ADVANCED LADDERS AND SCAFFOLD
ALUMINUM PUMP JACK SCAFFOLDING SYSTEM

SET-UP INSTRUCTIONS & IMPORTANT MANUFACTURER SAFETY REQUIREMENTS

GUIDELINES:
• The Pump Jack System must be assembled at ground level prior to operation.
• Erecting and dismantling should be only by a competent person who shall:
  1. Inspect the aluminum pole for straightness prior to each use
  2. Inspect the equipment before each use. Damaged or distorted parts shall be discarded immediately or returned to Advanced Ladders and Scaffold for evaluation.
  3. Determine that no makeshift components are used with the pump jack system.

INSTRUCTIONS:
1. Place Aluminum Planks with rungs vertically against the wall, in desired work position.
2. Position Aluminum Poles in alignment with appropriate rungs, and/or mating points of the planks.
3. Assemble Pump Jack together to the Work Bench and install onto the bottom of the pole.
4. Mate planks centrally securing to Pump Jack and Work Bench with the attached chains.
5. To erect the Aluminum Pole:
   a. Swing the pole upward as per arrow assuring that the planks are not farther than 14" from the wall.
   b. When pole combinations are higher than 24' using pole extensions and insert connectors, use of rope is required to hoist the pole, as per drawing. Note that rope is going through “X” juncture on the steel pump jack brace. This is especially useful for longer jointed erections and/or where absolute erection control is less than 100% (i.e. sloped ground, proximity of electrical wires, etc.)
6. Secure brace to pole. Brace must be secured to structure with brace screws or 3” type AB screws, or the equivalent in holding power. A minimum of 4 brace screws must be used with each brace.
   a. Up to 24’, one roof or wall brace is required.
   b. Above 24’ in height, intermediate braces are required, with a maximum of 16’ vertical brace spacing anywhere on the pole or poles.
   c. A competent person shall determine that the braces are fastened to solid material having the holding power of at least ½” plywood. This equates to a minimum of 5ft./lbs. of torque on secured brace screw head.
   d. Do not secure braces more than 16’ vertically apart when working over a 24’ shoulder working height. Properly braced aluminum poles may be used to a maximum shoulder working height of 50’.
7. The easiest way to install a brace is first securing the brace to the pole. Then push the pole out to a plumb position. Being vertical is very important. Lastly, fasten the brace to the structure with the brace screws.
8. Passing a brace is accomplished by the worker assuming a prone position on the plank both to release and reattach brace, after passing the released brace with the Pump Jack. No work load is permitted during this process.
9. Secure planks to Pump Jack and Work Bench with attached chains going through the rungs.
10. OPTIONAL: Install Safety Net and/or Safety Guard Rail System
11. Access above ground level is via an extension ladder.
12. Do not intermix non-compatible products with Advanced Ladders and Scaffold Aluminum Pump Jack System. Check with the manufacturer which products are compatible. Wooden poles may not be used with any aluminum pump jack system.
13. Do not install standing plank more than 14” from the wall. There should be no opening greater than 14” anywhere surrounding the working person(s).
14. Do not stand on the working plank on top of the work bench.
15. Secure all materials, tools, etc. to the work bench.
16. The attached chains on the pump jack and work bench must be used at all heights on planks.
17. Pump Jack pumping handles must be in uppermost position before descending.
18. Do not raise any single Pump Jack more than 15° higher than the adjacent Pump Jack. This is for erection purposes only. All work must be done on a horizontal plane.

19. All aluminum poles should be set on adequate firm foundations. Pole Anchors are to be used when working on soft ground or mud. When a Pole Anchor is not used, 2 plates of 1’ x 1’ x 3/4” plywood should be nailed together forming a sill plate.

20. Do not extend access ladder more than 36” above the standing plank.

21. Always cordon off area below working area, unless there will be absolutely no one underneath.

22. If the Pump Jack System is used in the absence of a wall, then a four-sided guard rail system must be installed.

23. Do not exceed maximum allowable load of 500 lbs. (consisting of 2-man/400 lbs. and 100 lbs. for box of siding and tools).

24. Never throw or drop any equipment to the ground.

25. Do not work when weather threatens safety.

26. Apply 2-3 drops of 3 in 1 oil or equivalent once a month to bushings on crank assembly on the jack. See label on jack.

27. Advanced Ladders and Scaffold products are sold with no liability for improper use. Knowledge in the proper use of our system is not implied by purchase. Persons purchasing the Pump Jack System must abide by all regulations pertaining to its use.

28. Follow all instructions on each individual product.

29. Follow all local and other government regulations.