

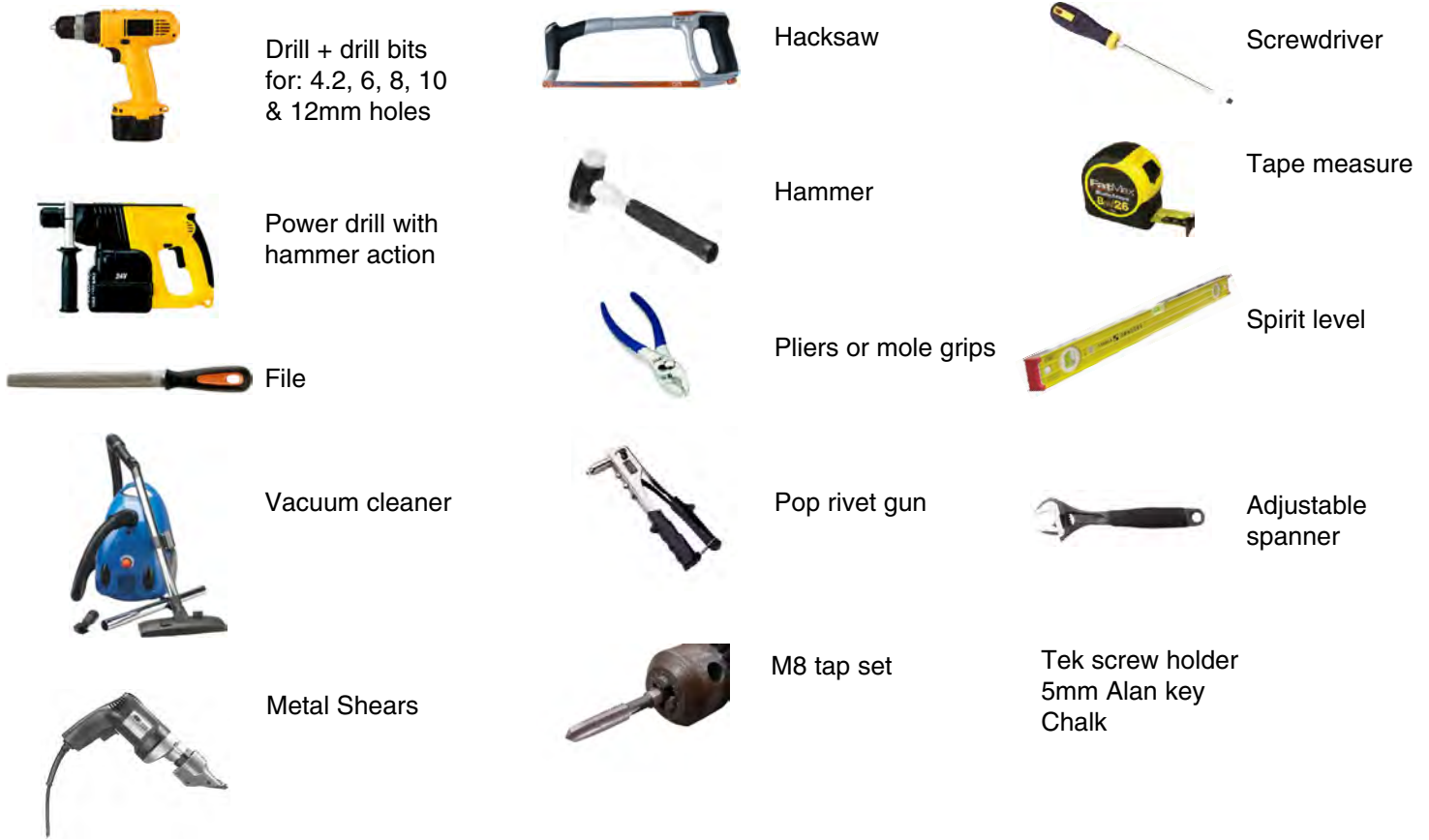


## Installation of Broadsword partition systems

The aim of these instructions is to give the installer an idea of the correct technique to be employed for the installation and assembly of a typical Broadsword partition system

### Tools:

The following tools represent a minimum requirement for successful installation. Alternatives can be used at the discretion of the installer, though it is not recommended. In the case of certain tools, such as spanners etc, it is worth remembering that the quality of each tool required will depend upon the scale of the installation and the number of people involved. In some cases further tools may be required.



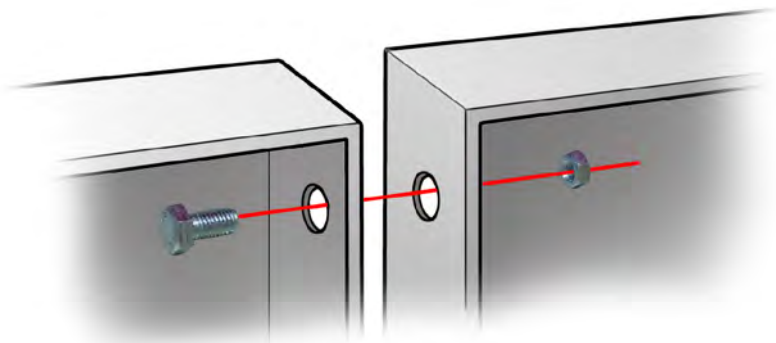
### Installation:

The following steps represent the correct order for the installation procedure.

- Identify all the components and label the parts where necessary.
- Prepare the surface upon which the panels are to be installed. The surface should be clean, smooth and level.
- Select an appropriate datum from which to take all measurements.
- Mark out the positions of all the panels, doors and posts.
- Install panels / mullions / doors.
- Fit top capping.
- Fit roof panels if supplied.
- Fit top fascias if supplied.
- Check alignment and geometry of all panels before final tightening of all nuts and bolts.

## Before you begin

- Identify all the components for the installation and mark each with chalk or another non-permanent marking method.
- Choose a datum point from which to measure all the positions of the panels. A corner or point at the base of a wall is ideal and should be marked in a way that cannot be erased accidentally.
- Measure and mark the position for the installation. A little care at this point can save a great deal of time later on.

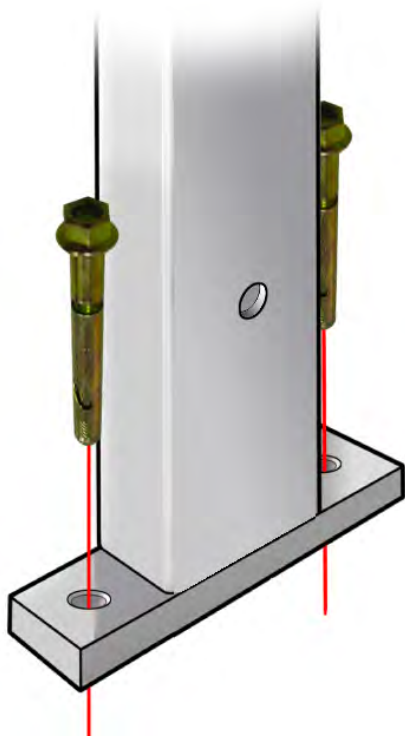


### Panel to Panel

Position the panels in the desired position with the holes in each panel edge lined up.

Push a M8 x 16 bolt through the aligned holes and screw on a M8 nut.

Repeat this for all the holes. Check the position of the panels is still correct then tighten up nuts.



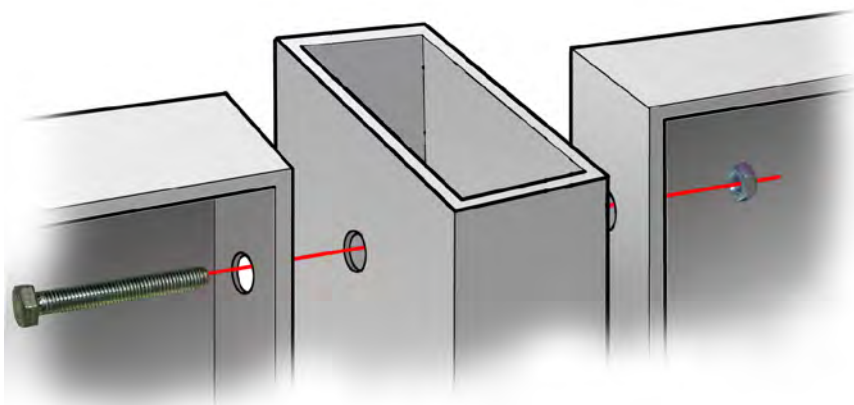
### Mounting mullions

Position the mullion in the desired place. Using the holes in the base plate as guides, drill 12mm diameter holes into the floor. These holes should be at least 120mm in depth.

Remove the mullion and clean away the excess dust from the drilling. Replace the mullion and push M10 expansion bolts through the base plate into the hole in the floor. A hammer may be required to gently drift the expansion bolt into the hole.

Check to ensure the mullion is vertically level at this stage as any discrepancy will be duplicated in the panels. If the mullion is not level packing can be used between the floor and base plate to correct it.

Tighten the bolts and re-check the alignment.



### Straight joint with mullion

Position the first panel as required. Line up the mullion with the panel and check its position before fixing it to the floor.

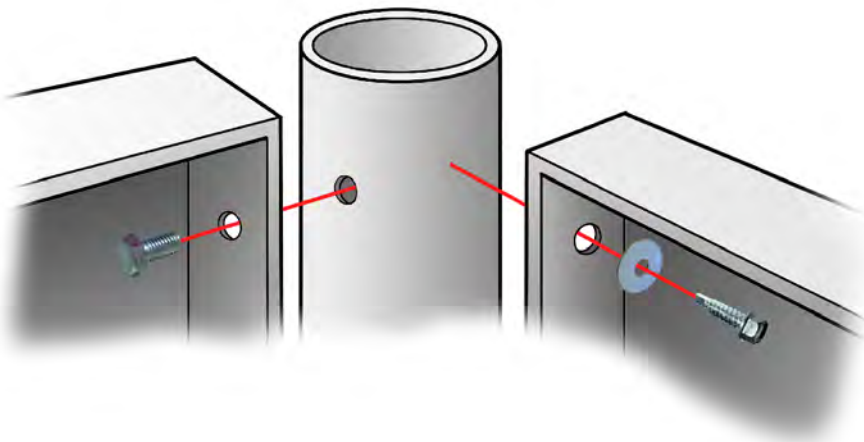
Position the second panel so the holes line up correctly. When both panels are aligned with the mullion push through a M8 x 60 and screw on a M8 nut.

Repeat with all holes and check the final position of the panels before tightening the nuts fully.

## Creating corners

There are 3 types of corner configuration:

- 90 degree corner with 40mm x 40mm mullion
- 3 - way with a 40mm x 40mm mullion
- 50mm diameter post for angled corners

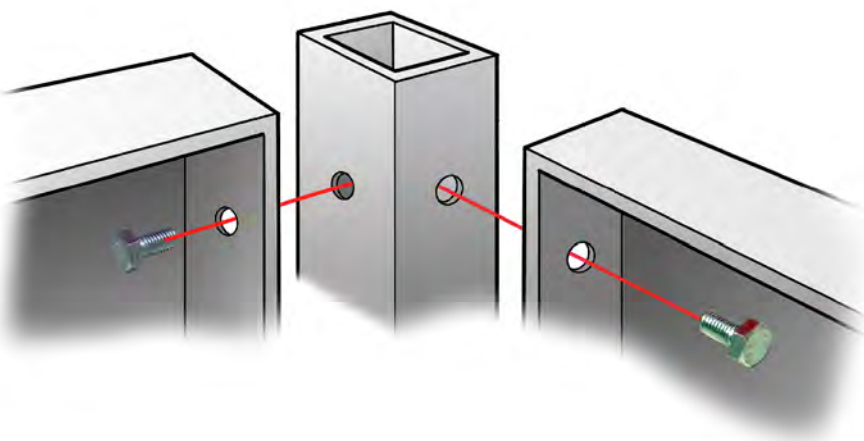


### Circular post corner junction

Position the first panel as required. Align the circular corner post with the panel ensuring that it is vertically level.

Fix the post to the panel by screwing M8 x 16 bolts into the tapped holes on the post.

Position the second panel at the desired angle, put a washer on the tek screw and fix the panel to the post.

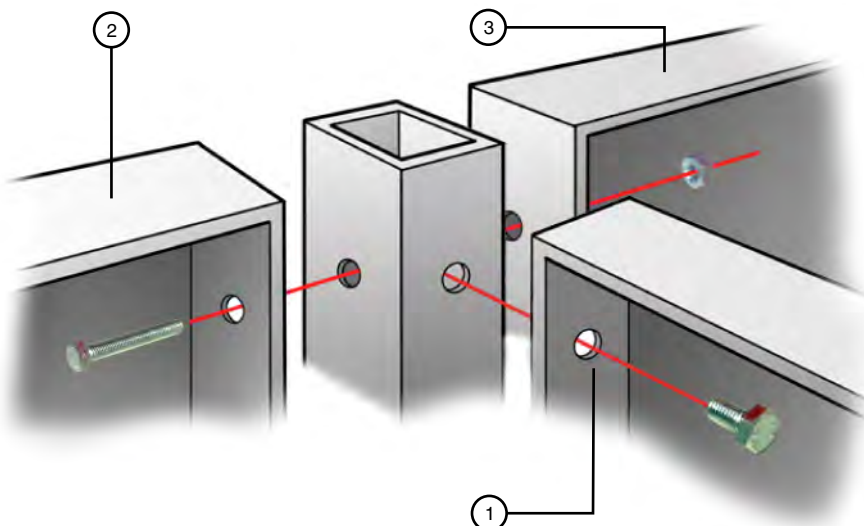


### 90 degree corner junction

Position the first panel as required. Align the corner post with the panel ensuring that it is vertically level as any discrepancy will be duplicated in the panels.

Fix the post to the panel by screwing M8 x 16 bolts into the tapped holes on the post. Repeat this process with the second panel.

Check to make sure the panels are level and vertical before tightening the bolts fully.



### 'T' junction

Position panel 1 as required, ensuring that it is square. Position the post and attach it to panel 1 with M8 x 16 bolts.

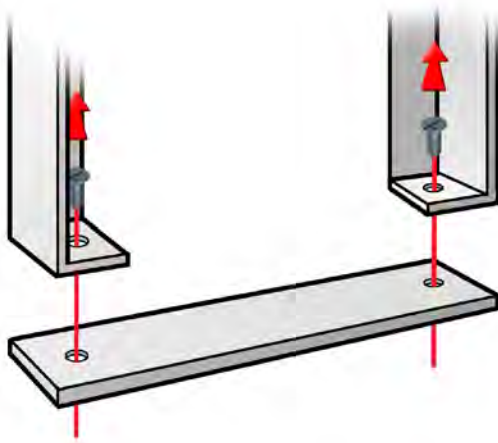
Align the panels 2 and 3 with the post checking that they are vertically level and that the holes in the post match up with the holes in the panel.

Once panels 2 and 3 are in position pass M8 x 60 bolts through panel 2, the post and panel 3. Ensuring that they are still square, attach M8 nuts.

Make one final check that all the panels are level before tightening all the nuts.

## Door installation

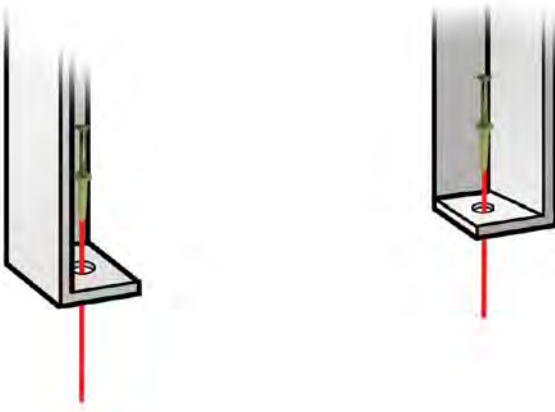
- Remove threshold strip
- Fix frame
- Hang door



### Before you begin

Identify the door and frame (these will be already screwed together) and the overpanel.

During transport a threshold strip is screwed to the bottom of the frame to make sure it is kept square. This is a disposable part and must be removed before starting installation.

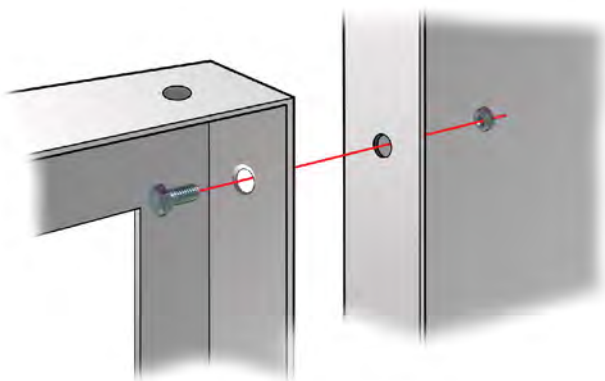


### Fixing the frame to the floor

Position the door frame next to the adjacent panel or post and ensure that it is square. Using the holes in the bottom of the frame as guides holes drill 6mm diameter holes and at least 45mm deep.

Re-check that the frame is in the correct position and push spigot fixings through the frame into the floor. Gently hammer the head of the fixing until only 5mm of the screw is proud of the base of the channel.

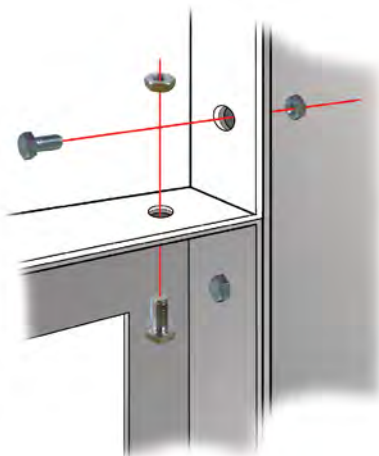
Screw the remainder of the fixing in using a crosshead screwdriver.



### Fitting the doorframe

Fixing the doorframe uses the same principle as fixing together panels.

Position the door in the correct position next to the adjacent panel or post. Ensure that it is square and attach it using M8 x 16 nuts and bolts, making sure the head of the bolt is on the inside of the door to avoid the door catching.



### Fitting the overpanel

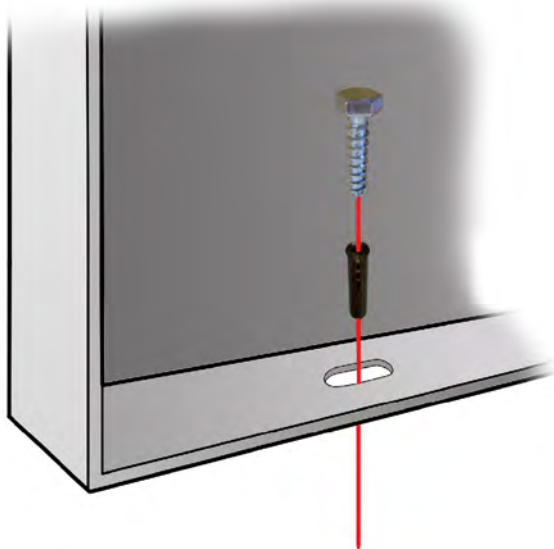
Place the overpanel on top of the door frame and make sure it is square with the frame and adjacent panel.

Fix it to the door frame using M8 x 16 bolts and M8 nuts, again with the head of the bolt on the inside of the frame.

Now bolt the overpanel to the adjacent panel using M8 x 16 bolts and M8 nuts.

## Finishing installation

- Fixing to the floor
- Fixing top capping
- Glazing

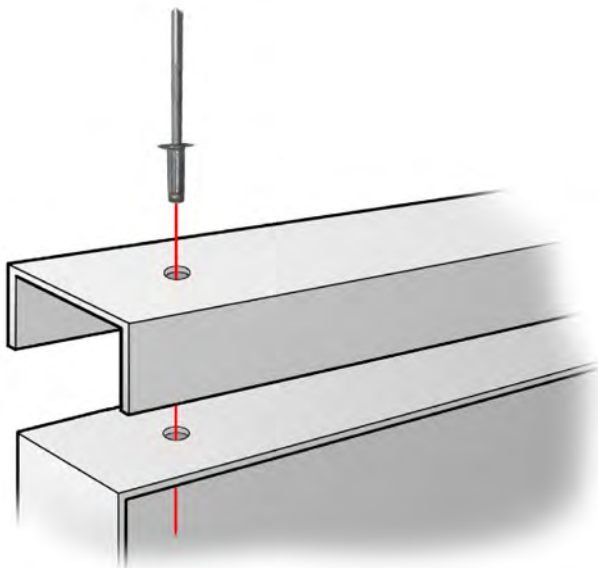


### Panel to floor

This should only be done once all the panels are in the correct position and bolted together.

Using the holes in the panel as a guide, drill 10mm diameter holes a minimum of 60mm deep into the floor.

Insert a rawplug into each hole and bolt the panel to the floor using M8 x 40 coach bolts.



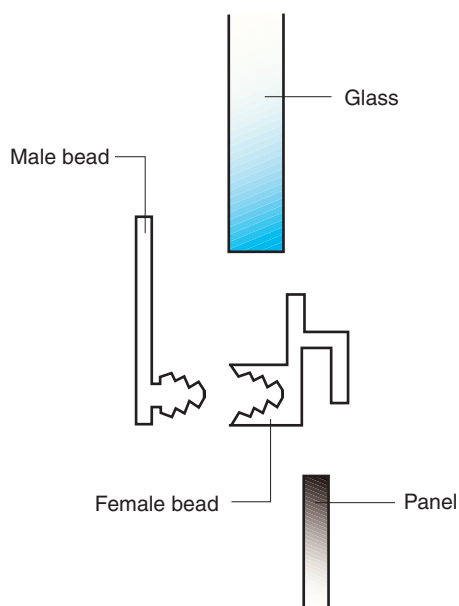
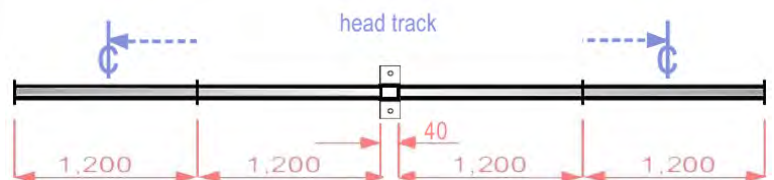
### Top channel

Measure the length of top capping required and cut a strip to length.

Place the top capping on top of the panel and mark out, at ~ 1m intervals, positions for holes to attach it to the panel.

Now drill these holes through the top capping and the panel using a 4.2mm drill.

Finally pop rivet through these holes to hold the top capping to the panel.



### Fitting glazing

Glazing is simple to fit using a male and female plastic bead to secure it to the panel. It does however require two people.

Fit the female bead around the edge of the aperture that is to be glazed then offer up the glass to ensure it fits.

When the glass fits correctly clip the male bead into the female bead to secure the glass.