

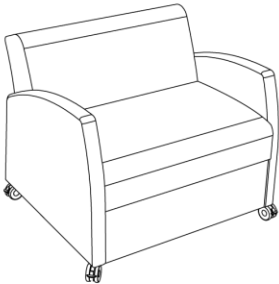
Operating instructions and  
Technical manual  
**Domus sofa bed**



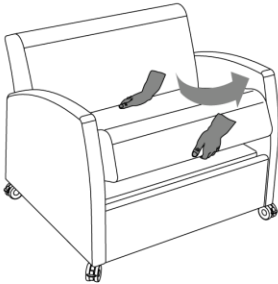
# ACTIVATION: SUMMARY

## Domus sofa bed How to unfold

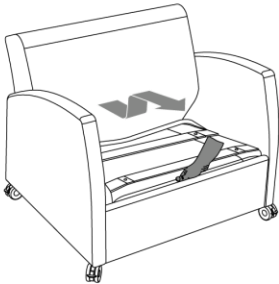
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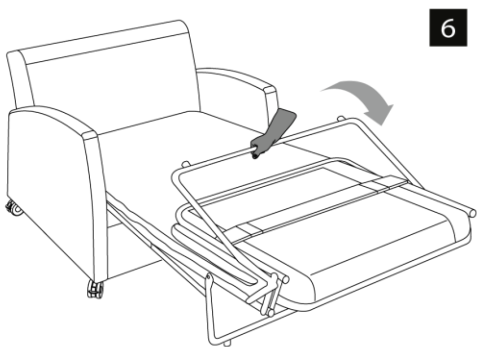
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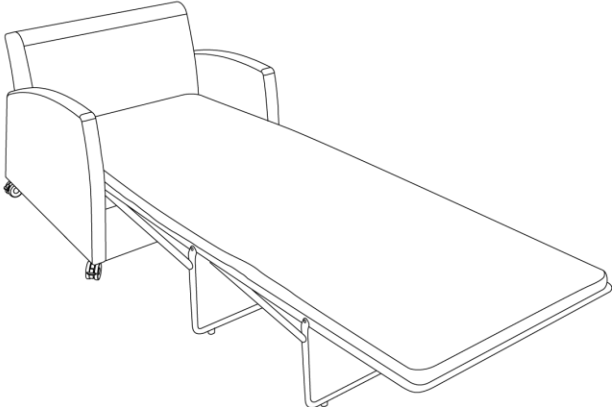
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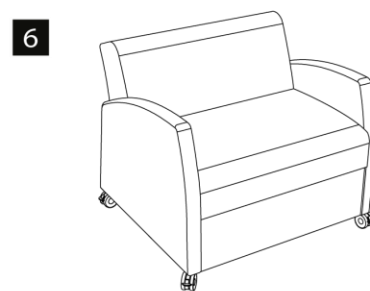
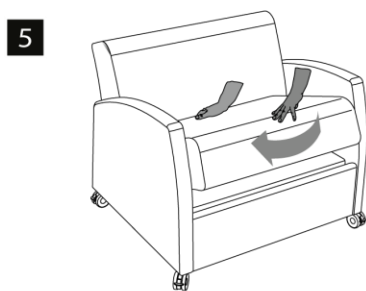
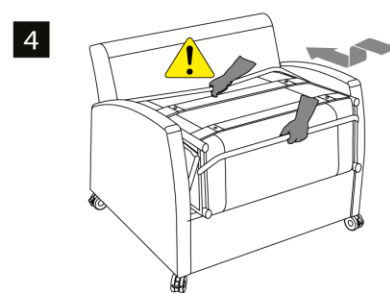
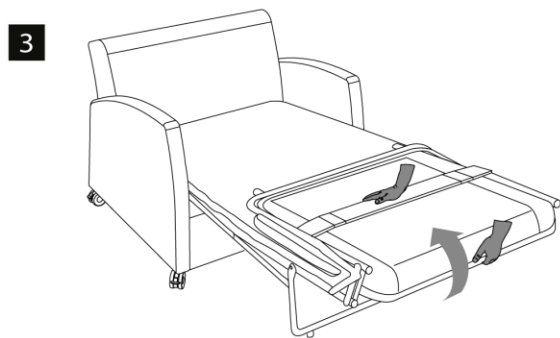
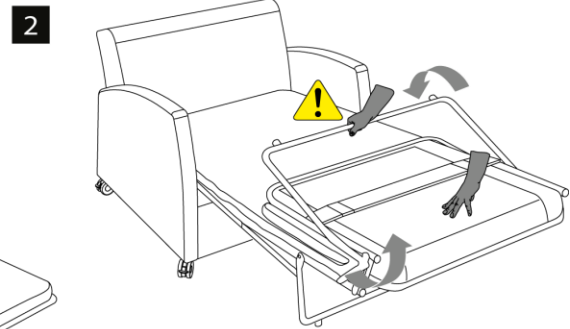
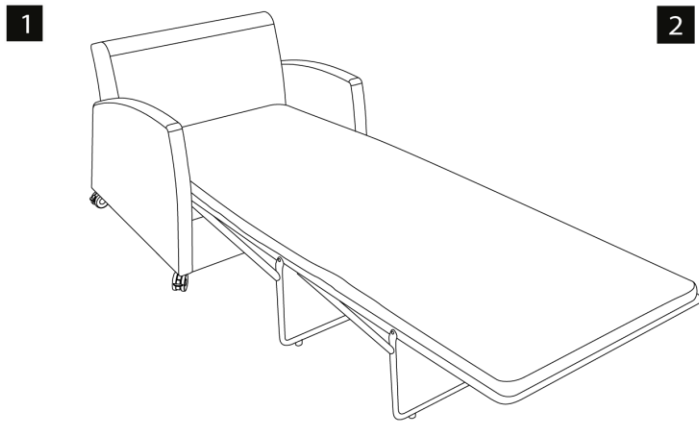


6



# Domus sofa bed

## How to fold



# PREFACE

Dear user,

Haelvoet would like to thank you for the confidence you have put in our company by opting for a Haelvoet product. You have chosen a high-end product resulting from our inexhaustible experience in the development and production of care furniture. Our continuous pursuit of improvement and optimisation aims at increasing our customer satisfaction even more. All our products are fully checked before they leave our company. If you face a problem, however, please do not hesitate to contact us.

This manual has been written to make you familiar with the installation, the electric and mechanical aspects, and the maintenance of this Haelvoet product. Therefore, we strongly advise you to go through this document before using or servicing the product. Please do not hesitate to ask for extra manuals at Haelvoet NV in case this may seem necessary. We kindly request you to make sure that all users and maintenance technicians have the necessary information at their disposal and have access to it at all times.

The purpose of this manual is to offer you a clear and transparent overview of the functional and technological aspects of the sofa bed. Consequently, Haelvoet NV cannot be held liable for any damage or injuries that result from incorrect product usage, incorrect bed interventions or any possible unclear descriptions in this document. Since Haelvoet NV continually aims at making technological progress, Haelvoet reserves the right to modify the product as well as this manual, and all this without prior notice.

Nothing from this edition may be multiplied and/or made public in any form or manner, either mechanically or electronically, without prior written consent of Haelvoet NV.

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# I. SAFETY INSTRUCTIONS

## 1.1 General instructions



We strongly advise you again to read the entire manual, so that the instructions for an optimal use as well as those for a preventive and curative sofa bed maintenance are carefully followed. The sofa bed should be installed, maintained and used in accordance with this manual. Please inform all readers about the possible risks that can be run when not reading or following this manual.

The manufacturer, installer, importer or distributor of this product can only be held liable and stand surety for the basic safety, reliability and required qualities of the product if:

- decently trained technicians perform assembly tasks (e.g. assembly of accessories), adjustments, modifications, repairs and/or maintenance work.
- the sofa bed is used and maintained in accordance with the instructions in this manual and in a way that is considered a normal use of a sofa bed.
- the user and technician have become acquainted with this manual and/or have received a good training of a qualified person.

By doing so, the risks for both the nursing staff and user are reduced considerably, whereas the product life of the bed is increased. Furthermore, all bed functions should be checked annually.

Before you start using the sofa bed, please make sure that the sofa bed functions properly. That is why you have to check the following elements *before* you use it:

- Remove all packing material and recycle it environment-friendly.
- Please check if the bed and all its parts have been delivered in accordance with the delivery note.
- Please check if the bed has not been damaged during transport and delivery
- Clean the bed as described in chapter 3 of this manual.
- Read the entire manual.

The maximum safe working load of the bed is 135 kg.

Keep in mind that every technical product, whether it is mechanical or electric, can be dangerous when it is used incorrectly. You should give priority to the interest and safety of the patient, visitor and manipulator at all times. Make sure that all users have access to this manual.

It is the responsibility of the distributor to inform the customer about the sofa bed's functionality, maintenance and disinfection. The customer has to contact the distributor in case of uncertainties or insufficient user information. He also has to address himself to the distributor if he wants additional training.

Persons (playing children in particular) or obstacles may never be under the unfold sofa bed.

Sitting on the unfolded bed is not allowed for people other than the user.

Please make sure that the patient is put in the bed in the correct position. His head should be placed at the head end, whereas his feet should be at the bed's foot end.



Never take place on a mattress platform without a mattress. To guarantee the safety, the sofa bed has to be equipped with a mattress that complies with the following specifications:



Mattress dimensions: 85 x 195 cm

Maximum mattress thickness: 8 cm

Minimum stiffness of the foam: 2,8 kPa in accordance with ISO 3386 (CLD/40%)

Fire retardant material: mattress and mattress cover are certified in accordance with fire standard CRIB 5

The sofa bed may only be used when the following ambient conditions are present:

- Temperature: between 5°C and 40°C.
- Humidity of 20% to 90% at 30°C without condensation.
- Atmospheric pressure between 700 and 1060 hPa

## 1.2 Performances

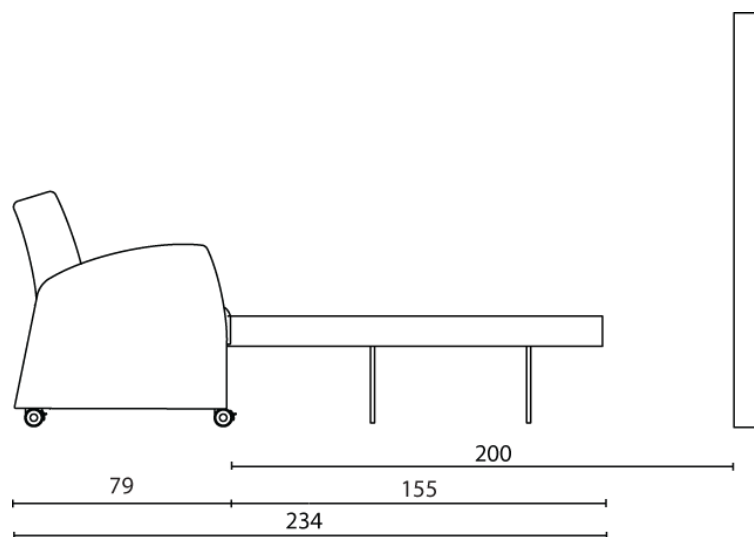
### 1.2.1 Safe working load

The maximum safe working load of the Domus sofa bed is 135 kg.

## 1.3 Limiting environmental factors

The following environmental factor can prevent the sofa bed from being used optimally:

- The free space between the folded sofa bed and the wall must be at least 2 metres, so that the sofa bed can be unfolded and a minimum passage can be maintained.



**Figure 1.1: Space needed to unfold the sofa bed**

## 1.4 Warnings



Make sure that the brakes of the 4 castors (option) are activated, before using and/or (un)folding the Domus sofa bed.



Before folding the Domus sofa bed, please remove first all pillows, sheets and blankets. Make sure that the mattress does not get pinched between the hinges of the mechanism.



No sitting position can be taken at the very foot end of the unfolded sofa bed.

## 1.5 Failures

All sofa bed functions should be checked annually.

When you think that there is some damage or that the sofa bed does not function properly, the repairing may only be carried out by an authorised person. You also have to indicate clearly on the sofa bed table that it is OUT OF USE. Contact immediately the technical responsible. Repairs carried out by unskilled persons may cause serious damage or injury

## 1.6 Spare parts and options

Only use spare parts or options that have been approved by Haelvoet NV.

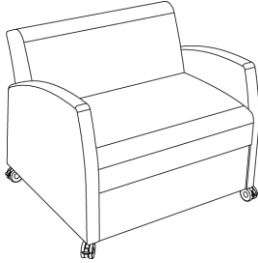
Haelvoet NV cannot be held liable for any damage or injuries resulting from modifications to the sofa bed, and/or the use of non-original spare parts or options without the knowledge and written consent of the manufacturer.

## II. OPERATING INSTRUCTIONS

### 2.1 Unfolding the Domus sofa bed

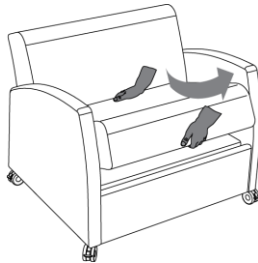
In order to unfold the Domus sofa bed, the following steps must be performed:

1



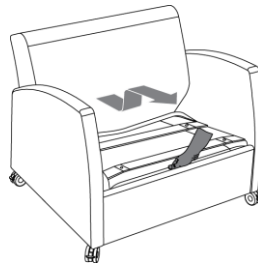
Be sure that the brakes of the 4 castors are activated

2



Remove the seat cushion of the sofa bed

3



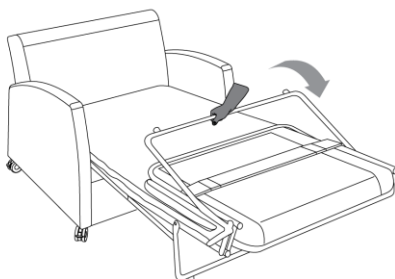
Pull out the mechanism at the front side

4



Unfold the mechanism until the first leg reaches the ground

5



Unfold the mechanism further until the second leg reaches the ground

6

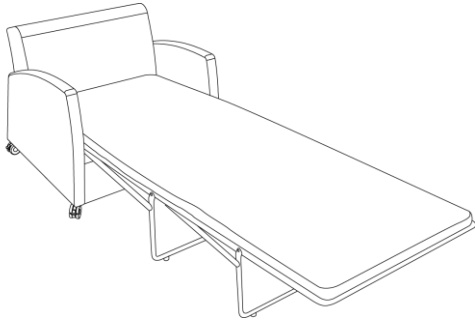


Figure 2.1: Unfolding the Domus sofa bed

## 2.2 Folding the Domus sofa bed



Before folding the Domus sofa bed, please remove first all pillows, sheets and blankets. Make sure that the mattress does not get pinched between the hinges of the mechanism.



When folding of the two legs, the legs must be held in the middle of the lower tube, if there is the possibility of fingers being pinched.

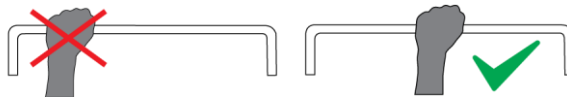
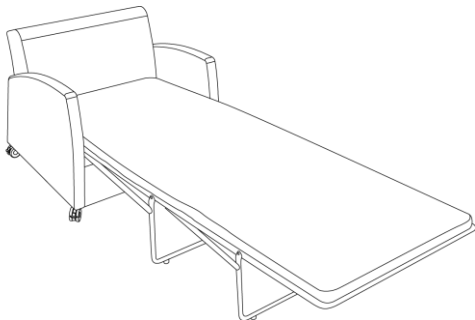


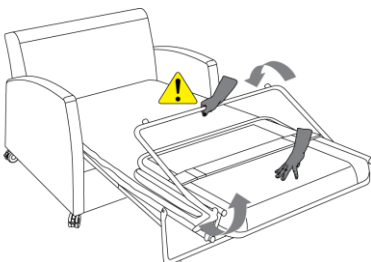
Figure 2.2: Holding the legs when folding the sofa bed

In order to fold the Domus sofa bed, the following steps must be performed::

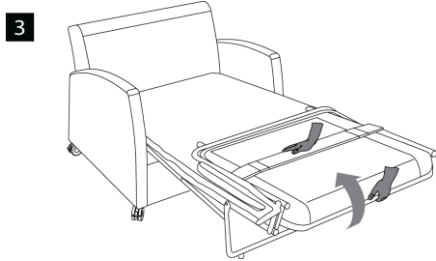
1



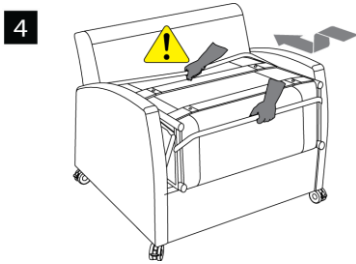
2



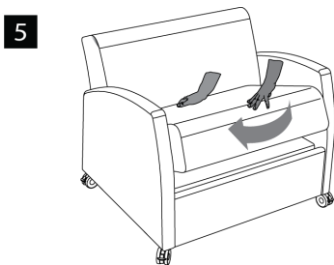
Lift up the end of the sofa bed and fold the leg.



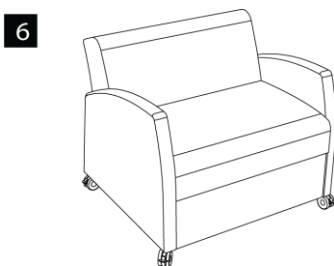
Lift up the middle part of the sofa bed and fold the leg.



Let the bed mechanism go further into the sofa bed



Place the seat cushion back on the seat



**Figure 2.3: Folding of the Domus sofa bed**

## 2.3 Castors (option)

Optionally the Domus sofa bed can be equipped with 4 castors with brakes. The castors with brakes can be individually activated by pulling the pedal downwards.

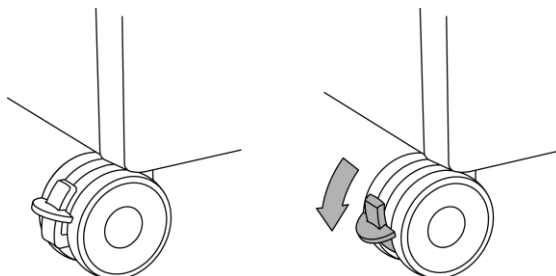


Figure 2.4: Castor unbraked – castor braked



**Before using and/or (un)folding the Domus sofa bed, make sure that the brakes of the 4 castors are activated.**

The castors leave no marks on tiles, carpets, linoleum or laminate floors. Please check if the castors leave marks on parquet floors because of the use of parquet cleaning products.

The castors have been developed to be used on smooth and cleaned floors. The castors can be damaged when you use them on rough, uneven and dirty floors.

## III. CLEANING AND DISINFECTION OF THE SOFA BED

### 3.1 General information

Be sure that the personnel have appropriate outfits and material. (water-proof aprons and gloves, correct cleaning products,...)



**All metal protective layers have a high abrasive resistance. Nonetheless, a metal component can have scratches that expose the underlying layer. Always repair this damage to avoid corrosion.**

**After having cleaned and disinfected the bed, it is important to disinfect your hands before going to another area or room.**

**Haelvoet NV cannot be held liable for any damage, injuries and impairments resulting from improper use of cleaning products or disinfectants.**

Remove the linen and wash it. Use a soft cloth - that is moistened with cold or tepid water - and a mild cleaning product or an all-purpose cleaner to clean the sofa bed. Clean the sofa bed afterwards with a moist cloth (without cleaning products) and wipe the sofa bed carefully after the entire cleaning process. Make sure that the mattress platform is completely dry before the mattress is put back.

Avoid:

- Alcoholic cleaning products
- Corrosion-stimulating or aggressive cleaning products
- Cleaning products containing harmful substances
- Scourers
- The composition of your used products may not affect the structure or surface of the synthetic parts. Moreover, the epoxy coating may not be affected as well.

Always read the product information and follow the directions of the cleaning products and disinfectants.

### 3.2 Disinfection

A good chemical disinfection of the sofa bed can only be obtained by cleaning the sofa bed thoroughly. Always disinfect the sofa bed before a new patient is put in the bed. Take the clinical picture of the patient and the potential presence of infected bed parts into account, and adjust the number of disinfections accordingly. Only qualified and trained personnel, familiar with the use of disinfectants, are allowed to disinfect the sofa bed. Always wear appropriate working clothes, since disinfectants may cause irritations. Always follow the directions of the used product.

- Always use cold or tepid water to dilute the product. Do not use warm water, as this causes vapour. Always seal the dilution.
- Do not use alcoholic products to disinfect large surfaces.
- Avoid skin contact and always wear gloves.
- Always check if the correct quantity has been used.
- Always make sure that there is enough ventilation during and/or after the disinfection.

- Always use a cloth or a rag to disinfect. Do not use spray products (risk of inhalation!).

We would like to refer to the website of the Robert-Koch-Institut ([www.rki.de](http://www.rki.de)) to choose the correct disinfectant. Keep a disinfection journal for each bed and note down when and why the disinfection has taken place. Also write down which disinfectant and which quantity has been used, and do not forget to mention the name and signature of the cleaning person.



# TECHNICAL MANUAL

## IV. GENERAL TECHNICAL DESCRIPTION

### 4.1 Description

The Domus sofa bed consists of a frame made of various material (solid wood, chipboard) and a metal mattress platform attached to the seat frame.

The Domus sofa bed is available in 2 versions:

- Domus sofa bed Medium: width of 100 cm
- Domus sofa bed Small: width of 90 cm

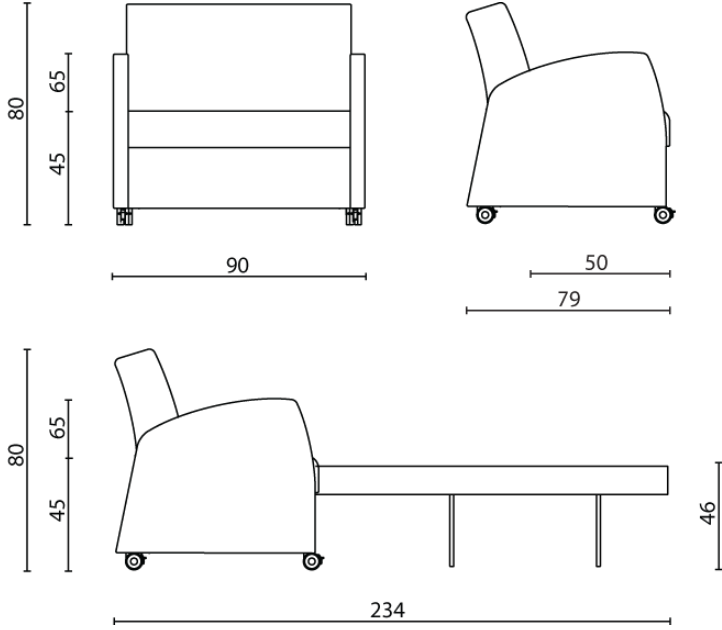
#### 4.1.1 Frame

- Made of solid wood and chipboard.
- By default the frame is equipped with fixed legs. Optionally the unit can be equipped with 4 design castors Ø 65 mm with individual brake.
- The frame is completely covered with fire-retardant foam and upholstered.
- Removable seat cushion, fixed backrest cushion.
- Seat height of 45 cm.

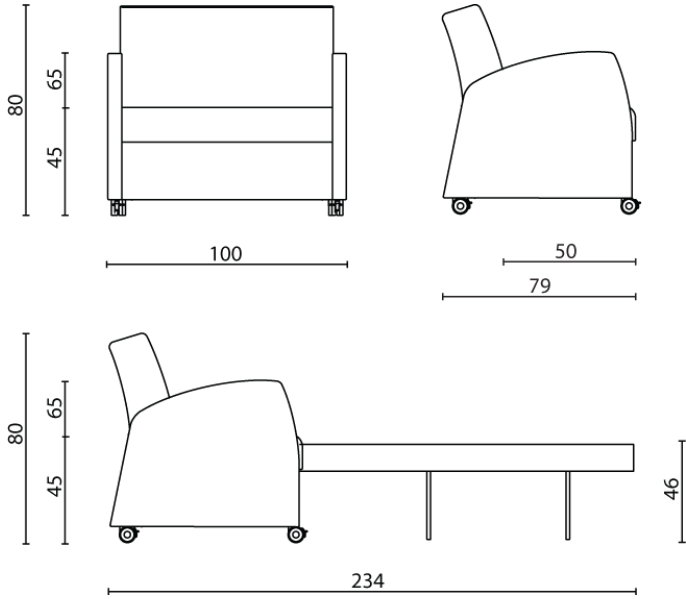
#### 4.1.2 Mattress platform

- The metal bed mechanism is attached to the seat frame.
- Equipped with rounded wooden slats to reinforce the seating part.
- Fire-retardant mattress.
- Removable fire-retardant mattress cover with polyurethane coating.
- Mattress platform height (mattress included) is 46 cm.
- When the bed is folded out, the seat becomes the headrest, whereas the mattress platform and foot end rest on two fold-out brackets.

## 4.2 Dimensions



**Figure 4.1: Dimensions of the Domus sofa bed Small**



**Figure 4.2: Dimensions of the Domus sofa bed Medium**

## V. STORAGE OF THE SOFA BED

There are no specific requirements to store the Domus sofa bed.

During long-term storage, we recommend to take the following environmental conditions in consideration:

- the storage space has to be dry and dust-proof or the sofa bed has to be covered so that no water or dust can affect the sofa bed
- relative humidity of 20 to 90% without condensation.
- the temperature remains relatively constant and lies between -10 and +50°.



**You have to check all functions before you want to use sofa bed again (see checklist on page 21).**

## VI. PREVENTIVE AND CURATIVE MAINTENANCE

### 6.1 Safety responsibility

It is the responsibility of the institute to make sure that the sofa bed guarantees the user's safety during its entire life span. For this reason, the safety of the sofa bed table has to be checked regularly. Moreover, the sofa bed has to be maintained preventively. The sofa bed has been developed in such a way that it can be used safely for many years, on the condition that it is manipulated correctly and checked regularly. It also has to get at least one preventive maintenance a year.

It is the nurses' task to perform a routine check at regular times, especially when a new user has to be put in the bed.

We strongly recommend you to check the following items regularly:

- Performance of the (un)folding of the bed mechanism.
- Fixing of the castors.
- Performance of the brakes on the castors

When you think that there is some damage or that the sofa bed does not function properly, you have to stop using the sofa bed immediately. You also have to indicate clearly on the sofa bed that it is **OUT OF USE**. Contact as soon as possible the responsible who is in charge to repair the beds.

The checklist in chapter 6.2 can serve as a guideline during controls.

## 6.2 Control checklist

I. Performance checks		Good	Not good	Malfunction description
Performance unfolding the mattress platform	Performance bed mechanism			
Performance folding the mattress platform	Performance bed mechanism			
Castors	Fixation			
	Performance of the brake			
Fixation mattress platform to the frame	Bolts			
<b>II. Visual check</b>				
Corrosion on metal mattress platform				
<b>Check results</b>				
<b>All check results are within the permitted limits</b>	<input type="checkbox"/> yes <input type="checkbox"/> no		<b>Next date of inspection :</b>	
<b>Successful check</b>	<input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Unsuccessful check</b>	<input type="checkbox"/> Malfunction, do not use the sofa bed! ⇒ repair <input type="checkbox"/> Malfunction, do not use the sofa bed! ⇒ put the sofa bed OUT OF USE <input type="checkbox"/> Sofa bed does not comply with the safety norm			
<b>Test sticker is present</b>	<input type="checkbox"/> yes <input type="checkbox"/> no			
<b>Other remarks</b>				
<b>Comments</b>				
<b>Date of inspection :</b>	<b>Inspector:</b>		<b>Signature :</b>	

## 6.3 Spare parts

Haelvoet NV can provide all necessary spare parts. All you have to do, is to specify the article number, the sales order number and the serial number of the respective product. This information can be read on the identification label. This label is to be found on the inner side of the frame of the sofa bed.



In order to keep the right of the guarantee, you are only allowed to use original Haelvoet NV spare parts. This instruction also applies to further maintain the safety of the sofa bed. Do not hesitate to contact Haelvoet NV if you have specific questions or if you want to order spare parts:

**Haelvoet nv**  
**Leon Bekaertstraat 8**  
**8870 Ingelmunster**  
**Belgium**  
**Tel: +32 (0) 51 48 66 95**  
**Fax: +32 (0) 51 48 73 19**  
**Email: [info@haelvoet.com](mailto:info@haelvoet.com)**  
**[www.haelvoet.com](http://www.haelvoet.com)**

## VII. GUARANTEE

The contractual guarantee is nullified, if spare parts are used that are not permitted, or if non-authorized interventions or actions are performed, such as:

- Cleaning of the sofa bed in a wash tunnel or cleaning with unauthorized products.
- Incorrect use or incorrect assembly.
- Activations that conflict with the instructions in this manual.
- Activations that exceed the expectations of a standard bed.

**The stipulated guarantee period in the contract is only valid if a “registered” preventive check is performed annually.**

**Spare parts that are covered by the guarantee will not be invoiced when the faulty parts are returned.**

## VIII. RESIDUAL WASTE AND THE ENVIRONMENT

Please sort the residual waste in accordance with the regulatory environmental requirements. If you decide not to use sofa bed any longer and to destroy it, then the sofa bed has to be disassembled and recycled in accordance with the environmental legislation.

This product contains recyclable steel, wood and synthetic material. In order to recycle optimally at the end of the sofa bed's life span, all parts have to be separated in such a way that the basic materials of this product can be used again.

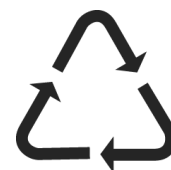
Haelvoet NV is fully aware of the fact that the environment has to be protected for the next generations. That is why we pay extra attention to development, innovation, production and the use of environment-friendly technologies and materials.



This logo wants to point out to the consumer that waste belongs in a dustbin and not in natural areas or on the public highway.



This symbol – known as the Möbius loop – can mean two things: “Recyclable” product or “This product contains recycled material”. If the latter is the case, then the word ‘recycled’ has to be mentioned.



Recyclable synthetic material. A number refers to the sort of plastic that is used to make the product. For the moment, only plastic types 1, 2 and 3 can be recycled.

Plastic types:

- 1 = PET
- 2 = HDPE
- 3 = PVC
- 4 = LDPE
- 5 = PP
- 6 = PS
- 7 = other types

This product is made of environment-friendly materials! It does not contain any dangerous substances such as cadmium, mercury, asbestos, PCBs or CFCs.

By removing and recycling these components properly, you protect valuable natural resources. You also prevent possible negative effects on public health. Further information can be obtained from the governmental agencies that are officially acknowledged for the protection of the environment, or from the nearest assembly point for the collection of separated waste.



**If you don't follow the correct procedures for waste disposal, the national legislation can seriously fine you!**

**Protect your health and the environment.**

**Protecting the environment is protecting the future. Thank you.**

## IX. SYMBOLS



### Warning

Not following this instruction can lead to accidents with serious injuries



Not following this instruction can lead to material damage to the bed and/or surroundings.

## X. CONFORMITY

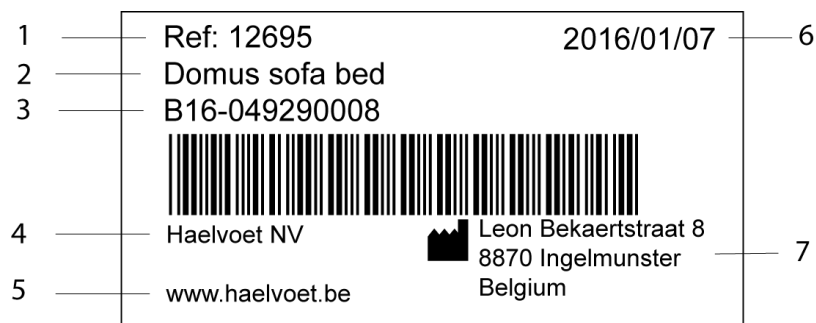
The Domus sofa bed is produced in accordance with ISO 9001:2008. Following standards were applied:

**EN 16139** Furniture - Strength, durability and safety - Requirements for non-domestic seating.

**EN 1728** Domestic furniture - Seating - Test methods for the determination of strength and durability.

**EN ISO 14971** Application of risk management to medical devices.

### 10.1 Explanation Identification-label



1 Number Article

2 Name Article

3 Series number / Sales order number

4 Manufacturer

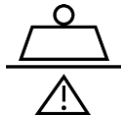
5 Website manufacturer

6 Date of manufacture

7 Address manufacturer



## 10.2 Used symbols



Safe working load.



Consult the manual when using the bed.

## XI. TRAINING CERTIFICATE

# Training Certificate

### Customer & instructor specifications

Customer:	Company + Contact information.....	Training followed by.....
	.....	.....
Instructor:	Company + Contact information.....	Training given by.....
	.....	.....

### Product specifications

Product name + description	Article number:	.....
.....	Serial number:	.....
.....	Sales order number:	.....
.....	Delivery date:	.....

### Certificate of training

I hereby confirm that the user has received a training to become familiar with the use of this product.		
Remarks:		
.....		
.....		
.....		
.....		
Date:	Name + customer signature + stamp	Name + instructor signature + stamp
.....	.....	.....



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