unlock and lock castors. If stabilisers are fitted, they should only be fitted a maximum of 30mm above the ground to avoid ground obstructions.
- All guardrails should be 2 and 4 rungs (0.5m and 1.0m) above platforms.
- Do not move the tower in winds speeds over 7.5 m/s per second (17 mph).
- Movable access ladders are not designed to be lifted or suspended.
**ASSEMBLY PROCEDURE**

**Mobile Towers - 3T Method**

**HEIGHT 1**

Platform 0.8m

1. Lay the folded base unit on its side. When using castor adapters for 0.8m build only, fit four castor adapters into the bottom of the base unit and then insert four casters into the castor adapters. The bottom of the base unit may be identified by the bottom end casting - see diagram.

2. Stand the base unit up and push the central hinged frame outward until flat. Unfold the two end frames. Insert the holding pin into the top centre hinge joint. Lock the castor brakes.

3. When using adjustable legs for uneven or sloping ground, push four castors into four adjustable legs and then insert the adjustable legs into the bottom of the base unit. The bottom of the base unit may be identified by the bottom end casting - see diagram.

4. IMPORTANT. Always ensure braces are fully locked in position.

5. IMPORTANT. Always ensure braces are fully locked in position.

**HEIGHT 2**

Platform 1.8m

1. Assemble the base unit as shown in Steps 1 and 2 in Height 1 (0.8m) build method.

2. Fit a horizontal (red) brace between the verticals just above the 1st rung, on the open side of the tower.

3. Position a temporary platform on the 2nd rungs of the tower. Engage the wind-locks, underneath the rungs, at both ends of the tower.

4. IMPORTANT. Always ensure braces are fully locked in position.

5. IMPORTANT. Always ensure braces are fully locked in position.

**HEIGHT 3, 5 & 6**

Platform 2.55m, 4.3m & 6.05m

1. Assemble the base unit as shown in Steps 1 and 2 of Height 1 (0.8m) build method.

2. Fit a platform to the 10th rungs of the tower.

3. Fit a 7 rungs lift frame to each end of the base unit. Ensure the four frame interlock clips are engaged.

4. Fit a diagonal brace between the 3rd and 7th rungs on the open side of the tower. Fit another diagonal brace in the opposite direction to the tower diagonal between the 7th and 12th rungs of the tower, as shown.

5. IMPORTANT. Always ensure braces are fully locked in position.

6. IMPORTANT. Always ensure braces are fully locked in position.

7. IMPORTANT. Always ensure braces are fully locked in position.

**DISMANTLING PROCEDURE**

Remove toe boards, and pass down the tower.

Unclip farthest end of braces and immediately go to protected levels below.

Remove upper platforms from protected levels below.

Pass removed components out of the tower to a colleague.

If building to 4.3m & 6.05m Platform height:

- Do not climb onto the platform until the guardrails are in place.
- Fit a set of toe boards to the platform before entering the trapdoor. Check there are no gaps through which any materials could fall and that the trap door opens correctly.
- Fit the toe boards - See the component section for guidance on how to fit. The tower is now complete.

- IMPORTANT Always ensure braces are fully locked in position.

**Platform 0.8m**

- IMPORTANT. Only use the adjustable legs to level the tower and not to gain extra height.

- IMPORTANT. Always ensure braces are fully locked in position.

- IMPORTANT. Always ensure braces are fully locked in position.

- IMPORTANT. Never climb up the outside of the base unit. Never overreach - get down and reposition the base unit.

- IMPORTANT. Always ensure braces are fully locked in position.

- IMPORTANT Always ensure braces are fully locked in position.

- IMPORTANT. Only use the adjustable legs to level the tower and not to gain extra height.

**Platform 1.8m**

- IMPORTANT. Always ensure braces are fully locked in position.

- IMPORTANT. Never stand on a platform without guardrails.

- IMPORTANT. Always ensure braces are fully locked in position.

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**Platform 2.55m**

- IMPORTANT Always ensure braces are fully locked in position.

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**Platform 4.3m**

- IMPORTANT Always ensure braces are fully locked in position.

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**Platform 6.05m**

- IMPORTANT Always ensure braces are fully locked in position.

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- IMPORTANT Always ensure braces are fully locked in position.

For a detailed user guide, please go to bossaccesstowers.com/literature