Top-of-Car (TOC) Installation Kit Instructions

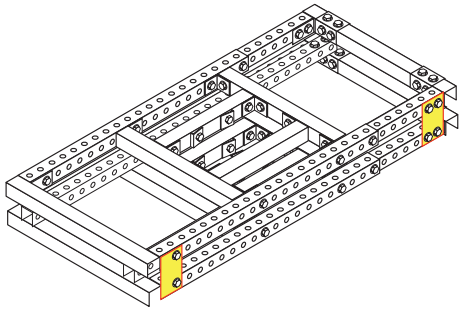
BEFORE ASSEMBLY:

Have a tape measure, work gloves and two 3/4 inch wrenches (at least one of them a ratchet socket wrench). Scissors and a knife are handy if you are using the debris netting.

Measure the inside of the car from front to back.

STEP 1 - UNPACK THE TOC KIT

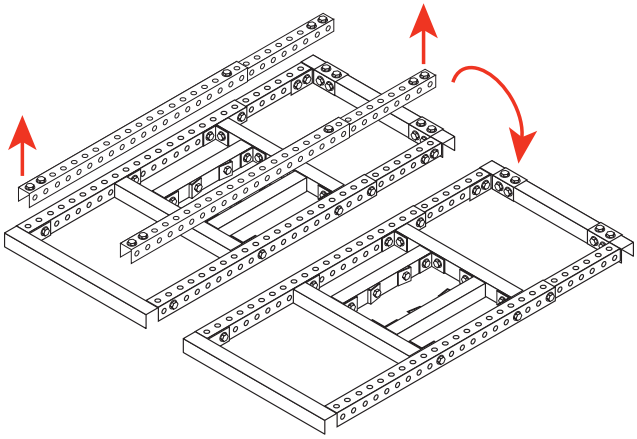
Step 1: Remove the four small flat plates from each corner (these are not needed for TOC assembly). Save the bolts, nuts and washers for later use.



STEP 2 - UNFOLD TOC INTO THE TWO SIDE HANDRAIL SECTIONS

Remove the rear handrails if you have a standard TOC. If you have a two-door TOC kit, skip this step - two-door TOCs have no rear rails.

Save the bolts, nuts and washers for later use.

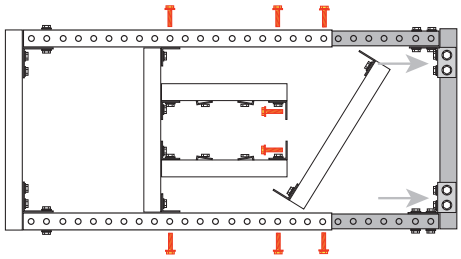


STEP 3 - UNPACK THE HARDWARE BAG FROM INSIDE THE HANDRAIL

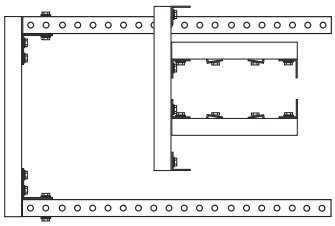
The hardware bag has the remaining nuts and bolts for final assembly. Unpack the optional debris netting.

STEP 4 - ATTACH THE SIDE HANDRAIL

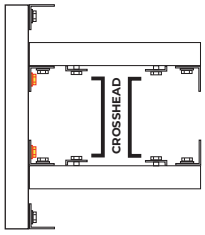
Step 4: Remove the eight bolts that hold the sliding section of the side handrail, the center section of the side handrail and one side of the center section. Place them on a nearby flat surface.



STEP 5: REMOVE THE CENTER SECTION



Place it around the crosshead. You may have to loosen the two bolts on the side to do this.



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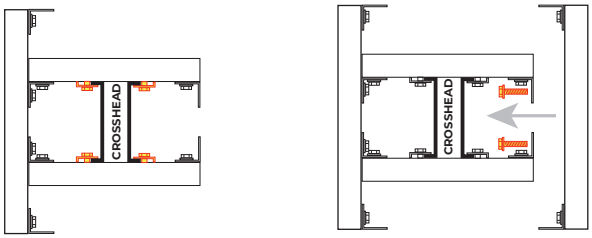
Top-of-Car (TOC) Installation Kit Instructions (continued)

STEP 6 - ATTACH THE BEAM CLAMPS

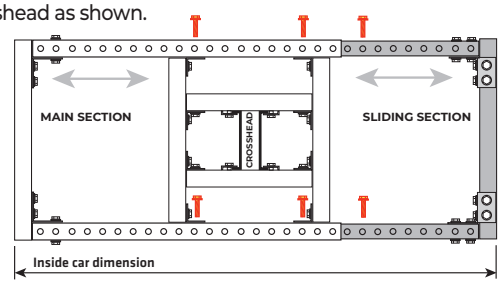
Attach the beam clamps of the center section to the crosshead and tighten (see the pictures below for how to easily do this). Reattach the side of the center section you removed in Step 4.



STEP 7 - PLACE THE MAIN AND SLIDING SECTIONS

Place the main and sliding sections of the side handrails around the center section/crosshead. Adjust the overall length to the measurement of the inside of the car by sliding the main and sliding sections of the handrail.

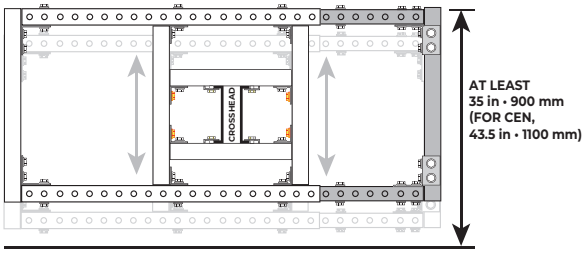
Attach the main and sliding sections of the side handrail to the center section/crosshead as shown.



STEP 8 - REPEAT STEPS 4 THROUGH 7 FOR THE OTHER SIDE RAIL

STEP 9 - ADJUST THE HEIGHT

Step 9: The top of the handrails must not be lower than 35 in • 900 mm from the top of the car (note that CEN code requires that they be no less than 43.5 in • 1100 mm - follow the appropriate standard).

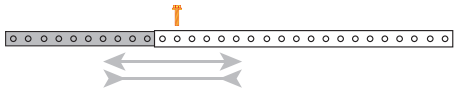


To quickly adjust the handrail height, loosen the four side rail bolts, push down on the bolt heads and slide the side handrails upward or downward to the required height.

STEP 10 - ATTACH THE REAR RAILS (IF NOT USING REAR RAILS, GO TO STEP 13)

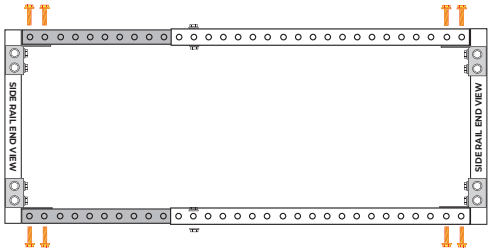
STEP 11: - SLIDE IN THE REAR RAILS

Slide the rear rails to the correct length and pass a bolt through the overlapped area. Secure the bolt.



STEP 12 - SECURE THE REAR RAILS

Use four bolts per rear rail as shown to secure the rear rails to the side handrails. Once the rear rails are attached, **MAKE SURE ALL BOLTS ARE TIGHT AND SECURE.**

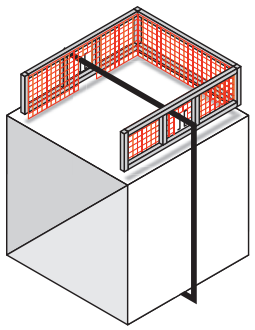


STEP 13 - SECURE THE DEBRIS NETTING

Use tie-wraps to secure the debris netting to the side and rear handrails, cutting holes to accommodate the crosshead. When completed, the safety netting should cover the area from the top handrail to the top of the car.

IMPORTANT: Ensure that the tie-wrap ends are not overhanging the edge of the top of the car by trimming them with scissors. Netting and wraps should not obstruct normal operation of the elevator car.

The finished installation should resemble this, with the center section firmly attached to the crosshead. If minimum height requirements are being met, the side and back rails will not be resting on the top of the car (refer to Step 9).



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