

# Guide to Assembly & Usage

## newpo Industrial Shelving Unit



### 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, flat head screwdriver



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



We recommend products over 2000mm high are 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



Do not lean or support ladders, steps, or other objects against 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



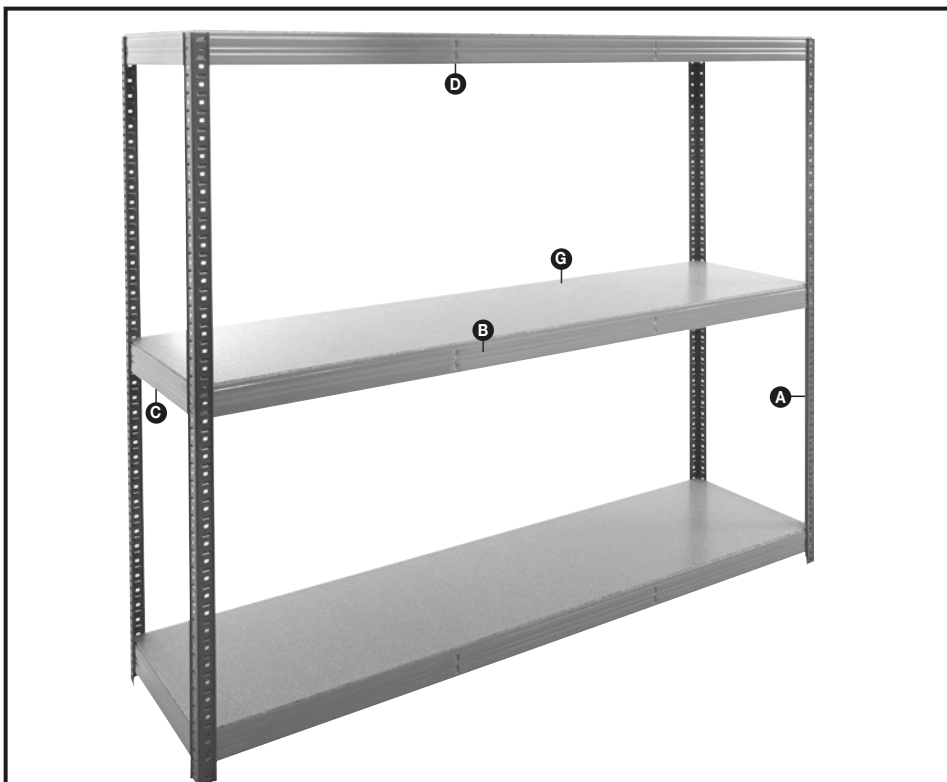
This product is designed for hand loading only



Ensure that the maximum load carrying capacities are not exceeded



Please refer to the loading information supplied for details



### COMPONENT CHECK LIST

Component		Quantity
<b>A</b> Upright		4 or 8 split uprights
<b>B</b> Front & Back Beam		2 per level
<b>C</b> Side Beam		2 per level
<b>D</b> Center Support		1 or 2 per level dependent on width of Front & Back Beam
<b>E</b> Upright Connector		4 if product has split uprights
<b>F</b> Plastic Foot		4
<b>G</b> Chipboard Shelves		1 per level

### LOADING INFORMATION

#### Shelf load capacities

Maximum permitted shelf capacities are based on UDL<sup>†</sup>. Please note that the bay capacity may limit the maximum load per shelf:

#### Newpo Industrial Shelving Unit

#### Maximum load per shelf Maximum load per bay

300kg

1200kg

Capacities are common for all standard shelf depths.

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

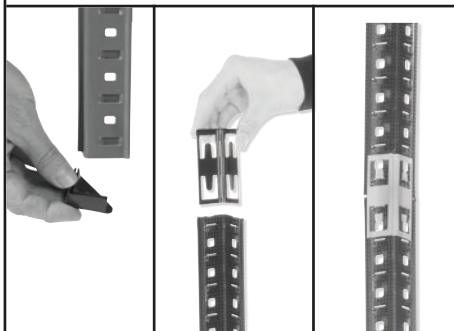
<sup>†</sup>UDL = Uniformly Distributed Load

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

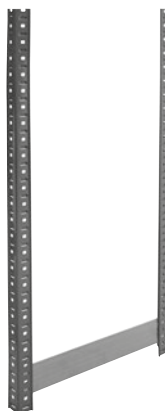
Shelving is safe when used responsibly. If in doubt, contact the supplier.

# Assembly - newpo Industrial Shelving Unit

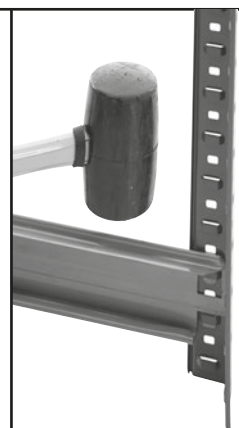
- 1** Add plastic foot **F** onto bottom of upright **A**. Where required, join two split uprights **A** together using an upright connector **E**. Knock into place with a rubber mallet if needed.



- 2** Insert a short side beam **C** into the slot in the uprights **A** at the lowest level required



- 3** Tap the beam **C** down with a rubber mallet ensuring that the beam tongues are fully located at the bottom of the slot



- 4** Repeat steps 2-3 until you have a ladder style frame

*Tip: Now is a good time to check the space between the beams suits the items you want to store on the shelves and adjust are required*



- 5** Repeat steps 2-4 to make a second ladder style frame

*Tip: Use the first frame as a template to get the correct spacing*



- 6** Take two long beams **B** and insert them into slots in the frame at the same height as the short beams **C**. Using a rubber mallet tap the beams into place.



- 7** Insert the other end of the long beam **B** into the second frame as per step 6



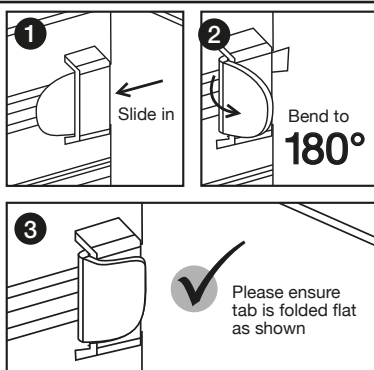
- 8** Repeat steps 6-7 to add the remaining beams



- 9** Bend the centre supports beam **E** tabs at right angles then slide the centre support beams **B** into the slots in the long beams



- 10** Bend over the tabs with a screwdriver to hold supports in place



- 12** Insert the chipboard decks **G** onto each level

