



**EN** Assembly and Use Manual  
Folding/Rolling Tower 3400



**EN 1004**

**EN 1298**



738890-D-1011

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Relax. It's an Altrex.





fig. 1



fig. 2



fig. 3



fig. 4



fig. 5



fig. 6



fig. 7

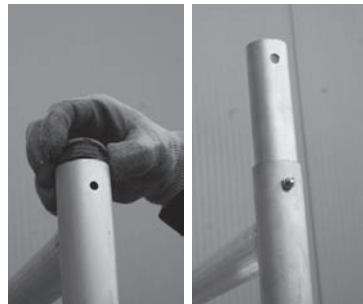


fig. 8



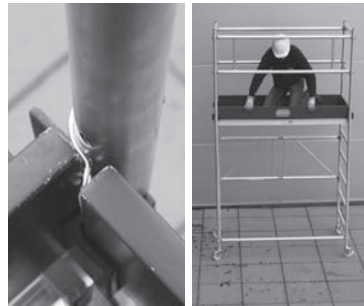
**fig. 9**



**fig. 10**



**fig. 11**



**fig. 12**



**fig. 13**



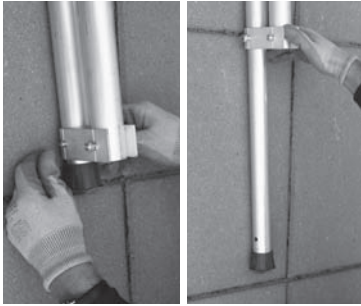
**fig. 14**



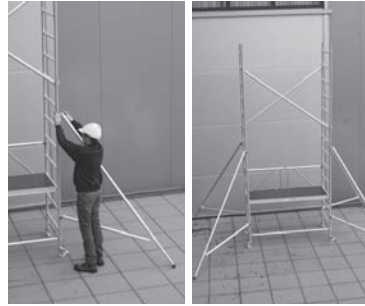
**fig. 15**



**fig. 16**



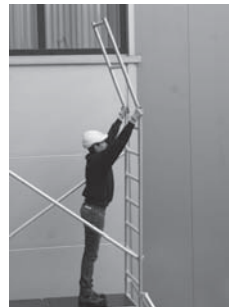
**fig. 17**



**fig. 18**



**fig. 19**



**fig. 20**



**fig. 21**



**fig. 22**



**fig. 23**



**fig. 24**



**fig. 25**



**fig. 26**



**fig. 27**



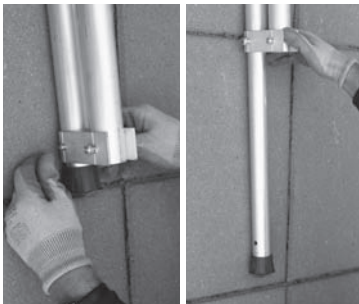
**fig. 28**



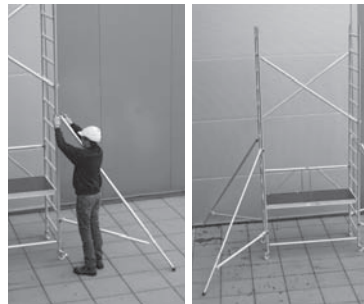
**fig. 29**



**fig. 30**



**fig. 31**



**fig. 32**



**fig. 33**



**fig. 34**



**fig. 35**



**fig. 36**



**fig. 37**



**fig. 38**



**fig. 39**



**fig. 40**



fig. 41



fig. 42



fig. 43



fig. 44



fig. 45



fig. 46

# Table of contents

EN

GENERAL

	Page
<b>I Introduction</b> .....	<b>30</b>
<b>II General</b> .....	<b>30</b>
II.I Use.....	30
II.II Additional instructions when using towers.....	31
II.III Checklist for the use of towers.....	31
II.IV Inspection, Care and Maintenance.....	32
II.V Disassembly of the tower.....	32
II.VI Relocating the rolling tower.....	32
II.VII Assembly and/or repair of replacement parts.....	32
II.VIII Warranty conditons.....	32
II.IX Locking pins.....	33
<b>III Configuration table 3400</b> .....	<b>34</b>
<b>IV Method of assembly 3400 tower</b> .....	<b>34</b>
<b>V Parts for the Series 3400</b> .....	<b>37</b>



# I Introduction

This manual is solely intended to be used in conjunction with the folding/rolling tower 3400, hereinafter called the tower, as described in this assembly and use manual, hereinafter referred to as the manual.

Prior to starting assembly of the tower, you should carefully read this manual. The tower that is required should be assembled and used in accordance with this manual.

All instructions contained in this manual should be strictly observed.

If the instructions contained in this manual are not followed, accidents may arise. Altrex cannot be held liable for any loss resulting from the assembly or use of an Altrex tower that is not in compliance with the manual.

The employer, supervisor and user are responsible for the correct use of the tower in accordance with this manual and they must ensure that this manual is available at all times when work is being carried out using the tower.

## II General

A number of configurations are possible with the Altrex Series 3400 tower.

For information about the tower configurations, we refer you to the configurations table, included in this manual. Towers may only be assembled, disassembled or modified under the direction of an authorised person and by employees who have received adequate and specific training for the intended work, in terms of the specific risks involved which, in particular, addresses:

- understanding the assembly, disassembly or conversion plan of the tower in question;
- safely assembling, disassembling or converting the tower in question;
- measures in order to avoid the risks to individuals or objects;
- safety measures in the event of changing weather conditions which could affect the safety of the towers in question;
- the allowable load;
- every other risk that could arise as a result of the aforementioned assembly and disassembly or conversion work.

The individuals responsible for the work and the employees involved in the work must have access to a copy of this manual.

Only original Altrex parts should be used for assembly.

The standard Altrex tower configurations meet the European Standard EN1004, load class 2 (for strength and stability) and EN 1298 (for Manuals). Local law and legislation might encompass measures in addition to those stated in this manual.

If possible, and if it can be achieved safely, for additional personal safety, individuals working on the assembly should secure themselves to the external wall. Individuals should not secure themselves to the tower itself, unless the tower is anchored to the wall.

### II.1 Use

The Altrex 3400 tower is suitable for working at a height.

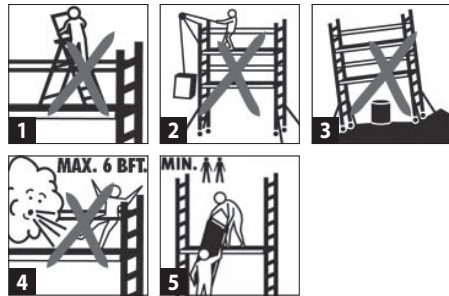
Series	Max. platform height	
	Indoor	Outdoor
3400	5.8 meters	5.8 meters

- The maximum load per platform is 150 kg/m<sup>2</sup>.
- The maximum load on the tower (as a whole) is 135 kg.
- Horizontal loads exceeding 30 kg resulting from the work to be carried out from the tower are not permitted. In the event of significant forces, the tower should be anchored to the wall.
- The tower may only be used on horizontal, flat and solid surfaces.
- The tower may not be used at wind speeds exceeding 14 m/s (max. 6 Beaufort).
- The tower may not be used in the event of a storm, snow, ice, heavy rainfall or lightning.
- Hoisting or suspending the tower is not permitted.
- The tower may not be used in order to gain access to other constructions.
- The standard configurations are not calculated on the use of tarpaulins and/or advertising boards.
- A tower should not be able to slide away or to make movements that are not intended.

## II.II Additional instructions when using towers

- When working with towers, safety shoes, working gloves and a safety helmet should be worn.
- Never ascend the tower on the outside and never stand on the braces.
- Never raise the height of the work platform through the use of stairs, crates, etc, figure 1.
- The base dimensions of the platforms may not be increased in any way.
- The use of hoisting gear on or for the tower is not permitted (figure 2); this can seriously affect the stability. Tower parts and tools may only be transported manually to the work platform, for example, using a rope and a bucket.
- If the tower is to be placed on a soft surface, ground protection plates or U-profiles should be placed underneath the wheels, figure 3.
- Particular attention should be paid to the wind load in areas that are affected by the wind, for example, open constructions and at the corners of a building. In the event of a wind force in excess of 14 m/s (max. 6 Beaufort), plus at the end of the working day, the rolling tower must be moved to a wind-free place, figure 4.
- No additional work platforms or other objects may be attached to the outside of the standard tower.
- Stages may not be mounted between the tower and a building.
- The tower must not be out of the perpendicular in excess of 1%. Therefore, at a height of 4 meters, the deviation may not exceed 4 cm.
- Take sufficient measures against weather influences that will help to ensure safe working on the tower.
- Take sufficient measures against environmental factors that will help to ensure safe working on the tower.
- Use guardrailing when this is required from a safety or legislative point of view.
- Never leave the tower unsupervised. Make sure that unauthorised individuals cannot gain access to the tower.
- The use of a combination of tower parts of different brands/manufacturers is not permitted.
- The workplace around the tower has to be cordoned off using cones and/or marking tape.
- Make sure that safe working with the tower is always given priority.
- A minimum of 2 people should always be used to assemble a tower, figure 5.

- Position the stabilizer if required. It is not compulsory below a height of 2.5 m; however, for work with significant horizontal forces, this is recommended.



## II.III Checklist for the use of towers

When an assembled tower is (re)used, the following should always be checked:

1. That the tower is the correct one for the intended use.
2. That the immediate vicinity in which the tower is assembled allows for safe use.
3. That the tower can still be used safely.
4. That the quality of the surface is horizontal, flat and sufficiently loadbearing.
5. That the environmental factors, such as opening doors, automatically working sun blinds, above-ground electrical cables, traffic and/or passers-by, etc., do not lead to dangerous situations.
6. That there is sufficient free space to be able to assemble and use the tower safely.
7. That all required parts and safety tools are available at the workplace.
8. That no damaged parts or parts other than those prescribed are used.
9. That the tower is assembled in accordance with this manual and in conformity with the configuration table.
10. That the maximum assembly height is not exceeded.
11. That it is easy to climb up the inside of the tower.
12. That the wheels are correctly attached, aligned, and that the brake is applied.
13. That the frames are correctly assembled and secured.

14. That the horizontal and diagonal braces are assembled and secured in the correct position.
15. That the stabilizers are correctly assembled.
16. That the tower is perpendicular (check using a spirit level).
17. That the tower is stable.
18. That the platforms are situated in the correct position and the wind security lock is secured in place.
19. That the tower configuration is inspected frequently (see inspection sticker).
20. That all locking pins are in place in the construction and that these are locked.

## II.IV Inspection, Care and Maintenance

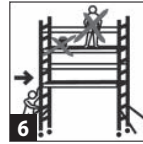
1. Tower parts must be handled and transported with care, in order to avoid damage.
2. Storage should be organised in such a way that only undamaged parts, in the correct amounts, are available for assembly of the tower.
3. Check all moving parts for correct functioning and to ensure that these are not contaminated.
4. Check all parts for damage. Damaged or incorrect parts may not be used.
5. Damaged parts have to be returned to the manufacturer for inspection.
6. Towers for professional use must be inspected annually for any defects by an expert. For a fee, Altrex's department of Inspection, Repair and Assembly can be used for inspections and, if required, repairs.

## II.V Disassembly of the tower

The tower should be disassembled following the instructions for assembly but in reverse order.

## II.VI Relocating the tower

- In order to relocate the tower, the stabilizers have to be raised to a maximum of 10 cm.
- The wheel brakes are released by pressing the brake pedal.



- When the tower is being relocated, persons and/or materials may not remain on the tower, figure 6.
- Beforehand, checks should be made that the environmental factors, such as opening doors, canopies, pits, automatically functioning sun blinds, above-ground electrical cables, traffic and/or passers-by, etc. do not pose the risk of dangerous situations while the tower is being relocated.
- Only relocate a tower in the lengthways direction or in the diagonal direction, manually, over a flat, horizontal and sufficiently load-bearing surface. Make sure that the tower does not start to slant during relocation.
- Immediately after relocating the tower, the wheel brakes have to be applied and locked, by pressing the brake pedal.
- After relocation, the tower has to once again be horizontally aligned; this should be done using a spirit level.
- Once again adjust all of the stabilizers, so that they are in contact with the surface.

## II.VII Assembly and/or repair of replacement parts

Replacement parts supplied by Altrex must be fitted to the correct Altrex product and in the same way as the part that is replaced. Assembly (attachment) and/or repair is effectuated at the own risk and expense of the client. Altrex is not liable for damage caused by incorrect assembly and/or repair. Against payment, Altrex can be called in for the repair of your product, and/or the assembly of the parts in question.

## II.VIII Warranty Conditions

This Altrex product has been designed, manufactured and tested with the greatest care. Should this

product be used in accordance with the instructions and its intended use, a warranty will apply under the following conditions:

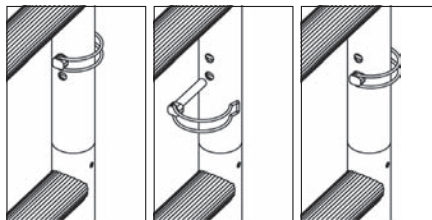
1. Altrex guarantees the reliability of the product and the quality of the materials used for the product.
2. We will rectify any defects that are covered by the warranty by replacing the defective part, or the product itself, or by supplying a part for replacement.
3. Not covered by the warranty are any defects that occur as a result of the following:
  - a) Use of the product contrary to its intended use or contrary to the instructions for use.
  - b) Normal wear and tear of the product.
  - c) Assembly or repair by the client or by third parties (with the exception of fitting the spare parts provided by Altrex as indicated above under point 2).
  - d) Any modified governmental regulations concerning the nature or quality of the material used in the product.
4. Any defects that are found upon the delivery of the product should be reported immediately to Altrex. Should notification of these defects not take place immediately, the warranty will be null and void. To make a claim under the warranty, Altrex or your Altrex dealer has to be provided with the proof of purchase.
5. Any defects of the product have to be reported to Altrex or your Altrex dealer as soon as possible, but in any case within 14 days of the defect being found.
  - a) Should a claim be made under the warranty conditions, Altrex has to have the opportunity to be able to investigate the product in its Quality Centre. The client must make the product available for this purpose. Should it be established during the investigation that the product has been used incorrectly, the costs of the investigation will be charged to the client.
  - b) Should the client ask for an investigation to be carried out by an independent institute, the costs for this investigation are at the expense of the client should it be established during the investigation that the product has been used incorrectly. The costs of the investigation are also at the expense of the client if, prior to

this investigation, Altrex offered to repair or to replace the product at no charge to the client.

EN

GENERAL

## II.IX Locking pins



## III Folding/rolling tower 3400

### III.I Configuration table 3400

GENERAL

Platform, height (m)			1.00	1.80	3.80	5.80			
Working height (m)			3.00	3.80	5.80	7.80			
Description	Art.nr.	Weight (kg)	A	B	A+B	C	A+B+C	D	A+B+C+D
Folding part	323107	11,4	1	0	1	0	1	0	1
Set of 4 collar tubes	733658	0,6	0	1	1	1	2	1	3
Frame	323105	4,6	0	0	0	2	2	2	4
Guardrail frame	323104	1,9	0	2	2	0	2	0	2
Platform with trap door	305032	11,2	1	0	1	1	2	1	3
Diagonal brace	323102	1,4	0	0	0	3	3	3	6
Horizontal brace	323101	1,3	0	3	3	0	3	1	4
Double guardrail shore	503409	2,8	0	1	1	0	1	0	1
Triangular stabilizer	323106	2,9	0	0	0	4	4	0	4
Toe boards	323103	5,7	0	1	1	0	1	0	1
Toe boards clamp	733654	0,1	0	4	4	0	4	0	4
Set of wheels (4 items)	324531	4,4	1	0	1	0	1	0	1
<b>Total weight (kg)</b>			<b>22,6</b>	<b>17,2</b>	<b>39,8</b>	<b>36,8</b>	<b>76,6</b>	<b>27,8</b>	<b>104,4</b>

## IV Method of Assembly 3400 tower

### Assembly method 3400 to 3.8 m

#### 1m platform height

- 1 Fit the wheels and lock these using the locking pin fig. 1
- 2 Unfold the folding frame and lock this fig. 2
- 3 Point the wheels outwards and put the brake on fig. 3
- 4 Place the platform on the 3rd rung fig. 4
- 5 The scaffold is ready for use fig. 5

#### 1.8m platform height

- 1 The 1m platform height configuration forms the basis for this fig. 6
- 2 Fit a horizontal shore above the wheels fig. 7
- 3 Fit the cantilever frames. Cantilever frames have to retain some play fig. 8
- 4 Fit the end guardrails and lock these fig. 9
- 5 Place the knee and hip guardrails from the inside to the outside fig. 10
  - 2 horizontal shores and 1 double guardrail shore of
  - 4 horizontal shores
- 6 Move the platform (6th rung folding frame) fig. 11
- 7 Fit the toe board brackets and toe boards fig. 12
- 8 The scaffold is ready for use fig. 13

**3.8m platform height**

- |    |  |         |
|----|--|---------|
| 1  | The 1 m platform height configuration with horizontal shore forms the basis for this   | fig. 14 |
| 2  | Fit the extension frames and lock these  | fig. 15 |
| 3  | Fit the diagonals (as from the 2nd rung of the 1st extension frame)  | fig. 16 |
| 4  | Extend the tube from the triangular stabilisers and lock this  | fig. 17 |
| 5  | Fit the stabilisers and make sure that the ends touch the ground   | fig. 18 |
| 6  | Move the platform (6th rung folding frame)   | fig. 19 |
| 7  | Fit the end guardrails   | fig. 20 |
| 8  | Fit the platform   | fig. 21 |
| 9  | Fit the knee and hip guardrails from the inside to the outside   | fig. 22 |
|    | <ul style="list-style-type: none"> <li>• 2 horizontal shores and 1 double guardrail shore of</li> <li>• 4 horizontal shores</li> </ul> |         |
| 10 | Fit the toe board brackets and toe boards  | fig. 23 |
| 11 | The scaffold is ready for use  | fig. 24 |

**Assembly method 3400 to 5.8 m****5.8m platform height**

- |    |   |         |
|----|---|---------|
| 1  | Fit the wheels and lock these using the locking pin                   | fig. 25 |
| 2  | Unfold the folding frame and lock this                                | fig. 26 |
| 3  | Point the wheels outwards and put the brake on                        | fig. 27 |
| 4  | Assemble the extension frames and lock these                          | fig. 28 |
| 5  | Fit the platform (2nd rung)   | fig. 29 |
| 6  | Fit the diagonals   | fig. 30 |
| 7  | Extend the tube from the triangular stabilisers and lock this         | fig. 31 |
| 8  | Fit the stabilisers and make sure that the ends touch the ground      | fig. 32 |
| 9  | Fit the platform (3rd rung extension frame)                           | fig. 33 |
| 10 | Fit the hip guardrails  | fig. 34 |
| 11 | Fit the end guardrails to the extension frame and lock these          | fig. 35 |
|    | Place this construction and lock it                                   |         |
| 12 | Fit the diagonals (as from the 5th rung of the 1st extension frame)   | fig. 36 |
| 13 | Fit the auxiliary platform (3rd rung extension frame)                 | fig. 37 |
| 14 | Fit an auxiliary shore above the platform and above the wheels        | fig. 38 |
| 15 | Remove the lowermost platform and position this as a working platform | fig. 39 |

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- |    |  |         |
|----|--|---------|
| 16 | Remove the auxiliary platform and the auxiliary guardrails   | fig. 40 |
| 17 | Fit the platform on the lowest rung and place (equally distributed) a total of 40 kg of ballast on the platform, 2 x ballast (art. no. 415270, 20 kg) or an equivalent alternative | fig. 41 |
| 18 | Fit the diagonals  | fig. 42 |
| 19 | Fit the knee and hip guardrails  | fig. 43 |
|    | <ul style="list-style-type: none"><li>• 2 horizontal shores and 1 double guardrail shore of</li><li>• 4 horizontal shores</li></ul>  |         |
| 20 | Assemble the toe board brackets and toe boards   | fig. 44 |
| 21 | The scaffold is ready for use  | fig. 45 |
| 22 | Disassemble the scaffold in reverse order  |         |
| 23 | Use a horizontal shore to unlock the diagonals   | fig. 46 |

## V Parts for the Series 3400

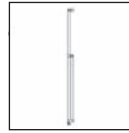
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FOLDING/ROLLING TOWER 3400



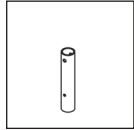
Folding part

323107



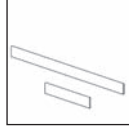
Triangular stabilizer

323106



Set of 4 collar tubes

733658



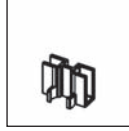
Toe board set

323103



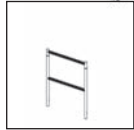
Frame

323105



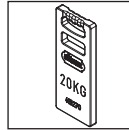
Toe board clamp

733654



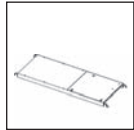
Guardrail frame

323104



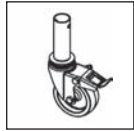
Counterweights 20 kg

415270



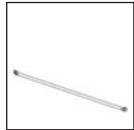
Platform with trap door

305032



Set of 4 wheels Ø 100 mm  
double braked

324531



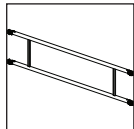
Diagonal brace

323102



Horizontal brace

323101



Double guardrail brace

503409





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