



Because the little things matter



Enjoy an ABI life

OWNER'S HANDBOOK



Because the little things matter

Welcome to your superb new ABI Holiday Home.

We are delighted that you have chosen an ABI Holiday Home which you, your friends and your family will be able to enjoy for many years to come. Comfortable, practical, warm and welcoming, you will be able to spend weekends, holidays and breaks in your holiday home throughout the year.

To make the most of your new purchase, please read through this handbook where you will find practical advice including siting, connection of mains services, safety, general maintenance and the warranty terms and conditions.

We also provide a holiday home Identity Record for you to fill in the unique identity details of your holiday home so that you have all the information in one place, should you need to refer to it in the future.

We hope that you have many happy and relaxing holidays in your new holiday home.

“Committed to excellence and responsibility in each and every aspect of holiday home design, development and manufacture, whilst encompassing every individual taste, budget and season”

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Preface

All ABI (UK) Limited Holiday Homes conform to the British Standard for holiday homes, BS EN 1647, as well as the current European standard for gas installations, EN 1949. They also comply with the National Caravan Council (NCC) badge scheme.

Great care is taken during manufacture to ensure that every holiday home complies with all applicable regulations and every part of the holiday home is inspected and each appliance fully tested before leaving the ABI factory. Following transportation, your supplier will carry out a Pre-delivery Inspection before you take possession. Once sited, each appliance is tested again to ensure that everything operates correctly.



Please take time, before using your holiday home, to check every part of it yourself. If there are any warranty issues, these are the responsibility of your holiday home supplier; and should there be any problems, you should inform them immediately.

Please note that the illustrations and descriptive matter in this handbook are intended to give general rather than specific information about your holiday home. ABI reserves the right to alter specification details and materials at any time, as market and supply situations change. All dimensions are approximate overall sizes.

Safety and Liability Warning

The instructions and information given in this handbook are designed to ensure your continued enjoyment and the safety of our product. If you fail to follow our advice, ABI (UK) Limited must refute any liability for personal injury or death save insofar as it relates to the direct negligence of ABI (UK) Limited or its employees or agents.

No liability is accepted for financial or consequential loss in any event.

Supplier Stamp

Warranty

THIS STATEMENT DOES NOT AFFECT YOUR STATUTORY RIGHTS

ABI (UK) Limited has taken great care over the design and manufacture of your new holiday home and provides a guarantee for a period of 12 months from the date of transfer to the first owner.

We at ABI UK take the quality of our products very seriously. Great care is taken during the manufacture of your ABI Holiday Home to ensure that it complies with all applicable regulations as well as meeting our own exacting standards

Whilst every effort is made to ensure that your ABI Holiday Home arrives with you in perfect condition. There may be occasions when issues become apparent once the home has been handed over to you.

There may be initial snagging issues that require corrective work to be undertaken or other items that require some adjustment following transportation and siting of your holiday home.

In your warranty booklet we set out how you should report defects and the responsibility for and terms upon which they will be resolved. This booklet can be found in your holiday home paperwork pack. Please take a few moments to familiarise yourself with the information in the booklet and then file it in a safe place for future reference.

Seasonal Occupancy

All ABI Holiday Homes are built to comply with the relevant codes of practice required by the National Caravan Council Certification Scheme (EN1647) and therefore are designed for holiday home use only and not permanent residential occupancy.

IMPORTANT:

It is essential to read this handbook thoroughly prior to siting and commissioning. Failure to comply with any of the instructions in this handbook could invalidate the warranty.

Your holiday home must be sited in accordance with The Code of Practice for the Transportation, Siting and Commissioning of Caravan Holiday Homes.

A copy of which should be available from the Park Operator or on request from:

National Caravan Council Ltd,
Catherine House, Victoria Road,
Aldershot, Hampshire GU11 1SS
Tel: 01252 318251

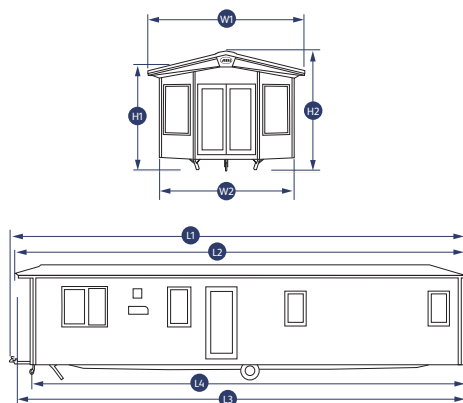
Or from:

British Holiday & Home
Parks Association,
Chichester House,
6 Pulman Court, Great Western Road,
Gloucester GL1 3ND
Tel: 01452 526911

Please pay specific attention to the following:

- Siting
- Plumbing System
- Gas Systems
- Electrical Systems

Key to External Dimensions



- L1** Overall length including detachable towbar (+/-50mm)
- L2** Overall length excluding detachable towbar (+/-50mm)
- L3** Body length including bay (+/-10mm)
- L4** Body length at floor level (+/-10mm)
- W1** Overall width including gutters & downpipes (+/-10mm)
- W2** Width at floor level (+/-10mm)
- H1** Overall height including flues (+/-50mm)
- H2** Height to apex of roof (+/-50mm)

For the specific dimensions of your holiday home please refer to your certificate of compliance. All dimensions for holiday homes are available on the ABI UK website www.abiuk.co.uk

Siting

Base Construction

All holiday homes should be sited on a correctly prepared base to the BH&HPA specification. The base should not be less than the external dimensions of the holiday home.

Mains services should be properly laid to the base using the correct materials and by a suitably qualified person. Special attention should be taken on parks where trees could be a problem, as roots may damage bases, roads, drains and other services. Consideration must also be given to other subsoil conditions and if the ground conditions require, a deeper raft or further reinforcement should be created.

The hardcore base, to a minimum depth of 150mm, should be well consolidated and topped with 100mm of concrete, mixed to BS 8500. The finished raft must be level with allowance for surface drainage.

Where a holiday home is to be sited on a previously occupied site, the base should comply with this specification or the park owner must give an assurance to the holiday home owner that the existing base is in a satisfactory condition for the period of the Warranty.

Support

Traditionally, holiday homes have been supported centrally by blocking under the axle and at each end on the corner steadies. However, today's heavier holiday homes require additional support in the form of axle stands at mid-points.

Method of Support

The chassis manufacturer has provided suitable holding-down points. These are located within one metre (plus/minus 200mm) of the end of the chassis at the end of the longitudinal main member.

The main chassis longitudinal beams should be supported by concrete blocks where cross-braced at either side of the axle. Further heavy duty axle stands should be placed underneath the cross bracing between the concrete blocks and the corner steadies in four positions, as shown in the illustration (page 9).

Once the holiday home is correctly positioned on the base raft with the corner steadies lowered, it should be jacked up, using a suitably rated hydraulic jack, under the designated jacking points, jacking one side at a time.

When each side has been jacked up, high enough to allow the wheels to spin freely, solid concrete blocks should be placed on the main longitudinal chassis beams where red or yellow triangles mark the support or jacking points.

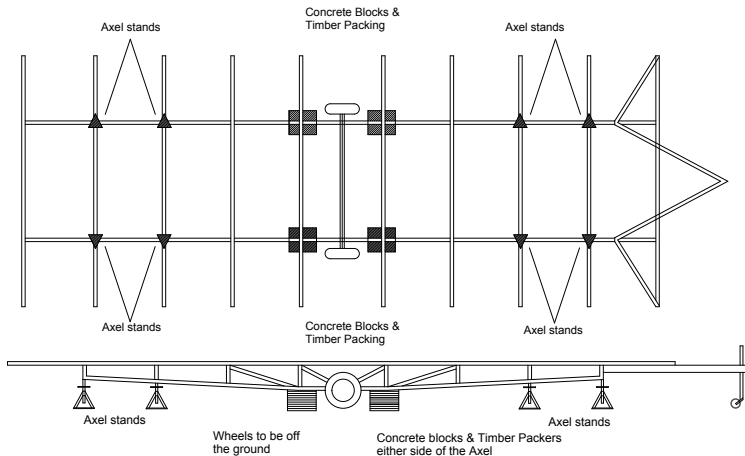
Place a small piece of suitable material on top of the concrete blocks and the underside of the chassis to cushion the weight and reduce vibration.

Extend the corner steadies on either side to stabilise the holiday home, and use a spirit level to ensure it is absolutely level across its width and length.

When the holiday home is level, place four heavy duty axle stands underneath the support points between the concrete blocks and the corner steadies (four positions).

When it is completely level in all directions, the corner steadies should be retracted into their store position.

Under no circumstances should the Corner Steadies be used as a permanent means of support



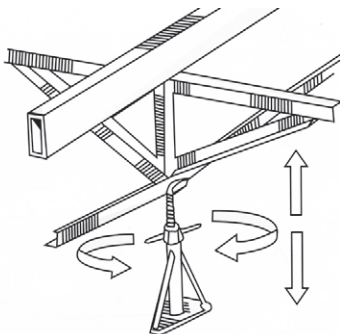
Levelling and Fixing

When the holiday home is properly sited, all exterior doors and windows should be checked for clearance and adjusted where possible by using the corner steadies and/or axle stands, as illustrated. After four weeks, a further alignment check should be carried out and the level re-adjusted, if required.

This check should be undertaken periodically as part of the ongoing maintenance of your holiday home.

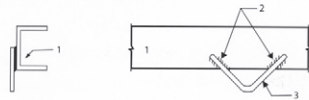
In instances where a chassis has no supplied anchor points, the following examples are given as satisfactory alternatives.

Adjusting the Level with Axle Stands

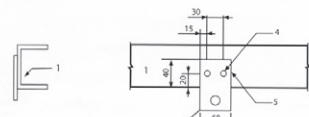


Examples of acceptable provisions for Chassis holding down points

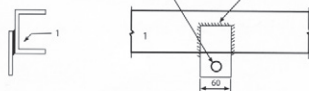
Example 1



Example 2



Example 3



Key

1. Chassis member
2. Minimum 60mm long by 60mm fillet weld
3. 8mm M.S. bar, standard radius bend
4. 2 x M10 zinc plated bolts, minimum grade 4.6 (12mm holes)
5. 6mm thick mild steel plate
6. 15mm hole to receive 13mm shackle bolt with safe working load of at least 10KN
7. Minimum 60mm length 6mm fillet weld evenly applied around the plate

Linear tolerances: 2mm

Hole tolerances: 0.5mm

Dimensions: Millimetres

Mains Connections

It is your Park Operator/Dealer's responsibility to ensure that your holiday home is connected to the mains services, in accordance with local authority regulations, and that all services are tested for correct operation.

PLEASE NOTE: If connections are not made by a competent engineer, your warranty may be invalidated.

Water

Domestic water supply connection

The water system in the holiday home will have been carefully tested for any leaking joints by a qualified engineer before leaving the ABI factory. After transportation and siting, the joints should be re-checked, prior to mains connection, by an approved contractor, who is also responsible for the connection.

Every joint throughout the holiday home should be rigorously tested once again, visually for leaks, and manually, to check that all threaded joints are tight. During the first few hours of connection, the system should be inspected at regular intervals. We also recommend that the owner monitors the system during the first week of occupancy.

Electrical System

Before connecting to the holiday home site supply, the Earth Loop Impedance must be ascertained and it must be verified that the maximum permissible values are not exceeded to ensure disconnections within the specified limits, as described in the I.E.E. regulations.

The inspection and completion certificate requires that the outstanding values regarding Loop Impedance, Prospective Short Circuit Current, etc, be completed by a competent professional such as a NICEIC registered electrician. The holiday home must be re-tested every year.

The certificate, together with its related inspection schedule, schedule of circuit details, schedule of test results and supply characteristics is valid only after entry of all information pertinent to the installation being certified.

Gas System

It is a requirement under the current Gas Safety (Installation and Use) Regulations that all work undertaken on gas fittings in holiday homes is dealt with by a competent professional approved by Gas Safe. Accordingly, the complete gas installation should be checked by a competent person to ensure it is working correctly and that there are no leaks. Failure to use a Gas Safe Registered Engineer will invalidate your warranty.

The Gas Safe registered engineer must also complete and sign the Gas Safe commissioning label, normally situated on the door of the water heater cupboard before first use. It is recommended that this be checked every year.

Exterior Doors and Windows

After transportation and siting, it is essential that the doors and windows are checked for alignment.

Adjustment

Aluminium doors – for vertical adjustment use slotted holes in hinge.

Keep – use slotted holes in striker plate.

Friction stays (as below)

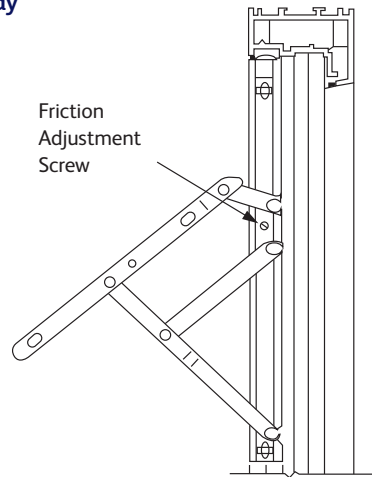
PVCu

Door hinges – use Allen key at the top and bottom of the hinge.

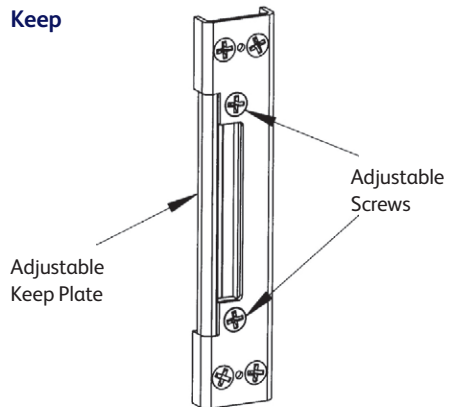
Keep – individual keeps are adjusted using either an Allen key or pozi screwdriver.

Friction stays – can be adjusted to suit individual needs by turning the brass friction screw with a flat headed screwdriver (see diagram).

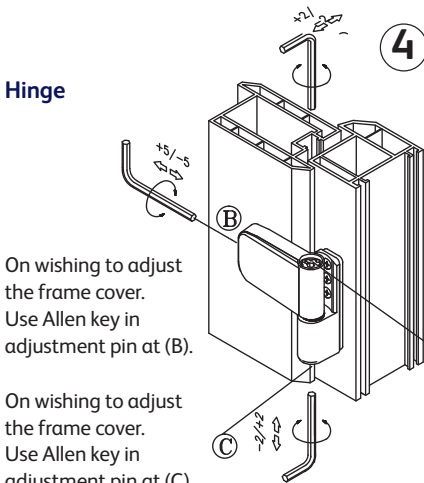
Stay



Keep



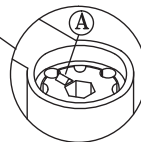
Hinge



On wishing to adjust the frame cover. Use Allen key in adjustment pin at (B).

On wishing to adjust the frame cover. Use Allen key in adjustment pin at (C).

Align eccentric bush datum mark so all the hinges are set the same at (A), push in location cap. On wishing to adjust bush remove location cap insert Allen key in hexagon hole and turn to required setting replace location cap to retain setting.



Safety Precautions

Ventilation

Fixed Ventilation

Your holiday home complies with BS EN 721.

Permanent fixed ventilation of your holiday home is more important than in a brick building, as the insulating material has a lower thermal effect than that used in domestic cavity walls.

Skylights on the roof and ventilators in the walls, floor and ceiling allow fresh air to circulate which will expel stale and humid air and help to control condensation.

These ventilation points are vital to prevent damp air from stagnating in the holiday home which could cause water to condense on cupboards, walls and windows.

Even in times of inclement weather, it may still be necessary to open windows to assist ventilation.

When taking a shower, skylights and windows should be opened for extra ventilation. It is also essential to provide additional ventilation such as opening a window or door near the grill, cooker and oven when in use. Do not use cooking appliances for space heating.

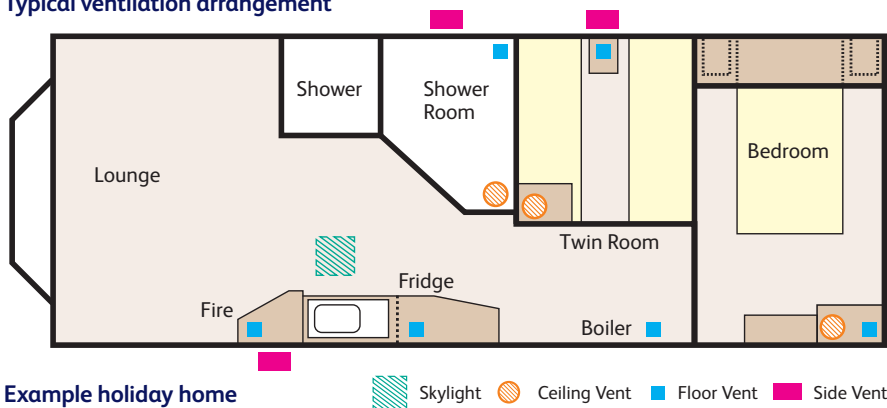
All ventilation points must be kept clear of obstructions at all times to avoid potential fatalities should any appliances develop a gas leak. It is particularly important to check all vent points in the holiday home, not forgetting the flue and floor vents, beneath units, cabinets and wardrobes. They should be regularly cleaned with a vacuum cleaner or brush to remove any dirt build-up.

If your holiday home is to remain empty for some time, we recommend that all cupboard, wardrobe and internal doors are kept open to allow a free flow of air to circulate the holiday home.

The level of ventilation in your holiday home has been designed to comply with the NCC regulations. If the above advice is followed, dampness, mould and condensation should be kept to a minimum.

However, in a small number of cases, localised environmental conditions and site location may make this a persistent problem and alternative solutions may be needed to solve it. Some problems may be cured by a drying agent such as Silica Gel crystals, which can be purchased from most caravan accessory outlets.

Typical ventilation arrangement



Alternatively, a dehumidifier may be necessary and will provide peace of mind that your holiday home will be dry and cosy when you return.

WARNING!

Holiday homes are not currently designed or insulated to meet the requirements for permanent residential occupancy. Living in a holiday home during the coldest months can create conditions which can pose a serious health risk and reduce the life expectancy of the holiday home. If any ventilation points are blocked to conserve heat, the chance of suffocation from gas fumes is increased and the increased level of condensation will damage the structure of the holiday home.

Flues

Where open flues are fitted to appliances, their entire length should be checked annually for damage and blockages. If there are any signs of corrosion, which could lead to perforation, a replacement flue should be installed, conforming to the recommendations of BS5440 Part 1.

WARNING!

Never block or obstruct your ventilators even partially – it is dangerous and will invalidate your Warranty. Check regularly that flues are clear from obstruction. Where flue outlets terminate below floor level, it is essential that these outlets remain clear from obstructions, especially snow, and at least three sides of the underfloor must be kept open. Do not make any additional openings in the floor of your holiday home.

Smoke Alarm

Your holiday home is fitted with a battery operated smoke alarm. Please carefully read

and follow the instructions supplied with the alarm, paying particular attention to the sections on testing and maintenance. In general, most makes of smoke alarms will omit an audible beep to indicate that the battery needs replacing. The alarm should be regularly tested by pressing the test button which will briefly activate the audible alarm. You should also regularly inspect the unit and remove any dirt and dust.

Carbon Monoxide Alarm

Your holiday home is fitted with a battery operated Carbon Monoxide alarm(s). Carbon Monoxide is a dangerous poisonous gas which kills hundreds of people each year and injures many more. Please carefully read the information supplied with the alarm in relation to Carbon Monoxide gas and the instructions relating to the testing and maintenance of the unit. As with smoke alarms, most units will omit an audible beep to indicate that the battery needs replacing. The alarm should be regularly tested by pressing the test button which will briefly activate the audible alarm. You should also regularly inspect the unit and remove any dirt and dust.

In Case of Fire

For your safety and the safety of your family, it is essential that you know what action to take in the event of a fire. Memorising this 6-point action plan could save someone's life.

1. Get everyone out
2. Turn off outside gas valve
3. Raise the alarm and call the fire brigade
4. If connected to a main electricity supply, check that it is disconnected or switched off at the pitch supply point
5. Remove gas bottle if safe to do so
6. Tackle the fire ONLY if safe to do so

Fire Precautions

Smoke Alarm

Ensure your smoke alarm is operating by regularly inspecting the unit and testing the alarm.

Children

Never leave children alone in the holiday home.

Means of Escape

Ensure you know the location and operation of the escape windows and doors.

Keep all escape routes clear.

Keep all combustible materials clear of all heating and cooking appliances.

Fire Extinguisher

Familiarise yourself with the instructions on your fire extinguisher and local fire precaution arrangements. Provide one dry powder fire extinguisher of an approved type or complying with EN3-7 of at least 1kg capacity by the main door.

It is recommended that you periodically check that the indicator on the fire extinguisher dial is pointing to the green zone. This confirms the contents are still held under pressure. Replace the extinguisher immediately if the indicator is above or below the green zone.

Emergency Shut-off Points

Electricity

At the exterior park supply box for your holiday home.

At the plug which leads from the exterior park supply box to the plug of your holiday home.

At the RCD/RCCB mains box inside your holiday home.

Gas

At the gas bottle(s).

At the isolation tap for each gas appliance.

Oven – located inside appliance base unit, behind removable plinths or cupboard.

Hob – located inside appliance base unit, behind removable plinths.

Fire – located on the side or front of the fire unit or behind a clearly marked removable cover.

Water heater or Combination Boiler – directly underneath the boiler.

Central heating – directly underneath the boiler.

Water

At the main feed pipe stopcock at the exterior supply for your holiday home.

Cisterns – isolation valve below the cistern on the cold water feed.

Thermostatic Valves – isolation valves located behind the shower inspection panel.

GENERAL

Never allow modification of electrical or gas systems and appliances except by a qualified professional.

Please note that under the gas safety installation and use regulations, only room sealed appliances can be installed in bath or shower rooms.

Do not carry out any modifications without first consulting ABI or a suitably qualified professional.

In the interest of safety, replacement parts for appliances must conform to the appliance manufacturer's specifications and should be fitted by their authorised agent.

Never use portable cooking or heating equipment, other than electric heaters that are not of the direct radiant type, as it is a fire and asphyxiation hazard.

Inspect flexible gas hose(s) regularly for deterioration. If it is necessary to renew gas hoses, ensure only approved types are used. See your local LPG retailer for reference.

Renew in any case no later than the expiration date marked on the hose(s).

Appliances such as cookers with naked flames must not be used for room heating.

Exterior door may be forced closed in windy conditions.

Holiday Home Thermal Grading

The thermal grade of your holiday home has been calculated, in accordance to EN 1647:2012, to be Grade 2 when fitted with central heating and double glazing or Grade 1 when without central heating and/or double glazing.

The definition of a Grade 2: A Holiday Home, including windows, doors and roof lights in which the average thermal transmittance (U) of the elements shall not exceed 1.2 W/(m²K). An average temperature difference of at least 35°C between inside and outside temperatures shall be achieved in lounge, dining room, kitchen and bedrooms, when the outside temperature is -15°C. The definition of a Grade 1: A Holiday Home, including windows, doors and roof lights in which the average thermal transmittance (U) of the elements shall not exceed 1.7 W/(m²K). There is no heating for this grade.

Siting

Prior to delivery, the holiday home supplier will have carried out a Pre-delivery Inspection to ensure that all standard equipment, as described in our brochure, is included and that the holiday home is clean and damage-free. If, in the unlikely event you are not satisfied please advise your supplier who will deal with any concerns you may have.

You should check that the holiday home is level on site. If the holiday home is not level, entrance doors and interior doors and perhaps some larger windows may not open and close properly.

Chassis support points have been provided in sufficient numbers and positions relative to the weight distribution of your holiday home.

The chassis manufacturer has also provided suitable holding down points. These are located within one metre (+ or – 200mm) of the end of the chassis at the end of each longitudinal main member. Please periodically check that your holiday home has not moved from its level siting.

Your holiday home should be sited on your behalf by your Park Operator, in accordance with the instructions in this handbook. Your Park Operator should be consulted if you need any advice.

Mains Connections

It is the responsibility of your Park Operator/ Dealer to ensure that your holiday home is connected to the mains services, in accordance with local authority regulations and that all services are tested for correct operation.

PLEASE NOTE: If connections are not made by a competent engineer, your warranty may be invalidated.

Plumbing System

The water system in your holiday home will have been carefully tested for any leaking joints by a qualified engineer before leaving the ABI factory. After transportation and siting, an approved contractor should have re-checked the joints prior to mains connection. Every joint throughout the holiday home should have been rigorously tested once again, visually for leaks and manually to check that all threaded joints are tight. During the first few hours of connection, the system should have been inspected at regular intervals. However, we also recommend the owner monitors the system during the first week of occupancy. If the unit is to be left unoccupied for more than 24hrs, it is recommended that you turn off the water supply to the unit at the stop tap to reduce the chance of damage through frost and/or water leaks. For longer periods and during the winter, please follow the drain down procedures – detailed on page 30.

Water Pressure

Water pressure varies from region to region, but it is a legal requirement for all park owners to regulate the pressure to 52psi by fitting a regulator valve.

Sanitary Water Connection

The holiday home water drainage pipes must be connected to the park's main drainage system by an approved contractor, fitted to comply with local authority building regulations and by-law requirements. All waste outlets must be correctly trapped.

Domestic Appliance Connection

All ancillary domestic appliances, e.g. washing machines (whether supplied with your holiday home or not) should be connected to the mains water supply by an approved contractor

and in compliance with the manufacturer's supplied fitting instructions.

Float Operated Valve

The valve is operated when the water level drops by flushing the WC. The valve will automatically allow water to flow back into the system up to the required level. Each cistern has a maximum height for the water level. This can be adjusted by unscrewing the ball and moving it up or down. From time to time the valve requires cleaning as debris from the water main can block up the valve.

Unblocking Waste Pipes

Occasionally debris can build up in the bottom of the waste pipes. This can easily be removed by pulling apart a waste pipe's joint (they have push fit fittings) and flushing out the pipework with a hose pipe. Alternatively, contact your Park Operator for assistance.

Thermostatic Mixing Valve

TMV2 Thermostatic Mixing Valves fitted to your holiday home must be tested annually to check that their performance has not changed from the time of their installation. This must be carried out by a qualified engineer using the product's maintenance instructions.

Electrical System

The electrical installation in your ABI Holiday Home is very similar to that in most houses. The cable type is twin and earth – 2.5mm² for power and 1.0mm² for lighting.

Electricity Supply

The holiday home was fully tested by a qualified electrician before leaving the factory and ABI cannot be held responsible for any subsequent alterations or additions to the original installation. If any modifications are required, please contact ABI or a fully qualified electrician.

After siting, the mains electricity must be connected by an approved contractor and the Electricity Installation Certificate should be completed accordingly.

Ancillary Electrical Systems

Please ensure that all concerned read and understand the leaflets regarding the operation of all electrical equipment supplied with the holiday home, so that everyone is familiar with the use and care of appliances.

Main Isolation Switch and Protective Device

The electrical system of the holiday home is protected by a Residual Current Device (RCD), which automatically switches off the electrical current if a fault develops, after which it should be possible to restore the supply via the re-set switch. If you are unable to re-set the RCD, please inform an electrical contractor immediately. The RCD itself should be tested every three months.

Wiring System

A wiring diagram is available on request. All cables are routed in designated safe zones, in compliance with IEE Wiring Regulations.

If you ever need to put a nail or screw into a wall, it is highly recommended that you use a cable detector, to avoid the route of electrical cables.

Replacing Light Bulbs

When changing light bulbs, never exceed the maximum wattage, as stated on the light fitting.

Television Aerials

We recommend that you employ a recognised aerial installer to connect and test your television aerial. Ensure the bracket is fixed away from electrical cables.

Electric Heaters

If your unit has electric heaters fitted, please ensure that they are never covered over or have air vents/intakes obstructed as they may be a fire hazard. NB. Towel heaters are the only heaters fitted by ABI that are designed to be covered.

WARNING!

Internal sockets should only be used with dedicated appliances. No appliance should be used outside while connected to an internal socket.

Gas Systems

It is a legal requirement that your gas system is connected and commissioned by a Gas Safe Registered Engineer under the direction of the Park Operator or Siting Agent.

After connection, all appliances should be lit and checked for excessive luminosity or 'light back'. Gas fires with radiant plaques should be checked for damage and that they are in the correct location. It is important that each appliance is maintained and regularly tested at least annually, in accordance with the manufacturer's instructions. With the exception of appliances fitted with a flow controller, a regulator must be fitted on the connection between the cylinder and the appliance. The regulator is precisely set to control the measure of supply and must not be adjusted.

Safe Usage of Gas

There are a number of ways in which your gas supply can be connected to your holiday home. If you receive your supply in cylinders, you should ask your Park Manager for written instructions and a practical demonstration of the correct procedure for changing the bottle and adjusting the regulator and hose connections.

General Safety Advice

Do not allow anyone untrained to tamper with your appliances – any adjustment or modification will invalidate the manufacturer's guarantee and endanger your own safety. Ensure that the open end of the gas supply hose is protected against the entry of dirt or insects if it is to be left disconnected for any extended period. Replace any gas regulator which is not working properly, or after 10 years.

WARNING!

Ensure that the flexible hoses are not excessively long and are secured with proper hose clips to avoid stress at the hose assembly when it is connected to the cylinder. Make sure that the hoses are kept clear of 'hot spots' and inspect them on a regular basis. Replace hoses whenever they show signs of wear and tear or before the expiry date on the hose. If you wish to make any changes to your gas appliances, please consult an authorised gas fitter.

Safe Operation of Gas Supplied From Cylinders

- NEVER check for leaks with a naked flame.
- Extinguish any naked flame or other source of ignition before changing gas cylinders.
- Check that the replacement cylinder is correct size(s) for your installation.
- Always ensure that gas cylinders are in the open air.
- Ensure that all appliances are turned off and service valves are closed before disconnecting cylinder.
- Ensure that the replacement cylinder valve(s) is/are closed before disconnecting any empty cylinder or removing the plastic cap or plug on the outlet connection of the new cylinder.
- Make all joints gas-tight (any leakage vapour will smell).

LPG Cylinders Storage & Replacement

Cylinders should be located to afford ease of access to facilitate changing and quick removal in case of necessity. Cylinders should be installed in the upright position with valves uppermost so that only vapour is withdrawn in use.

Cylinders should be situated on firm, level ground in a well ventilated location. Where they remain readily accessible at all times. Where they do not obstruct any means of access and where they are protected from accidental damage, associated equipment e.g. manifolds, automatic changeover devices, pressure regulators, should be located as close as practicable to the cylinder. The area around the cylinders should be clear of litter, vegetation or other flammable material.

Changing of Gas Cylinders

The following information is for guidance only. For assistance in changing gas cylinders please contact your site office or a registered Gas Safe engineer.

Fitting Cylinder

Check that the shut off valve is OFF. Remove the protective plug (keep the protective plug for refitting to the empty cylinder). Inspect the bullnose connection of the regulator for damage before connecting. Fit the connecting nut to the cylinder using a correct size spanner. Ensure all appliances are turned off. When the gas is required turn the shut-off valve anti-clockwise. Check for gas soundness using a leak detection solution.

Removing Cylinder

Turn the shut-off valve off on the cylinder and wait until the burner/pilot has gone out. Remove the regulator connecting nut using the correct size spanner. Replace the protective plug and store cylinders in a safe place.

WARNING!

A gas tight seal is created by face to face connection between the regulator bullnose and cylinder valve. Never remove the regulator connecting nut with the shut-off valve open. Propane cylinders have left hand thread. Butane cylinders have right hand thread.

WARNING!

Any combustible materials should always be at an adequate distance from any sources of heat e.g. space heaters. Additional independent gas appliances must not be used inside the holiday home.

Action to be taken in the event of a suspected leak e.g. by gas odour or consumer leak detection device:

- Test it by applying soapy water around the joint, and if this bubbles, you have a leak.
- Shut all isolation valves on gas cylinders and appliances at the specific locations indicated below.
- DO NOT operate electrical switches.
- DO NOT smoke or use naked flames.
- DO open all doors and windows. If the leak cannot be stopped remove the cylinder upright into a safe location in the open air well away from drains or any likely source of ignition. Inform the Park Manager immediately.
- Do not use or re-install cylinders until the holiday home has been thoroughly checked and declared safe by a competent person.

WARNING!

Inside gas outlet sockets shall only be used with dedicated appliances.

Emergency Shut-off Points

Main Isolating Valve – on gas bottles or main supply pipe.

Appliance isolating taps:

OVEN – inside the appliance base behind the removable plinth

HOB – inside the appliance base behind the removable plinth

FIRE – within the removable shelf or at the side of the chimney breast

Water Heater or Combination Boiler

- underneath the heater

Central Heating Boiler

- underneath the boiler

WARNING!

External LPG supply, to external supply plug-ins should not be less than 0.3 bar and not greater than 0.5 bar.

General Facts About Liquid Petroleum Gas (LPG)

LPG is not poisonous.

The by-products of LPG are harmless.

LPGs have been given an artificial odour by their manufacturers so that leaks can be identified.

LPG can become dangerous if air and oxygen are excluded from the holiday home.

WARNING!

All ventilation in the holiday home complies with BS EN 721 and vents should NEVER be obstructed as this could lead to a lack of fresh air or ventilation. In the confined area of a holiday home, supplies of oxygen will be depleted and the formation of the highly dangerous carbon monoxide will begin. This gas is colourless, odourless and tasteless and can rapidly cause drowsiness, unconsciousness and death.

THERE IS NO DANGER AT ALL WHEN ADEQUATE VENTILATION IS MAINTAINED

It is the commissioning engineer's responsibility to determine the gas cylinder

Owner/Occupier's Section

requirements and to install the associated equipment e.g. automatic changeover devices and pressure regulators in accordance with Gas Safe regulations.

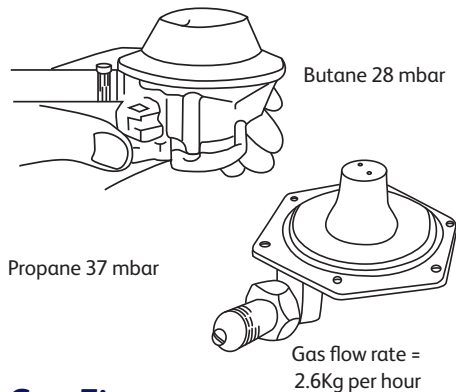
Types of LPG

Butane

Butane is supplied in the UK in green, blue or aluminium bottles. All these have a male left-hand thread, except for Camping Gas which has a special female right-hand thread. Calor 7kg and 15kg bottles, and aluminium bottles have a special clip-on connection. Butane is suitable for use in temperatures down to 2°C, but will not tolerate any colder conditions.

Propane

Propane is supplied in the UK in red or partly red bottles which have a female left-hand threaded connector. Propane will work at temperatures as low as -40°C and is suitable for all-year round use.



Gas Fires

If your ABI Holiday Home is fitted with a gas fire it will be of the radiant type and with your safety in mind, the manufacturers of these gas fires have installed a combustion management system. In the unlikely event of a fault occurring, either with the fire itself or during installation, the fire will close down should any carbon monoxide be detected.

Operating, Cleaning & Maintenance

All gas fires in ABI Holiday Homes come with a comprehensive manufacturer's handbook. Please refer to this handbook for operating instructions. Cleaning and maintenance should only be conducted by a Gas Safe registered engineer and the instructions given are only to be used for reference by the engineer. Your fire unit will have an access panel to the flue installation and should be inspected at least once a year.

Gas Water Heaters

Highly efficient gas water heaters are supplied as standard in ABI Holiday Homes, except for those where central heating is installed.

Operating, Cleaning & Maintenance

All gas water heaters in ABI Holiday Homes come with a comprehensive manufacturer's handbook. Please refer to this handbook for operating instructions. The appliance must be checked for safe operation annually, regardless of frequency of use. This refers principally to the correct combustion of the main burner and pilot. Cleaning and maintenance should only be conducted by a Gas Safe registered engineer and the instructions given are only to be used for reference by the engineer.

Gas Cooking

ABI Holiday Homes come with a wide range of built-in ovens, hobs and grills. The unit installed in your holiday home is dependent on the model you have chosen. All gas cooking products fitted in ABI Holiday Homes are from leading, reputable manufacturers.

Operating, Cleaning & Maintenance

All gas cooking equipment in ABI Holiday Homes come with a comprehensive manufacturer's handbook. Please refer to this handbook for operating instructions. Maintenance should only be conducted by a Gas Safe registered engineer and the instructions given are only to be used for reference by the engineer.

Gas Combination Boiler

Where central heating is fitted, your ABI Holiday Home will be installed with a highly efficient combination boiler. This will provide hot water on demand and heat when required for the radiators which are fed by a separate sealed system containing anti-freeze for frost protection.

Operating, Cleaning & Maintenance

All gas combination boilers in ABI Holiday Homes come with a comprehensive manufacturer's handbook. Please refer to this handbook for operating instructions. Cleaning and maintenance should only be conducted by a Gas Safe registered engineer and the instructions given are only to be used for reference by the engineer.

Appliances

When no ovens or fridges are fitted then a space 600mm x 600mm will be provided for one to be fitted at a later date. An electrical point has been fitted adjacent to the aperture for ease of fitting at a later date. If the oven requires fitting then a gas shut off valve has been provided. Additional appliances need to be installed to the manufacturer's instructions for each appliance and against relevant legislation.

Bleeding Radiators

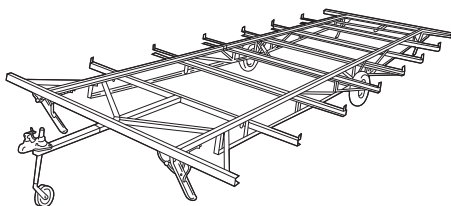
Each radiator has a square-shaped screw in one of the top corners. This is positioned so that when unscrewed with the key supplied, it allows air to be removed from the radiator. Ensure that when the water has reached the top of the radiator, the screw is tightened securely.

Anti-freeze

To ensure that your central heating boiler and radiators are protected against frost over the winter period, we have introduced anti-freeze into the heating system. This is an ethylene glycol base water soluble heat transfer medium, primarily designed for cooling systems. It is coloured with a distinctive dye for ease of identification and contains a carefully formulated system of inhibitors which give anti-corrosion and frost protection to a wide range of metals.

Chassis

Depending on the model or options, your holiday home chassis will have a painted, pre-galvanised or fully galvanised finish. With all types of chassis finish we recommend you carry out a simple yearly inspection. With a painted chassis you should remove any loose paint and rub down before coating the affected areas with a good external corrosion resistant paint suitable for steel. The galvanised product will be less susceptible to corrosion, but if the surface is broken for example through a heavy impact then the damaged area would need to be coated with a zinc rich paint (e.g. Galvafruid) suitable for use with galvanised material.



Tyres and Tyre Pressures

Tyres are specified by the weight band letter shown on the chassis plate. Tyre pressures are shown on the wheel disc and vary between 70 and 90 psi. Tyres should be visually examined for cracks or deterioration (Code of Practice 501).

If replacement is required, please quote the holiday home model name and weight band.

Gutters

Please ensure gutters and fall pipes are regularly cleaned out to prevent any debris blocking the system.

Snow Loading

European standards for holiday homes now include a structural classification which identifies the holiday home's ability to withstand a certain 'snow load'. Every European country has different snow loading for different zones within that country and the holiday home grade classification determines where it can be sited.

ABI Holiday Homes are built to Grade B classification only, which means that they can be sited anywhere in the UK or an altitude not exceeding 1,100m.

Example	Dead Load	Snow Load	Potential Total Mass
37ft x 12ft Grade B Holiday Home	400kg	6192kg	10192kg

Care should be taken when snow load is excessive. It is important that high level ventilators and appliance flues are not blocked during excessive snow or debris during windy and/or inclement weather.

Exterior Windows and Doors

To prolong the life of moving parts and maintain the appearance of your windows and doors, regular cleaning and maintenance is recommended.

Cleaning

- Leading track – keep permanently free from dirt and obstructions.
- Frames
 - monthly/regular washing with warm water and a mild detergent
 - six monthly/annual clean with a proprietary brand of PVCu cleaner.
- Door furniture – wash as required with warm water and a mild detergent.

It is important to note that all dirt and debris should be regularly removed from the internal rebates of patio doors. Dirty marks on PVCu frames can easily be removed by the cleaning materials shown in the table opposite. Cleaning cloths should be unbleached cellulose/cotton material. Do not use cloths containing synthetic fibres. Prolonged contact with a material on the PVCu may cause stains. These stains and any unacceptable scratches should be removed, on white profiles only, by sanding and polishing. Sanding is carried out using a 320/400 grit sanding disk then polishing by using a sisal rotary brush to bring back the surface. If this is not done, there will be a visual difference between the surface finishes. On woodgrain surfaces, care must be taken when cleaning. Any white areas showing either through damage or cleaning can be retouched using a woodgrain marker pen. "Spectus" specified cleaning agents should only be used by authorised personnel and used with extreme care.

Aluminium Windows and Doors

Exterior doors, windows and frames are made from powder coated aluminium. They should be cleaned with either warm, soapy water or a mild detergent and rinsed with clean water. This will retain lustre for long periods. NEVER use cleaning materials with an aggressive or abrasive action.

The table below shows various contaminations and recommended cleaning advice.

Contamination	Scrape off & polish with dry cloth	Clean with water & mild detergent	Clean with non-abrasive household detergent & water	"Spectus" specified cleaning agent
Bitumen				•
Emulsion Paint	•			
Felt Pen			•	
Inorganic/ Organic Grease			•	
Plaster	•	•		
Woodstain		•		
Ball Pen			•	
Cellulose Paint	•			
Rust			•	•
Soot			•	
Cement Mortar		•		
Wax Pen		•		
Pencil			•	•

Window and Door Profile

Lubrication

Doors – Areas to be lubricated every six months.

1. Thumbturn Lock Cylinder

Lubricate with PTFE every six months. Apply the lubricant to the key flutes, insert the key into the lock and operate several times to ensure even distribution.

2. Locking Mechanism

Apply Vaseline or grease which lubricates and helps protect the locking system by dispersing water.

Performance Standards and Guarantees

Glass

All sealed units are guaranteed against unit failure for a minimum of one year. All glass units are supplied to conform with G.G.F's code CP 626 which covers safety standards and their rules for and regulations relating to quality and performance. This guarantee does not cover on-site glass breakages.

Hardware

All hardware (door locks, hinges, etc) are covered by a one year guarantee, subject to regular maintenance.

Interior Fittings

To maintain the interior of your holiday home, the walls and roof lining should be cleaned with a damp cloth and mild detergent. To maintain the looks and long life of carpets, regular vacuuming is recommended and any debris such as sand or grit should be removed. Before using a carpet shampoo to remove stubborn marks, it is advisable to test a small area first. Curtains should be dry cleaned.

Furniture

The worktops and furniture panels are laminated, so need only to be wiped to keep them in good condition. Any lustre finish can be maintained by a light application of a domestic furniture polish. Stubborn marks can be removed by using a moist cloth with a little detergent, but a test area should be tried first.

WARNING!

Under no circumstances should any form of abrasive cleaner be used on furniture.

Lubrication

Periodically, lubrication of the following is required:

Corner steadies – clean, grease and wind each of the corner steadies through its full movement.

Hitch-head – clean and grease all moving parts as necessary (use a cover for protection from the elements).

Door hinges, locks and window catches – lubricate regularly.

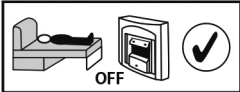
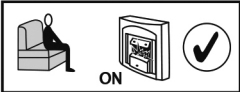
Skylight mechanism – smear with Vaseline or similar.

NB: Wheel hubs are packed with grease on assembly and require no further attention.

WARNING!

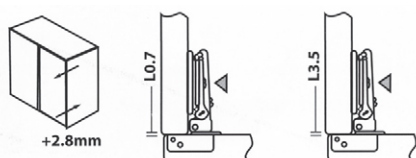
Use caution if working at or reaching up to high levels when cleaning or adjusting furniture. The upper bunks should be used by children only with strict supervision, especially by those under 6 years old. They should be used for sleeping only, with the fallout protection always in position when the bunks are in use.

Operation for the make up of the DOUBLE Bed

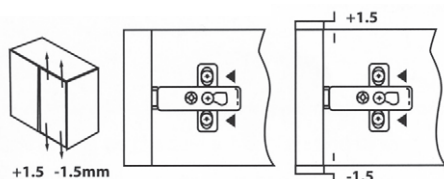


Adjusting Furniture Door Alignment via the Hinges

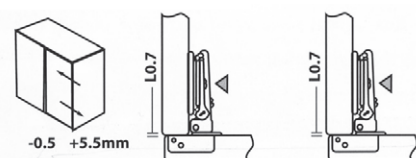
Example 1 Front back



Example 2 Top to bottom



Example 3 Side to side



Adjustment

Over time and with regular use, it is possible that cupboard or locker doors may need readjustment and re-alignment. The hinges can be adjusted using a screwdriver as shown in the illustrations above.

Appliances

Manufacturers' leaflets are supplied for each appliance in your holiday home. In the interests of safety, read these instructions carefully to familiarise yourself with the operating and care instructions prior to using the appliances.

Additional Equipment

Care should be taken that any additional equipment or appliances are installed in

accordance with the appliance/equipment manufacturer's instructions (e.g. air conditioning, satellite dish)

TV Aerial

Your holiday home may be supplied with a TV socket and co-axial cable for connection to a TV aerial on the outside of the holiday home. For the best reception, we advise that you consult your supplier to fix and position the aerial.

Refrigerator

Where a refrigerator is not fitted as standard or as an option, a standard 600mm x 600mm space and socket are supplied for any make of refrigerator to be fitted in the kitchen.

WARNING!

- Read any installation and operating instructions for appliances. Use qualified installers to fit or service your appliances.
- All appliances should be serviced annually. Never use an appliance for something it is not designed for – cookers are not for heating a room.
- Any replacement parts must conform to the appliance manufacturer's specifications and be fitted by the manufacturer or their agent.
- Never use portable cooking or heating equipment other than electric heaters that are not of the direct radiant type as they can create a fire and are an asphyxiation hazard.
- Any modification of electrical or LPG systems and appliances must be carried out by a qualified professional.

General Maintenance and Care

Exterior Maintenance

The holiday home should be visually inspected for damage to the gutter, panels and other external features.

The corner steadies should be re-greased and checked for signs of deterioration. All axle stands should be visually inspected for signs of deterioration.

Exterior walls should be inspected for signs of damage, leakage and movement and repaired if necessary. The roof should be visually inspected to check for damage of the roof structure. All visible mastic seals should be checked for any signs of shrinkage and cracking and re-sealed where necessary.

WARNING!

Under no circumstances should you walk on, or place heavy objects on the roof of your holiday home.

If for any reason you need access to the roof, please contact your Dealer/Stockist for advice. Windows and doors should be checked for leaks. All seals should be examined for signs of shrinkage and cracking and re-sealed where necessary. Lubricate all door and window catches, locks and hinges annually and smear skylight stays with Vaseline or similar.

Gutters and downpipes, where fitted, must be kept clear of any blockages. Should any serious rusting appear on the steel chassis, it is essential that the surface is cleaned off and repaired. The external electrical supply cable should be checked for soundness and replaced if necessary.

When holiday homes are sited in coastal areas and especially when sited close to the sea, salt laden spray, mist and rain will tend to leave a corrosive coating on the holiday home body and roof. In these circumstances, you should wash your holiday home at least once every three months, paying particular attention to the edges of roofs and around windows and doors or other crevices where salt deposits can build up. These measures will help to combat the effects of the salty atmosphere. The exterior panelling consists of aluminium, PVCu cladding and high density wood composite cladding (e.g. Canexel).

Aluminium Panelling

This is pre-treated to improve paint to aluminium adhesion and stove dried. To keep the paintwork at its original lustre, wash regularly with a mild water soap solution, rinse off with clean water and then dry the panels with a clean wash leather. An occasional polish with a good quality wax polish will maintain a high gloss.

WARNING!

Do not use abrasive cleaners.

It is advisable to check aluminium panel joints and the areas around windows and doors periodically for movement or loss of sealant. Renew sealant joints if there is any sign of deterioration.

WARNING!

Do not use a jet wash to clean your holiday home.

Cellular PVCu Cladding

This is one of the most durable building products available. In most cases normal rainfall is sufficient to keep it clean, but if your cellular PVCu cladding should need cleaning, an occasional wash with clean water using a garden hose, with a soft bristled brush is ideal for this purpose. It is advisable to check areas around windows and doors periodically for movement or loss of sealant. Renew sealant if there is any sign of deterioration.

Interior Maintenance

The 230v electrical system should be inspected and any alterations to the original installation should be tested by an NICEIC approved contractor and an inspection certificate issued.

The gas system must be checked for any leaks and its correct operation and any alteration to the original installation should be tested and approved by a competent person such as a Gas Safe approved gas fitter.

All gas appliances fitted should be serviced annually and all flues and terminals should be inspected for corrosion and soundness. This must only be carried out by a competent person such as a Gas Safe approved gas fitter.

All escape doors and windows should have their operation checked to ensure that they are still capable of use. All "means of escape" routes should be kept clear of any obstructions and identified. All internal walls with an external side should be check visually for damp and repaired as necessary.

The water system should be checked for leaks. Any leaks found should be rectified.

In the interest of safety, replacement parts for an appliance shall conform to the appliance manufacturer's specifications and should be fitted by them or their authorised agent.

Interior Soft Furnishings

For the UK holiday homes market, these comply with the furniture and furnishings (FIRE SAFETY) regulations 1988. All foams, fillings and composites have been tested by our suppliers, to ensure compliance with the relevant ignitability tests. All items carry the appropriate labels.

Upholstery

Upholstery should be regularly vacuum cleaned. Marks and stains can be treated with a proprietary brand of upholstery cleaner. Check first for possible discolouration as instructed by the manufacturer.

Carpets

Carpets should be regularly vacuum cleaned and occasionally brushed with a stiff brush. If stained by liquids or other substances, apply an appropriate stain remover, working to the instructions on the pack. Carpet shampoo should be applied in accordance with the manufacturer's instructions.

Curtains

Curtains should be dry cleaned only.

Furniture

All-purpose furniture polish or a damp cloth can be used to remove finger marks, etc. Do not use abrasive cleaners.

Plastic Shower Cubicles

Cleaning should be done after use, using warm soapy water and a soft cloth. If a proprietary cleaner is used, thorough rinsing is required immediately after using to minimise the risk of any residue being left behind which could damage the product. Stubborn stains can be removed using either diluted lemon

juice or Isopropyl Alcohol (IPA). The water temperature should not exceed 70°C. Note: Prolonged exposure to direct sunlight can in some cases cause colour change and degradation of the material itself.

Do not use the following, which can cause permanent damage to the plastic

Anything which contains concentrated perfumes, body oils, linseed oil, acetone (e.g. nail varnish remover), solvents (e.g. white spirit, toluene, MEK, petrol based products) and orange based cleaners.

Any cleaning product containing abrasives which will degrade the high gloss level of the plastic.

If the above recommendations are observed, the life of the product will be enhanced.

WARNING!

Cleaners of a gritty or abrasive nature should never be used.

Never use household chemicals on doors – a range of products such as paint stripper, nail varnish remover, household bleach, perfume, aftershave or strong disinfectant could damage the surface of the door.

Oven and Hob

Refer to the manufacturer's handbook for information on cleaning.

WARNING!

Do not clean plastic surfaces with abrasive cleaners. Use only a mild detergent and water.

Some holiday homes are fitted with polycarbonate kitchen sink units. Use only the recommended cleaner.

Care of Internal Doors

Only use a weak solution of warm soapy water using a clean soft cloth.

They can then be buffed with a dry soft cloth.

Winter Maintenance

If your holiday home is to be left unoccupied during the winter or in cold weather, it is recommended that you:

- Remove soft furnishings and curtains to protect them from damp.
- Stand seat cushions on end to allow air to circulate.
- Ensure that fixed ventilation points are not obstructed and that internal, cupboard and wardrobe doors are left open to allow air to flow through the holiday home.
- Remove all foodstuffs, including tinned food, from the holiday home.
- Clean and empty the fridge/freezer and wedge open the door.
- Turn off electricity supply at the main switch box.
- Turn off the gas supply and if necessary seal the cylinder, remove the hose and regulator and store these inside the holiday home.
- Drain the water system by following the procedure detailed opposite.
- Clean the gutters and exterior.
- Check that all windows, rooflights and external doors are tightly closed and ensure that nothing is trapped in them which may cause a siphoning effect from the exterior.
- Ensure that any items loosely stored around or under the holiday home are secured.
- Conduct a full lubrication schedule as indicated on page 24.
- Carry out a general internal clean, including carpets and work surfaces.
- Do not cover your holiday home with a tarpaulin or similar sheet as this will attract damp and may well damage the exterior. Ensure that your holiday home is securely locked and that a key is left at the

site office, labelled with your site number, holiday home model, contact address and telephone number. If possible, it is advisable to visit your holiday home from time to time to check it.

Draining the Water System

1. The boiler must be connected to the gas and electricity supply for the duration of winter in order for the frost protection system to work.
2. Turn off the mains water supply to the holiday home.
3. Open the drain off outlet located underneath the holiday home, typically below the kitchen window.

WARNING!

Be careful not to drain any central heating pipes which contain anti-freeze.

4. Open all the hot and cold taps, including the shower. For the TMV device fitted to the shower see the separate instructions on page 31 of this document.
5. Disconnect shower hose from base of shower mixer tap.
6. Drain the water heater, following the manufacturer's instructions.
7. Drain the toilet and turn the water off, then flush. Drying the 'S' bend is advised otherwise it is advisable to add some anti-freeze to prevent any trapped water from freezing. This should be added to the water traps on the shower and sinks.
8. Connect a compressor to the main cold water supply above the stopcock. Use this to blow compressed air down the pipe work of the holiday home to ensure all remaining water has been drained from the system. Use pressure of up to 50 psi.

Thermostatic Mixing Valves (TMVs on baths and showers)

To prevent winter damage to the temperature sensitive components inside the bath or shower mixing valves, many TMV manufacturers recommend draining the TMV. If the TMV layout differs from the following, check the manual that came with the holiday home or any separate relevant documentation that relates to the bath or shower unit.

To drain Thermostatic mixer:

1. Close hot and cold mains feed taps.
2. Remove the shower hose from the mixer or lay the shower head and hose in the shower tray to drain off any trapped water.
3. Turn the flow tap valve fully open.
4. Turn the top thermostat valve fully clockwise to drain cold water, until water stops flowing.
5. Push in the red temperature set button on the top thermostat valve and turn fully anticlockwise to drain the hot water side until the water stops flowing.

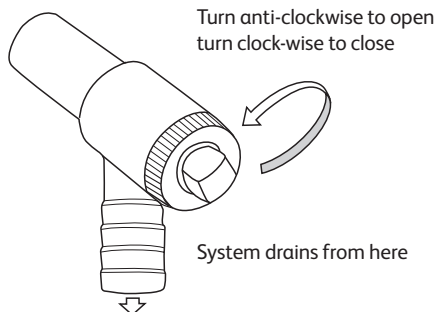
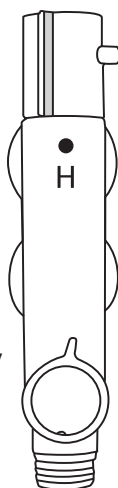
Note

If after the drain down procedure the Thermostatic Mixer Tap is to be left for long periods in cold or freezing conditions, leave the tap open and line up the ridge on the thermostat hand wheel with the letter "H" etched on the tap body (see picture above). This will leave the hot and cold sides of the tap partially open to help prevent frost damage.

9. Disconnect the compressor and close the drain down plug on the outside of the holiday home when finished.
10. It is recommended to ensure that all exposed piping underneath the holiday home is adequately lagged to prevent damage from the elements. In many cases, parks offer a 'drain down and re-connect' facility for a reasonable price. You may find that in some cases this facility is offered as part of your insurance.

IMPORTANT

It is imperative that the water systems are drained properly to avoid potential problems. If your holiday home has hot water central heating, this is a self-contained pressurised system which should be regularly maintained by a qualified engineer and the anti-freeze checked prior to any winter vacancy. If you have any doubts, consult your Park Manager for further advice or for direction to a recognised tradesman.





Because the little things matter



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