



Northumberland
County Council

NCC Mobile Info Unit Vehicle Set Up & Dismantle Procedure



www.northumberland.gov.uk

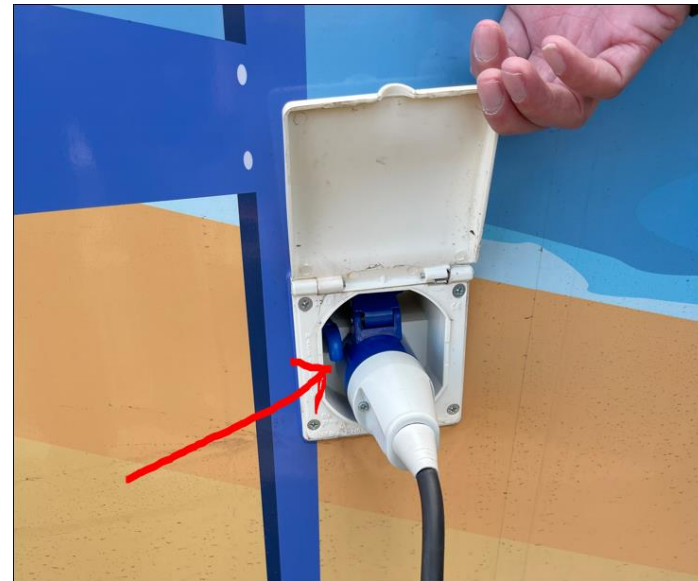
Before Taking the Vehicle Disconnect the Charger if plugged in

Locate the cable which is plugged into the charging port on the driver's side of the van.



To disconnect and remove the charging lead, lift the flap and press down on the blue lever to the left of the plug and pull the plug out.

Wrap up the cable and stow it safely in the cab, ready to connect up again at the end of the shift.



Setup procedure upon arrival at each location

- 1 - Once at location – if going to be set up for some time – rear support legs to be used
- 2 - Approach the vehicle and unlock the outer canopy to the passenger side of the vehicle.
- 3- Attach the bracket to the canopy hood
- 4- Locate the pins underneath the canopy and release the pins until the hydraulics take over which allows the canopy to lift into position, once the canopy has lifted the two doors to the vehicle will be exposed
- 5 – Locate the steps which are in a locked compartment at the rear of the vehicle, remove the two steps which are labelled top and bottom
- 6 - Adjust the feet and slot the two steps together, tighten the brackets to lock into position
- 7 - Place the steps to the side of the van beneath the doors and secure into the locking pins, level the feet and screw nuts to lock into position
- 8 - Unlock the right-hand door first, push open, enter the van, locate the handrails which are stowed in the back of the van next to the ramp
- 9- Place the handrails into either side of the steps into the holes located on the steps
- 10 - Unlock the second door to the left and push open to reveal a double door entry
- The ramp must not be used - the ramp has yet to be weighed and due to its' actual weight must not be lifted from the storage area unless double-manned

Step 1

Ensure you have parked the van in a suitable location, that is free of obstructions such as overhead cables, is not close to walls etc; and have ensured the ground is firm and stable – **not soft**

If the vehicle is going to be set up for a while and there may be several people in & out of the vehicle, the rear support legs should be used for extra body stability.

The rear support legs are located behind the rear wheel on each side and can be wound down using the crank shaped handle located in the cab – it looks like a wheel brace.



If the ground surface is not solid, the legs should be wound down onto a solid block to help spread the weight and stop the leg from sinking into the ground.

Wind legs fully back up before driving!



Step 2

- Approach the near side (passenger side) of the van, and unlock the lower panel there are catches on both sides.
- The lower panel will now be able to be raised to access the canopy securing bolts.



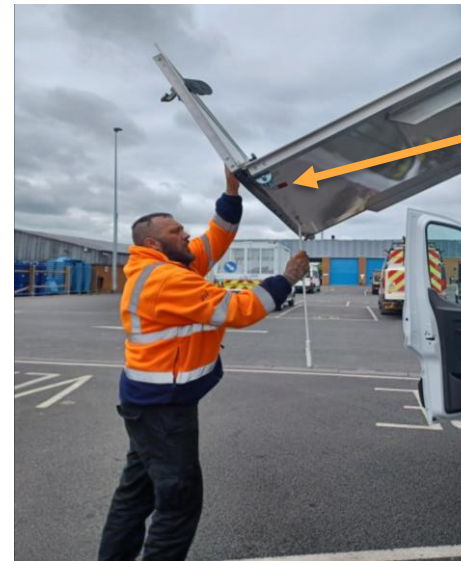
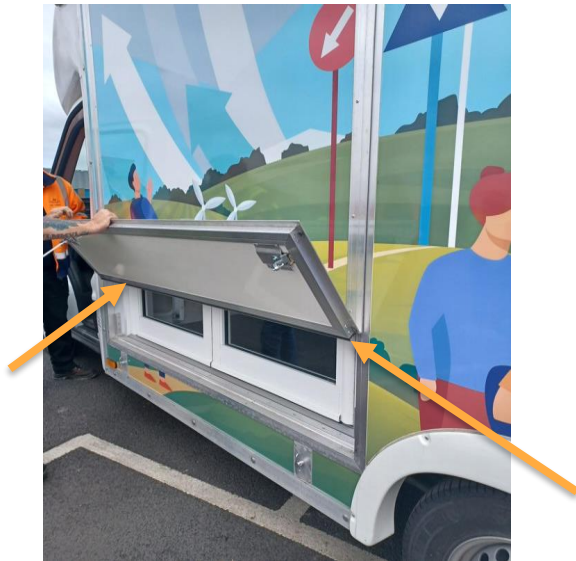
Step 3

- Inside the van there is a metal plate attached to a bracket on the passenger seat, unscrew this
- then using two of the thumb screws,
- attach the bracket between the main canopy door and the lower flap,
- this will hold the flap up and give it support to assist you in the raising and lowering of the canopy door.



Step 4

- Once the bracket is in place release the two bolts (one on each side) from underneath the canopy until the hydraulics take over which allows the canopy to lift into position
- Once the canopy has lifted the two doors to the vehicle will be exposed



Step 5

- Approach the rear of the van, and unlock the lower panel there are catches on both sides
- Remove the steps – bottom step first
- Ensure the panel is closed once steps have been removed





Step 6

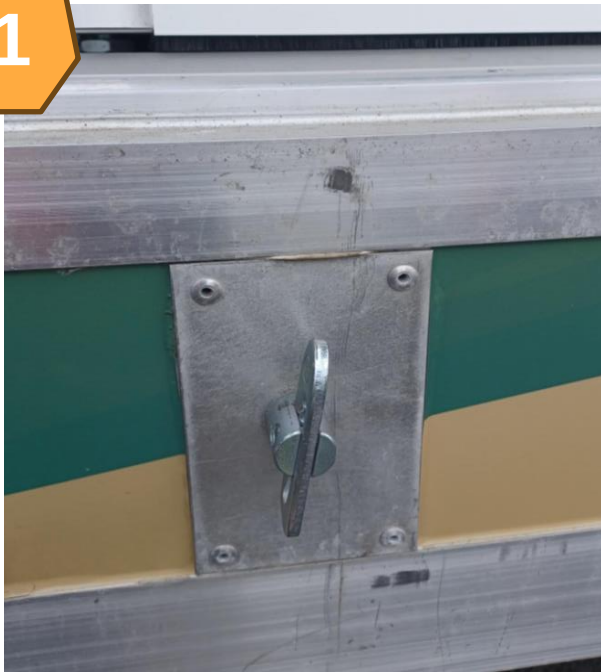
- Slot the top and bottom steps together and tighten the thumb screw's on both sides until secure
- Use the silver legs to level the steps for additional stability



Step 7

- The locking pins should always be in position 1 when the steps are not in place
- Before you attach the steps ensure the locking pins are in position 2
- Slide the steps onto the locking pin.
- Once the steps are attached return the locking pins to position 1 to lock the steps in place

1

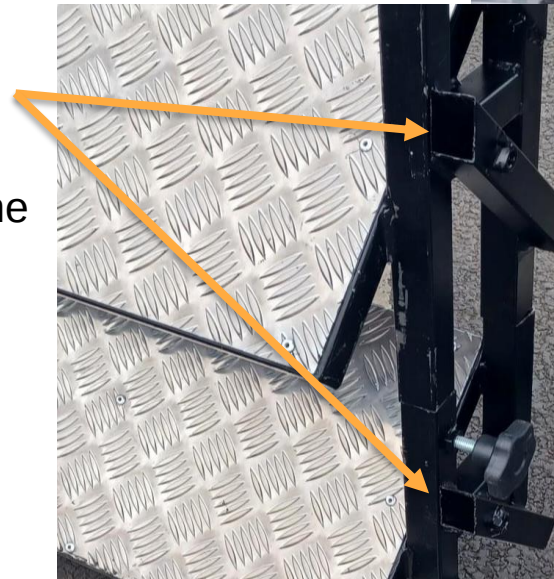


2



Steps 8,9 & 10

- Once the steps are in place open the double doors to the main cabin unlocking the right hand door first with the key.
- Locate the handrails which are stowed in the back of the van next to the ramp.
- Place the handrails into either side of the steps into the holes located on the steps.
- Unlock the second door to the left using the top lock and push open to reveal a double door entry



Step 10

- Once you have placed the side safety grab rails on the steps the final set up of steps will look like this.

DO NOT allow residents entry to the vehicle if the side safety rails are not in place these side rails are mandatory to comply with Health and Safety of the vehicle.



INSIDE THE VEHICLE

There is a heater already installed in the vehicle.

Please **DO NOT** plug in any electric heaters, kettles or anything else that generates heat as this will trip the Inverter battery and you will lose **ALL** power to the inside of the mobile unit.

There is a remote control to switch the heater on which can be found in one of the locked draws.

The heater should only be set at 16-18 degrees and no higher. Set the temperature by using the plus and minus buttons this will then allow the heater to go on and off via the thermostat. Having the heater at full temperature will drain the battery very quickly.



ENSURE THE HEATER AND EVERYTHING ELSE IS SWITCHED OFF BEFORE LOCKING THE EXTERNAL DOORS

Dismantle Procedure at each location

- **DO NOT** move the vehicle with the steps in place
- **11 – Ensure everything is switched off** , cabin is tidy, items locked away in draws and draws locked
- To lock the vehicle or move onto another stop the handrails and steps must be removed first
- **12 - Secure the handrails back into the internal storage area**
- **13 - Lock the left-hand door-** there is a top lock to be locked first, climb down the steps and lock the right-hand door
- **14 - Remove the steps** unlocking the two secure pins at each side of the steps
- **15 – Loosen the thumb screws** until you are able to pull the steps apart
- **16 - Remove the top step first** and stow in the rear storage compartment then the second step lift the second step over the first to ensure they lock into position securely and the stow compartment door locks securely
- **17 - Locate the vehicle handle for the canopy** which is situated behind the passenger seat of the van. Use the handle to pull down the canopy
- **18 - Release the springs** under the side of the actual canopy to both the right- and left-hand side
- **19- remove the metal plate** from the canopy and put items back to original place
- **20 - allows the tail end piece of the door to drop down**, once the tail piece of the canopy is in place it can be locked
- **21- If the rear support legs** have been used, make sure these are raised fully before attempting to drive away

- The charger is located on the actual van- at the end of every shift the charger, which has a 3-pin plug, must be plugged into the charging point to charge the auxiliary batteries- The charger socket on the van is located on the driver side.

Steps 11

- **DO NOT move the vehicle while the steps and handrails are still in place, these must be removed even if just moving the van a few feet/meters.**
- Ensure all sockets are switched off checking the TV screen and the heater and all remotes are put back in the locked draws
- Ensure the main cabin area is tidy and all items ie: equipment/leaflets etc are in draws or cupboard's
- Ensure all draws and cupboard doors are locked closed so the push button locks must be in the locked position (pushed in)



Step 12

- Remove the handrails from the steps.
- Place them back inside the main vehicle cabin and ensure they are secure so they don't move around while in transit.



Step 13

- Lock the left-hand door- there is a top lock to be locked first
- Climb down the steps (carefully as handrails have been removed)
- Lock the right-hand door using the key



Step 14

- Change the locking pin to position 2
- Slide the steps away from the locking pins
- Ensure the locking pins are put back to position 1 (if they are left in position 2 they are likely to get broken)



Step 15

- Loosen the thumb screw's on both sides until you are able to pull the steps apart



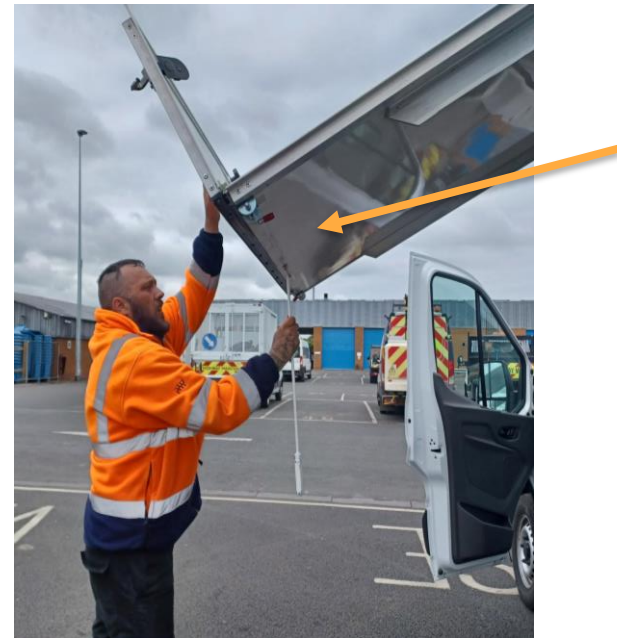
Step 16

- At the rear of the van open the lower panel
- Place the top step in first
- Lift the bottom step over the first to ensure they lock into position securely
- Ensure the panel is closed and locked.



Step 17

- Locate the vehicle handle for the canopy which is situated beside the passenger seat of the van
- Use the handle to pull down the canopy



Step 18

- Once the canopy is down release the springs under the side of the actual canopy to both the right- and left-hand side to ensure the canopy is securely back in place



Step 19

- Unscrew metal plate attached to the canopy releasing the two thumb screws
- This will release the tail end of the canopy allowing the canopy to completely close
- Ensure the metal place is secured back on the passenger seat using one of the thumb screws
- Ensure the 2nd thumb screw is places in the holder on the dashboard



Step 20

- Once the tail piece of the canopy is in place it can be locked using the key



Step 21

The rear support legs are located behind the rear wheel on each side and can be wound back up using the crank shaped handle located in the cab – it looks like a wheel brace.



Pick up any blocks used to provide a solid surface under the legs.



Wheel Brace attaches onto nut here.
Wind leg either side fully down to support body when being used in one location for extended periods of time, and wind fully back up, before attempting to drive the vehicle.

Wind legs fully back up before driving!

Connecting the Charger

Incorrectly
fitted



Correctly fitted and
weatherproofed



Ensure the lead is plugged correctly into the port of the drivers side of the van