

WARDRAY PREMISE

GT5501 General Transport Adjustable Height Patient Trolley



OPERATORS MANUAL



Introduction

Thank you for purchasing this X-ray product. Manufactured and tested to the highest standards.

Our products are manufactured by Wardray Premise Ltd at our UK based factory to BS EN ISO 13485 and are CE marked.

Manufacturing address:

**Wardray Premise Limited, Northern Regional Office,
Unit 2, Springvale Works, Elland Road,
Brighouse, West Yorkshire, HD6 2RN, UK**



To ensure that you obtain maximum benefit from your product, please take a few minutes to read the enclosed information regarding operation, service and maintenance.

If you have any problems in the meantime or would like any advice about this or any other products from the Wardray Premise range, please contact us at the following address:

Wardray Premise Limited
Hampton Court Estate
Summer Road
Thames Ditton
Surrey
KT7 0SP
UK

Tel: +44 (0) 20 8398 9911
Fax: +44 (0) 20 8398 8032

E-mail: sales@wardray-premise.com

Kindly note:

If you modify a Wardray Premise product you will invalidate your warranty.

Unless you have our express written permission to modify a product, we transfer all liabilities for modified products to you.

EU Authorised Representative:

Advena Ltd
Tower Business Centre
2nd Floor, Tower Street
Swatar
BKR 4013
Malta



Specification

The GT5501 Trolley is designed, manufactured and tested to the highest standards.

The GT5501 is constructed from 3 main materials, these being aluminium, brass and 316 stainless steel.

The Top Frame, Pivot Sections, X Frames and Base Frame are all manufactured from aluminium, which is lightweight, this aids the easy movement of the trolley.

Brass and stainless steel materials are used in the manufacture of the Pivot Bolts and parts within the Hydraulic Pump and Cylinder.

It is advisable that the product is inspected and serviced every 12 months by a Wardray Premise trained engineer.

A service contract package is available, and details are available upon request from our Service Department on +44 (0) 20 8398 9911.

For international customers please contact your local Wardray Premise representative for assistance.

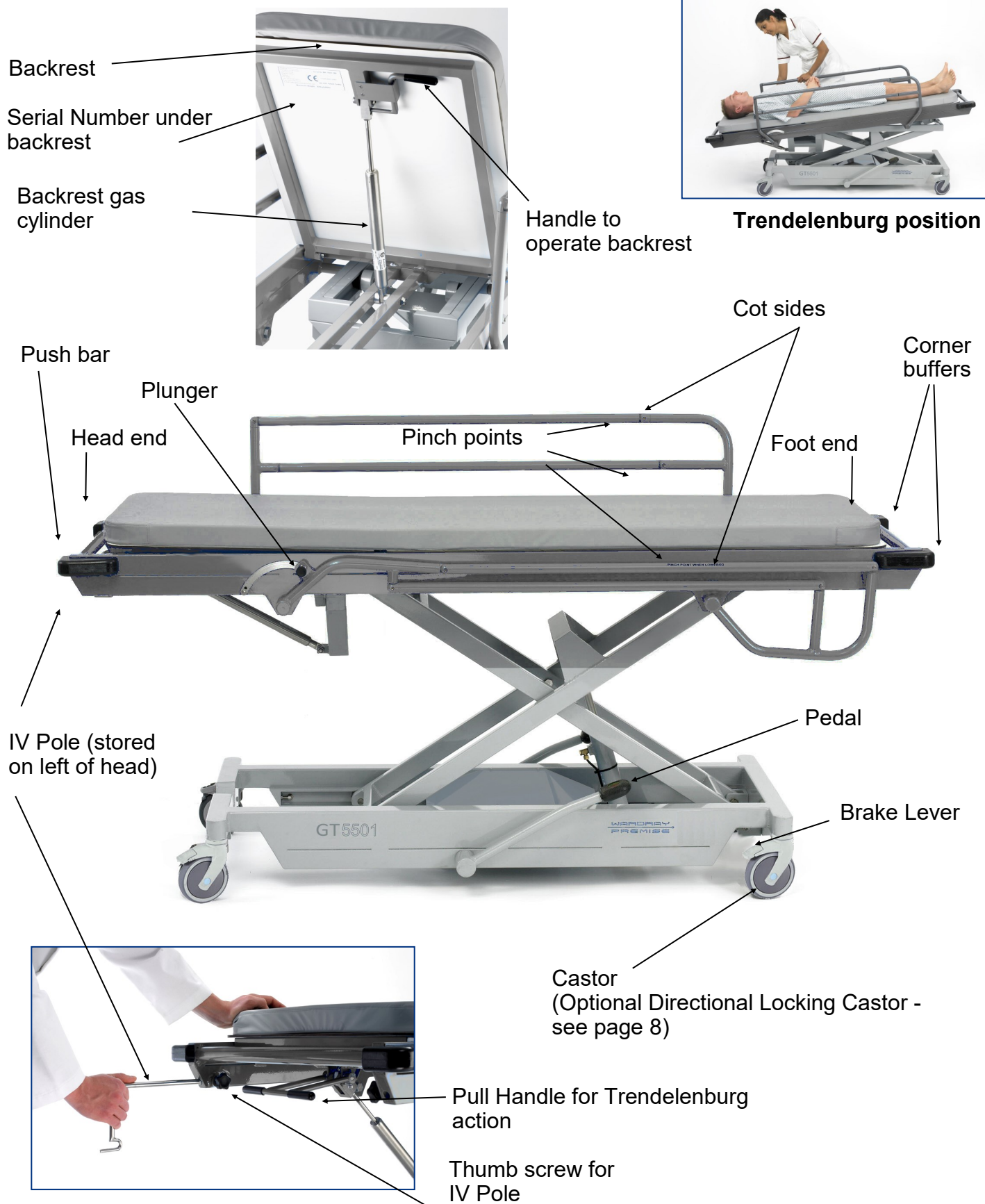
Table top size mm	Max length mm	Max width mm	Low height mm	Top height mm	Max load Kg
1930 x 550	2160	650	495	940	220

Maximum patient weight 34 Stone / 220 Kg

Important Information

This trolley has been designed for adult patients. If you use the trolley to transport a child extra care should be taken particularly regarding the movement of the child across the mattress and the potential for their limbs or other body parts to protrude through the trolley sides, potentially causing injury / harm. Wardray Premise Ltd also offer a range of paediatric trolleys with cot bumpers for the safe transportation of children.

GT5501 Trolley parts reference



Operating Instructions

Raising and Lowering Trolley

There is a pedal located each side of the trolley.

To raise the trolley place your foot on the black rubber (Fig.1) and push down until you feel it stop, lift foot and allow the pedal to raise until it stops, repeat until desired height is reached, or top height is achieved (Fig 2).

To lower, place foot on black rubber and push down until you feel the stop, then push further and table top will lower (Fig 3).

Remove foot when table reaches desired height or lowest position is achieved.



Fig 1



Fig 2



Fig 3

Please note the trolley is fitted with a safety 'blow-off' system, this allows you to pump up the trolley to the top height without damaging the cylinder or trolley.

Operating Instructions

Trendelenburg

The Trendelenburg can be operated easily by placing your hands on the push bar, at the head end, and pulling the handle up towards you with your fingers as shown (Fig 1) Push the top down to the desired angle (Maximum of 13 degrees - Fig 2) and release handle. To bring the top to a horizontal position, pull the handle which will then return the top to the horizontal position.

Please note:- when returning to the horizontal position, the upward movement is power assisted.



Fig 1



Fig 2

Backrest

The backrest is operated by squeezing the handle located under the right hand side of the backrest board, at the head end, as shown (Fig 3). The backrest movement is from 0 to 65 degrees, this is controlled by a gas spring.

When moving the backrest into its flat/horizontal position, ensure nothing can become trapped between the framework and the backrest.

IMPORTANT NOTE: When adjusting the backrest position while a patient is on the trolley we strongly advise this is done by two members of staff, one to support the patient and one to adjust the backrest.



Fig 3

Operating Instructions

Cot Sides



The trolley is fitted with raise and lower cot sides (Fig 1) these protect the patient during transportation to and from the ward.

The cot sides should not be used to steer/ push the trolley.

When lowering cot sides ensure nothing can become trapped between the cot sides and or the bed.

Depending on the design of the trolley, it will be fitted with one or other of the plungers indicated below; Standard Plunger (Fig 2) or Flag Plunger (Fig 4)

Standard Plunger



Fig 2



Standard Plunger disengaged Fig 3

To operate the Standard Plunger:

To lower the cot sides, pull the black plunger to disengage (Fig 3) and lower that cot side end until it stops*.

To raise the cot sides, hold the top rail in the centre and lift until the plunger engages.

To operate Flag Plunger:

To lower the cot sides, disengage the black 'flag' plunger by pulling and turning upwards until it snaps into the notch vertically and pointing upward. (Fig 5) Lower the cot side until it stops*.

*If, after plunger has been released the cot side is not in its lowest position, ensuring plunger is disengaged, gently push down on the centre of the top rail.

Flag Plunger



Fig 4



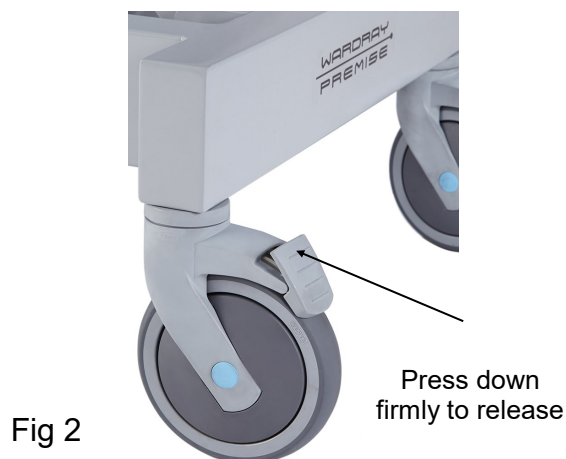
Fig 5

IMPORTANT NOTE: Do not attempt to push the cot sides down while the plunger is still engaged.

To raise the cot sides, hold the top rail in the centre and lift upwards. Pull and rotate the flag plunger until it snaps into the vertical downward position (Fig 4). Once partially turned the flag will snap into the notch at the bottom.

Operating Instructions

Castors



The trolley is fitted with four 150mm diameter, individually braked castors.

To engage the brakes, place your foot on the front part of the brake lever (Fig 1) and push down firmly, the brake will lock in place and stop the castor from moving.

To release the brake place your foot on the rear part of the brake lever (Fig 2) and press down firmly, this will release the brake.

If your trolley is fitted with a Directional Locking Castor, this is denoted by the green locking lever. To engage a directional locking castor:

- ① Stand at the head end of the trolley, push the trolley forward by approximately 1 metre. This will ensure that the directional locking castor is the 'trailing' position under the trolley (Fig 3).
- ② Engage the directional lock by pushing down firmly on the green lever (Fig 4).
- ③ To release the directional lock place your foot on the green lever, on the rear/raised part, and press firmly to release (Fig 5).

Push forward from
head end
→



Operating Instructions

Oxygen Cylinder Holder

An Oxygen Cylinder holder is also optional, suitable for a size E cylinder, it is usually fitted on the right hand side of the base (Fig 1).



Fig 1

IV Pole

The trolley is fitted with 4 locations for the IV pole, 1 located at each corner of the trolley. A thumb screw allows the pole, both to be locked vertically for use, and horizontally for storage as shown (Fig 1 and Fig 2).



Fig 1



Fig 2

The IV Pole is manufactured from 316 stainless steel, and is stamped with the serial No. of the trolley.

Do's and Dont's

Do ensure the following are observed:

- The trolley should only be used by properly trained staff at all times.
- The trolley must be operated by 2 people when transporting a patient.
- When a patient is on board, the cot sides must be in an upright locked position before moving the trolley or adjusting the trolley height.
- The trolley must only be used for the purpose for which it was designed.
- When disposing of the trolley, ensure that the hydraulic oil is drained and removed, and disposed at an oil bank. In the UK find the nearest oil bank to you at: <http://www.oilbankline.org.uk/>. For outside the UK check your governments guidance and dispose of the oil appropriately.

Don't:

- Lift the trolley upwards by the top.
- Push the trolley over rough or uneven ground.
- Drop heavy or sharp objects onto the solid plastic top.
- Push the trolley by the cot sides, these are for patient safety only.
- Place a weight of over the equivalent of 34 Stone (220Kg/485lbs) onto the trolley.
- Spill oil or other liquids/chemicals on the mattress.
- Attempt to rectify any faults on the trolley without contacting Wardray Premise Ltd.
- Use the trolley without a mattress.

The trolley should be serviced regularly, but only by Wardray Premise trained engineers, as they will carry the correct spares to guarantee safety of the trolley. Failure to comply with this will invalidate your warranty and could compromise its safety.

Any serious incidents that occur in relation to this device should be reported to Wardray Premise LTD and the competent authority of the member state in which the user and/or patient are established.

General Maintenance

It is strongly recommended that the following checks are carried out on a weekly basis by trained personnel, to ensure trouble free operation of the trolley.

- Check the solid plastic top for cracks or other obvious signs of damage or contamination. Report any damage found.
- Check mattress for any sign of damage or contamination. Report damage or clean where necessary with mild soap and water.
- Check castors for free movement and the braking mechanism for functionality, check and remove any debris that may have been caught between the forks and around the axles. This is a common occurrence and can lead to a shortened life expectancy of the castor if left unattended.
- Check the backrest function.
- Check the Trendelenburg function of the trolley.
- Particular attention must be made to the raise and lower function. Raise and lower the trolley a couple of times before using, check for any leaks, especially if the trolley has not been used for a long period of time.
- Check the cot sides for functionality and damage, especially the cot side brackets and plungers, as these take the brunt of any impacts from the side. Ensure that the plungers work freely and locate into the holes.
- Ensure that the IV Pole fitted is correct and the serial no. corresponds with the trolley serial no. located on the inside of the backrest board (see page 4 for location). Make sure there are no sharp burrs from misuse.

Please register your product with us, via the Warranty Registration Form (see page 13), for ease of contact in case of urgent upgrades or recalls.

If the unit is damaged please do not attempt to repair as this could invalidate your warranty and could compromise its safety, please call or email Wardray Premise Limited:

T: +44 (0) 20 8398 9911
F: +44 (0) 20 8398 8032
E-MAIL: sales@wardray-premise.com

Please include the product code and the product's serial number when contacting Wardray Premise.



Cleaning

This product should be washed with a disposable cloth wrung out in a solution of warm water and detergent. The product should be rinsed with warm water and dried thoroughly with paper towels.

If required the product can be washed down with hand hot sodium hypochlorite solution up to 1% or 10000 parts per million chlorine combined with a detergent. Alternatively, follow your local guidelines or instructions.

If any of the above give cause for concern, please contact your Wardray Premise service provider.

EU Declarations of Conformity

Documentation is available upon request.

WARRANTY REGISTRATION FORM

To receive full warranty cover on your equipment, please complete and return this form at your earliest convenience

Reply e-mail: sales@wardray-premise.com

Reply Fax: +44 (0)20 8398 8032

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Fax:	
Email:	
Product Code/ Description:	
Product Serial/ Reference No:	
Please enter date Product received:	

If your department currently has any other Wardray Premise Ltd. equipment, which is not already covered under a service contract, please contact Servicing-Admin@wardray-premise.com to discuss an all-inclusive package.

If you would like any further information or would like to be contacted regarding any of our products, please add your enquiry to the box below.