

# ***POLLOCK LIFTS***

## USERS MANUAL

Models Included:

Hydraulic Lift

Traction Lift

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## **01 - INTRODUCTION**

The Pollock Homelift range has been designed, developed and manufactured to BS5900 (1999).

They conform to the following EC Directives;

Low Voltage Directive 73/23/EEC

The Electrical Equipment Safety Regulations 1994(SI 1994/3260)

Electromagnetic Compatibility Regulations SI 1992/3080

Electromagnetic Compatibility Directive 89/336/EEC

Machinery Directive 89/392/EEC

Supply of Machinery (Safety) Regulations 1992 SI 1992/3073 as Amended by SI 1994/2063

These products are manufactured to provide a safe, secure and reliable means of transporting a user or user and wheelchair, vertically between two floors.

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:

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Carrickfergus  
County Antrim  
Northern Ireland  
BT38 8PX  
Telephone: (028) 93368167  
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email: [sales@pollocklifts.co.uk](mailto:sales@pollocklifts.co.uk)

## 02 - SAFETY & SAFETY FEATURES

### Upper Sensitive Edges:(Traction & Hydraulic)

These are located on the top frame of the lift and door. If these are pressed when the lift is ascending the lift will stop. This prevents any danger of crushing between the lift car and the ceiling.

### Bottom Sensitive Tray:(Traction & Hydraulic)

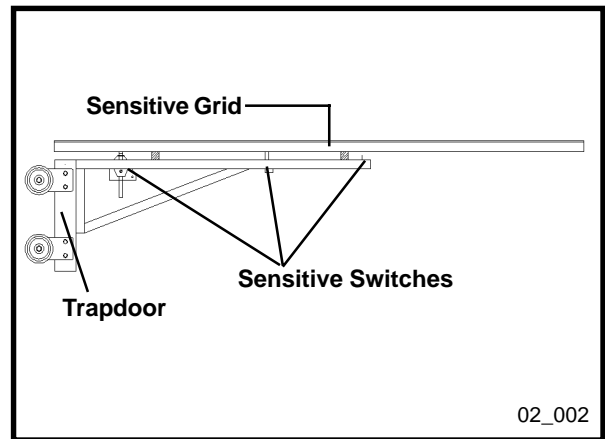
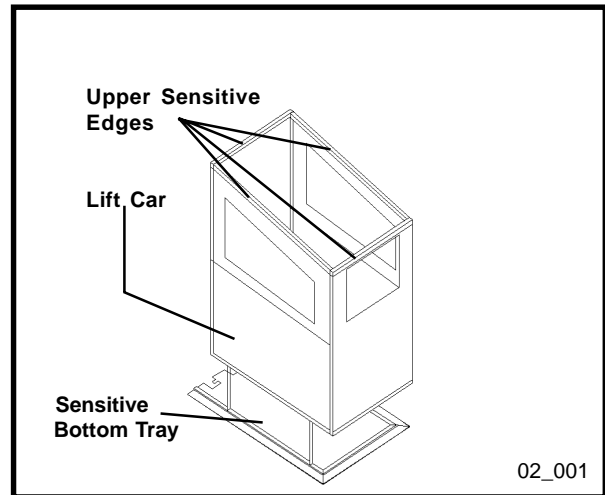
The sensitive tray is located underneath the lift car and when pressed either up or down the lift car will automatically stop. This prevents any danger of crushing beneath the lift car as it descends. The bottom tray also acts as a fire seal when the lift car is at the first floor level. The tray fits into the bottom liner of the aperture and rests on a fire seal, which prevents any smoke or fire from entering the upstairs room for a minimum of 30 minutes.

### Sensitive Trapdoor:(Traction & Hydraulic)

The sensitive trapdoor is located at the first floor level. When the lift is ascending the trapdoor is picked by the carrier. It is also used as a walk over when the lift car is at ground floor level. Pressure up or down on the trapdoor will activate the sensitive switches thus automatically stopping the lift when the lift is in motion.

### Stop Switches And Devices:(Traction & Hydraulic)

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



## 02 - SAFETY & SAFETY FEATURES

### Over Travel Switch:(Traction & Hydraulic)

This switch is located in the control box at the top of the lift. In the unlikely event of the lift over travelling, the trapdoor will hit and activate this switch thus automatically stopping the lift car.

### Posi-Lock Door Mechanism:(Traction & Hydraulic)

This lock mechanism is located on the inside of the bottom frame of the lift car. It will only allow the lift door to open at two preset points (i.e. ground floor and first floor).

### 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.

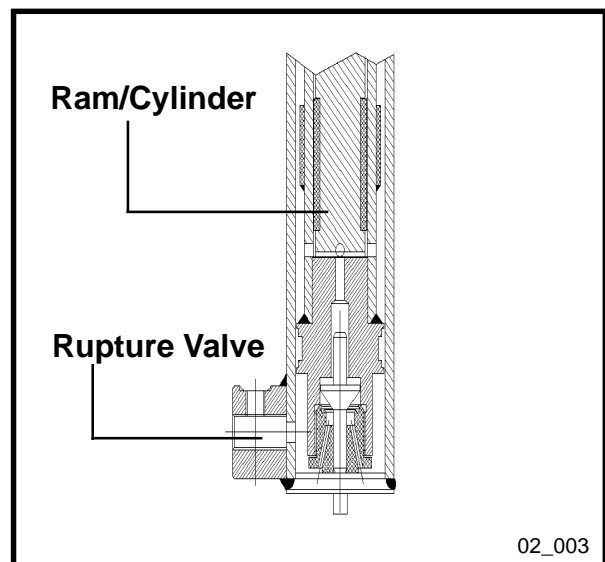
### Fire Alarm System:(Traction & Hydraulic)

This consists of a smoke detector, located on the ground floor ceiling near the lift aperture, a siren, located in the stair well and a control panel contained in the main controller.

If a fire should occur, the smoke will be detected by the smoke detector and sound the siren. The lift car will automatically ascend to the first floor. This will create a fire seal to prevent the fire from spreading.

### Seat Belts:(Traction & Hydraulic)

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.

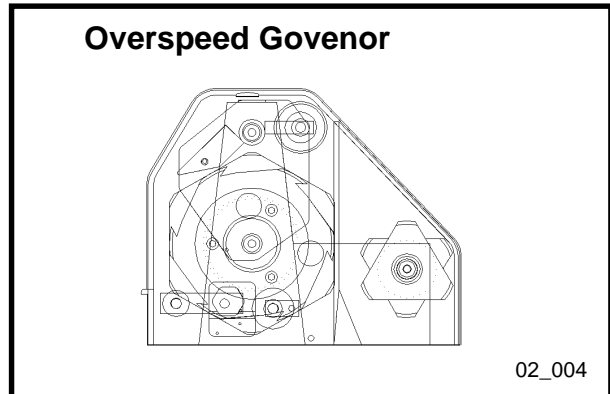


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## 02 - SAFETY & SAFETY FEATURES

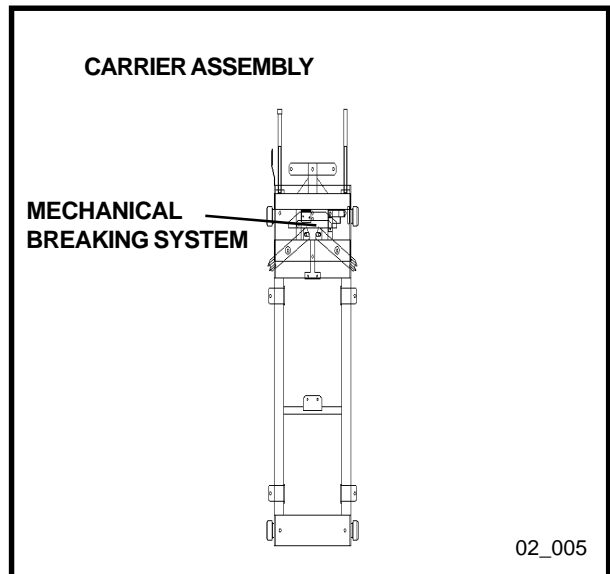
### Overspeed Governor: (Traction Only)

The overspeed governor is located in the main control unit on top of the lift car. If a fault should occur within the drive system which results in the lift car descending out of control, the overspeed governor device will operate the emergency brake, which will automatically stop the lift car.



### Mechanical Braking System: (Traction Only)

The mechanical braking system is located on the lift car carrier assembly. The mechanism is triggered by the overspeed governor. When the O.S.G. is activated it unleashes the brake arms. These dig into the inside of the rail guides by way of pointed tool steel pins housed in the brake arms.



## **02 - SAFETY & SAFETY FEATURES**



### **WARNINGS:**

Do not turn the mains power supply switch off.

(adjacent to the control unit at the top of the rails)

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

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

Do not exceed the recommended load of the lift.

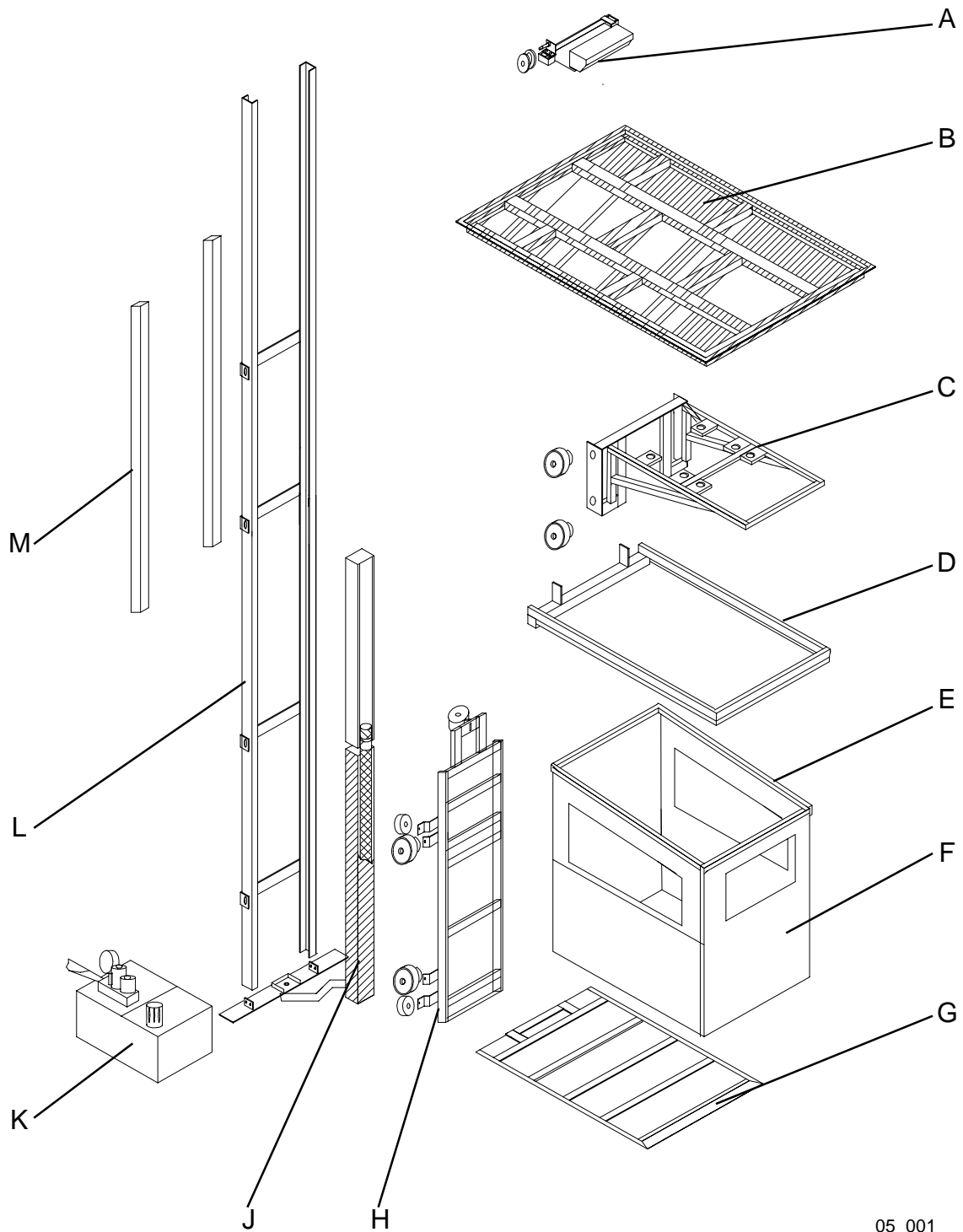
Do not attempt to open the lift car door when the lift is in motion.

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.

03 - DESIGN & FUNCTION



05\_001

**03 - DESIGN & FUNCTION**

- A** - Control Unit / Motor Mount
- B** - Trapdoor
- C** - Trap Carrier
- D** - Ring Beam
- E** - Upper Sensitive Edges
- F** - Lift Car
- G** - Bottom Tray / Lower Sensitive Edges
- H** - Carrier
- J** - Ram & Sleeve
- K** - Hydraulic System (Motor, Pump & Tank)
- L** - Rails
- M** - Stanchions
- N** - Station Box
- O** - In Car Control Panel
- P** - Door Button Switch
- Q** - Seats

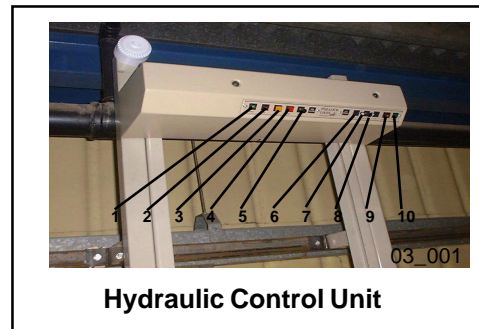
### 03 - DESIGN & FUNCTION

#### A - Control Unit / Motor Mount

The Control Mount is positioned at the top of the rails and carries all the control circuitry for the lift. In the case of the Traction lift it also carries the electric motor, the overspeed governor, the rope drums and the cable pulleys.

Diagram 03\_001 explains the control buttons and switches:

- 1) - Power Light
- 2) - Fire warning Light
- 3) - Alarm Test Button
- 4) - Alarm Silence Button
- 5) - Reset Button
- 6) - 3.15Amp Fuse (2) off
- 7) - Fuse Light
- 8) - Fuse Test Button
- 9) - Over Load Reset Button
- 10) - Mains Button



### **03 - DESIGN & FUNCTION**

#### **B - Trapdoor**

The Trapdoor closes the ceiling aperture when the lift car is at the lower level and rises with the ascent of the lift. The trapdoor is manufactured from a metal grid and a plywood infill. This ensures that the trapdoor is as strong if not stronger than the original floor. The plywood infill can be covered with whatever floor covering is appropriate.

The trapdoor is fitted with sensitive edges to ensure that the lift cannot rise if there is an obstruction on the top of the trapdoor. These sensitive edges will stop the lift if anything is trapped between the trapdoor and the floor when the lift is on its way down.

#### **C - Trap Carrier**

The trap carrier is a metal frame which carries the trapdoor.

#### **D - Ring Beam**

The ring beam gives support to the aperture and provides a secure and accurate anchor point for the stanchions.

#### **E - Upper Sensitive Edges**

The upper sensitive edges are a safety measure to prevent any crushing between the lift and the ceiling as the lift ascends. Any pressure on the sensitive edges will stop the lift, the lift will then only move away from the obstruction.

#### **F - Lift Car**

The lift car is attached to the carrier and is the actual transport unit. It is robustly constructed from welded box section and reinforcing gussets. All manufacturing materials meet the relevant standards and the car is tested to carry the rated loads safely. There are three main types of lift car:

The Wheelchair Model - This is the most popular model and can carry a wheelchair and occupant. It is available in a range of sizes to suit any situation.

The Seated Model - This car has a much smaller footprint and is supplied with a fixed, sliding or perch seat. It is suitable only for users who do not need to use a wheelchair.

The Side Hung Model - This car is similar in size to the Wheelchair Model but is mounted to the rails at the side. Entry is therefore parallel to the plane of the rails. This lift is used where normal entry would be restricted.

### **03 - DESIGN & FUNCTION**

#### **G - Bottom Tray / Lower Sensitive Edges**

The bottom tray closes the ceiling aperture to provide a fire seal to the required standard when the lift car is at the upper level and also acts a sensitive edge when the car is descending.

#### **H - Carrier**

The carrier is a welded steel frame with nylon wheels which are designed to provide stability, security and free movement for the lift car in ascent and descent. It runs along the rail guides to carry the lift car.

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

#### **J - 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 to protect the user in the event of a malfunction and is driven by the hydraulic power pack.

The sleeve is a metal housing for the hydraulic cylinder.

#### **K - Hydraulic System (Motor, Pump & Tank)**

The hydraulic system consists of an electrically driven hydraulic pump, a tank to hold the hydraulic fluid and pipework to supply the hydraulic oil to the hydraulic cylinder. There are two types of hydraulic pump available, a submersible type and an air cooled version.

The hydraulic system has a range of features which meet and exceed the British Standard. Components such as pressure relief valve, pressure switch and shut off valve provide safety mechanisms to protect the user and electrically energised valves allow for control of starting and stopping accelerations. Manual lowering is standard on both models.

#### **L - Rails**

The rails guide and support the carrier and lift car from the lower floor to the upper floor. The rails are fixed to the base plate at the lower level, the ring beam at ceiling level and to the stanchions at the upper level.

#### **M - Stanchions**

The stanchions support the rails at the upper level. They are attached to the ring beam at floor level and to the roof trusses or ceiling joists via a spreader plate at the upper level.

### 03 - DESIGN & FUNCTION

#### N - Station Box:

The station box is located on a wall adjacent to the lift.

- Blue(up) - Push to make lift ascend
- Green (down)- Push to make lift descend
- Red (stop) - Push to stop lift
- White (door) - Push to open Door
- Key Switch - On/Off Positions for lift operation

#### Station Switch Box



#### O - In Car Control Panel:

This is located on the left or right hand side inside the lift car.

- Blue (up) -Push to make lift ascend
- Green (down) -Push to make lift descend
- Red (stop) - Push to stop lift at any time
- Orange (light) -Push to activate in car light
- White (door) -Push to open & (close door if power door mechanism is fitted)
- Red (alarm) -Push to activate alarm

#### In Car Control Switches



#### P - Door Button Switch:

The door switch button is located on the side of the door.

- White (door)- Press to open and (close door if power door mechanism is fitted)

#### Door Button Switch



## 03 - DESIGN & FUNCTION



### Tip Up Seat:

Metal base frame encapsulated with a blue coloured P.U. fire retardent foam, fixed directly to the back of the lift car.

The tip up seat is designed for users with a wheelchair, where the seat can be tipped up to allow access for the wheelchair or tipped down if the users wish not to use their wheelchair in the lift.

### Fixed Seat:

Metal base with cushion, covered in fire resistant material, fixed directly to the back of the lift car. The fixed seat is designed for users without a wheelchair and provides support to the user while the lift car is in motion.

### Sliding Seat:

Metal frame with cushion cover in fire resistant material, located to metal side runners on the lift car by four nylon wheels.

The sliding seat is designed to accomodate easier transfer to a wheelchair.

The movement of this seat is locked or released with a bar under the seat, raising the bar will allow the seat to move forwards or backwards to the users required position. On release of this bar the seat will lock into position.

### Percher Seat:

Metal base with cushion, covered in fire resistant material, fixed directly to the back of the lift car.

The percher seat is a fixed seat which 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 users safety and operate in the same manner as car seat belts.



## **04 - TRANSPORT**

The Pollock Lift can be transported quite safely once correctly packaged.

Seek information from your local service provider or from the manufacturer before attempting to move the lift.

## 05 - OPERATING INSTRUCTIONS

### Opening Door From Outside Lift Car.

Press the white illuminated button on the edge of the door.

### Closing Door From Inside Lift Car.

If your lift is fitted with a Power Door press the white illuminated button marked door on the control panel.

If not the door must be closed manually by pulling on the handle.



### Preparing For Travel.

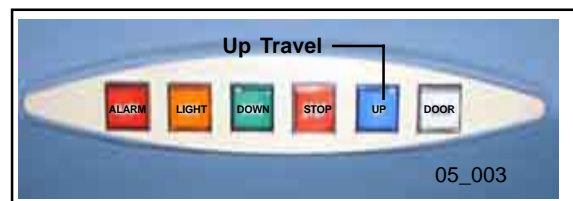
In a wheelchair, move into the lift and close the door.

In a Seated Lift position yourself comfortably on the seat. Fit seatbelt for extra security.

These operate in the same manner as car seatbelts.

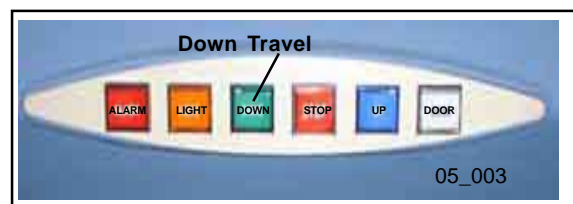
### To Move Up.

Press the Blue Button Marked Up on Control Panel.



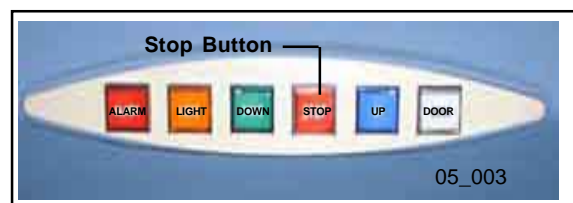
### To Move Down.

Press the Green Button Marked Down on the Control Panel.



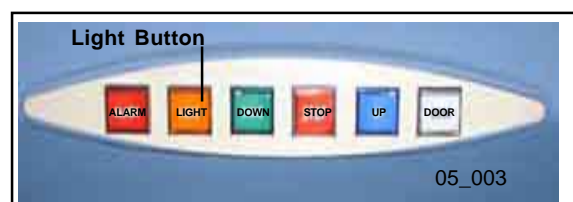
### To Stop.

Press the Red Button Marked Stop on the Control Panel.



### To Activate Light.

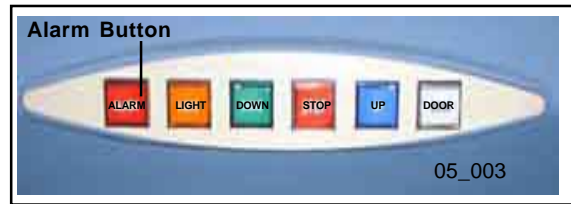
Press the Orange Button Marked Light on the Control Panel.



## 05 - OPERATING INSTRUCTIONS

### To Sound Alarm.

Press the Red Button Marked Alarm on the Control Panel.



### To Call Lift Upstairs From Outside Car

Press the blue button marked up on either of the station boxes.

### To Call Lift Downstairs From Outside Car.

Press the green button marked down on either of the station boxes.



Note! There will be a pause of three seconds before the lift begins to move after you have pressed the blue (up) or green (down) button.

You do not need to hold any of the buttons down.

### Telephone Operation

The Telephone operates in exactly the way as your house telephone.

## **06 - 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:

- (1) Move lift to first floor
- (2) Turn the key to the off position on the station box and remove the key.



### **LONG TERM SHUT OFF**

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

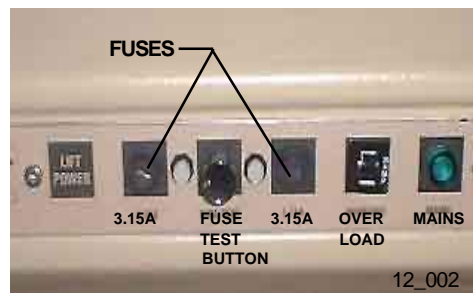
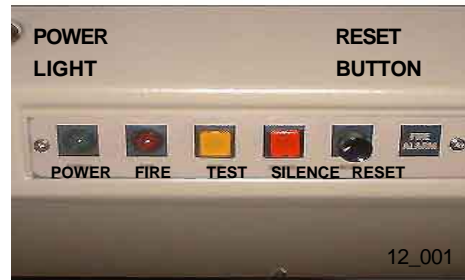
## 07 - MAINTENANCE

### WEEKLY MAINTENANCE

#### TEST THE FIRE ALARM:

1. Go to first floor level.
2. Move lift to ground floor level.
3. Taking care not to apply any weight to the trapdoor, press the test button on the control panel.
4. Allow the lift to ascend about 300mm (1ft) through the aperture.
5. Press the stop button on the station box.
6. Press the silence button (on control panel) to deactivate the siren.
7. Press the reset button.
8. Reposition the lift at the level required, using the station switches.

If, when you press the test button, the siren does not sound or the lift does not start to ascend, contact your service engineer.



### FORTNIGHTLY MAINTENANCE

#### Clean Lift Car:

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

#### Clean Rails:

The rails for the lift car should be cleaned using household polish.

## **07 - MAINTENANCE**

### **PERIODIC EXAMINATION:**

After installation, the lift is commissioned, i.e. checked and certified as up to the specified standards.

The lift should be thoroughly examined again within six months of this commissioning date (which can be found in the lift's service log).

The lift should thereafter be examined at intervals not exceeding six months. These examinations are essential to ensure the continued safety and reliability of your lift.

### **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.

After each visit, all defects, repairs or modifications should be recorded in the Service Log.

## 08 - BEFORE CALLING THE SERVICE ENGINEER

Contact the Service Engineer immediately should any of the following occur.

Emergency Brake operates  
 Fire System malfunctions  
 Any unusual noises come from your lift

### Lift Car Fails To Operate

- A. Check at the controller that the Power Light is illuminated.  
 If not,  
 Check the Mains Power Switch (located on the wall beside the controller).  
 Check the Overload Reset Button and reset if necessary.  
 Check the trip switch on the meter board.

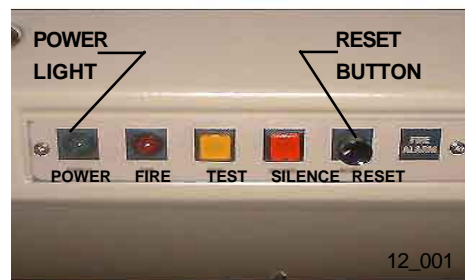
If all of these are ok but the Power Light is not illuminated contact the service provider

- B. Check the fuses on the control unit by pressing the Fuse Test Button, This should illuminate two white lights.  
 If either light does not illuminate the necessary fuse must be replaced.
- C. Check that the key in the station box is turned to the ON position.
- D. Check all station box switches by pressing and releasing them to ensure none are stuck.
- E. Check that all sensitive edges are functioning correctly by pressing and releasing them.
- F. Check that the car door is closed properly.

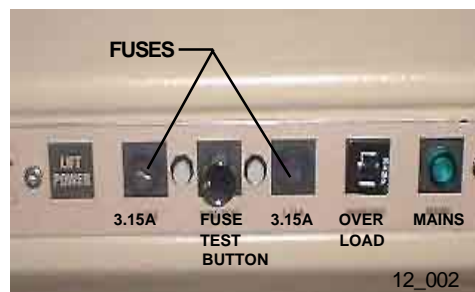
### STATION BOX



### CONTROL BOX



### CONTROL BOX



## 08 - BEFORE CALLING THE SERVICE ENGINEER

### Lift Car Door Fails To Open

- A. Ensure that the lift car has not been stopped before reaching the appropriate floor level.
- B. 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).



### Manual Opening Of Lift Car Door

- A. Locate the rubber grommet on the side of the lift car which the lock is fitted.
- B. Place a screwdriver through hole in the grommet and apply upward pressure to open the lift car door.



### Manually Lower Lift Car

#### Hydraulic:

- A. Ensure that all obstacles are removed from under the lift car.  
If you are unable to see the lift from the pump unit location, ensure there is another person checking the safe travel of the lift car.
- B. Turn the Emergency Release Knob, located on the pump unit, counter clockwise and hold.  
( The lift will slowly descend)
- C. When the lift car has reached floor level release the Emergency Release Knob.



EMERGENCY RELEASE KNOB

## 08 - BEFORE CALLING THE SERVICE ENGINEER

### Manually Lower Lift Car

#### Traction:

- A. Switch off power supply to the lift car by turning the mains power switch (located on the wall beside the controller).
- B. Insert the Hand-wind Wheel into the hole in the Motor Housing Canopy. (You should feel the Hand-wind Wheel locate onto an internal shaft).
- C. Press down 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).
- D. When the lift car has reached floor level ensure that the hand winding wheel is removed from the motor housing.



### How To Turn Off In Car Alarm

- A. Press the Alarm Button on the in car control panel.



**08 - BEFORE CALLING THE SERVICE ENGINEER**

**How To Turn Off The Fire Alarm**

- A. Press the silence button on the control unit to silence the siren.

