

# ASSEMBLING THE BASE *(without tools)*

*The following instructions are valid for the TOTEM 20, 30 and 50 models.  
(TOTEM 60 p. 34)*

**A:** block the castors of the base ladders.

**B:** cross the diagonal bars so as to connect one end to the diagonally-opposite 7th rung **(I)**.

**C:** put the other end of the diagonal bars in the 2nd rung at the bottom of the opposite ladder **(II)**.

**D:** attach both crossbars on the first rungs, making sure that the locking pins have been correctly activated **(III)**.

**E:** pass the platform through the ladders and attach it to the 4th rung **(IV and V)**.

**F:** use a spirit level to make sure that the scaffolding is horizontal.

**G:** attach the stabilizers between the 5th and 6th rungs counting from the top down **(V, VII and VIII)**.



# ASSEMBLING THE TOTEM 20 (cont'd)

Once the base assembly instructions (p. 27) have been correctly completed, carry out the following steps:

**H 20:** remove the black end pieces (clip side) on the ladders (on first assembly) and make sure that clips are attached to the ladders **(I)**.

**I 20:** use the trap door to get onto the work platform, remove the clips and place the ladder 4 rungs into each base ladder (reinsert the clips when completed) **(II)**.

**J 20:** place the 2 tiebars on the top rung and the two sub-tiebars 2 rungs lower. Make sure that locking systems have been correctly engaged **(III & IV)**.

**K 20:** making sure that the fastening screws have been removed, unhook the platform (two persons on the ground) **(V)**.

**L 20:** lift up the platform to the 8th rung, counting from the bottom up **(VI & VII)**. Put in the toeboards. Check the blocking and pin systems of all components.



**For disassembly, proceed in exactly the inverse order.**

# ASSEMBLING THE TOTEM 30 (cont'd)

Once the base assembly instructions (p. 27) have been correctly completed, carry out the following steps:

**H 30:** remove the black end pieces (clip side) on the ladders (on first assembly) and make sure that clips are attached to the ladders **(I)**.

**I 30:** pre-assemble the 2 remaining diagonal bars onto the ladders in the 7th rung counting from the bottom up (taper at top of ladder). **(II)**.

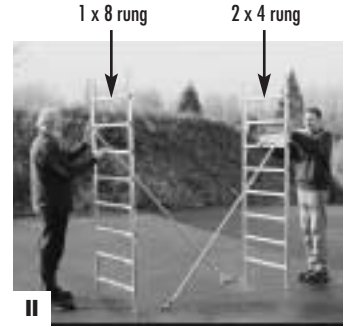
**J 30:** use the trap door to get onto the work platform, remove the clips and place the 8-rung ladder into one of the base ladders and the 2x4 rung ladder into the other base ladder. Put the clips back in when done.

**CAUTION:** the diagonal bars should be assembled in the opposite direction to the base unit diagonal bars **(III, IV)**.

Attach the diagonal bars to the opposite ladder **(V)**.



**I**



**II**



**III**




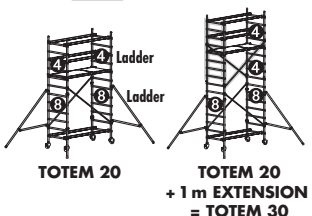
**IV**



**V**

## EXTENDING A TOTEM 20 TO A TOTEM 30 PRINCIPLE

1 meter  x 1 → x 2



# ASSEMBLING THE TOTEM 30 *(end)*

**K30:** making sure that the fastening screws have been removed, unhook the platform (two persons on the ground) **(VI)**.

**L 30:** lift up the platform to the 12th rung, counting from the bottom up **(VII)**.

**M30:** climb up on the platform through the trap door. **(VIII)**.

**N30:** place the 2 tiebars on the top rung and the two sub-tiebars 2 rungs lower. **(IX & X)**.

**O30:** Put in the toeboards. Make sure that all blocking and pin systems have been correctly engaged for all components.



**For disassembly, proceed in exactly the inverse order.**

# ASSEMBLING THE TOTEM 50 *(without tools)*

Once the base assembly instructions (p. 27) have been correctly completed, carry out the following steps:

**H 50:** remove the black end pieces (clip side) on the ladders (on first assembly) and make sure that clips are attached to the ladders **(II)**.

**I 50:** pre-assemble the 2 diagonal bars on 2 ladders (8 rungs) in the 7th rung counting from the bottom up (taper at the top of the ladder). **(III)**.

**J 50:** use the trap door to get onto the work platform, remove the clips and place a ladder into each of the base ladders. Put the clips back in. **CAUTION:** the diagonal bars should be assembled in the opposite direction to the base unit diagonal bars **(III, IV)**. Attach the diagonal bars to the opposite ladder **(V)**.

**K 50:** making sure that the fastening screws have been removed, unhook the platform (two persons on the ground) **(VI)**. Lift up the platform to the 8th rung, counting from the bottom up **(VII)**.



**I**



**II**



**III**



**IV**



**V**

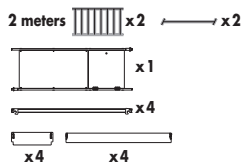
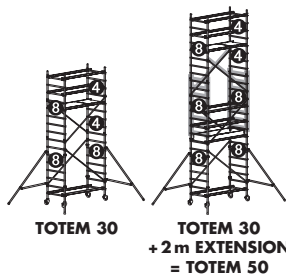


**VI**



**VII**

## EXTENDING A TOTEM 30 TO A TOTEM 50 PRINCIPLE



# ASSEMBLING THE TOTEM 50 *(cont'd)*

**L50:** climb up on the platform through the trap door. Place 2 tiebars 4 rungs above the platform and 2 sub-tiebars 2 rungs below the tiebars (**VIII & IX**).

**M50:** pre-assemble the 2 remaining diagonal bars onto the 8-rung ladder and the 2x4 rung ladder into the 7th rung counting from the bottom (taper at the top of the ladder) (**X**).

**N50:** Remove the clips from the ladders and place the 8-rung ladder on one side and the 2x4 rung ladder on the other.  
**CAUTION:** the diagonal bars should be assembled in the opposite direction to the diagonal bars underneath.  
Put the clips back in once this unit has been assembled. (**XI & XII**).  
Attach the diagonal bars to the opposite ladder (**XIII**).



# ASSEMBLING THE TOTEM 50 *(end)*

**O50:** standing on the first platform, lift up the second platform and attach it to the 5th rung counting from the top (**XIV**).

**P50:** climb up on the platform through the trap door. Place the 2 tiebars on the top rung and the 2 sub-tiebars 2 rungs below. Make sure that all blocking and pin systems have been correctly engaged for all components. (**XV & XVI**). Add in the toeboards on both platforms (**XVII**).



**For disassembly, proceed in exactly the inverse order.**

# PUTTING THE TOTEM 60 UP *(no tools required)*

**A60** Lock the wheels of the base uprights **I**.

**B60** Fix the top ends of the diagonal struts in the 6th rung from the bottom, with opposite slopes **II**.

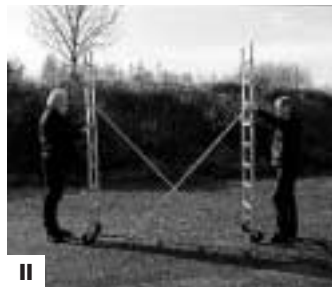
**C60** Insert the lower ends of the diagonal struts in the first rungs of the opposite uprights **III**.

**D60** Put 2 crossbars on the first rungs from the bottom **IV**.

**E60** Put the platform on the 8th rung from the bottom.  
Lock the links carefully in place **V** and **VI**.

**F60** Remove the pin from the base of the stabilizers, pull out the extension tube and put the pin back in place **VII**.

**G60** Position the 4 stabilizers by placing the clamps on the uprights as high as possible under the rungs **VIII**.



# PUTTING THE TOTEM 60 UP *(cont'd)*

**H60** Place two 8-rung uprights on the base uprights after removing the black end caps and the pins **IX, X**.

**I60** Fit 2 upper diagonal struts, with their lower ends on the 7th rung from the ground, and their upper ends on the 4th rung of the opposite uprights. Carefully insert the 1/4 turn locking keys **XI, XII**.

**J60** Put the 2nd platform on the topmost rungs. Check the locking systems **XIII, XIV**.

**K60** Climb up onto this platform via the trapdoor and put two 8-rung uprights in place on the lower uprights. Put the pins in place **XV, XVI**.



# PUTTING THE TOTEM 60 UP *(cont'd)*

**L60** Fix the upper diagonal struts in place, inserting the lower end in the crimping located immediately above the lower diagonal strut. Fix the upper ends of the diagonal struts on the opposite uprights **XVII, XVIII**.

**M60** Place 2 lower bars 2 rungs above the platform and the 2 guardrails two rungs higher again **XIX, XX**.

**N60** Fit skirting boards around the platform **XXI, XXII**.

**O60** Unlock the lower platform, remove it and place it on the 2nd rung from the top **XXIII, XXIV**.



# PUTTING THE TOTEM 60 UP *(cont'd)*

**P60** Fix the upper diagonal struts, with their upper end on the highest rung, and their lower end on the opposite rungs, sloping opposite ways **XXV, XXVI**.

**Q60** Lift a set of two 4-rung uprights up to the upper platform, via the trapdoor **XXVII, XXVIII**.

**R60** Separate the two 4-rung uprights by removing the pins and put one at each end on the lower uprights. Put the pins back in place **XXIX, XXX**.

**S60** Place 2 lower bars 2 rungs above the platform and the 2 guardrails two rungs higher again **XXXI, XXXII**.



# PUTTING THE TOTEM 60 UP *(end)*

**S60** Place 2 lower bars 2 rungs above the platform and the 2 guardrails two rungs higher again **XXXI, XXXII**.

**T60** Fit skirting boards around the platform **XXXIII, XXXIV**.



# AFTER ASSEMBLY/BEFORE UTILIZATION

Once the scaffolding has been erected, the worksite safety manager should check it thoroughly. This involves checking:

- The supports
- The assembly.
- The work environment.
- The castor brakes.
- The leveling used to make up for lack of ground flatness.



Safety instructions indicated by the following icon under the platform floor should be respected.

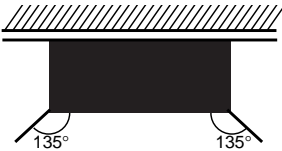
## SAFETY WHEN USING THE SCAFFOLDING

The scaffolding should be stabilized in accordance with the conditions under which it is used.

### INDOOR USAGE

Use the stabilizers as shown below (A or B).

#### A: near a wall.



#### B: open area.



### OUTDOOR USAGE.

- For windspeeds less than 45 kilometers per hour, use the stabilizers as shown above.
- For wind speeds greater than 45 kilometers per hour, the scaffolding should no longer be used. It should be disassembled or anchored to the building.

# SCAFFOLDING DISPLACEMENT INSTRUCTIONS

- Castor-mounted scaffoldings should only be moved manually. The ground should be solid, flat, and free of obstacles (ground/overhead). Normal human walking speeds should be respected when moving the scaffolding.
- TOTEM scaffoldings can be easily moved; the stabilizers should be moved up a little.
- The scaffolding should not be moved on a surface with a slope of more than 3%.
- The scaffolding should never be towed by means of an engine.
- The scaffolding should not be moved if the wind speed is greater than 45 kilometers per hour.
- The ground on which the scaffolding is moved should be capable of supporting the scaffolding load lowering.
- Mark out a displacement route if moving the scaffolding in a built-up area.
- The scaffolding should not be moved if there are personnel or materials on it.
- Do not use a crane or other similar device to lift up the scaffolding.
- The scaffolding should be moved by two people; you "push" the scaffolding, you don't "pull" it.

# DISASSEMBLY INSTRUCTIONS

- Make sure the scaffolding is stable and that the castors and other moving elements have been locked.
- Disassemble the scaffolding by going through the assembly instructions in the inverse order.
- The clips should be put back into their original places.
- Separate out damaged elements and determine if they need to be replaced or not.

# SPECIFIC APPLICATIONS

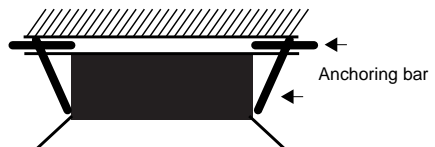
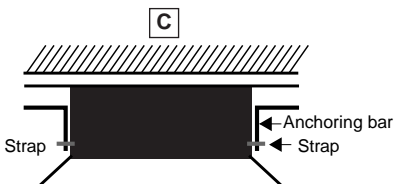
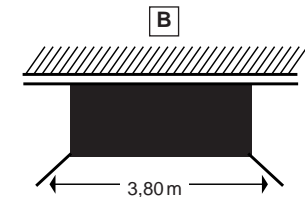
## USING THE SCAFFOLDING UP AGAINST A FACING WALL:

- if the wind is less than 45 kilometers per hour, use the stabilizers as shown in diagram B reinforced with two support bars.
- If the wind is greater than 45 kilometers per hour, supplementary anchoring should be used as shown in diagram C.

### **Additional safety measures should be taken if the scaffolding is used:**

- up against the corner of a building.
- up against a partially open facing wall.

### **Additional anchoring measures should be taken in both of these cases.**



# ASSEMBLING ACROSS VARYING LEVELS



**The following assembly possibility is valid only for staircases and should not be used on an inclined slope. If the width of the staircase does not correspond to the width of the scaffolding (resulting in unstable castor positioning), then solid wedges or chocks should be used to increase the width of the staircase step and ensure adequate stability and resistance.**

**Check the castor braking system before assembly**

