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# Roller Rack Safety Checklist

## \*Read Before Using This Rack\*

1. Do not operate mobile rack unless you have read and understood operating instructions, been trained to do so, or are under direct supervision of someone who has been trained.
2. Before performing any maintenance on the mobile rack, make sure all 4 wheels are in the locked position. This will prevent unexpected rack movement.
3. Before each use, make sure black U-shaped safety saddles are in place on top of both ends of each roller and is secured as tightly as possible with bolt and hexnut. These will secure the rollers in the saddle during use.
4. During use, make sure that the black hinge is secured as tightly as possible in the "up" position so it will not interfere with the rolling process.
5. Make sure plastic end cap is attached to both ends of each roller at all times. This will cover the exposed roller-end.

**GYMSHIELD™**  
**MOBILE STORAGE RACK INSTRUCTIONS**

**PARTS LIST**

| <b><u>ITEM</u></b> | <b><u>QTY</u></b>   |
|--------------------|---|
| 1.                 | 1-12' LONG CENTER SUPPORT ASSEMBLY                                    |
| 2.                 | 2-"A FRAME" END SECTIONS – WITH NUTS AND BOLTS IN ATTACHING POSITIONS |
| 3.                 | 8-BOLTS, WASHERS, & NUTS FOR ATTACHING CENTER SUPPORT TO "A FRAMES"   |
| 4.                 | 2-ALUMINUM HAND CRANKS  |
| 5.                 | 3-FABRIC CLIPS/ROLLER   |
| 6.                 | 12' 4" LONG PIPES (ROLLERS) WITH END PINS                             |
| 7.                 | 4 URETHANE CASTERS  |
| 8.                 | SAFETY-LOCK PIPE SADDLES (2 PER ROLLER) WITH NUTS & BOLTS             |

**ASSEMBLY**

**1. HOW TO ASSEMBLE:**

ATTACH THE 4 CASTERS TO THE PLATES AT THE BASE OF EACH "A FRAME" SECTION. NOTE THAT THE BOLTS ARE ALREADY LOOSELY INSERTED. (IF YOU HAVE PURCHASED THE OPTIONAL BRUSH ASSEMBLY IT IS IMPORTANT THAT THE INTERIOR TWO BOLTS HAVE THEIR THREADS STAY FACING UP. (AS THE BRUSH ASSEMBLY FITS OVER THE THREADS AND IS ATTACHED WITH THE PROVIDED WING NUTS.) SEE FIGURE #1

2. ASSEMBLE THE TWO "A FRAME" END SECTIONS TO THE CENTER SUPPORT ASSEMBLY. MAKE SURE THE BOLT HEADS ON SMALL METAL LOCKING "FLAPS" ON THE FRAMES ARE ON THE OUTSIDE. SEE FIGURE #2
3. SET THE 12' 4" LONG PIPES INTO EACH SET OF CRADLES ON BOTH SIDES OF RACK, SO THAT THE PINS ON EACH END ARE PLACED ON THE OUTSIDE OF THE CRADLES. THE PIPES SHOULD SPIN FREELY IN THE CRADLES, BUT NOT BE ABLE TO SLIDE OUT. SEE FIGURE #3
4. TAKE A STEEL SAFETY-LOCK SADDLE AND PLACE IT OVER THE STEEL PIPE IN THE CRADLE SO THAT THE HOLE IN THE SADDLE LINES UP WITH THE CRADLE HOLE – INSERT A BOLT AND NUT AND TIGHTEN SECURELY. THE PIPES SHOULD SPIN FREELY IN THE CRADLES. SEE FIGURE #4

**WINDING YOUR COVER ONTO THE RACK**

2 PEOPLE ARE REQUIRED TO WIND-UP YOUR GYMSHIELD COVERS. (FOR LARGER 10 AND 12 ROLLER RACKS, 3 OR 4 PEOPLE WILL MAKE THE JOB MUCH EASIER AND SAFER, ESPECIALLY WHEN WINDING THE COVER ON THE UPPER LEVEL ROLLERS).

1. YOUR GYMSHIELD FLOOR COVER IS MADE IN 10 FT. WIDE SECTIONS AND IS SHIPPED TO YOU IN BUNDLES. OPEN THE BUNDLES ONTO THE GYM FLOOR AND PROCEED TO ROLL THE 10 FT. SECTIONS ONTO THE STORAGE RACK.
2. POSITION THE STORAGE RACK AT ONE 10 FT. END OF THE COVER SO IT IS "CENTERED" FOR ROLL-UP.
3. LOCK THE 4 "LOCKABLE" CASTERS BY DEPRESSING THE LEVER WITH YOUR FOOT.
4. WRAP A FEW INCHES OF THE COVER SECTION AROUND THE LOWEST ROLLER FIRST. USE THE WHITE PLASTIC CLIPS TO HOLD THE FABRIC TO THE ROLLER. PLACE ONE CLIP TOWARDS EACH END OF THE ROLLER, AND ONE CLIP NEAR THE MIDDLE.



5. INSERT ONE ALUMINUM CRANK INTO EACH ROLLER END (OR USE THE OPTIONAL POWER WINDER & CHUCK). EACH PERSON WINDS AND/OR GUIDES THE GYMSHIELD FABRIC AT EACH END, ROLLING IT ON AS STRAIGHT AS POSSIBLE. AFTER THE 1<sup>ST</sup> 10 FT. SECTION IS COMPLETELY WOUND ONTO THE ROLLER, LOWER THE METAL FLAP ONTO THE PIN AT ONE END OF THE ROLLER TO KEEP IT FROM UNWINDING.

NOTE: ANY TIME WINDING IS STOPPED AND BEFORE THE CRANK HANDLE IS RELEASED FROM THE WINDER'S GRIP, THE LOCKING FLAP SHOULD BE PLACED ONTO THE PIN. THIS PROCEDURE IS ESPECIALLY IMPORTANT ON THE UPPER LEVER ROLLS WHERE THERE IS MORE FORCE FOR REVERSING THE ROLL. IF THE ROLL IS NOT LOCKED, THE HANDLES CAN SPIN RAPIDLY AS THE COVER UNWINDS.

AGAIN: IF FOR ANY REASON THE CRANK HANDLES ARE RELEASED FROM THE WINDER'S GRIP DURING THE WINDING PROCESS, LOCK THE ROLL IN PLACE WITH THE METAL FLAP OVER THE PIN.

6. OPEN THE LEVERS ON THE 4 LOCKABLE CASTERS AND MOVE THE RACK TO THE END OF THE NEXT GYMSHIELD SECTION TO BE WOUND. ALWAYS WIND THE LOWEST ROLLERS FIRST, AND THEN PROCEED UP THE FRAME.
7. FOR THE 12-ROLLER RACK, WIND COVER SECTIONS ONTO THE THREE LOWER ROLLS ON ONE SIDE OF THE RACK. BEGIN AT THE LOWEST ROLL. TURN THE RACK TO THE OTHER SIDE AND WIND ON ALL SIX ROLLS, AGAIN BEGINNING AT THE BOTTOM AND WORKING TO THE TOP. TURN THE RACK ONCE MORE AND COMPLETE WINDING ONTO THE UPPER THREE ROLLS, WORKING FROM LOWER TO UPPER. THIS PROCEDURE IS DESIGNED TO DISTRIBUTE WEIGHT ON THE RACK DURING THE WINDING PROCESS AND ELIMINATE ANY CHANCE OF TIPPING THE RACK.

#### OPTIONAL BRUSH ASSEMBLY

IF YOU HAVE PURCHASED THE OPTIONAL BRUSH ASSEMBLY, IT IS DESIGNED TO FIT RIGHT OVER THE INSIDE BOLTS WHICH HOLD THE WHEELS TO THE FRAME. 4 WING NUTS HOLD THE BRUSH IN PLACE.

1. THE BRUSH ASSEMBLY IS ADJUSTABLE AND BY MOVING THE HOLES OUT TO THE FARTHEST POINT ON THE EDGE OF THE RACK THERE WILL BE LESS FRICTION DURING WIND-UP. IF YOU HAVE NARROW DOORWAYS THE BRUSH CAN BE STORED "INSIDE" THE WHEELS BY MOVING IT IN TOWARDS THE CENTER OF THE RACK.
2. IF YOU WANT TO CLEAN THE COVER OF DEBRIS AFTER AN EVENT, START THE WINDING PROCESS BY PLACING THE GYMSHIELD FABRIC UNDER THE BRUSH HEAD FIRST AND THEN ONTO THE ROLLER

AT NO TIME SHOULD ANYONE LEAN, SIT, OR PLACE HEAVY OBJECTS ON THE ROLLERS. THEY WILL BEND IF TOO MUCH CONCENTRATED WEIGHT IS PLACED ON THEM.

## Winding GymShield Floor Cover Onto the Mobile Storage Rack

1. Line up roller rack with first section of GymShield you plan on rolling up, usually one of the end sections, so that the broad side of the rack is facing the 10' wide side of the material. Lock rack wheels.
2. Pull the first section of GymShield material over the top of lowest empty roller and wrap it around. Then attach (3) white plastic "C" clips to fasten material to roller, one on either end, and one in the middle.
3. Once the material is clipped on to the roller, attach hand crank or Power Winder to the roller and proceed to wind up the material. For best results, one person should be standing on either end of the rack, pulling the cover taut on the side to prevent any bunching up in the middle.
4. After first section of GymShield is fully wound up, lower the latch on one end over the pin in the roller to keep the roller from turning. Then move the rack so that it is in line with the next section of GymShield, and repeat steps 1 – 4.
5. When covers are rolled on the bottom two rollers, turn the rack to the other side and roll covers on rollers, beginning at the bottom and working up. (The weight of covers on the bottom rollers helps keep the rack stable). Continue rolling covers on upper rollers until complete.

Note: When pulling covers off the rack onto the floor, start at the top and work down.