

# Guide to Assembly & Usage

## Value Office Shelving

### Information

If in doubt, contact the supplier

Read this guide thoroughly before commencing assembly and retain for future reference

Before commencing assembly, unpack carefully and check that all components ordered are included

Assembly should be undertaken by a minimum of two competent people

Tools – small rubber mallet

Assess for floor fixing. Tall narrow bays may require this to ensure stability

We recommend this product is fixed to the wall where possible

### Caution

During assembly, ensure to:

Take care during assembly and in use, particularly when lifting or stretching and when using tools

Wear appropriate safety clothing – protective gloves and footwear are recommended

Build on a suitable level floor, which is strong enough to support the load and allow adequate working space

Dispose of packaging materials responsibly

### Warning

Rules for the safe use of shelving:

Ensure these instructions are retained for reference and that users are aware of the rules for safe use

Never climb on the structure or stand on the shelving

Always use safety steps to reach high shelves

Do not use in damp or wet conditions

Load heavy items on the lower shelves and lighter items on the higher shelves

This product is designed for hand loading only

Ensure that the maximum load carrying capacities are not exceeded

Please refer to the loading information supplied for details

Shelving is safe when used responsibly. If in doubt, contact the supplier.



### COMPONENT CHECK LIST

Component	Quantity
<b>A</b> Half Upright	8
<b>B</b> Plastic Foot	8
<b>C</b> Steel Shelf	5
<b>D</b> Upright Connector	4
<b>E</b> Shelf Support	5 or 10

If you have any missing components please take note of the part name and contact your supplier

### Loading information

#### Value Office Shelving

For any other layouts, please refer to your supplier for detailed loading capacities

#### Shelf load capacities

Maximum permitted worktop capacities are based on UDL†. (†Uniformly Distributed Load)

Steel Workbench	
Shelf Width mm	Capacity per Shelf
800mm & 1000mm	90kg

IF YOU ARE IN ANY DOUBT REGARDING LOAD CAPACITIES, PLEASE CONTACT YOUR SUPPLIER

# Assembly – Value Office Shelving

- 1** To begin, insert and slide a shelf support **E** along and into the centre of the underside of each shelf **C**



- 2** For 800 wide shelves, one shelf support should be placed in the centre of the shelf for optimal shelf capacity. For 1000 wide shelves, two centre supports should be evenly spaced on the underside of the shelf for optimal shelf capacity

800mm Wide



1000mm Wide



- 3** Attach plastic foot **B** to bottom of two half uprights **A** ensuring the arrow on upright is facing up



- 4** Lie two half uprights **A** flat on the floor and begin to attach the steel shelf **C** at the base of the half uprights



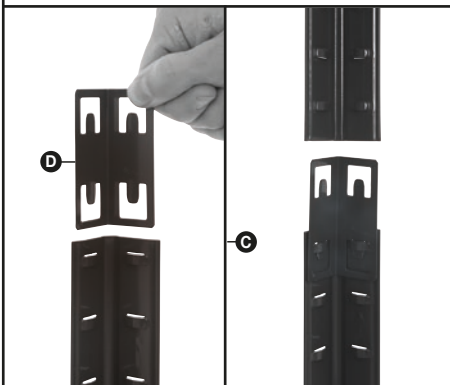
- 5** Take the other two half uprights **A** and place the shelf into the upright. Tap the shelf into place with a rubber mallet



- 6** Stand the bay up and begin to position your second shelf ensuring the shelf is tapped in with a rubber mallet



- 7** Attach upright connectors **D** into the top of the half uprights **A** and add second half uprights to the upright connectors



- 8** Continue to position your shelves to suit your preference ensuring the shelves are tapped in with a rubber mallet



- 9** If required, you may slide and adjust shelf supports to provide additional support to a specific area of a shelf



- 10** Your shelving bay is now complete



- 11** Half height shelving can also be made by adding plastic feet **B** to the second set of half uprights

