

Mobile Folding Bench and Table Units – Procedures

The purpose of this procedure is to ensure our staff follow the proper operating instructions to open and close the tables as well as properly prepare for floor maintenance. A maintenance guideline is included as well as safety guidelines to be followed when using these tables.

Safety Guidelines

1. Tables must only be moved by adults;
2. When tables are in an upright position, they must be stored in a secure room that is inaccessible to students;
3. Students must not play with or on these tables;
4. Students must not be present when the tables are being moved, set-up or taken down;
5. Staff must follow the manufacturer's instructions for moving, setting up and taking down the tables.

These guidelines and the operating instructions listed must also be followed by daycare providers located in our schools.

OPERATING INSTRUCTIONS

To Open and Close

TO OPEN

- 1) Release closed position latch. Grasp each bench about 2/3 down and spread apart as far as possible.
- 2) Grasp the ends of the benches at the center of the table and push down until the table is opened completely.

TO CLOSE

- 1) Raise lock handle with one hand. (NOTE: It may be necessary to move center of the table up or down to release the lock.)
- 2) Grasp a bench with the other hand, near the center of the table and lift with a continuous motion until the closed position latch engages.

To Prepare For Floor Maintenance

TO LOCK

- 1) With unit in the open position, unlock and raise table until there is a slight gap between hinges (as shown). With the table in the open position, lift up on the lock bar and begin to fold the table.
- 2) Continue to fold the unit, push up on the Easy-Clean handle (Fig. A) until it stops & hold in place. The lock bar will drop into the open slots in the hinge plates. (Fig. B)
- 3) Lower the table until it stops, then release the handle.

TO UNLOCK

Raise the table until the Easy-Clean latch plate drops down, preventing the lock bar from engaging the slots in the hinge plates.



Fig. A



Fig. B



MAINTENANCE SCHEDULE

CLEANING

Table tops should be cleaned according to accepted foodservice sanitation practices after each use. Other exterior components of the mobile table should be inspected for food deposits after each meal and cleaned as required. We recommend that the underside of table tops and bench tops, as well as the insides of table and bench frames, be inspected periodically for chewing gum or other food deposits.

LUBRICATION

Mobile Bench Units may require periodic lubrication depending upon frequency of operation and the environment in which the units are used. We recommend lubrication on an annual basis or more often if indicated by stiff operation or noise. See Lubrication Icons for type of lubricant to be used and the location of lubrication points.