



# Operating and Maintenance Manual

CAEM Shelving Systems



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# WARNING

## Important:

### 1. Instructions

The instructions contained in this manual are indicative and can be considered exhaustive for the assembly and maintenance of shelving.

### 2. Diagrams and Pictures

The pictures contained in this manual are indicative and can vary according to the model, though the procedures for assembling and maintaining remain unchanged.

# FOR YOUR SAFETY

## Preparing for Installation:

Loading and unloading operations (laying and withdrawal of materials) must be carried out manually, without the use of fork-lifts or other mechanic means of handling.	It is forbidden to bump or lean on shelving with trolleys or other means. This may cause collapse.	It is forbidden to structurally alter, modify or change the shelving or any components. Modifications or alterations can make the system unsafe, causing potential overturning or structural collapse.
It is forbidden to use shelving in a way which is inadequate or different from that which is described in the manual.	It is forbidden to climb up the shelving.	

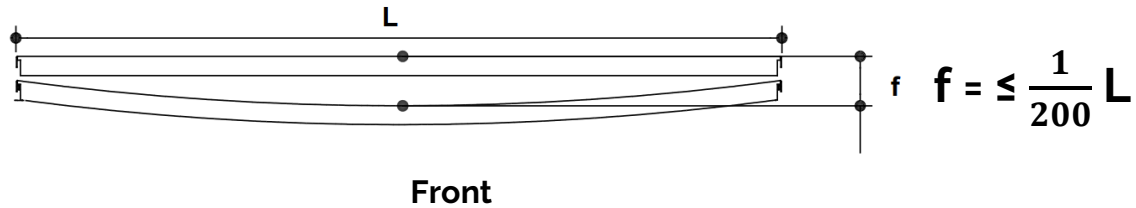
## Installation:

Install the shelving closely following all indications of the installation manual. Shelving and accessories must be installed by trained staff who have read and understood the manual.  <b>Copies of the instruction manual are available on request.</b>	Some installations may be affected by local laws on safety, hygiene, anti-fire, anti-earthquake. In those cases the owner is responsible to verify with the local authorities which laws are to be considered and how to install the shelving accordingly to those laws.	When installing or changing a layout of the shelving, it is forbidden to move assembled units.
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<p>It is strictly forbidden to combine CAEM products with non-CAEM products.</p>	<p>Never used damaged components. Installing damaged products may make the shelving unsafe or expose sharp edges. We recommend ordering new ones. Please contact our staff to do so.</p>	<p>Loads must be distributed uniformly over the shelves.</p>
<p>It is forbidden to load shelves over the limits specified by CAEM. In case of overload, unload the products from the shelf and redistribute them uniformly.</p>	<p>A deep deflection of the shelving may show a dangerous over-charge of the unit. It is recommended to immediately remove the weight, to make and inspection to the structure and to remove the cause before charging again.</p>	<p>Installing shelving without kicker panels helps collisions to the bases with possible movements of bases and upright, loss of alignment.</p>
<p>It is strictly forbidden to install shelves or accessories on the rear part of a wall unit or anywhere without a base.</p>	<p>To avoid injuries and accidental impacts it is suggested to install shelves and accessories with a higher depth than the base shelf.</p>	<p>It is strictly forbidden to modify or change the structure of the shelving or any of its parts. The changes will make the shelving structure unsafe, with possible collapse.</p>
<p>Brackets must be properly inserted and hooked into the upright slots.</p> <p>Shelves must be properly placed on the brackets.</p>	<p>It is strictly forbidden to walk, hang with the hands and lean against the shelving. The CAEM shelving is not designed for this purpose and they may cause a collapse.</p>	<p>It is forbidden to modify the initial configuration, either in the number or in the distribution of upper shelves, without checking the loading capacity tables.</p>
<p><b>DANGER! Not following the above rules may result in injuries to your employees, customers or damage to your property and shelving.</b></p>		

## Admitted Deflection

The maximum admitted deflection measured in the middle must be  $L/200$  ( $L$  = shelf length).



**Important:** Always work within the safe working loads (SWL) for the shelving. SWL loads can be found in the technical manuals for your particular system.

## PERIODIC CHECKS

Constant inspections of the structure can avoid personal injury and/or property damage and can limit the interruption of the productive activity.	It is advisable to inspect the structures and look for possible anomalies, which may affect the proper settling of the structure and cause accidents to people and properties.	If hazardous issues are discovered, it is advisable to unload the shelving immediately and pay the utmost attention to avoid personal injury and/or property damage. If necessary, contact CAEM customer service to examine the situation and solve the problem.
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## LIST OF PERIODIC CHECKS

Item	Recommended Frequency of checks
<b>Uprights</b>	6 Months
<b>Shelves</b>	6 Months
<b>Bases</b>	6 Months
<b>Brackets</b>	6 Months
<b>Back Panel</b>	6 Months
<b>Shelving Verticality</b>	6 Months
<b>Shelving Levelling</b>	6 Months
<b>Position of Shelves</b>	6 Months
<b>Weight on Shelves</b>	Each time a product is changed
<b>Rust Presence</b>	12 months

## CHECK OF MAIN ELEMENTS

Check the main elements such as brackets, back panels and feet; in case of damaged components, unload all the products and employ competently trained person to replace the damaged components.

## CHECK OF SHELVING VERTICALITY

Check the shelving verticality; if necessary, unload it completely and put it in the right vertical position.

## CHECK OF SHELVING LEVEL

Check the shelving level; if necessary, unload it completely and put it in the right position.

## GENERAL MAINTENANCE

CAEM Shelving units are relatively maintenance free. Though it is recommended that shelving is cleaned periodically with a damp cloth and mild detergent. Please ensure you use a product that conforms with your site health and safety directions.

## FURTHER READING

To learn more about spotting issues with your shelving, and the danger signs within your estate, download our whitepaper on shelf safety:

<https://caem.co.uk/wp-content/uploads/2020/02/Ultimate-Safety-Guide-Final-28-02-Compressed.pdf>