
MiTek[®]

SERVICE BULLETIN

Document ID:

SB302

Title:

Platform Installation

Affected machinery: RoofTracker III™ press

Distribution: Customers upon order

Sensitivity: Approved for customer use

CAUTION:

MiTek recommends printing this document in high resolution using color ink. Many of the graphics may be unclear and may create an unsafe condition if this recommendation is not followed.

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Orig. Approved By	R. Tucker

Purpose and Scope

This service bulletin instructs how to install the telescoping platform for the RoofTracker III.

Overview

Parts Included

The parts included in this kit are shown in [Table 1](#). Please make sure all parts and supplies are present before starting the procedure.

Table 1: Parts in SB302KIT

Quantity	Description	Part #
1	<i>RoofTracker III</i> Platform	67851-501
1	Service bulletin document	SB302

Table 2: Parts in *RoofTracker III* Platform

Quantity	Description	Part #
4	Leveling Foot	162100
4	Anchor Bolt	305022
19	Hex-Head Cap Screw, 1/2-13 x 1-1/4	327363
4	Hex Nut, 1-8UNC, FINISHED	361619
17	Lock Nut, ESNA, 1/2-13	361993
2	Flat Washer, SAE, 1/2	365134
2	Hex-Head Cap Screw, Grade 5, Full-Tread	452001
1	Platform Stairs	67852-501

If you have any questions, call MiTek Automation Support at 1-800-523-3380.





Supplies Needed

- A forklift capable of lifting at least 1,000 lbs.
- Two 3/4" wrenches.
- A 1-1/2" or adjustable wrench.
- 3/8" hex head wrench.
- A lifting strap.

Lockout/Tagout Instructions

Electrical Lockout/Tagout Procedure

The lockout/tagout instructions for the electrical systems will be referenced as necessary in this document. Service Bulletin instructions start on [page 4](#).

	<div data-bbox="527 443 1281 504"> WARNING</div> <p>ELECTROCUTION HAZARD.</p> <p>All electrical work must be performed by a qualified electrician.</p> <p>Verify that all power to the machine has been turned off and follow approved lockout/tagout safety procedures before performing any maintenance.</p> <p>If it is absolutely necessary to troubleshoot an energized machine, follow NFPA 70E for proper procedures and personal protective equipment.</p> <p>When the disconnect switch is off, there is still live power within the disconnect switch's enclosure. Always turn off the power at the building's power source to the equipment before opening this electrical enclosure.</p>
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1. Engage an E-stop on the machine.
2. Turn the disconnect switch handle to the Off position. See [Figure 1](#).
3. Attach a lock and tag that meet OSHA requirements for lockout/tagout to the electrical service entry panel.
4. Open the door to the enclosure to which you need access. Using a multimeter, verify that the power is off.



Figure 1: Disconnect Switch



Procedure

Platform Assembly



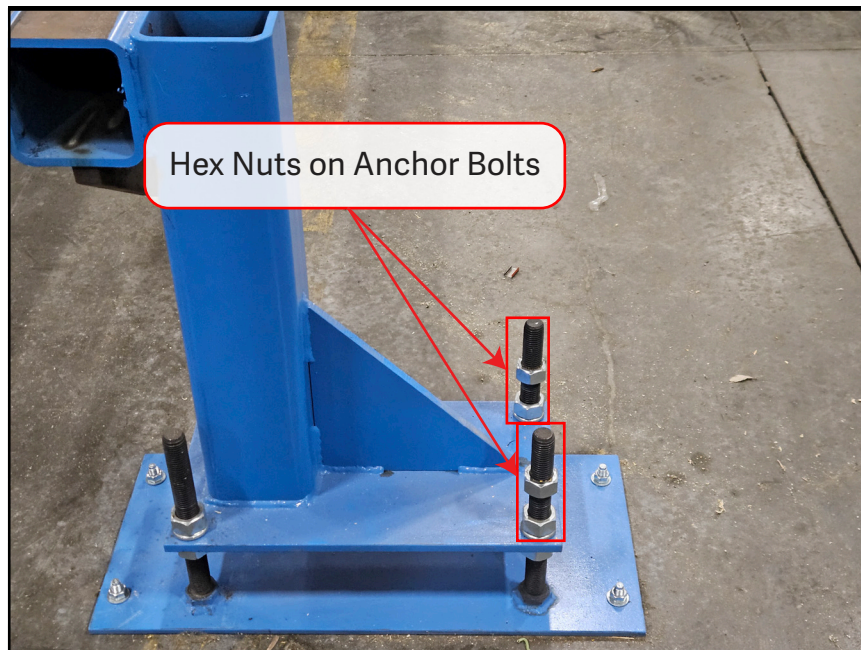
	 WARNING
	MOVING PARTS CAN CRUSH AND CUT. Always verify that power to the machine has been turned off and follow approved lockout/tagout procedures.

Lockout/tagout the electrical and pneumatic systems of the machine using the [Lockout/Tagout Instructions on page 3](#).

Assembling the Platform Steps

1. With power locked out as previously described, affix two of the provided 1/8" hex nuts to the anchor plate bolts for the RoofTracker III parking stand. Thread them until they are just below halfway down each bolt as shown in [Figure 2](#).

Figure 2: Hex Nuts Threaded onto Parking Stand



2. Insert the two supplied 1/8" hex bolts to the bottom of the platform steps using a wrench, as seen in [Figure 3](#).

Figure 3: Hex Bolts Inserted into Platform Steps



3. Lift the platform steps and rest it on the threaded hex nuts using the bolt gap as shown in [Figure 4](#)

Figure 4: Platform Steps Resting on Threaded Hex Nuts



Assembling the Telescoping Platform

1. While the platform is upside down, slide the two ends together.
2. Bolt both platform stands to the platform stand weldment using three 1/2-13 x 1-1/4" hex bolts and three locking nuts as shown in [Figure 5](#).

Figure 5: Platform Stands Bolted to the Stand Weldment



3. Thread each of the four leveling feet onto the bottom of the platform stands until they are secure, as shown in [Figure 6](#).

Figure 6: Leveling Feet Threaded onto Platform Stands



**CAUTION**

The platform with stands attached weighs roughly 600 lbs.

4. Flip the platform onto its feet. You will need assistance from a second person to guide the platform and ensure it is flipped safely.
 - a) Secure a lifting strap over, then under the platform. Then secure the strap to the forks of a forklift.
 - b) Ensure the load is stable and that there are no obstacles near the forklift.
 - c) Tilt the forks of the forklift back to the most upward pointing position possible.
 - d) Slowly lift the forks of the forklift until the platform flips onto its feet.
5. Move the assembled platform to the parking stand and arrange it so that the telescoping side faces the table.
 - This can be done using the forklift, or by dragging it into place with the assistance of another person.
6. Level the platform feet by turning them clockwise or counter-clockwise until the platform is flush with the table.
7. Level the platform steps by tightening or loosening the inserted hex bolts.
8. Extend the platform out to meet the platform steps.
 - There may be a significant amount of resistance on the telescoping platform. Be sure to tightly secure the telescoping end to the table, then extend the platform until it meets the stairs.
9. Secure the telescoping platform in place using two of the supplied 1/2-13 x 1-1/4" hex bolts and hex nuts.

Attaching the Platform to the Stairs

1. Raise and level the platform stairs to meet the extended platform using the threaded hex nuts and hex bolts.
2. Join the far edge of the platform stairs to the extended platform using the two provided corner brackets, two flat washers, two locking nuts, and two bolts as seen in [Figure 7](#).

Figure 7: Telescoping Platform Secured to Steps



3. Affix the handrail to the platform stairs using four of the provided locking nuts, bolts, and hex-head wrench.
4. Affix a 1/2 x 4-1/4" concrete anchor to each of the four leveling feet and tighten.
5. Remove lockout/tagout devices and restore power to the machine.

END OF SERVICE BULLETIN