

Bollard System Operating Procedures


Customer:	Cumberland Council
Site:	Scotch Street
System Type:	VP200 Bi Directional Dual Bollard




Basic System Operation


Entry - 1 Cycle (Auto Raise when all induction loops clear)

1	<p>Vehicle approaches bollard and stops in the position of the Access Control. This will position the vehicle over the Approach induction loops (approach loop 1 and approach loop 2) which is required to meet correct system software conditions.</p>	
2	<p>Call point Entry - Driver to press the CALL button on the intercom to establish 2 way comms with Call point operator. If access is to be granted then the call taker will use the access tone by dialling the 1# keys on their phone keypad to lower the bollards for a 1 Cycle.</p>	
3	<p>Should access conditions be met upon entering access tone the audible warning will sound and the bollards will begin to lower. When the bollards are fully lowered the entry traffic light will change from red to Green indicating it is safe to proceed (The exit traffic light will remain red).</p>	


4	<p>When vehicle proceeds and is detected by the safety loop (see point1) the entry traffic light will change from Green to Red to indicate to following vehicles that it is not safe to proceed.</p>	
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5	<p>Once the approved vehicle has traversed through the bollard system and is clear of the safety loop the audible warning will sound and the bollards will begin to raise. When the bollards are fully raised the audible warning will cease.</p>	
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Lower/Raise - Via Pin Code

6	<p>Input the relevant pin code into the intercom keypad. Audible warning will sound and the bollards will move to desired position. Ensure to maintain good visual monitoring of traffic and pedestrians moving around the bollards.</p>	
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Lower/Raise - Via Access Tones

7	<p>Call point operator to Dial the number to the intercom (See Point 15). Once connected to the intercom the operator will then press 2# to lower the bollards. Bollards will fully lower and give a Green light. The only way to raise is to give a raise pin GOOD CCTV MONITORING TO BE USED WHEN OPERATING THE BOLLARDS REMOTELY.</p>	
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Exit - (No Free Exit during restricted hours)

8	<p>The only way for exit from scotch street during restricted hours (Providing the bollards are raised) is to contact Cumberland council and request a member of staff to lower the bollards manually.</p>	
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Time Switch Dump (BOLLARDS DOWN LIGHTS OUT)

9	<p>At the required times the bollards will be dumped automatically via a built in timeswitch. The bollards will lower fully and all lights will extinguish. Bollards will then need to be raised via pin code, access tone or manual controls. Ensure to maintain good visual monitoring of traffic and pedestrians moving around the bollards.</p>	
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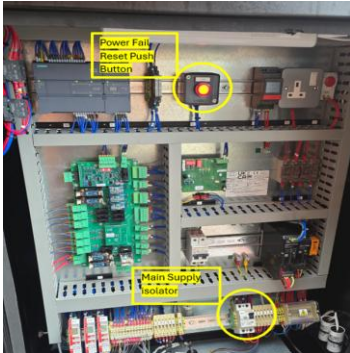
Emergency Services Lower

10	<p>If an emergency situation occurs and the Scotch Street bollards need dropping, the call point operator will need to dial the number for the intercom. Once connected use the relevant access tones to operate the bollards. GOOD CCTV MONITORING TO BE USED WHEN OPERATING THE BOLLARDS REMOTELY.</p>	
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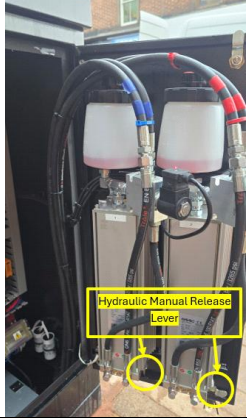
Power Fail Reset

11	<p>Should the main power supply to the bollard system experience some form of interruption a power fail reset will be required. You will be required to enter the bollard cabinet via the double doors.</p>	
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12	<p>Ensure to switch the system to Manual via the side hatch Manual controls.</p>	
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13	<p>Ensure that the main supply isolating switch is in the ON position. Press the illuminated red reset push button. This will then carry out a series of hardware resets. Switch the system back to Auto, if nothing is on the induction loops an no other fault exists the bollards will raise. Ensure to maintain good visual monitoring of traffic and pedestrians moving around the bollards.</p>	
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Hydraulic Release

14	<p>Should you find that you lose the ability to lower the bollards. You can manually open a valve to allow the hydraulic oil to return to the pump tank and lower the bollards. Enter the cabinet via the double doors and find the lever on the pump. Release the lever and the bollard will lower under its own weight. Once the bollard is fully lowered return the lever to its original position.</p>	
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Intercom Details

15	Entry Intercom Phone No.	07547433988
	Call point No.	01900827373
	Pin Codes	
	Lower: (Vehicle needs to be present on the induction loops)	2580
	Raise:	1379
	Access Tones	
	1 Cycle: (Auto Raise)(Vehicle needs to be present on loops)	1#
	Lower: (Vehicle needs to be present on the induction loops)	2#
Raise:	Not Configured	

Maintenance Contract

16	Platinum - Contract term: 18/11/2025 - 17/11/2030	<p style="text-align: center;">Inclusions:</p> <ol style="list-style-type: none"> 1.TWO Planned Preventative Maintenance (PPM) interventions (per year) 2.Reactive Call Outs, Parts & Labour 3.10% discount on any chargeable parts i.e. parts required due to a repair that falls under the exclusions below. 4. 3 x SIM cards for Telguard intercoms
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