

## **Aggregate Bay, Retractable Tunnel & Temporary Structure Maintenance & Guidelines**

It is important that an aggregate bay, retractable tunnel or temporary structure is subject to correct use and maintenance while in use. Failure to do so can reduce the structures operational life span and undermine the structures safety.

The below maintenance and guidelines for use must be adhered to ensure the structure remains structurally sound and safe to use after installation.

### **Guidelines for Use:**

- Temporary Structures & Retractable Tunnels must be used as an ordinary protective cover purely for temporary use.
- It is important for safety not to hang or apply any type of load to the structure or at the top cover.
- In the event of extreme weather conditions and strong winds, we recommend for the tunnels to be retracted back, curtain(s) fully opened and secured. This would create an arch effect and allow wind to pass through.
- Tunnel include fixing points on the sides to allow for additional ballast and bracing to be attached for stability if required, using ratchets or similar securing methods.
  - **In winds that reach or exceed 30mph it is advised that the tunnel is retracted back and curtain(s) open. Tunnels left extended in high wind conditions are done so at the operators own risk.**
- Only trained staff should be allowed access for use of the structure.
- Protect the structure and prevent accumulation of snow and ice on the structure.
  - Producing an ambient temperature under the structure will help to reduce the build-up of ice and snow. Excess snow and ice should be brushed off the structure, when/where appropriate.
- We would recommend that the tunnels are secured when in operation for long periods of time or left expanded overnight. Additional ballast or fixing points are advised when/where appropriate.
- Potential corrosive products should not be stored in a temporary structure, unless advised by Stuart Canvas Group. Corrosive substances may affect the integrity of the structure.

### **Maintenance:**

- Any modification or repairs to the structure and fixings must only be carried out by the manufacturer or with direct technical assistance by the manufacturer.
- The tunnel must be tightly tensioned in order to avoid standing water and deformation of the structure.
- An annual/monthly/weekly maintenance inspection to ensure all components are working correctly is recommended. It is recommended to use the Stuart Canvas check list document.
- A maintenance inspection should include the following:

- A full check for any damage on all parts of the structure and its mechanisms.
- A full check of the frame and cover to ensure no parts have been modified or repaired without the manufacturer's consent and technical analysis.
- Check the cover is at the correct tension to avoid water pooling.
- A full check of all components of the structure including any motorised mechanism, to ensure all components are working correctly and have not been subject to any damage. This includes ensuring all brackets and fastening screws and bolts are secure.

**Recommendations:**

- If the tunnels are produced free standing without tracking and are designed to be relocated, it is recommended that fixing points are implemented at each end of a tunnel.
- Added fixing points to every other pantograph will allow for a webbing strap to be secured to the sunken eyelet.
- Incorporated PVC mesh panels on the doors and where appropriate to aid with potential wind.
- Retractable tunnels / loading bays should be pushed back to a wall when not in use.

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