

# OPERATING, MAINTENANCE & LUBRICATION INSTRUCTIONS

for the

## HUMPHREY EMPLOYEES' BELT MANLIFT

### Operating Instructions

**The Humphrey Belt Manlift is for trained and authorized employees' use only, and is not for use by the general public. No one should be allowed to ride the manlift unless they have been thoroughly instructed in how to ride, start, stop and control it.**

The Humphrey Manlift can be operated continuously or intermittently. The speed of the manlift is approximately 75 feet per minute, which makes for ease in stepping on and off the moving steps at the various landings. The manlift can be started or stopped at any point within the full height by pulling the control rope. Pulling the control rope in the opposite direction of belt travel starts the manlift, and pulling the control rope in the direction of belt travel stops the manlift.

Some important instructions that should be followed by all employees using the manlift are as follows:

1. When starting or re-starting the manlift, alert all passengers on the manlift, and all others in its vicinity.
2. Only one rider per step.
3. Grasp the handhold before placing your foot on the step.
4. Always face the belt, and grasp the handhold firmly.
5. No freight, packaged goods, pipe, lumber, or materials of any kind shall be carried or transported on the manlift.
6. No tools, except those that fit entirely within a pocket of usual working clothes, shall be carried on the manlift.
7. Keep the landing space clear.
8. If a safety stop device is activated by a rider; the magnetic disc brake on the motor is applied to stop the manlift. To re-start the manlift after a safety stop device has been activated, the following procedure should be followed:

SAH-12 OVERHEAD SAFETY STOP DEVICE – Pull the control rope to the “off” position. Replace the light tubular bar in the holding brackets of the stop device. Push the manual reset button. Pull the control rope to the “on” position.

SAH-14 IN-TRACK SAFETY STOP DEVICES – Pull the control rope to the “off” position. If the micro switch is of the manual reset type, reset the actuating lever arm of the switch. Push the manual reset pushbutton. Pull the control rope to the “on” position.

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#### Operating Instructions (cont'd)

M-304 TREADLE FOOT SAFETY STOP DEVICE – Pull the control rope to the “off” position. If the micro switch is of the manual reset type, reset the actuating lever arm of the switch. Push the manual reset pushbutton. Pull the control rope to the “on” position.

MOVEABLE SAFETY CONE HOODS – Pull the control rope to the “off” position. Adjust the moveable cone hood to a horizontal position (normal operating position). Push the manual reset pushbutton. Pull the control rope to the “on” position.

9. Always report any defect or irregularity in the operation of the manlift immediately, so that it can be checked and corrected.
10. Inspect the manlift at least once a month to insure it is in safe operating condition. (See MANLIFT INSPECTION SHEETS enclosed).

#### Maintenance Instructions

**All manlifts should be tested annually in accordance with section 8.1 (Acceptance and Annual Tests) of the current ASME A90.1 Safety Standard for Belt Manlifts.**

The items shown on the attached “Manlift Inspection Sheets” should be checked at least once per month. If any parts are in poor condition, they should be repaired or replaced immediately.

The safety stop devices and the start-stop control rope assembly should be checked daily to be sure they are operating properly.

Maintenance and operating instructions for the drive gearmotor are attached to it. Also, a copy of these instructions is included in this service manual.

Maintenance and operating instructions for the mechanically-applied electrically-released magnetic disc brake mounted on the end of the drive motor are attached to it. Also, a copy of these instructions is included in this service manual.

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#### Lubrication Instructions

Lubrication instructions for the drive gearmotor are attached to it. Also, a copy of these instructions is included in this service manual.

Bronze oilite bearings are used in the step rollers, and do not require greasing.

The bearings in the pillow blocks (hi-boxes), and the foot shaft bearing boxes, should be greased as needed within a lithium base grease conforming to a NLGI grade two consistency.