

TEMPORARY DEMOUNTABLE STRUCTURE, Guidelines & Maintenance

NOTICE

In the following pages and throughout the install manual we outline possible unsafe conditions or practices, however, not all warnings and cautions can be listed in this manual. Please practice common sense and safe working practices during the installation, use and maintenance of your ShelterIt temporary structure.

Our shelters are manufactured for use as temporary demountable structures must be used as ordinary protective covers for purely temporary use. Temporary demountable structure (TDS) may not be suitable for year-round use in all locations due to high wind and excessive snow loadings. It is important that any temporary structure is subject to correct use and maintenance while in use. Failure to do so can reduce the structures operational life span and undermine the structures safety.

The installation manual gives our advice on our understanding of the most logical and straightforward "start to finish" installation. We would advise any variations on installation are treated with care and careful assessment before proceeding, we understand every site is different but if you have any questions feel free to contact us for advice prior or during installation.

The below maintenance and guidelines for use must be adhered to ensure the structure remains stable and safe to use during and after installation.

PERSONAL SAFETY

If the installation manual is followed and common sense is applied the installation of your ShelterIt structure will go smoothly and without damage to the shelter or install team - but accidents do happen so please follow the below, and create your own risk assessment and method statements to support the installation / deinstallation of the shelter and ensure you limit the possibility of any incidents occurring. Follow the most up to date HSE guidance on working safely*.

Stay Alert: Watch what you are doing, and use practice the use of competency training, dynamic risk assessment and common sense when installing a ShelterIt structure.

Do not over-lift: Equipment and materials are heavy and may require 2 or more people to lift and move safely. Look to use mechanical means of lifting where possible and practice good manual handling otherwise.

Use safety equipment: PPE such as hi-visibility clothing, eye protection, gloves, safety boots, hard hats, harnesses or hearing protection may be need to be used to stay safe during the installation and use of the shelter.

Do not overreach: Keep proper footing and balance at all times. Practice extra caution when working at height.

WEATHER

Since weather is unpredictable, the installer/end user must incorporate their own judgment, common sense, and knowledge of local conditions with the installation instruction guidelines. The installer is responsible for anticipating weather severity for proper time and method of installation.

Rain: Rain water can find a low point on the PVC if it is not install correctly - We recommend your shelter to be maintained weekly/monthly/yearly to ensure the PVC is well tensioned and no sagging is occurring for rain water to collect.

Wind: Strong winds (generally over 30mph, Beaufort 7 and above) can cause the tensioning of your shelter to change - it should be required that you assess the effect of wind in your weekly/monthly/annual checklist or after a particularly strong wind. Re-tension the ratchet straps and ensure there is no damage to the metal poles or PVC. It is recommended that if there is any concern, individual site checks should be carried out. If there is any concern that wind loads will cause failure or excessive deflection of the structure a suitable wind plan should be implemented with the possibility of evacuation of the structure and/or removal of the fabric if necessary.

Lightning: Vacate the shelter and/or the area of installation in the occurrence of lightning.

Snow: Snow can rest across the top of your ShelterIt structure - we would recommend that is removed as soon as possible to avoid it freezing and more snow resting on top creating excess weight that could cause damage to the framework or base plates of the shelter. Producing an ambient temperature under the structure will help to reduce the build-up of ice and snow. Excess snow and ice should be brushed off the structure, when/where appropriate

SITE SELECTION

Locating the correct site for the installation and siting the shelter is very important. When installing your ShelterIt structure you must ensure you follow the below steps and you are confident all conditions can be met or can be altered to meet these suggestions before install:

- Location: Level, clear of product, and ideally slightly elevated on the pad to reduce water running through under the shelter.
- Space: Adequate space for the shelter and space to install i.e. a laydown area to assemble the arches on the ground. Sufficient room to sling arches.

- Surface Type: Concrete (recommended) or Hard-Standing adequate for stable anchoring i.e. not an area that collects/holds water.
- Site Access: Materials and services can be delivered to the site and be safely offloaded.

Also allow for and be cautious of:

- Overhead Obstructions: Electrical/telephone lines & tree branches.
- Underground Utilities: Electric, Gas, Oil, Telephone & Water/Waste.
- Weather Effects: Monitor for inadequate or unsafe weather conditions and evacuate if necessary.
- Emergency Exits: Provide and don't block evacuation routes in case of a fire and monitor how bad
- Weather may affect this.

STAKING / ANCHORING

Prior to staking, be sure that no underground utilities are present, and the ground is appropriate for a solid fixing in to the ground. ShelterIt is not responsible for methods that installers may choose to install and secure the shelter or canopy to the site surface that has been provided. ShelterIt's responsibility is limited to the manufacture of the tent parts and materials. It is the installer's responsibility, not ShelterIt's, to determine the appropriate number of stakes to meet the necessary wind loads on the installation site. **NEVER** use less fixings than number of fixing points in the baseplates.

Please use all the stake peg (and/or) fixing holes provided. If the decision is made that the installer would like to use further methods of securing the structure, please see the following: Additional staking, tiebacks, and/or stake bars, ballast on each baseplate.

GUIDELINES FOR USE

- It is important for safety not to hang or apply any type of load to the structure or at the top cover.
- In the event of extreme weather conditions and strong winds, we would recommend for the shelters PVC be removed. Shelters left installed in high wind conditions are done so at the operators own risk.
- Only trained staff should be allowed access for use of the structure.
- Protect the structure and prevent accumulation of snow and ice on the structure. - Producing an ambient temperature under the structure will help to reduce the build-up of ice and snow. Excess snow and ice should be brushed off the structure, when/where appropriate.
- We would recommend that additional ballast or fixing points are advised when/where appropriate.
- Corrosive products should not be stored in a temporary structure. Corrosive substances may affect the integrity of the structure.

MAINTENANCE

- Any modification or repairs to the structure and fixings must only be carried out by the manufacturer or with direct technical assistance by the manufacturer.
- The shelter's PVC must be tightly tensioned in order to avoid standing water and deformation of the structure.
- An annual/monthly/weekly maintenance inspection to ensure all components are working correctly is recommended. It is recommended to use the check list document.
- A maintenance inspection should include the following: - A full check for any damage on all parts of the structure and it mechanisms.

- A full check of the frame and cover to ensure no parts have been modified or damaged.

- Check the cover is at the correct tension to avoid water pooling and causing unnecessary wear and tear.

- A full check of all components of the structure to ensure all components are not damaged and have not been subject to any damage. This includes ensuring all brackets and fastening screws and bolts are secure.

- <https://www.hse.gov.uk/>