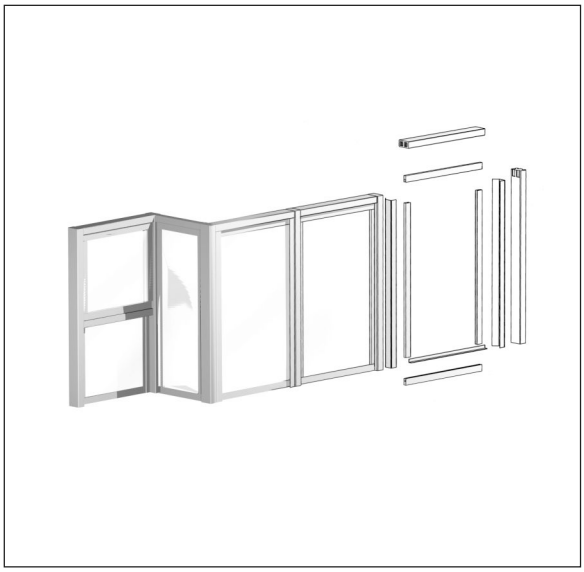
Issue ML/02 JUNE 2007

assembly guide

Protection Screens

Assembly Guidance Manual & Technical Data Sheets



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contents

The Savekers protection screen has been tested by the Post Office network to meet its own physical attack and installation requirements when installed with a suitably tested counter base.

The protection screen will be supplied in component format and will require assembly by yourself or a contractor. This manual has been designed to assist in the specification and installation of Savekers Protection Screen using standard components.

NB Irrespective of any suggestions and guidance given in the document, it is your responsibility to ensure that the installation complies with all regulations and requirements that apply to your particular installation and that the final assembled screen is safe suitable for the purpose intended and fit for use.

The components can be used to create various configurations to meet individual requirements and specific needs. However this document is intended to be used for guidance ONLY and should be used in conjunction with any structural Engineers requirements, architects or professional guidance or specific regulations relating to the particular installation.

Please note that the system has not been manufactured to comply with any specific British Standard regulation. It has not been certified to BS5544 and it is not intended for or designed for installations that require this level of security.

The System accepts glass panels 10mm to 14mm thick. A secondary stainless steel framework is supplied to bond around the glass giving extra strength and speedier fitting.
Please note when used with the stainless steel framework the maximum glass thickness is 12mm.

We recommend that you contact your structural engineer or architect and your glazing supplier for exact specification for the correct type of glass and adhesive to use.

For the safety of the installer we recommend ground edged glass.

Glass sizes will be supplied on receipt of the order confirmation.

If further information is required contact the Sales Department by telephone or fax.

Savekers reserve the right to alter the specification or design of the protection screen and / or its components without prior notice.

The design of your protection screen is most likely individual to your project and our system can be easily specified and assembled. There are several points we feel you should keep in mind, when specifying and designing a protection screen using our components, which are listed below.

1. Clarify the level of protection that is required and check if there are any specific requirements or British Standards, which you must meet.

2. Clarify whether the fixing of the screen will just be to the top of the counter or whether there are any walls or ceiling that can be used for additional fixing points.

3. Decide where service points and/or any parcel hatches need to be and how many are required.

4. Decide whether you wish to install coin or cash transfer trays and whether you need to specify a hand space or not.

5. Be aware that screens, which are not fitted to either walls or the ceiling, will benefit from the G513J strengthening tube being passed down the post and into the counter structure.

6. If you are fitting up through a false ceiling you will require G513H extension tubes to secure to a fixing point.

7. Having sorted out the entire feature, draw up a plan of the installation with all dimensions and mark the position of the fixed panels, service position and the parcel hatches (which ever combination you are using). This should then be sent or faxed to Savekers for a quotation or sales order.

8. Savekers is a manufacturing and distribution company and are unable to offer a site measurement or installation service.

Following correct installation of the system there should not be any requirement for mechanical or installation maintenance. However it is wise to periodically inspect the joints and fixings to ensure that they have not worked loose. Should this occur: immediate action should be taken.

Surface Finish

Anodised aluminium is a resilient finish to aluminium extrusions. It can become stained by handling and pick up dust and dirt. If this occurs we recommend wiping the surface with a cloth dipped in soapy water and then drying with a dry soft cloth. The glass itself can be cleaned as recommended by your glazing supplier.

Power coated finished screens should be cleaned regularly with a cloth dipped in warm soapy water and dried with a soft cloth. Particular care should be taken during unpacking and assembly of the components. This finish may scratch and wear over time.

NB Abrasive cleaners should not be used on any of the surface under any circumstances. They will turn the surface dull and original finish cannot be restored.

We recommend that the Parcel Hatch mechanism has WD40 or similar sprayed on it approximately every 6 months, depending on usage.

This page is a summary of the assembly stages for the protection Screen. Please refer to the main pages of the Technical Manual for complete guidance details.

Layout
Lay out the components on the counter, as they will be required. Take into account any coin scoops or transfer trays.

Assemble posts and cross rails
Using an Allen key, tighten the cross rail to the vertical posts. Ensure the frame is square and fix the posts to the counter. See Pages 9 - 10.

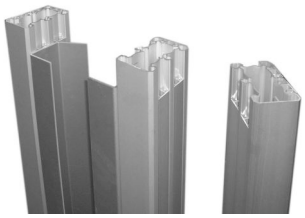
Assemble glass panels
Place glass frame around the glass panels, use appropriate adhesive and secure with frame fixing rods. Insert shoot bolts into the frame. Fix all panels into the main frame using the shoot bolts. See pages 11 - 12.

Assemble parcel hatch
Assemble posts and cross rails and glass panels as above. Place sash mechanism onto pegs and offer complete unit into frame. Secure with screws. See pages 13 - 15.

Assemble hatch in door
Fit rear panel to door. Assemble the glass panel with the glass section, use suitable adhesive and bolt together with the frame fixing rods. Attach the slider panel. Fit front panel to assembly. See page 16.

When unpacking the screen make sure that smaller items such as bolts & screws are not lost in the packaging.

Vertical post sections of the framework. The posts are supplied as ends, centres or corners as required. Service position posts are supplied with fitted sound baffles.



Parcel hatch post fully assembled, fitted with a slotted strip & the hatch mechanism (spring) to aid the movement off the slider panel. The rebate infill is fitted at the front of the post.

The bottom of the post section is fitted with a M12 plug inside to bolt the post to the counter. Bolts & washers are also supplied.

Glass panel frame sections each panel comprises of two side sections and a top and bottom rail.
Supplied with stainless steel channel for bonding to glass.

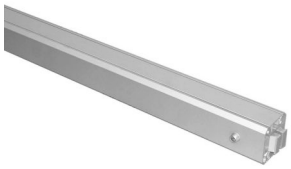
Fixed panel double top rail to fit between two fixed panel posts. Fixed panel posts do not have sound baffles therefore the rebate runs the full length of the rail.

Service position double top rail to be fitted between two-service position posts (with baffles fitted). Rebate has a 30mm space each of the rail to allow for the sound baffles.

Parcel hatch top rail to fit between two-parcel hatch posts at the top. There is no rebate fitted in the rail because the glass panel is fitted from post to post on a parcel hatch therefore the rebate is in the top half of the posts.

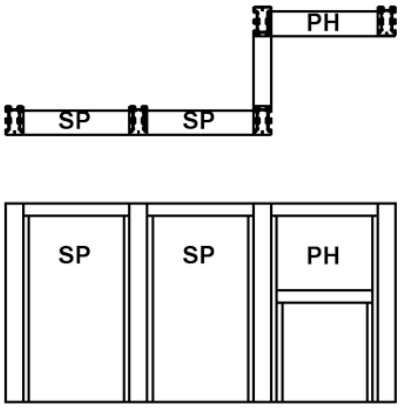
Parcel hatch mid-rail to fit between two parcel hatch posts at the top of the opening height. This rail fits under the rebate in the vertical hatch post.

Single rails are also used for a fixed panel return.



The rails are connected to the post with cleats that open out & grip inside the post section.

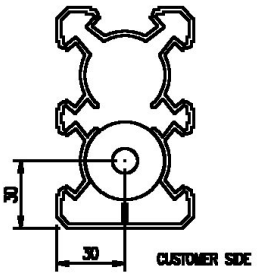
There are various ways in which the main frame can be assembled. One-way is to assemble an end post to the counter, fit the cross rail to it, fix the next post and so on.
Another is to assemble the frame first and then fix to the counter.
The option you choose may depend on personal choice, which suits your particular site and the number of fitters available.



Typical screen layout comprising of 2 Service Positions, 1 Fixed Panel return and 1 Parcel Hatch

SERVICE POSITION COMPONENTS

Ensure the frame is square and in the correct position on the counter. The completely flat face should be on the customer side. Mark the edges of the vertical posts on the counter surface. Drill for M12 and use bolts for fixing posts through counter.



This is not
A template

Make sure the cleats are free in the rail before fitting. Locate the cleats into the recess at the top of the post. Make sure that the grub screw is at the back or cashier side of the screen.

Cross rail
With cleats

Using a 5mm A/F allen key tighten the grub screw until the rail is locked to the post. The holes should be visible on the cashier side only.

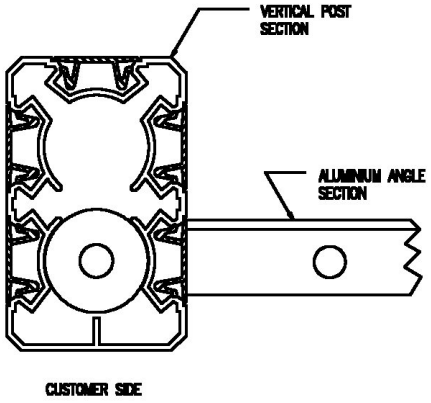
Cross rail secured to
the main vertical post

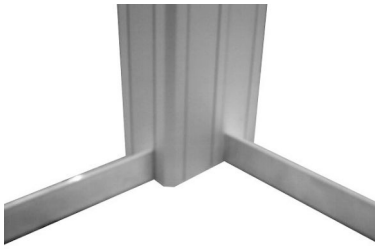
When the framework is in place the aluminium angle can be fitted to the counter.

The angle should be fitted with the upright section towards the cashier. This is to stop the glass panel being pushed backwards. Screw the angle to the counter by the countersunk holes.

Ensure that the angle is fitted inline with the rebate in the top cross rails.

The larger holes are for the glass panel shoot bolts to drop through into the counter so holes should be drilled in the counter to allow for this.





Aluminium angle fitted to a corner post
(Viewed from cashier side)

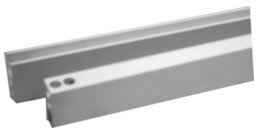
For all screen types glass will need assembling into the glass panel frame. It will require bonding into the panel frame using a suitable adhesive. Before the glass can be fitted it must have the stainless steel channel (supplied) fitted around all the edges of the glass using a silicone sealant.

Part assembled glass panel frame

The glass panel frame consists of two side sections with slots (to be positioned on the cashier side) & two rails with drilled holes at each end. These will clamp together around the glass with steel tie rods (10mm diameter rod with M6 screws each end).

On the parcel hatch glass panel frame the slotted sections are the top and bottom of the frame.

Slotted Side sections

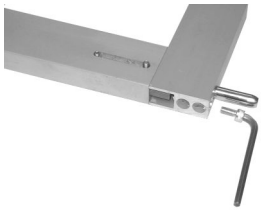


Top & bottom rails

Match the tie rods with the slotted pieces. The tie rods will be 38mm longer than the slotted sides. Slide the rod through the hole on the side sections without the slot. Then slide the shoot bolt down the slotted holes & screw a grub screw (supplied) into the bolt so that it moves freely in the slot.

Side section with tie rod and shoot bolt

With the shoot bolts & tie rods inserted fit the frame around the glass. Using the M6 pan head screws lock the rails & sides together using an allen key.



Frame secured With M6 pan head screw

Once the glass panel is assembled it has to be fitted into the main frame. With the shoot bolts retracted offer the glass panel into the corresponding section of the main frame. The shoot bolts should drop down through the bottom angle into the counter.

Bottom shoot bolt fixing

At the top of the panel the shoot bolts will need to be pushed up into the cross rail of the frame. Tighten the grub screw in the shoot bolt so that it locks the bolt in place & secure them with a second grub screw.

Top shoot bolt fixing

It is important that the parcel hatch is fitted square & the correct way round for a smooth & easy operation. The hatch unit can be assembled & then fitted to the counter or assembled on the counter.

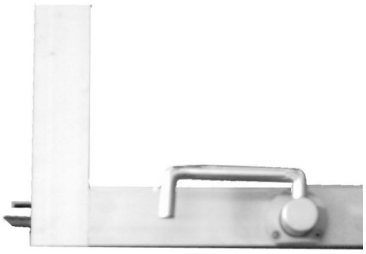
PARCEL HATCH COMPONENTS

The following assembly guide is for fitting the parcel hatch unit on the counter with posts fitted as per frame assembly (pages 9 - 10).

The post is usually supplied assembled with the hatch mechanism (spring) & slotted strip fitted. If the hatch unit is being assembled directly onto the counter the spring, the slotted strip & hatch guide should be removed from one post.
After removing the hatch mechanism, slotted strip & hatch guide from one of the posts assemble the main frame as per pages 9 & 10. (See Page 9 Framework assembly).

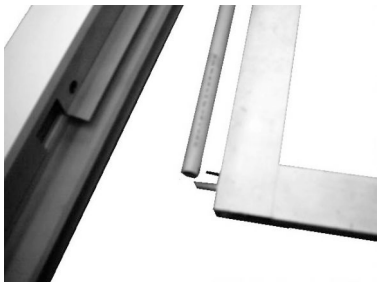
Post with fitted
Hatch mechanism
and Slotted strip

Before assembly can be completed the glass panels need to be assembled. Use the same method as explained earlier (See page 11 Glass panel assembly). The panels for the hatch unit are fitted sideways with the shoot bolts of the top panel sliding into the post. The slider panel has spring loaded bolts that locate into the slotted strip allowing the panel to lock in place at any point up to the mid-rail.



Slider panel showing handle and
Spring Loaded bolts

From behind the counter locate the peg in the side of the slider panel. This is above the latch bolt & fit into the brass tube at the bottom of the hatch mechanism attached to the post.



Slider panel showing hatch
mechanism Location peg

When the panel is hooked on the hatch mechanism of the fixed guide attach the free hatch mechanism to the other side of the slider panel. Make sure the separated hatch guide has the slotted strip inserted and fit it over the spring & panel. Carefully slide the free guide with the slider panel into place on the other post.

Slider panel with spring attached

It is important to note that the back face of the hatch guide has a recess on one corner. This must always sit at the back edge of the post otherwise the hatch guide will press against the mid – rail forcing the frame out of shape.

Replace all screws ensuring the hatch mechanism, slotted strip and hatch guide are secure.

When the slider has been fitted & tested, the top panel can be fitted. It is fitted the same way as the fixed panels except that the slotted pieces are at the top & bottom of the panel with the shoot bolts fixing into the posts rather than the rails. The slots should be on the cashier side.

Assembled parcel hatch unit

With the door pre cut to opening 488mm x 1202mm long with 10mm dia holes for the allthreads, place the front panel against the front of the door. Fix through the side strips into door where possible.

Frame the top glass with adhesive and stainless steel channel on the top and side edges. Offer the glass into the channel fitted to the mid rail.

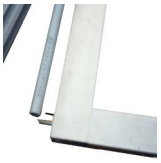
Assemble the Slider panel (See page 11 glass panel Assembly).

The slider panel has spring loaded bolts that locate into the slotted strip allowing the panel to lock in place at any point up to the mid-rail.

Front panel with one hatch guide fitted

Attach one of the hatch guides to the front panel with the brass screws supplied. Attach the hatch mechanism to the guide with M6 screws.

Attach the slider panel location peg to the hatch mechanism attached to the front panel.



Slider panel with hatch mechanism

Attach the free hatch mechanism to the other side of the slider panel & fit the hatch guide. Offer the panel & guide in to place and secure with brass screws.

Second hatch guide Being fitted to slider panel

Finally place the rear panel over the assembly on the back of the door and run fixings onto the allthreads (x8).

Protection Screen Types & Accessories

All Screens accept glass between 10mm – 14mm.
The screens are etched and silver anodised or Epoxy Powder Coated.

On specifying your Protection Screen for quotation or ordering, we will require the following information:

Overall Height.
Overall Width.
Quantity Fixed panels.
Quantity and between post size for Service positions.
Quantity and over post size for Parcel Hatch.
If a fixed panel return is required.
Layout of all screen types.
Required finish, Colour if applicable.

Protection screen types

Product Code

513E	Fixed Panel – Full width framed panel, can be specified in any width. This type of panel is also used if a return is required.
513F	Service Position – Unit incorporates a vertical 30mm gap for sound travel to pass.
513D	Parcel Hatch – Consists of 2 framed glass panels – one of which is static and the other slides. A ratchet system is incorporated in the vertical posts for security. 500mm or 600mm opening width x 500mm x 600mm opening height. Post height can be restricted due to mechanism
517	Hatch in Door – Metalwork frame and components to form a Parcel Hatch within a suitable security door. Allows 400mm wide x 500mm high opening. Glass cutting requirements are: Top glass 461mm (w) x 691mm (h). Sliding glass 359mm (w) x 459mm (h). Supplied Powder Coated.

A selection of stainless steel coin scoops and transfer trays are available to fit into the counter beneath the screen.

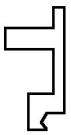
Technical drawings are available upon request.

Savekers reserve the right to alter the specification/design of the Protection Screens without notice

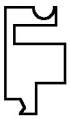
Sections

All dims (mm) DO NOT SCALE

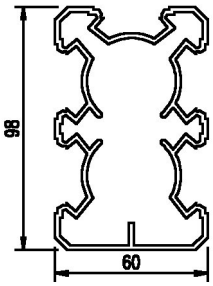
Cleat A
Used with cleat B for fixing cross rail to main vertical posts.



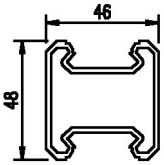
Cleat B
Used with cleat A for fixing cross rail to main vertical posts.



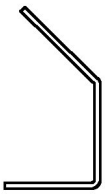
Vertical Post
Main vertical post used for all panels. Supplied with counter fixing bolt.



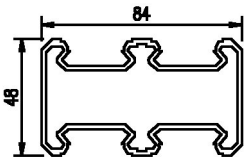
Single rail
Single cross rail for top rail of fixed panel returns and mid rail of parcel hatch.



Sound Baffle
Fitted to main vertical post section to conceal sound passage.

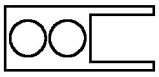


Double Rail
Double cross rail for top rail of all positions of protection screen.



Infill
Infill strip for blanking unused sides of main vertical post. Usually supplied to post.

Glass panel frame
Glass frame section used for all position types. To be used with stainless steel channel.



Hatch Runner
Parcel hatch runner section used for glass panel to slide in.