

Par-Kut International Operation and Maintenance Manual

Web address for this document: _____



To: _____

Date: _____

Par-Kut Job # _____



Thank you for choosing a Par-Kut building! With proper care and maintenance your Par-Kut building should last for many years. The purpose of this manual is to denote proper operation, care and maintenance of your Par-Kut building, in order to ensure the longevity of your Par-Kut building, as well as aiding in ease of operation. In the pages of this manual you will find different sets of instruction, as well as links to specific Operations and Maintenance manuals for select equipment*. Additionally this manual contains warranty information. If you have any questions that are not addressed in this manual please contact your dealer or Par-Kut International directly.

*Equipment options in this document may not be installed in your building. Refer to your drawing for factory installed equipment provided.



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Recommended Installation of PAR-KUT Factory Assembled Buildings

Par-Kut International recommends installation on a 6" thick concrete pad. At minimum, the pad should extend at least 6" beyond exterior walls. For units with canopy overhangs greater than 12", pads should be extended accordingly to avoid damage to the building. For convenience and attendant safety, there should be sufficient area at the doors to stand on the slab, not in the driveway. The planner or the owner/installer should consider setting protective bollards around booth.

Anchor clips are provided with pre-drilled holes for anchor bolts. Anchor bolts may be preset in the slab according to Par-Kut's anchor detail, or expansion type anchors can be installed after setting the building in place. Stainless steel or galvanized anchor bolts are recommended. Typically, the four anchor clips are provided with 3/4" or 1" holes. Size and depth of anchors should be of sufficient design to withstand the highest recorded wind speeds in the area. Service entrances are detailed on project specific shop drawings. Job site electrician is responsible for connecting electric in accord with local codes.

Before final anchoring, **BOOTH SHOULD BE LEVELED**. Failure to securely anchor the booth in place and to properly ground the booth structure could result in injury to the occupant. Leveling the booth also reduces chances of torqueing the unit out of square when tightening nuts on anchor bolts. If booth is pulled out of square due to improper anchoring, it may cause leaks, create problems with door locks, and/or hamper proper movement of doors. The product warranty is voided when booth is installed improperly.

We suggest you check with your local building department regarding applicable codes for plumbing and preassembled buildings in general. If utilities (ie. plumbing) are brought in through slab, footings are required in most jurisdictions.

ADA:

When designing and installing a barrier free cashier booth (accessible for persons with disabilities), take into consideration the avenue of approach to the booth. If you have sufficient clearance behind the booth, a hinged door located in the rear is a good choice. If there is equipment blocking access, or if you cannot make the island wide enough, a side access may be provided.

If you can overcome the typical objections and can accommodate a side access, you can: trim down or eliminate the standard 4" high base from the booth altogether, design a depressed area for the booth to set down into, provide a curb cut or a 1:12 ramp to the door, or use a combination of these. The object of eliminating/reducing the 4" base or recessing the booth is to arrive at a minimum threshold height. Under ADA, thresholds cannot exceed a 1/2" height.

Contact factory or your dealer, for further information or assistance.

Care and Use of Equipment

Electrical Equipment:

Load Center:

For the manufacturer's instructions for Square D QO load center click [here](#).

Panel Board:

For the manufacturer's instructions for Square D NQ Panel Board click [here](#).

Lighting:

- Light fixtures equipped with acrylic lens should be cleaned at regular intervals to insure maximum light output.
- Turn of power to light before replacing lamps.
- When replacing lamps lamp identification can be found in light housing usually on ballast.
- Light fixtures containing two or more lamps should be replaced as a set.

GFCI Receptacles:

For the manufacturer's instructions for GFCI Receptacles click [here](#).

Mechanical Equipment:

Wall Mounted Fan Forced Heaters:

- Periodically vacuum dirt and lint as required for safe and efficient operation.
- Avoid using heater cabinets as a foot rest.
- Do not put objects on or close to the heater, especially during operation.

Broan 120 Volt, 1500 Watt

For the Operations and Maintenance Manual for Broan forced air heater click [here](#).



Q-Mark 208/240 Volt, 3,600/4800 Watt

For the Operations and Maintenance Manual for Q-Mark forced air heater click here.



Air Conditioning and H.V.A.C.:

Periodically vacuum dirt and lint from grilles and clean filters as required for efficient operation. Check cord and plug for fraying, excessive wear and exposed conductors.

GE J Series, Through Wall Mounted

120 V / 8,000 BTU A.C., 240 V / 11,600 BTU A.C.
& 240 V / 11,600 BTU H.V.A.C.

For the Operations and Maintenance Manual for G.E. J series click here.



GE Zone Line (PTAC)

For the Operations and Maintenance Manual for G.E. Zone Line click here.



R.V. Products, Roof Mounted

For the Operations and Maintenance Manual for R.V. Products air conditioners click here.



Exhaust Fans:

Nutone 50 CFM, Recessed Ceiling Mounted

For the Operations and Maintenance Manual for Nutone 50 CFM click here.



Broan 80 CFM, Recessed Ceiling Mounted

[For the Operations and Maintenance Manual for Broan 80 CFM click here.](#)



Water Heater:

Ariston

[For the Operations and Maintenance Manual For Ariston water heater click here.](#)



Maintenance and Care

Glazing Maintenance and Care:

Glass:

- Glass can be washed with any commercial glass cleaner.
- Do not use razor blades or other sharp instruments, to remove spots.
- Do not clean glass while exposed to direct sunlight.
- For plastic glazing, follow the manufacturer's recommendations – **DO NOT USE GLASS CLEANER on polycarbonate glazing!**

Polycarbonate:

Washing & Cleaning to Minimize Scratching of Polycarbonate glazing

Wash polycarbonate sheet with a mild soap or detergent (such as 409 cleaner) and lukewarm water, using a clean sponge or a soft cloth. Rinse well with clean water. Dry thoroughly with a chamois or moist cellulose sponge to prevent water spots. Do not scrub or use brushes or abrasives on these products; the UV coating is not mar resistant. Also do not use butyl cellosolve in direct sunlight.

Fresh paint splashes, grease and smeared glazing compounds can be removed easily before drying by rubbing lightly with a good grade of naphtha or isopropyl alcohol. Follow the alcohol rub with a mild detergent wash with warm water and end with a thorough rinsing with clean water.

Minimize Hairline Scratches

Scratches and minor abrasions can be minimized by using a mild automobile polish. Three such products that tend to polish and fill scratches are Johnson Paste Wax, Novus Plastic Polish #1 and #2, Novus, Inc., Minneapolis, MN and Mirror Glaze plastic polish (MG M10) Mirror Bright Polish Co., Pasadena, CA. It is suggested that a test be made on a sample of the polycarbonate sheet with the product selected and that the polish manufacturer's instructions be followed.

Continued

Polycarbonate Continued

Caution Very Important

- DON'T use abrasive or highly alkaline cleaners on the polycarbonate.
- DON'T scrape the polycarbonate sheet with squeegees, razor blades or other sharp instruments.
- DON'T use benzene, gasoline, acetone or carbon tetrachloride on the polycarbonate sheets.
- DON'T clean polycarbonate sheets in hot sun or on very hot days.

Products such as abrasive or highly alkaline cleaners, acetone, carbon tetrachloride, benzene or gasoline should not be used, and the sheet should not be cleaned in hot sun or at high temperatures.

Compatible Cleaners for Polycarbonate Plastic

The following cleaning agents have been found to be compatible with polycarbonate. Manufacturer's instructions should be followed:

- Formula 409™ (Clorox Co.)
- Top Job™ (Proctor & Gamble)
- VM & P grade Naphtha Joy™ (Proctor & Gamble)
- Windex w/Ammonia DTM (Drackett Products)
- Palmolive Liquid™ (Colgate Palmolive)

Graffiti Removal

- Butyl Cellosolve (For removal of paints, marking pens, lipstick, etc.)
- The use of masking tape, adhesive tape or lint removal tools work well for lifting off old weathered paints.
- To remove labels, stickers, etc., the use of kerosene, naphtha, or petroleum spirits is generally effective. When the solvent will not penetrate sticker material, apply heat (hair dryer) to soften the adhesive and promote removal. **GASOLINE SHOULD NOT BE USED.**

Job Site Precautions

New construction and renovations frequently require that the glazing and surrounding sash and wall finish be cleaned of any excess mortar, paint, sealant, primers or other construction compounds. Only recommended cleaners should be used to clean the polycarbonate sheets. Contact with harsh solvents such as methyl ethyl ketone (MEK) or muriatic acid can result in surface degradation and possible cracking of the polycarbonate.

Maintenance and Care of Paint:

- Regularly wash with a mild detergent and cold water.
- Avoid Petroleum distillates and abrasive cleaners.
- Never use sandpaper, steel wool, and mineral acids or bleaches.
- While washing unit, inspect for areas of chipping and scratches.
- Touch up areas with paint as they appear. Contact factory for identification of original paint coating.
- A good quality wax application will maintain the exterior finish appearance. This is to be done yearly.
- During winter exposure to salt can cause rust and corrosion to exterior finish.

Maintenance and Care of Aluminum Roof Coating:

- Roof coating should be inspected after final installation of unit for abrasions or ruptures caused by installing personnel.
- The coating should be inspected every two years and repaired as necessary.
- Completely cover roof with new coating every four years.

Maintenance and Care of Floors:

Lay-in Anti-Fatigue Mat Flooring:

- The Anti-fatigue mat should be kept free of dirt and standing water. It should be inspected for wear and replaced if needed.
- The 4-way diamond plate should be kept free of dirt and standing water.
- During winter months, melting snow and salt water will damage flooring.

Diamond Plate Flooring:

- The 4-way diamond plate should be kept free of dirt and standing water. We suggest for this type of flooring be covered with a rubber mat.
- This will help block water and dirt in high traffic area and/or when windows or doors are opened in foul weather.
- During winter months, melting snow and salt water will damage flooring.

Vinyl Flooring:

- Regularly wash with a mild detergent and cold water.
- Avoid Petroleum distillates and abrasive cleaners.
- During winter months, melting snow and salt water will damage flooring.

Vinyl Composition Floor Tile (VCT) Flooring:

Armstrong commercial VCT is coated with the Fast Start Factory Finish. This makes initial maintenance quick and easy and does not require removal after installation. It is compatible with commercial floor polishes such as Armstrong S-480 Commercial Floor Polish and reduces the need to strip the tile. Vinyl composition tile requires polishing for protection, ease of maintenance and attractive overall appearance.

Continued.

VTC Continued.

Initial Maintenance:

1. Sweep, dust mop or vacuum the floor thoroughly to remove all loose dust and dirt.
2. Remove any dried adhesive residue with a clean white cloth dampened with mineral spirits, carefully following warnings on container.
3. Damp mop the floor with a properly diluted neutral detergent solution such as Armstrong S-485 Commercial Floor Cleaner. Do not wet wash, machine scrub, or strip the floor for at least four days after installation. This prevents excess moisture from interfering with the adhesive bond.
4. Apply two coats of a high-quality commercial floor polish such as Armstrong S-480 Commercial Floor Polish. The use of a high-quality stain-resistant sealer such as Armstrong S-495 Commercial Floor Sealer beneath the polish should be considered in areas of high traffic, high soil load and areas where staining potential is high.
 - Regularly wash with a mild detergent and cold water.
 - Avoid Petroleum distillates and abrasive cleaners.
 - During winter months, melting snow and salt water will damage flooring.

Maintenance and Care of Doors and Windows:

Sliding Windows:

Tracks in sliding windows should be cleaned at regular intervals and drain holes must be kept open. Check for abnormal wear on wheels and or trollies.

Sliding Doors:

Sliding door tracks and carriage trollies should be cleaned at regular intervals to prevent accumulation of dirt that might interfere with the door and cause premature wear of the trolley wheels. Do NOT use graphite spray to lubricate the door's overhead carriage wheels as it is a granular lubricant that will break down the movable parts. Instead, use Nylube <http://nylube.com/Lubes.html>
Make certain booth is level.

Swing Doors:

Door hinges and Hydraulic Closer should be cleaned at regular intervals to prevent accumulation of dirt which might interfere with the door and cause premature wear of the door hardware. Make certain booth is level. Check and tighten hinge screws if necessary

Weather Stripping:

Door weather strip should be checked at regular intervals for adjustment or damage. Missing or damaged pieces should be replaced to seal unit against adverse weather conditions.

Maintenance and Care of Restroom

Porcelain rest room fixtures may be cleaned with any over the counter rest room cleaner. Water closet back splash should be wiped down regularly with the same cleaning solution.

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Portable Steel Buildings Since 1954.



STANDARD WARRANTY

Par-Kut provides a warranty for our factory-assembled buildings. One year standard warranty covers all workmanship and material defects for 1 year, including leaks. Par-Kut will reimburse any material expenses associated with correcting defects discovered in our product. Product shipped overseas not included.

The warranty excludes glass breakage, penetrations made on site, and any damage caused by abuse or neglect. Leaks caused by damage done to the factory-installed sealant after receipt of product by owner or owner's agent (paint, caulk, or roof coatings) voids the warranty. This includes, but is not limited to: damage done by owner's installation crew performing the offloading and placement of the building onto proper concrete slab, damage done during assembly of any roof overhang sections that were shipped loose, improper assembly of roof, and/or any penetrations made by others to bring utilities into the building. Scratches, gouges, dents and other types of abuse or vandalism are not covered.

All products not fabricated by Par-Kut (HVAC equipment, lights, door hardware, etc.) are covered under the warranty offered by the manufacturer, for the time period specified by the manufacturer and are not included in our standard warranty. Normal wear and tear is not included in this warranty.

Concrete slab building is installed upon must be flat. A building pulled out of square by excessive lagging of anchor bolts into a crowned slab creates an out of warranty situation. Buildings are designed for placement on top of concrete slab, to allow for proper drainage. Standing water caused by low spots in concrete can void warranty. It is owner's responsibility to keep roof drains clear. Any damage caused by standing water on roof due to blocked drainpipes is not the responsibility of PAR-KUT.

It is the responsibility of the owner to provide maintenance records, showing the date routine and preventative maintenance is performed and by whom, to Par-Kut upon request, before authorization of any warranty repairs will be made.

REPLACEMENT PARTS:

Replacement parts are readily available from Par-Kut International. When requesting replacement parts, refer to the unit's serial number located on the Par-Kut name plate.



Call or Write:

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