



## Telescopic Bollards Instruction Manual

### **Overview & Preparation**

#### **1. Product Overview**

This guide applies to The Ramp Factory's Manual Rising (telescopic) Bollard. The bollard is manually operated, extends upward from ground level, and locks in place using an internal mechanism.

#### **2. Site Planning & Safety**

Location selection:

Verify site with utility plans and perform a scan for underground services.

Mark bollard centre exactly; maintain recommended spacing between multiple bollards (1250 - 1400 mm).

#### **Excavation:**

Dig a hole approximately 300 mm × 300 mm, and 150-200 mm deeper than the bollard's ground socket.

Remove all debris, vegetation and ensure a level base.

#### **3. Drainage & Bedding Base**

Place 100-200 mm of clean loose stone or 20 mm chippings at the bottom of the hole to allow proper drainage.

Ensure aggregate is evenly distributed and compacted as needed.

#### **4. Positioning the Ground Socket**

Lower the metal ground socket carefully into the hole over the stone bed.

Ensure the socket top sits 5 mm above ground level, vertical in all planes (use spirit level).

Add or subtract stone as necessary to adjust height and alignment.

### **Installation & Final Setup**

#### **5. Pouring Concrete & Curing**

Once the ground socket is correctly placed, backfill:

Up to ~300 mm from surface with compacted aggregate or soil.

Above that, pour grade C30 concrete (or 4:2:1 mix) to fill the hole. Finished lid surface must be flush with a slight fall away to divert water. Protective polythene may be used during initial curing.

Do not use pea gravel around bollard base.

Allow at least 24 hours before operating bollard; in cold or damp weather, allow up to 48 hours for full cure.

#### **6. Bollard Insertion & Locking**

Once concrete is cured, insert the telescopic bollard into the socket. Keep both bollard and lid clean.

Level and align the bollard using a spirit level. Use caution: never allow it to free-fall; always lower in a controlled manner.

Locking Mechanism:

Lift the inner post fully, rotate handle ¼ turn, and press the push-button lock.

To unlock, release with key, rotate handle and lower gradually. Remove key after unlocking.

### **7. Final Checks & Clean-Up**

Wipe clean around lid surround; ensure debris is removed.

Confirm lid and post are free-moving and lock securely.

Check alignment once more; adjust if necessary.

### **8. Weekly Maintenance Routine**

Keep the sliding post and lid clean and free of sediment.

Lubricate the lock mechanism weekly (e.g. WD-40 or similar) to ensure smooth operation.

For installations in high-water or harsh environments, inspect daily.

Always close the lid when bollard is not in use; maintain cover plate integrity.

### **Summary:**

Utility check & marking site

Excavation to depth & size

Install drainage base & compact

Position and level ground socket

Pour concrete and allow curing

Insert bollard and align vertically

Test lift, lock, lower operations

Clean site & verify locking

Schedule weekly maintenance

Thank you for choosing The Ramp Factory- installer instructions prepared per best practices in bollard installation and safe operation.

### **Contact Details**

If you have any questions, please contact The Ramp Factory

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