

# Screen Clean Station™

## Forecourt Bin Attachment

### INSTALLATION AND OPERATING INSTRUCTIONS FOR AUTO-MATE™ AND SUPER GUPPY™

**IMPORTANT NOTE: ENSURE THAT ALL RELEVANT PERSONNEL READ THESE INSTRUCTIONS PRIOR TO USE**  
We recommend that a risk assessment is undertaken to identify an appropriate location for your waste collection and recycling units. In order to reduce risk, some organisations decide to place the units a minimum of 5 metres away from buildings.

Please also refer to the 'Manual Handling Operations Regulations 1992' during the handling of the product and materials used for installation. Glasdon recommends that a full Health and Safety analysis is carried out prior to installation.

Please refer to the Installation Instructions for advice on installing the litter bins themselves.

#### KIT CONTENTS:

##### RETROFIT FIXING KIT

<b>ITEM 1</b> - Retrofit Paper Drilling Template	x 1
<b>ITEM 2</b> - Washer - M8 x 20mm	x 2
<b>ITEM 3</b> - Washer - M8 Grip Washer	x 2
<b>ITEM 4</b> - Screw - M8 x 20mm	x 2
<b>ITEM 5</b> - Button Knob	x 2

##### TOOLS INCLUDED (RETROFIT VERSION ONLY):

Allen Key 5mm	x 1
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##### OPTIONAL SECURITY FIXING KIT

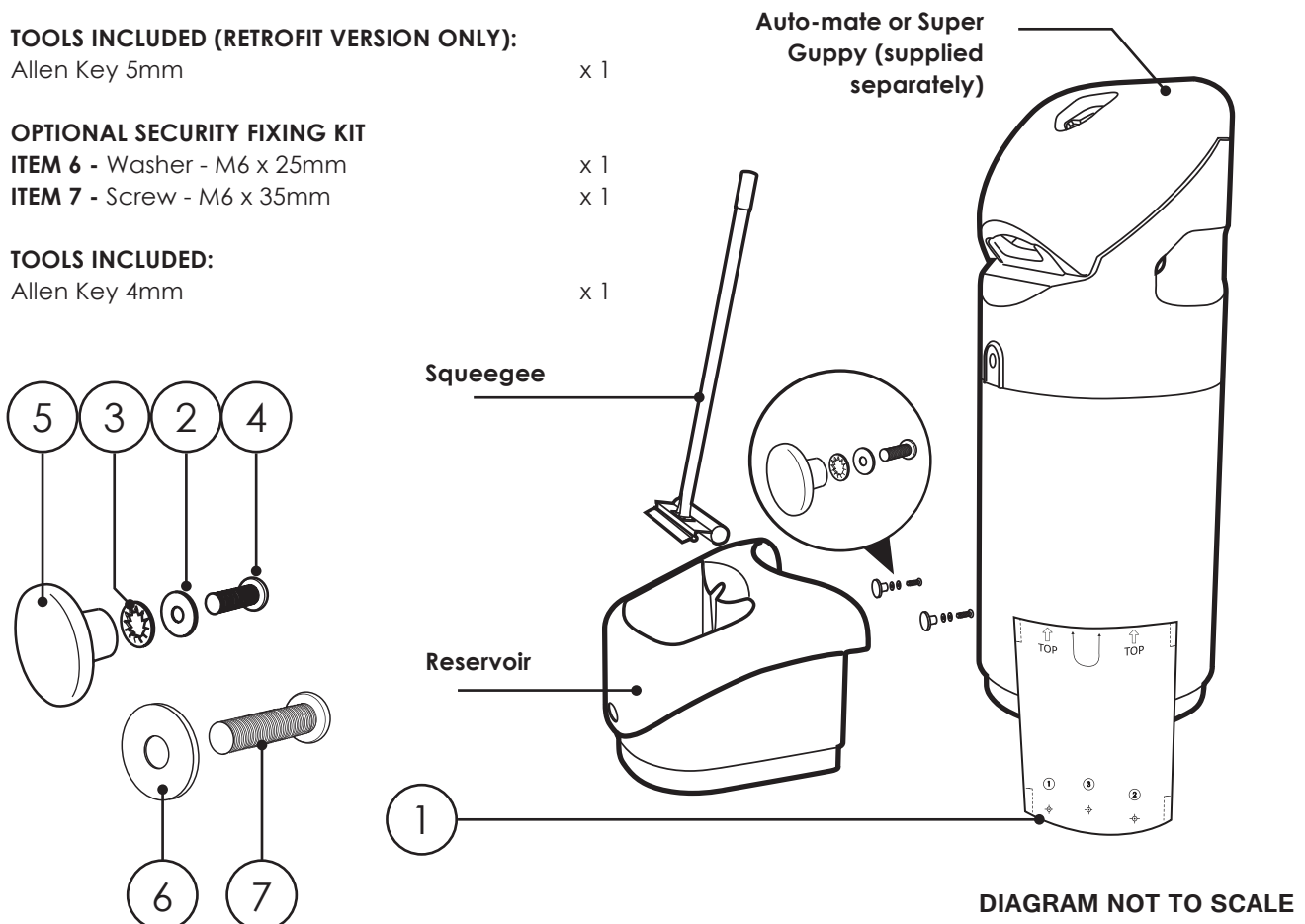
<b>ITEM 6</b> - Washer - M6 x 25mm	x 1
<b>ITEM 7</b> - Screw - M6 x 35mm	x 1

##### TOOLS INCLUDED:

Allen Key 4mm	x 1
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#### EQUIPMENT REQUIRED:

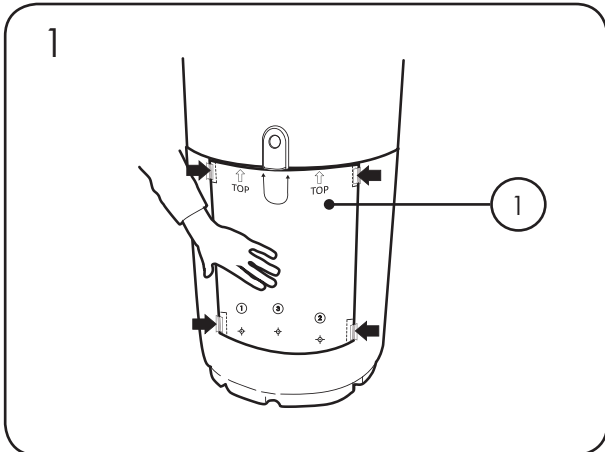
- Drill	x 1
- 9mm Drill Bit	x 1
- Pen	x 1
- Sharp implement (e.g. Pin)	x 1
- Tape	



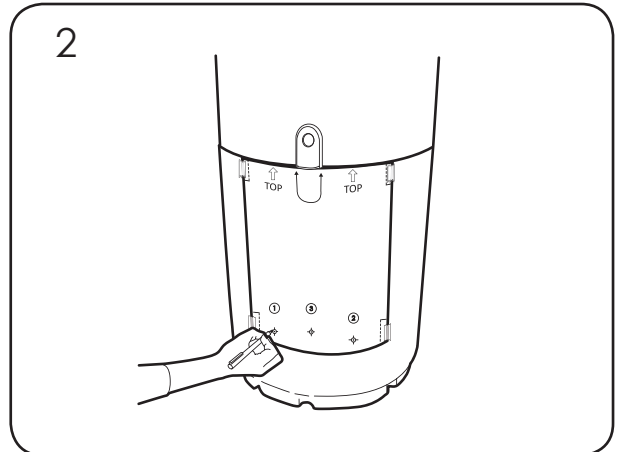
## INSTALLATION (STEPS 1-10 ARE FOR THE RETROFIT VERSION ONLY)

WHERE THE FIXING KIT IS SUPPLIED ASSEMBLED TO YOUR BIN BY GLASDON PLEASE ADVANCE TO STEP 11.

IF YOU HAVE THE SECURITY FIXING KIT OPTION PLEASE ADVANCE STRAIGHT TO STEP 13 (Page 4).



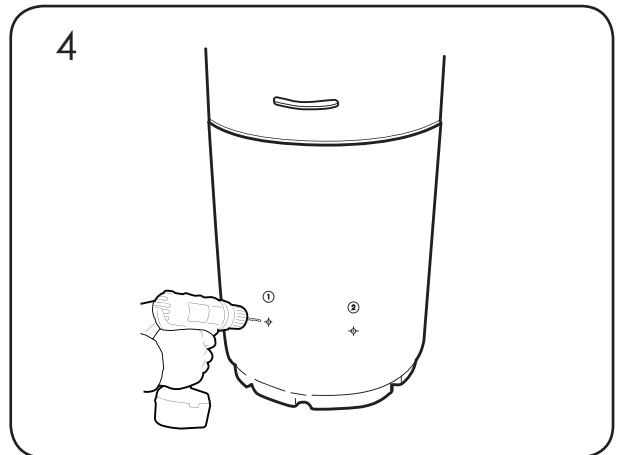
With the lid of the bin on, place Item 1 against the body of the Bin, align as instructed on the template. Apply tape to hold the template in place.



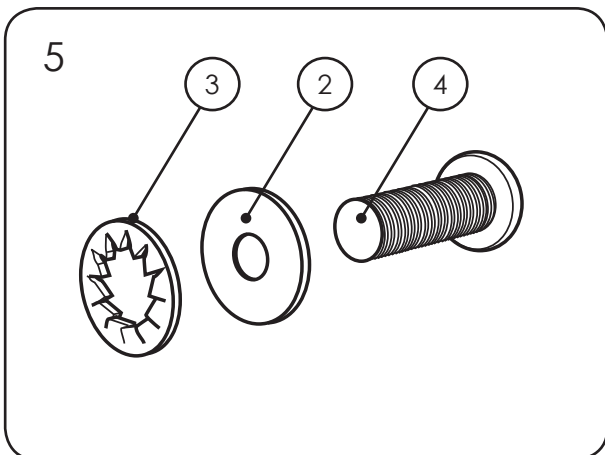
Mark the centres of the drilling holes 1 and 2 through the template onto the body using a sharp implement, pencil or pen. Remove the template and emphasise the marks with pen.



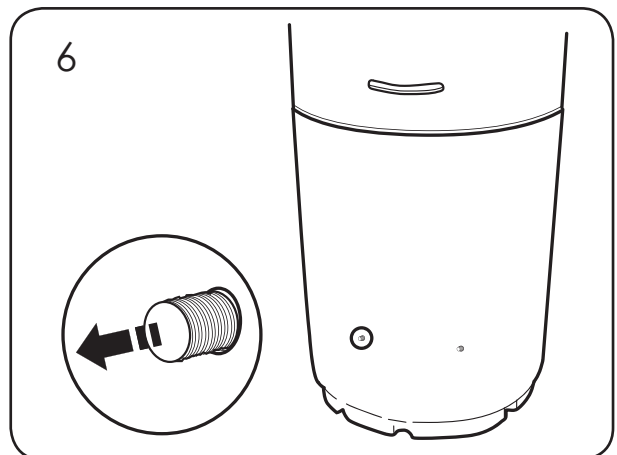
**IMPORTANT!**  
Remove the lid and the liner from the bin body.



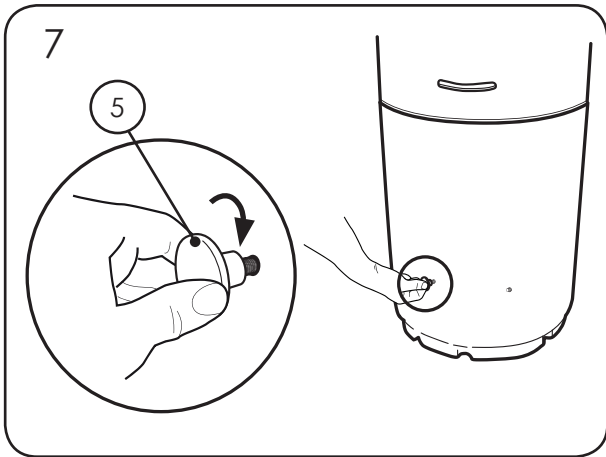
Drill the 2 x holes marked on the body using the 9mm drill bit fitted to the drill.



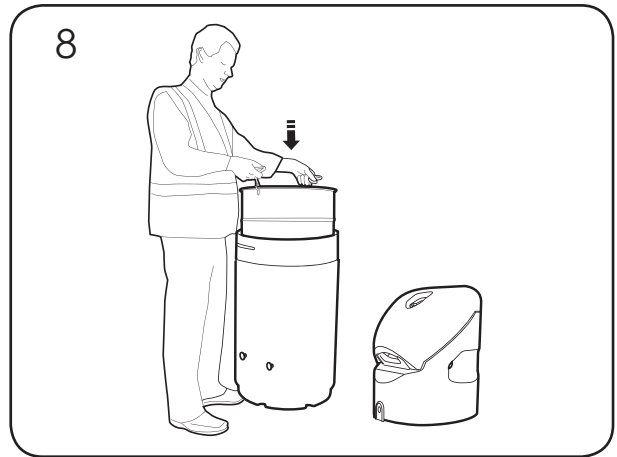
Assemble the fixings by placing Item 2 then Item 3 over the thread of Item 4.



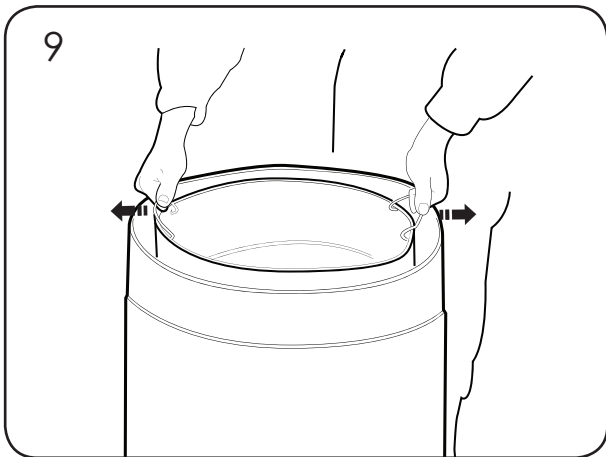
Reach inside the bin body with the assembled fixing and place through the drilled holes.



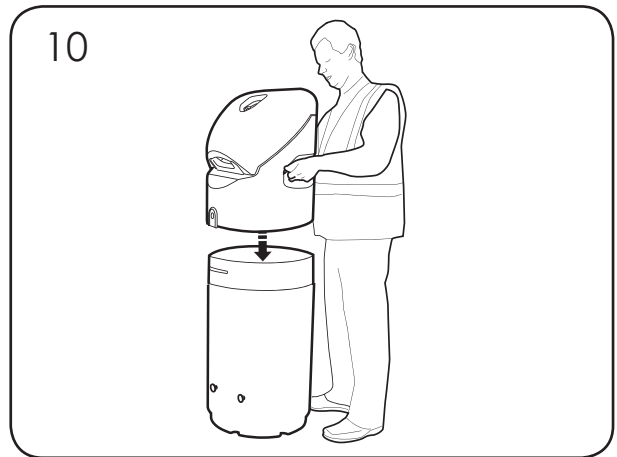
Fit Item 5 on to the exposed thread of the screw and tighten by hand. Hold the button knob with one hand and use the 5mm allen key to tighten the screw from inside the bin.



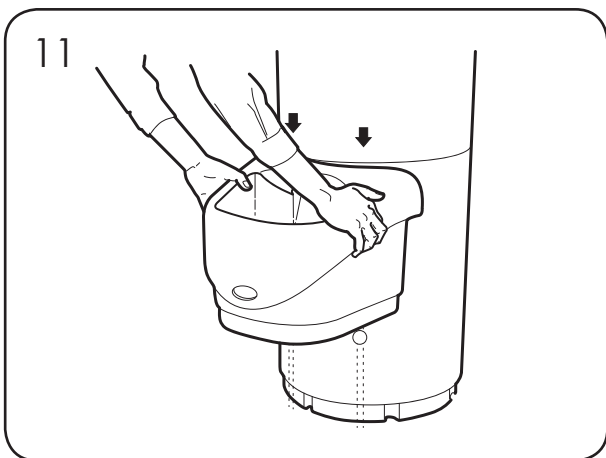
Replace the liner.



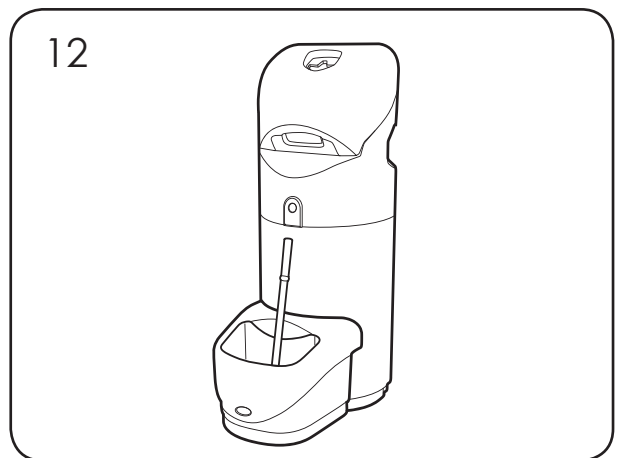
Ensure the liner handles are folded outwards to sit between the outside of the liner and the inside of the body.



Replace the lid. The lock area on the lid should be aligned with the horizontal slot in the body.



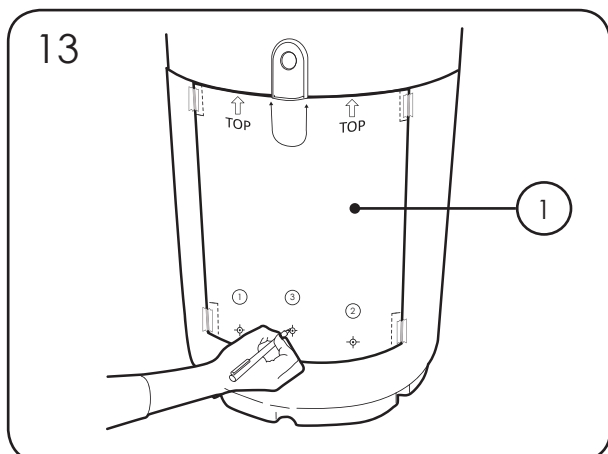
Align the two outermost vertical slots in the rear of the reservoir with the button knob fixings. Slide the reservoir over the fixings and push down firmly into place until the base of the reservoir is level with the base of the bin.



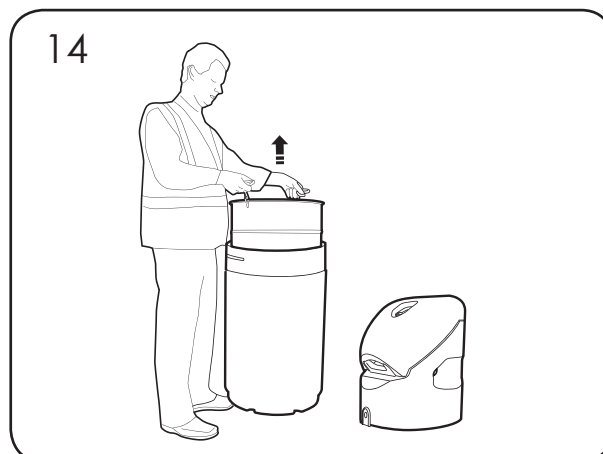
Fit the squeegee into the reservoir.

## SECURITY FIXING OPTION INSTALLATION (STEPS 13-18 ARE FOR THE RETROFIT VERSION ONLY)

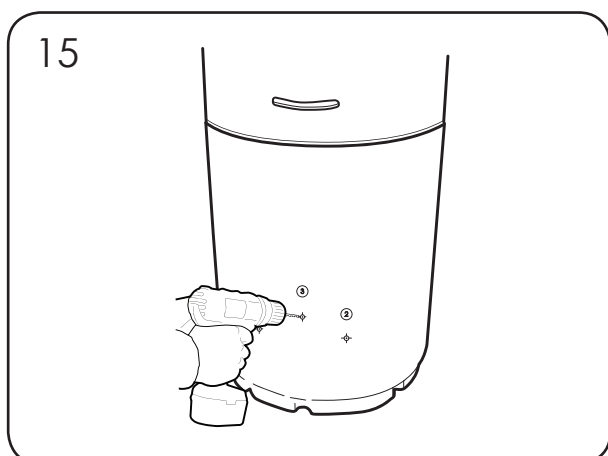
OTHERWISE PLEASE ADVANCE TO STEP 19 (Page 5).



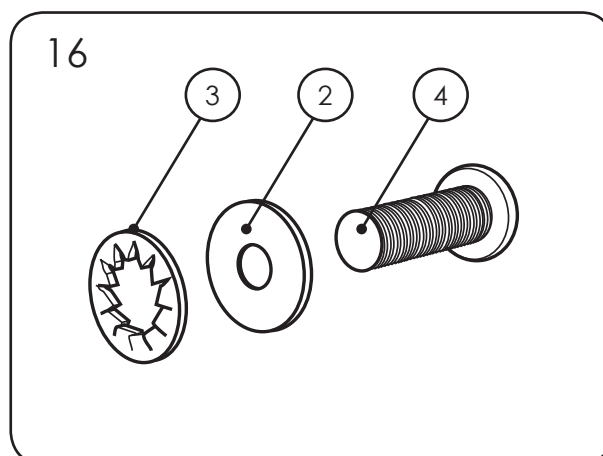
Mark the centres of the drilling holes 1, 2 and 3 through the template (Item 1) onto the body using a sharp implement, pencil or pen. Remove the template and emphasise the marks with pen.



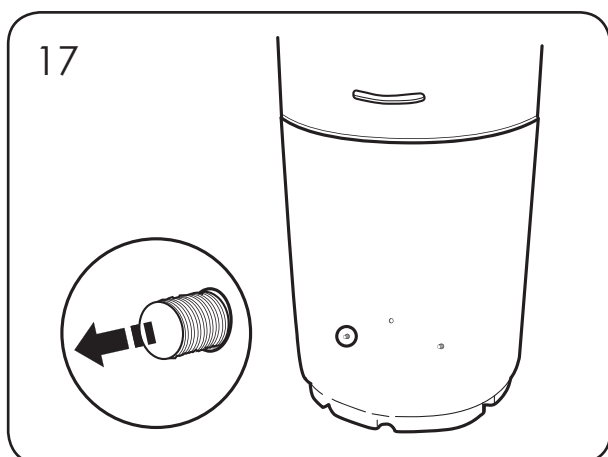
Remove the lid and the liner from the bin body.



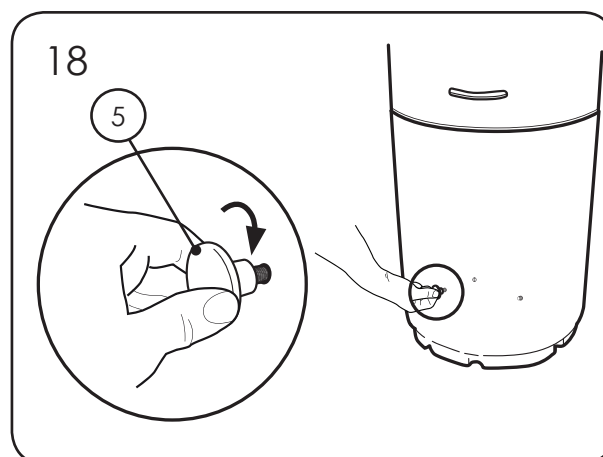
Drill the 3 x holes marked on the body using the 9mm drill bit fitted to the drill.



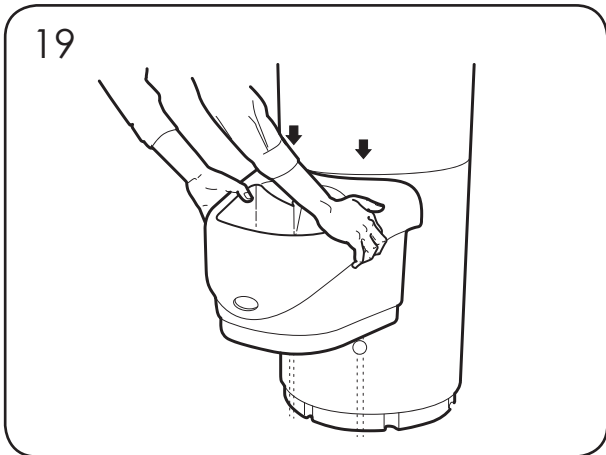
Assemble the fixings for attaching the button knobs by placing Item 2 then Item 3 over the thread of Item 4.



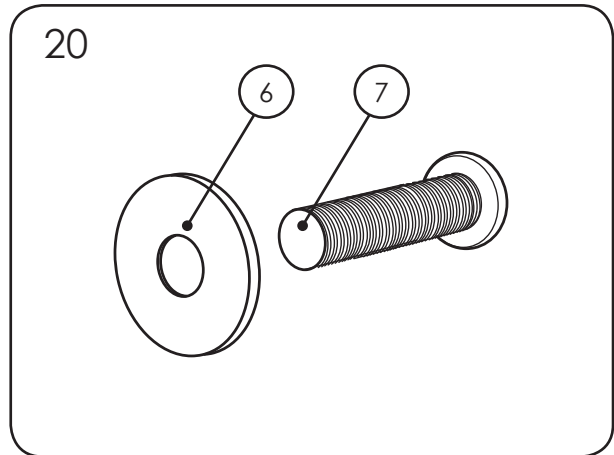
Reach inside the bin body with the assembled fixing and place through the drilled holes.



Fit Item 5 on to the exposed thread of the screw and tighten by hand. Hold the button knob with one hand and use the 5mm allen key to tighten the screw from inside the bin.



Align the two outermost vertical slots in the rear of the reservoir with the button knob fixings. Slide the reservoir over the fixings and push down firmly into place until the base of the reservoir is level with the base of the bin.



Assemble the security fixing by placing Item 6 over the thread of Item 7.



Fit the fixing through the central hole in the bin body and screw into the metal screw thread fitted into the back of the reservoir. Use the 4mm allen key to tighten.

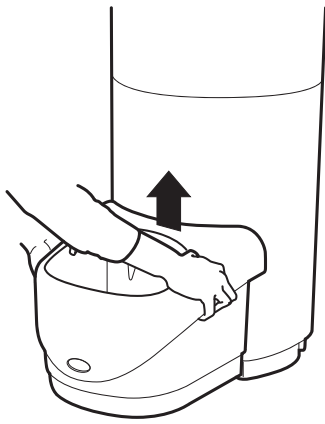


Complete STEPS 8-10 and STEP 12 to complete the installation.

## OPERATING INSTRUCTIONS

### REFILLING THE RESERVOIR

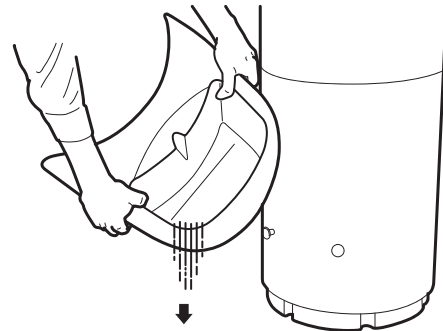
23



Lift the reservoir upwards to detach it from the bin body\*.

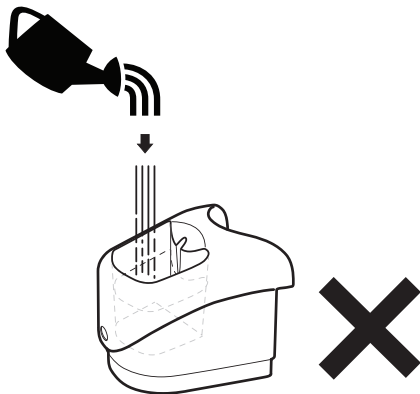
\*Where a security fixing is fitted the reservoir cannot be removed without first removing the fixing.

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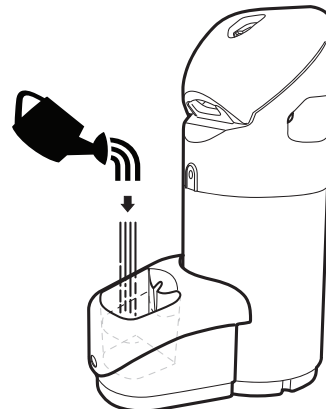
Tip the reservoir to empty the dirty water if required.

25



The reservoir should be filled after fitting on to the bin as reinstallation onto the bin body when full of water may be difficult.

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Fill the reservoir with clean water using an appropriate dispenser. We recommend filling the reservoir to approximately half of the 8 litre capacity for best performance.

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**IMPORTANT NOTE:** PLEASE ENSURE THAT ALL RELEVANT PERSONNEL READ THE POINTS LISTED WITHIN THIS LEAFLET AND THAT A COPY IS GIVEN TO STAFF INVOLVED WITH THE INSTALLATION AND MAINTENANCE OF THIS PRODUCT.

**SAFETY NOTE:** PLEASE REFER TO 'THE MANUAL HANDLING OPERATIONS REGULATIONS 1992' DURING HANDLING.



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- A planned maintenance schedule or regular inspection is recommended, replacing components as necessary.
- Replacement components are available direct from GLASDON.
- GLASDON cannot be held responsible for claims arising from incorrect installation, unauthorised modifications or misuse of the product.

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