

GOODSMASTER CD & CD PLUS USER HANDBOOK

IMPORTANT

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

Stannah

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NOTE:

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

INTRODUCTION

Important – please read

Thank you for purchasing a Stannah Goodsmaster lift. Before using your lift, the lift owner must read and familiarise themselves with this user handbook, in particular their legal responsibilities as a lift owner and key features of the lift. **You should also ensure that all employees are thoroughly trained in both its safe operation and use.**

Your Stannah lift has been manufactured and installed in accordance with the Machinery (Safety) Regulations and conforms with all statutory requirements for goods lifts as shown on our Declaration of Conformity.

Your lift will give you many years of trouble free operation provided it is properly maintained. A Service Log Card, supplied with the lift, must be completed after each service visit. Failure to ensure servicing is carried out could lead to unreliable or unsafe operation.

Your local Stannah Service Branch is available to carry out the required examinations, to assist with the completion of the statutory reports and to provide any training required.

For your records:



LEGAL REQUIREMENTS

LIFT SAFETY - YOUR RESPONSIBILITIES

Am I legally obliged to have my lift serviced/maintained?

Yes. The general duties imposed by The Health and Safety at Work etc Act 1974 supported by Provision and Use of Work Equipment Regulations 1998 (PUWER) regulations mean that you are obliged to keep your lift in safe working order. This means you must arrange for regular maintenance of your lift.

Am I legally obliged to have my lift Thoroughly Examined?

Yes. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) requires that a lift undergoes an inspection/thorough examination by a competent person at regular intervals (twice a year for passenger lifts, once for goods lifts or according to the lifts' situation) and applies to all lifts and lifting equipment used at work.

I have a lift in my building. What do I need to do?

You should arrange for the lift to be maintained (regularly serviced and kept in good repair) and, if the lift is in a place of work, thoroughly examined at intervals in line with legislation.

What is the difference between 'Maintenance' and 'Thorough Examination'?

Maintenance is the regular servicing of the lift, encompassing the routine adjustment to components, replacement of worn or damaged parts, topping up of fluids and so on, and should be carried out by an experienced and competent lift company, such as Stannah Lift Services. Maintenance is carried out to ensure the lift runs efficiently and safely.

Thorough Examination is the systematic and detailed visual inspection of the lift and all its associated equipment and would usually be carried out by a third party, or an appointed 'competent person'. Thorough Examination provides a good check that maintenance is being carried out properly. It focuses entirely on the safety of the equipment.

Authoritative guidance on Thorough Examination as required by Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) can be found in The Guidelines for Supplementary Testing of In-Service Lifts published by SAFed.

Thorough Examination may also be referred to as Form 54 or F54 inspection – the code given to the form prescribed by repealed Factories Acts. Although no longer prescribed, the term remains in use. Other common terms used are: periodic inspection, statutory inspection (because it is required by law) or insurance inspection (inspections were often on behalf of insurance companies).

Do I have a responsibility for trapped passengers?

Advice on this can be sought from your local Stannah Service Branch.

LEGAL REQUIREMENTS

LEGAL REQUIREMENTS FOR THE LIFT OWNER

Regulations require that these lifts must be examined by a fully qualified lift engineer.

The lift owner, must employ a qualified maintenance company for upkeep after the service warranty expires. If there is more than one lift sharing shafts, spaces or machine rooms, the maintenance organisation must be the same one.

IMPORTANT LIFT OWNER RESPONSIBILITIES

It is the responsibility of the owner to ensure that:

- They request regular service inspections, giving access to the maintenance company as required to enable them to carry out any inspections, repairs and checks.
- The name and telephone number of the maintenance company is visible on the lift at all times.
- If applicable, the in-car emergency communication line remains working at all times.
- That a risk assessment is carried out:
 - ⇒ if the maintenance organisation is changed.
 - ⇒ if the use of the building or installation is changed.
 - ⇒ after an important modification to the building.
 - ⇒ after an accident involving the lift.
- They inform the maintenance organisation about:
 - ⇒ the building evacuation procedure and appropriate exits in the case of fire.
 - ⇒ where to find the keys to gain access to restricted areas and to the lift.
 - ⇒ any people who must accompany the lift engineer to the lift whilst on site.
 - ⇒ any additional protection equipment to use and where to find it.
 - ⇒ any anomaly in the lift operation (to do so periodically run an empty lift up and down, visually checking there is no change or damage to the lift).

Documentation

This user manual must be kept safe, so that it may be consulted at any moment.

Log cards and reports from each visit must be kept by the occupier of the building. If any repairs are necessary, a copy of the report must be sent to the maintenance company and any other appropriate authority within 28 days.

The detailed instructions in the case of an untimely stop, especially those relating to the rescue operation and unlocking of landing doors must be placed in the lift machine room or control cabinet.

PRODUCT LIFE EXPECTANCY

Product life expectancy depends largely on the environment, usage and the undertaking of proper scheduled maintenance.

The maximum recommended usage, or duty rating, for the Goodsmaster CD and CD Plus are 20 journeys per hour.

Our goods lift products have a life expectancy of 25 years, but we must point out that there are component parts which will require replacement - perhaps several times.

Actual life expectancy of a lift depends on a number of factors, including:

- The actual load the lift carries on each journey
- The actual lift travel, as this determines journey time and hence wear on the drive system
- The number of floors served by the lift
- The level of usage of the lift and whether this changes over time
- The environmental conditions that it operates within
- The quality of the servicing and maintenance

We ensure that spare component parts are available for at least 10 years following the installation of any lift, but many are available far beyond this.

There are a number of component parts that may require replacement during the lift's life cycle and you will be advised of this as part of your servicing schedule.

SAFETY INSTRUCTIONS

Any breakdowns or failures should be reported immediately to your service provider.

In order to avoid accidents, lift users must respect the following safety regulations:

Avoid excess goods movement in the lift car

Avoid any movement of the load during travel. If the load is on wheels, ensure that the brakes are applied. The load must be positioned in balance with the lift car's centre of gravity. If the load has small wheels, it is possible that lift car movement during loading/unloading will put the lift car floor out of level with the landing, and so interfere with loading/unloading.

The lift must not be overloaded

The maximum rated load is displayed on the load plate, and the load should be evenly distributed wherever possible.

The lift should be used for its intended purpose

Children must not play with the lift. The lift shouldn't be used in the event of fire.

The lift and control equipment should be kept clear and always left in a safe manner

Check that doors are free from obstruction when opening. No goods or materials to be placed on or near the lift or control equipment as access is required for lift service and in the event of an emergency.

In the case of breakage of any glass door panel, the lift must be stopped immediately and the power supply switched off from the master switch. The goods lift must not be used again until the glass door panel has been repaired.

Lift access

Special precautions must be taken when the lift door is open, ensuring that no objects fall into the structure, as well as avoiding any element which may damage the lift and interfere with safe lift operation.

Only authorised service personnel should gain access to the lift and lift control cabinet. A 'Lock Release' key will have been left by our installers - it is for use by trained lift engineers only - do not attempt to use it yourself. It is essential that any keys supplied are kept securely and only provided to a fully trained lift engineer.

The lift should be kept in a good condition

Daily visual checks should be carried out by a person who is competent to do so to ensure the correct operation of the lift. Worn parts and used lubricating products must be disposed of in compliance with statutory regulations with respect to protection of the environment.

You should not attempt to dismantle or remove any parts of the lift

Such work should be entrusted only to competent personnel with the relevant expert knowledge and training.

GENERAL LOADING GUIDANCE

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.1).

DO close all landing doors after unloading (Fig.2).

DO report any malfunctions immediately, having first referred to the Troubleshooting section



Fig.1

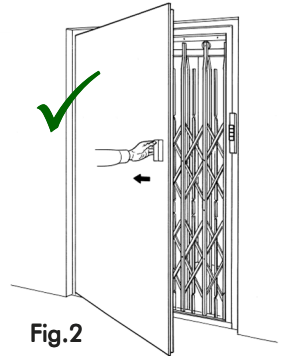


Fig.2

DON'T slam into the rear wall of the car or structure as this may cause damage to the lift equipment (Fig.4).

DON'T overload the lift. The maximum rated load of the lift is dependent on the lift model, and is displayed on the load plate. Ensure that goods stacked in the lift car are **stable** and will not fall. (Fig.5)

DON'T try to prise the landing door open, as you will damage the door lock mechanism (Fig.6).



Fig.4



Fig.5



Fig.6

GENERAL LOADING GUIDANCE

OPERATING LANDING AND CAR DOORS

1. Open the landing door/gate gently by pulling the handle (Fig.7).
2. Open the inner car gate by gently pulling the handle and sliding open using the handle to avoid trapping your fingers (Fig.8 & 9).
3. Complete loading/unloading.
4. Gently close the inner car gate by gently gliding the car gate across the entrance, using the handle to avoid trapping your fingers (Fig.8).
5. The car gate is locked in position by sliding the handle and allowing the gate latches to drop into position. The car gate **MUST NOT BE SLAMMED** as it will not lock correctly and will stop the lift from working.
6. Finally gently close the landing door (Fig.7) and follow relevant call and send instructions

NOTE: If you have an attendant model and are travelling with the goods steps 4, 5 and 6 will be done in reverse.

NOTE: Please note that if either the inner car gate and or outer landing doors are not correctly closed the lift will not operate

LOADING / UNLOADING

1. When loading or unloading the goods, the lift car and landing areas must be level and well lit.
2. Manually open the landing door and lift car gate.
3. Load or unload the goods.
4. Shut the lift car gate and landing door when you have finished using the lift, this will allow other user's to call the lift.

Travel direction

When the goods lift is in motion, the up or down arrowed button (depending on the direction of travel) or the floor-numbered button corresponding to the lift's destination will remain illuminated.



Fig.7



Fig.8

GOODSMASTER CD



The Stannah Goodsmaster CD is a goods only lift.

DON'T try to enter or ride in a goods only lift. It is for carrying goods only. Safety Regulations forbid travel by a persons in a GOODS ONLY lift.

Typically identified by no lift car operating panel in lift car (included for goods attendant lifts).



CD - FEATURES & OPERATION

CALLING/SENDING

Push button automatic lift controls are located at the landing entrance, push and hold for two seconds to operate.

To send the car to the required destination, either push the arrowed/numbered button corresponding to the travel direction required.

To call the car, push the arrowed/numbered button corresponding to the travel direction required.

Buzzer for doors not closed

The goods lift will only operate if all landing door and car gates are closed. If a door/gate is left open, a continuous buzzer will sound when a call/send push button is pressed, except at the floor where the door/gate is open.

Check all gates and landing doors are shut and the lift should operate as normal.

Emergency stop button

On each push button panel there is a emergency stop button. This should never be pressed except in the case of emergency.

LOAD WEIGHING / EXCESS LOADS

A load weighing device is fitted to the lift. A buzzer will sound intermittently when the rated load amount is exceeded within the lift car. The buzzer will continue to sound, to operate the lift remove some of the load until the buzzer stops and the lift will reset automatically.

NOTE: The lift will not operate whilst the buzzer sounds and the rated load has been exceeded.



GOODSMASTER CD PLUS



The Stannah Goodsmaster CD Plus is a goods lift with up to two trained attendants able to ride with goods.

Typically identified by lift car operating panel in lift car (not included for goods only lifts).

- 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.
- Attendants **should not** be allowed to tamper or play with the lift – **JOYRIDING CAN BE DANGEROUS.**



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 an autodialler, so that in the event of a power supply failure, help can be summoned.

CD PLUS - FEATURES

COMMUNICATION SYSTEMS

Communication systems within the lift car enable an attendant in the lift car to summon help if a difficulty arises or the lift malfunctions.

Intercom in the lift car (Option) see pg.14

The intercom is between the lift car operating panel and controller only. 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.

Lift car autodialler (Option) see pg.15

The autodialler is fitted to the car operating panel and enables pre-programmed numbers to be dialled to summon external assistance.

FULL HEIGHT LIGHT RAY

A full height light ray and car gate is fitted at the entry and exit points of the lift car to help prevent goods movement. Activation of the light ray will automatically stop the lift if an object breaks the beam while the lift is moving.

KEYSWITCH OVERRIDE CONTROLS

A key switch is provided on the car operating panel to enable the attendant to switch between automatic landing control and constant pressure car control modes. It is not advisable to travel in the lift car when it is in automatic control mode.

LOAD WEIGHING / EXCESS LOADS

A load weighing device is fitted to the lift. A buzzer will sound intermittently when the rated load amount is within the lift car, including any attendant. The buzzer will continue to sound, to operate the lift remove some of the load until the buzzer stops and the lift will reset automatically.

NOTE: The lift will not operate whilst the buzzer sounds and the rated load has been exceeded.

CD PLUS - OPERATION

CALLING/SENDING FROM LANDING

Push button automatic lift controls are located at the landing entrance, push and hold for two seconds to operate.

To send the car to the required destination, either push the arrowed/numbered button corresponding to the travel direction required.

To call the car, push the arrowed/numbered button corresponding to the travel direction required.

Buzzer for doors not closed

The goods lift will only operate if all landing door and car gates are closed. If a door/gate is left open, a continuous buzzer will sound when a call/send push-button is pressed, except at the floor where the door/gate is open.

Check all gates and landing doors are shut and the lift should operate as normal.

Emergency stop button

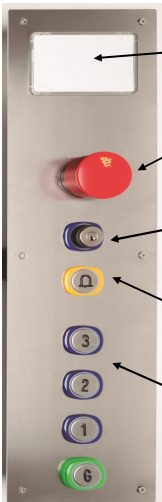
On each push button panel there is a emergency stop button. This should never be pressed except in the case of emergency.

CAR CONTROLS

To operate the lift from the lift car press and hold the button for the required floor selection. The car will stop automatically when the designated floor is reached.

NOTE: The lift will stop if you release the button before the car has reached the landing.

Standard Car Operating panel



(D) - Emergency lighting

(C) - Emergency stop button (red) will immediately halt car movement and until released, will prevent the system from responding to any call from landing or car operating panels. To release it, twist it in the direction of the arrows on the button itself.

(H) - Hold-to-run key switch to operate the lift from within the car, this switch has to be turned on. The key is only issued to authorised persons. Without the key the car will not respond to calls or be operable from inside the car. With the switch turned on, the passenger can move the car by pressing and holding the required landing destination button down.

(G) - Alarm button in case of emergency to alert those nearby to come to the assistance of the lift user.

(A) - Hold to run buttons for selecting required destination.



Stop button to immediately stop lift operation

Push button to call the lift to that landing

CD PLUS - OPERATION



Car Operating Panel with AUTODIALLER

- (1) - Emergency lighting
- (2) - Emergency stop button (red) will immediately halt car movement and until released, will prevent the system from responding to any call from landing or car operating panels. To release it, twist it in the direction of the arrows on the button itself.
- (3) - Buttons for selecting the landing destination required.
- (4) - Alarm button to be pressed in case of emergency to alert those nearby to come out to the assistance of the passengers. Activation of two-way telephone communication should the car come to a halt between landings, the alarm button should be pressed down for at least 3 seconds, thereby automatically alerting the lift maintenance company. The yellow indicator will then light up.
- (5) - Hold-to-run key switch to operate the lift from within the car, this switch has to be turned on. The key required is issued only to authorised persons and without the key the car will not respond to calls or be operable from inside the car. With the switch turned on, the passenger can move the car by holding the required landing destination button constantly pressed down.

Additional options dependent on model:

- An induction loop system (optional) ensures that two-way communication is possible for the hard of hearing.
- An LCD Display indicating the lift car's current floor location.

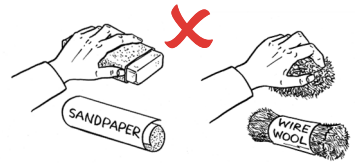
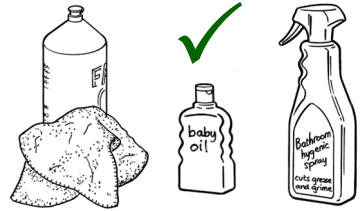
Note: A telephone communication/induction loop system may not be fitted to your lift. In the unlikely event the lift breaks down keep the alarm button pressed, to set off an alarm sounder.

LIFT CARE

The following procedures carried out regularly will help to keep your Goodsmaster 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.
- All other surfaces should be cleaned with a soft cloth and detergent – avoid using excessive amounts of water in the lift car or on the landing doors.
- The lift car should be cleaned when the lift is positioned at the lowest floor level.
- Never use abrasives for cleaning any of the surfaces on your Goodsmaster. No products or cleaning techniques that may cause damage to the car decoration must be applied.



Any finishes outside of standard range or finishes mentioned above may require additional cleaning information which will be supplied separately.

SPILLAGES

- Make sure you mop up and wipe dry any liquid spillages **immediately**.
- In the event of a major spillage overflowing into the Goodsmaster car, contact our Service branch as you will need a Lift Service Engineer to provide you with access to the pit to enable you to clean up the spillage.



GENERAL NOTES

- Never operate cleaning appliances within the lift car that are connected to an external power source via a trailing cable unless the car has been isolated with the car preference key switch.
- Never leave objects propped against the doors, door frames or car finishes.
- Never wedge the doors open.

TROUBLESHOOTING

When someone detects **an anomaly in the lift operation, or a dangerous situation**, the owner must put the lift out of service, inform the maintenance company and proceed to put up signs on all the lift doors indicating that the lift is out of service.

The goods lift should **never** be left out of service with any doors open.

Moreover, the owner must inform the maintenance company:

- After any type of rescue intervention has been carried out.
- Before carrying out any modifications to the lift, its use and/or maintenance.
- Before any inspection or other work not related to maintenance is carried out on the lift or lift equipment by a third party.
- Before putting the lift out of service for a lengthy period of time.
- Before the lift is restarted after a long period of being out of service to request an general inspection.

It is necessary to consider the consequences of the risk assessment carried out by the maintenance organisation in accordance with the work risk prevention laws.

Problem	Cause	Cure
Lift will not operate	Mains isolator switch is in 'Off' position	Check that the lift mains isolator switch is set to the 'On' position.
Buzzer is sounding intermittently	Lift is overloaded	Remove load from the lift until buzzer stops sounding.
Buzzer is sounding continuously	Car gate or landing door on any landing is not closed correctly Or Stop switch has been activated taking the lift out of service	Check all gates and landing doors are shut and the lift should operate as normal. Or Check and deactivate the stop switches and the lift should operate as normal.
Trapped loads or trapped loads with attendant while lift in use	A power cut or failure of the lift has occurred	Check there is no power cut to the lift. Ring your local service branch to request a callout.

PASSENGER RESCUE/ EMERGENCIES

A passenger rescue operation as well as the use of the emergency key for the doors, may only be carried out by qualified personnel from the maintenance company.

Both the emergency key, as well as the keys for access, must always be available in the building, and may only be used by people who have been authorised and trained by the maintenance company.

GUARANTEE

Your Stannah Guarantee

Stannah Microlifts Ltd is pleased to guarantee our materials and workmanship, and provide a maintenance and breakdown service, supplied by our sister company Stannah Lift Services Ltd, for a period of 12 months from completion of installation and handover of the lift, as follows:

- We will provide regular planned maintenance visits at the frequency agreed in the contract, subject to suitable access to the lift within normal working hours.
- We will provide a full breakdown service within normal working hours, unless caused by misuse, abuse, accidental damage or other matters outside of our control, in which case it will be chargeable. Normal working hours are Monday to Thursday 8.00am to 4.45pm, Friday 8.00am to 3.45pm. Evening and weekend breakdowns will be charged at a premium rate, unless included within the contract.
- Should any defect in workmanship or material become evident within such period or in any part delivered under this contract, we undertake to repair or replace the defective part, as soon as possible during normal working hours.
- Our Guarantee does not cover repairs, replacements or adjustment 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.
- Lifts must be regularly serviced by a technically competent Lift Engineer. The address and telephone number of your nearest Service Branch is on the 'Completion Notice' and a full list of all service branches is on our website www.stannahlifts.co.uk.

Warranty promise

The Warranty Promise is subject to the following conditions:

- The lift has been formally handed over and the 'Completion Notice' is signed.
- All outstanding monies have been paid to us.
- No other lift company has worked on the lift, e.g. carrying out a maintenance visit, attending a breakdown or attempting a repair.
- Stannah are not prevented from carrying out planned maintenance for any reason outside of our control, including but not limited to, the safety of our employees engaged in activities under this warranty.
- The lift well and machine room or machine space must be freely accessible, free from damp, properly ventilated and maintained in line with any requirements detailed within the user manual.

Stannah reserve the right to change the terms of any warranty provided subject to any such change being notified to the beneficiary in writing.

Stannah

NOTES

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 passenger lift range and we therefore reserve the right to alter or amend the specification without prior notice.



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Stannah