



ASSEMBLY INSTRUCTIONS

Prefab offices

PREFAB



Please read this manual before using the product and follow the instructions it contains!

GENERAL INFORMATION

PREVENT RISKS

The PREFAB hall office you have purchased is manufactured according to the current state of the art and complies with the applicable regulations and rules. Nevertheless, it may pose a danger to persons and property if:

- The hall office is not set up properly, or is improperly altered or converted.
- No original parts are used.
- The safety regulations are not observed.

Therefore, every person included in the installation must read and follow the safety regulations, if necessary have this confirmed by a signature.

ACCIDENT PREVENTION REGULATIONS

All relevant accident prevention regulations apply:

- Generally accepted safety rules.
- Country specific regulations.
- Guidelines for storage facilities and equipment of the respective country.

PLEASE NOTE

Before installation, commissioning or use, the instructions contained in this manual must be strictly observed to avoid hazards. If you need technical support, please contact us.

To avoid personal injury and damage to property, please note:

- The relevant workplace guidelines and regulations.
- The instructions from your security officer.
- The structural conditions, especially the quality and load-bearing capacity of the floor.
- That the facilities are in perfect condition.
- It is absolutely necessary to replace damaged or deformed components immediately. In case of doubt interrupt you are responsible for installation or use, secure the installation area and inform your safety officer.
- That the use may only be carried out after completion of all assembly work.
- The hall office should be set up with at least 2 persons. Compliance with the sequence of the assembly instructions must be observed.
- That protective clothing such as helmet, gloves, safety shoes etc. must be worn during assembly and conversion.
- That the foreman's office must be effectively protected against the impact of forklift trucks or other vehicles.
- We recommend securing the corner areas with a collision guard not connected to the hall office with yellow-black danger marking.



The electrical installation must be connected by an electrician.

INSPECTION

Depending on the intensity of use, we recommend a general visual and to carry out a function check.

CARE INSTRUCTIONS

Clean wall, ceiling and window panels with water and, if necessary, a slightly diluted mild soap solution.

Take care not to scratch the powder coating, otherwise there is a risk of corrosion. Scratched areas must be re-treated with a touch-up pencil. Please be careful not to use any impermissible surface treatment, such as: chemical solvents, ammonia or ammonium chloride.

PREPARATION FOR MOUNTING

All original PREFAB components used for stabilisation must be fitted without restriction. These include, above all, frame components, connecting struts, screws and fastening profiles. In general, care must be taken during assembly to ensure that the screws are not overtightened. The screws are to be pre-assembled hand-tight and later tightened with suitable tools, such as cordless screwdriver or wrench.

A level floor is essential for setting up the hall office. Cut the U-floor rails accordingly to the desired dimensions. Pay attention to the positioning of the door recess of your PREFAB hall office (P. 16, Figure 1).

STRUCTURE

The PREFAB hall office may only be used in accordance with the assembly and operating instructions supplied by us. Can be set up and converted.

PROTECTIVE FILM

The individual panels are provided with a transparent protective film, which can be removed without residue after installation. It is not recommended to peel off the film before installation to avoid possible scratches during installation.

The panels can be easily and gently cleaned with a soap mixture and a microfibre cloth if they are dirty.

USE OF THE PRODUCT

Can be used in all rooms with normal, dry climatic conditions. For example production and storage halls, offices and clean rooms without classification. Can also be mounted on storage platforms (observe statics).

MATERIALS

FIRE PROTECTION

Increased fire protection by using non-combustible materials that do not represent an additional fire load.

ELECTROSTATICS

All metallic partition wall components are electrically connected to each other.

SOUND INSULATION

	Thermal insulation value	Thermal conductivity
20 - 40 dB	0,787 W/(m ² K)	0,05 W/(mK)

WALL PANELS

Type	Unit	Value
Colour		RAL 9002 grey white
Fire protection		Made of electrolytically galvanized sheet steel, double shell. Interspace completely filled with mineral wool for sound and heat insulation. Building material class B1 flame retardant.
Filler plate		Double-shell sandwich panel with sheet steel shell, flush with the stud frame on both sides (Cannot be dismantled)
Filling material		Sound insulation 20 - 40 dB, weight per unit area approx. 12 kg/qm, B1 (flame retardant) according to EN 12501-1 of the main partition wall materials
Plate thickness	mm	0.45
Surface		Electrolytic polyester coating (coil-coated), at least 25 µm, smooth surface, with protective foil.
Insulation insert		High-pressure-resistant mineral wool insert (basalt rock wool)
Wall thickness	mm	50
Wall height	mm	2.500
Wall width	mm	980, Polyester coating



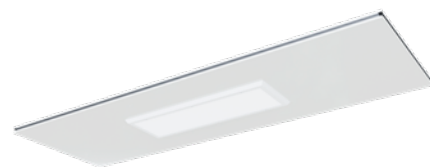
CEILING PANELS

Type	Unit	Value
Colour		RAL 9002 grey white
Filler plate		Double-shell sandwich panel with sheet steel shell, flush with the stud frame on both sides (Cannot be dismantled)
Filling material		Sound insulation 20 - 40 dB, weight per unit area approx. 12 kg/qm, B1 (flame retardant) according to EN 12501-1 of the main partition wall materials
Plate thickness	mm	0.45
Surface		Electrolytic polyester coating (coil-coated), at least 25 µm, smooth surface, with protective film.
Insulation insert		High-pressure resistant mineral wool insert (basalt rock wool)
Ceiling depth	mm	3.008
Ceiling width	mm	980



LED LIGHT

Type	Unit	Value
Power	W	48
Operating voltage	V	220
Frequency	Hz	50
Luminous flux	Lumen	4200
Required connection cable		Hose line, 2 x 0.5 mm



FASTENERS

Type	Value
corner profiles	Aluminium, fire protection class A2, material thickness: 1 mm
Connectors	Aluminium X-profile, fire protection class A2, material thickness 1 mm
L-Profil	Aluminium, fire protection class A2, material thickness 0.9 mm
U-Profil	Aluminium, fire protection class A2, material thickness 0.9 mm



WINDOW PANELS

Type	Unit	Window	Studio window
Colour		RAL 9002 grey white	
Filler plate		Double-shell sandwich panel with sheet steel shell, flush with the stud frame on both sides (Cannot be dismantled)	
Filling material		Sound insulation 20 - 40 dB, weight per unit area approx. 12 kg/qm, B1 (flame retardant) according to EN 12501-1 of the main partition wall materials	
Plate thickness	mm	0.45	
Surface		Electrolytic polyester coating (coil-coated), at least 25 µm, smooth surface, with protective foil.	
Insulation insert		High-pressure-resistant mineral wool insert (basalt rock wool)	
Fire protection class		B1	
Flexural Strength	Mpa	150	
Density	kg/m ³	2.500	
Elasticity	Mpa	72.000	
Compressive strength	kg/cm ²	1.5	
Wall thickness	mm	50	
Wall height	mm	2.500	
Wall width	mm	980	
Window	mm	5 x 980 x 1.000, ESG double glazing, incl. ventilation slots	5 x 980 x 2.000, ESG double glazing, incl. ventilation slots



DOOR PANELS

Type	Unit	Value
Colour		RAL 9002 grey white
Filler plate		Double-shell sandwich panel with sheet steel shell, flush with the stud frame on both sides (Cannot be dismantled)
Filling material		Sound insulation 20 - 40 dB, weight per unit area approx. 12 kg/qm, B1 (flame retardant) according to EN 12501-1 of the main partition wall materials
Plate thickness	mm	0.45
Surface		Electrolytic polyester coating (coil-coated), at least 25 µm, smooth surface, with protective foil.
Insulation insert		High-pressure-resistant mineral wool insert (basalt rock wool)
Electronics		1x pre-assembled cable (sheathed cable NYM 5 x 1.5 mm, 2.5 m length) 1x light switch + socket
Window	mm	5 x 980 x 1.000, ESG double glazing, incl. ventilation slots
Fire protection class		B1
Flexural Strength	Mpa	150
Density	kg/m ³	2.500
Elasticity	Mpa	72.000
Compressive strength	kg/cm ²	1.5
Wall thickness	mm	50
Wall height	mm	2.500
Wall width	mm	980



PARATION OF DOOR PANELS AND ASSEMBLY

PREPARING THE DOOR FRAME

1

Insert the plastic insert into the prepared recess in the frame.



2

Place the strike plate on the plastic insert and fix it with three M4 x 12 countersunk screws.



3

Screw hinges to door frames with 4 countersunk screws M5 x 8.



BUILDING A DOOR HANDLE

1

Insert the square bolt into one of the door handles and push it through the door. Put the second door handle on the other side of the square bolt.



2

Screw the support plates for panels to the door with two M5 x 45 sleeve screws / nuts. Slide the panels over the door handles and push them onto the support plates with light pressure.



INSTALLING THE LOCKING CYLINDER

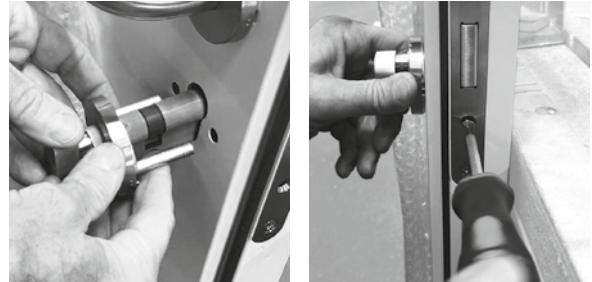
1

Insert two sleeve screws into the support plate and push the panel onto the support plates with light pressure. Guide the lock cylinder through the opening.



2

Insert the locking cylinder with the knob from the inside of the door into the door with pre-assembled lock. Locking cylinder with screw M5 x 60 tight.



3

Screw sleeve nuts to the door with two M5 x 45 screws. Apply a light pressure to the support plates.

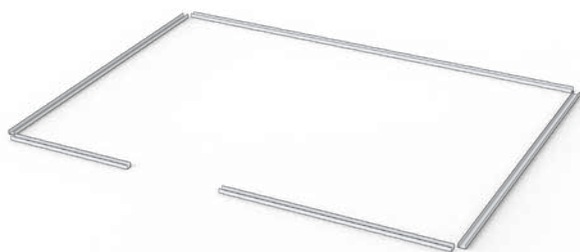


1

First determine the position of the door panel recess and saw the floor rails (U-rail) accordingly.

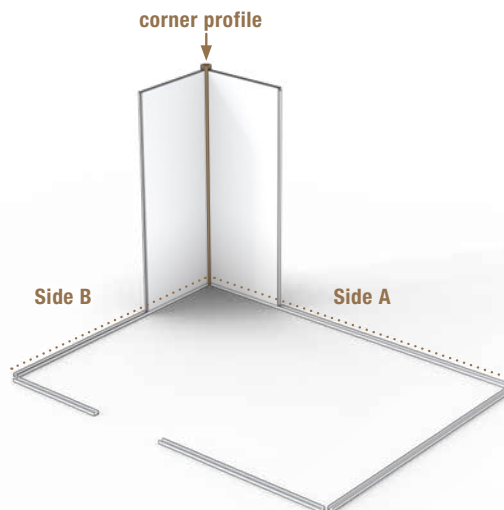


It is recommended that the rails cut to your requirements are mounted on the floor, as the hall office is to stand later (but do not screw it down tightly).



2

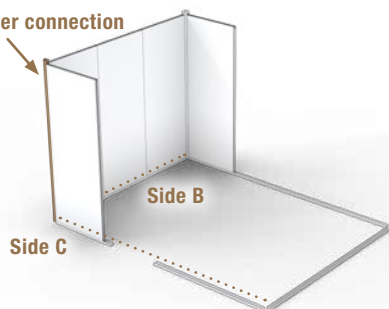
Starting point is the first corner element. For this you need a Wall panel which is inserted into the U-rail **side A**. Then connect the corner joint to the inserted wall. Next, attach another wall panel to the other side of the Position corner connection **side B**. Attach both panels to the **corner profile** with the screws supplied (3 screws 4 x 15 per corner profile side - 6 per corner).



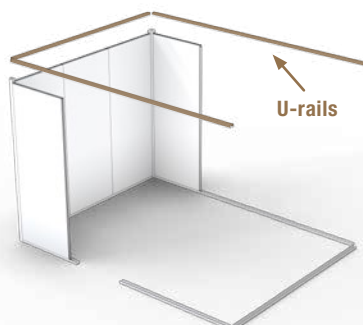
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Next the 2 further wall panels on the 3 m deep. Attach **side B** incl. the **2nd corner connection** and a additional wall panel **side C**.

2nd corner connection

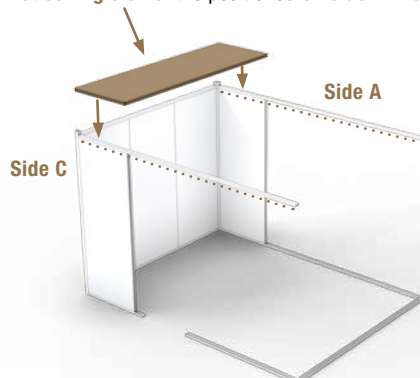


Now fix the upper U-rails on all three sides.

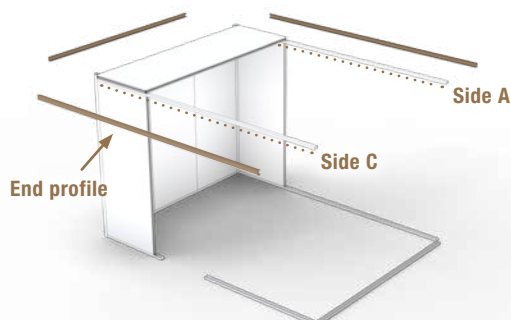


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The **first ceiling element** is positioned on **side A + C**.

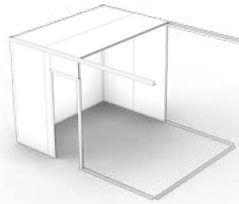


Attach the **end profile** of the ceiling panels and screw the ceiling panel to **sides A + C** from above (2 screws 12 x 17 per meter or ceiling panel).



5

For each additional meter / panel set always first two side panels and attach a ceiling panel.



A) Insert window panels

1. First part **F1** on the ground and insert adjacent panel / element.
2. Now place the first connecting rail on **F1** so that the window element finds a secure hold.
3. Next, place window **F2** on the rail and **F1** position and complete with a connecting piece at the top.
4. Finally, move part **F3** of the window panel to the window with of the connecting rail.

INFO: When two window panels are positioned next to each other to be installed, a further **connecting rail** must be can be attached to the window **F2**.



INFO: Studio windows use **2 connecting rails** on the vertical side.

B) Mount door panel

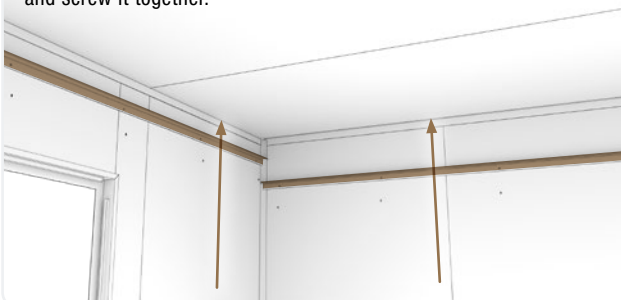
1. First attach the narrow piece **T1**.
2. Attach frame piece **T2**, then place **T3** on the end of the frame.
3. Screw **T2** to the panels with 9 self-tapping screws M5 x 48 and glue the cover cap to the screw holes.

INFO: Observe the door swing and position the hinges according to your wishes.



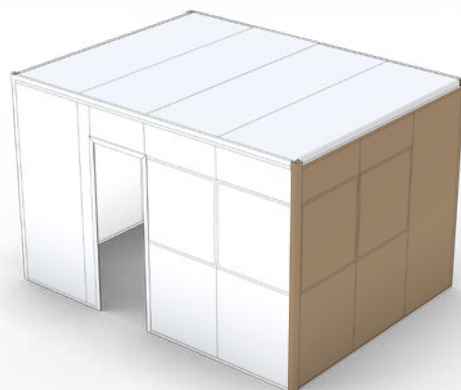
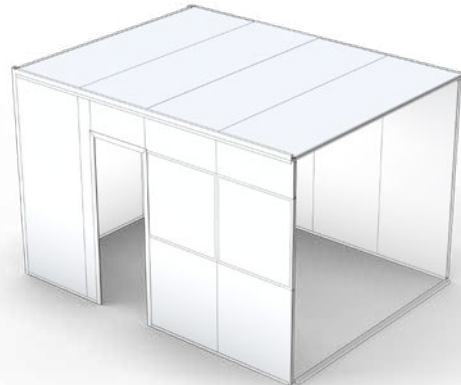
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Finally, attach the end brackets from the inside and screw it together.



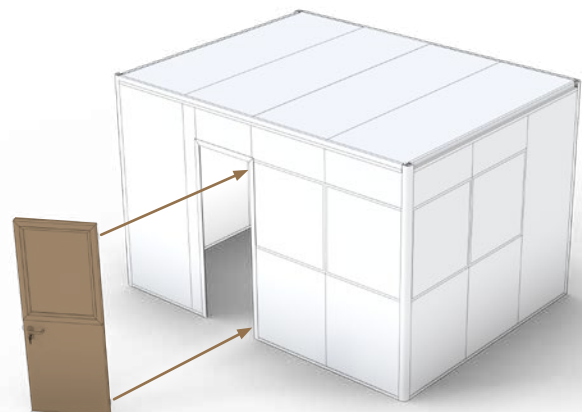
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Two corner elements and three wall panels form the end, which complete your hall office right at the end.

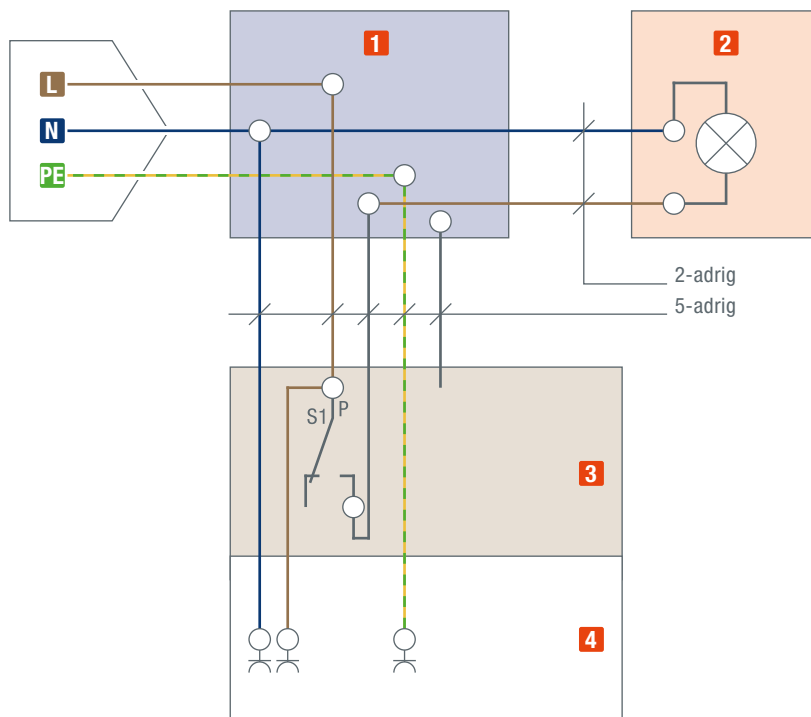


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Stop the door and fix the hinges in the recesses of the door with four countersunk screws M5 x 8 each.



CIRCUIT DIAGRAM



No.	Description
L	Outer conductor
N	Neutral conductor
PE	Protective conductor
S1	Push button
P	Measuring device
1	Junction box
2	Light
3	Switch
4	Socket

SERVICE & CONTACT

Contact our product experts and find help and solutions for your product. Here you will find all contact information listed by country and language: www.topregal.co.uk/en/service

Responsible for the content:
 TOPREGAL GmbH
 Industriestrasse 3
 70794 Filderstadt
 GERMANY
www.topregal.com

UKCA Declaration of Conformity

The manufacturer / distributor

TOPREGAL UK Ltd.
Carlton Drive Crumlin
Gwent NP11 4EA

hereby declares that the following product

Product name:

Warehouse office LED-light

Type:

PREFAB

that the equipment is in conformity with the following relevant UK legislations and applied standards:

2006/42/EC Machinery Directive
2014/30/EC EMC Directive

EN 60598-1, EN 60598-2-1
EN 62493, EN 62471, EN 62031
EN IEC 55015, EN 61547
EN IEC 61000-3-2, EN 61000-3-3

Name and address of the person who is authorized, compile the technical documentation:

TOPREGAL UK Ltd.
Carlton Drive Crumlin
Gwent NP11 4EA



Place: Crumlin UK
Date: 28.11.2022

Juergen Effner
Chief Executive Officer

TOPREGAL