

Guide to Assembly & Usage

Information

If in doubt, contact the supplier

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

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

Assembly should be undertaken by two competent people

Tools – Tape measure, rubber mallet and drill if wall fixing is required

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

Caution

During assembly, ensure to:

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

Assemble & locate for use on a suitable level floor surface. Allow adequate working space

Dispose of packaging materials responsibly

Warning

Rules for the safe use of shelving:

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

NEVER CLIMB ON THE STRUCTURE OR STAND ON THE SHELVES

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 & 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 CHART SUPPLIED FOR DETAILS

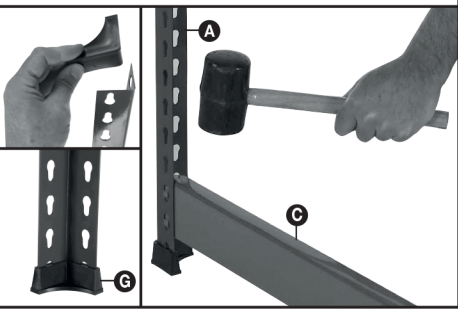


COMPONENT CHECK LIST

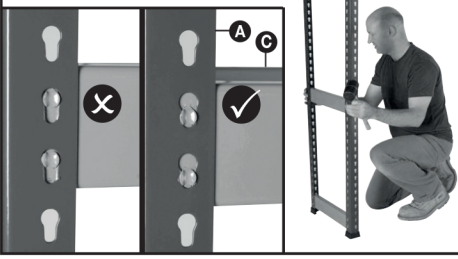
Component	Quantity
A Upright	4 per bay
B Front & Back Beam	8 per 4 level bay
C Side Beam	8 per 4 level bay
D Centre Support	4 per bay
E Chipboard Deck	4 per 4 level bay*
F Chipboard Joiner (for bays 2135mm or wider)	8 per 4 level bay
G Plastic Foot	4 per bay

If you have any missing components please take note of the part name and contact your supplier
*For bays 2135mm or wider, chipboard supplied in 2 pieces

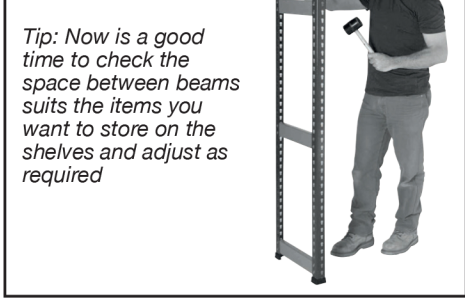
1 Select two uprights **A** and push on plastic feet **G** to the bases. Insert a short side beam **C** into the keyholes at the lowest shelf level required. Ensure the beam is 90 degrees to the upright



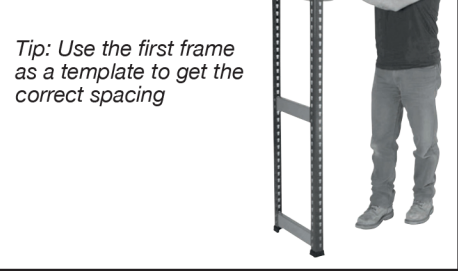
2 Tap beam **C** with a rubber mallet to ensure the end studs are fully located in the bottom of the keyholes on both uprights. Lean the uprights **A** against a wall for support if needed



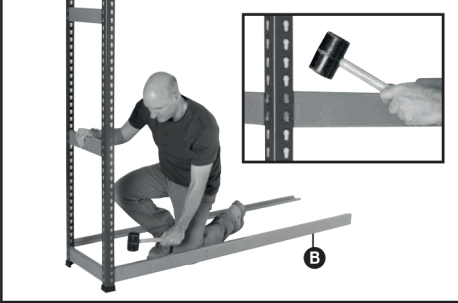
3 Repeat steps 1 and 2 until you have created a "ladder style frame"



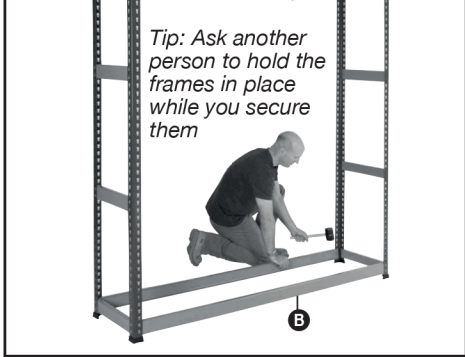
4 Select two more uprights **A** and repeat steps 1 to 3 until you have a second "ladder style frame"



5 Take two long beams **B** and insert them into the keyholes on one frame at the same height as the short beams. Tap into place with a rubber mallet



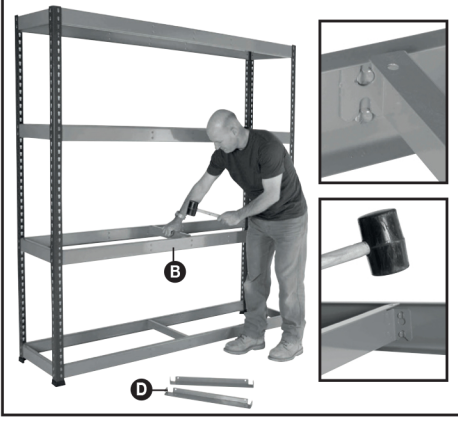
6 Insert the other ends of the beams **B** into the second frame as in step 5



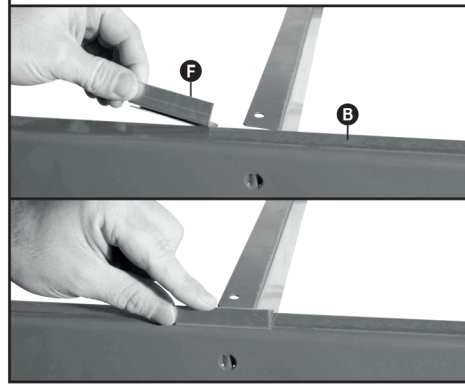
7 Repeat steps 5 and 6 to add the remaining long beams. Ensure that each long beam is located at the same height as the side beams



8 Locate a centre support beam **D** onto the metal studs on the centre of each long beam **B**. Tap into place and repeat for all levels



9 If you have wide shelving then the chipboard may be in 2 pieces per level. Slide the chipboard joiners **F** supplied onto the centre of each front & back beam **B** before adding the chipboard



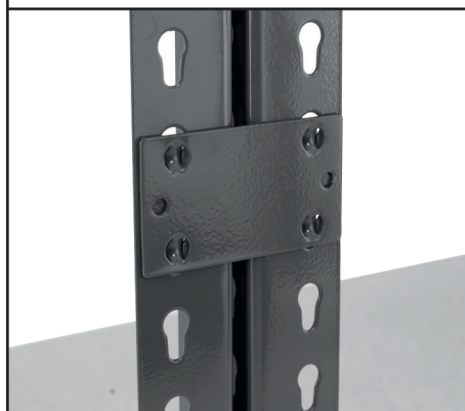
10 Insert chipboard decks **E** into each level - decks sit on the top of the beams inside the posts



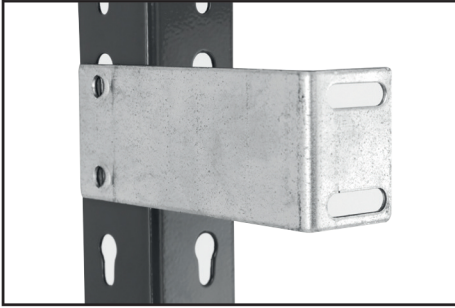
11 The bay is now complete and ready to use



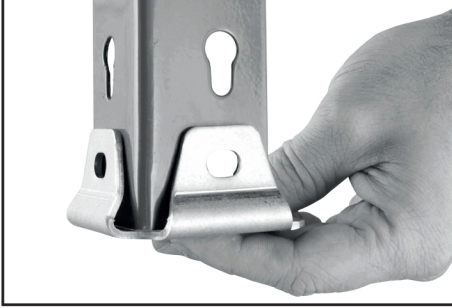
12 Shelving bays can be joined together with tie plates. Use 4 per join - 2 front and back. Tap into place with a rubber mallet



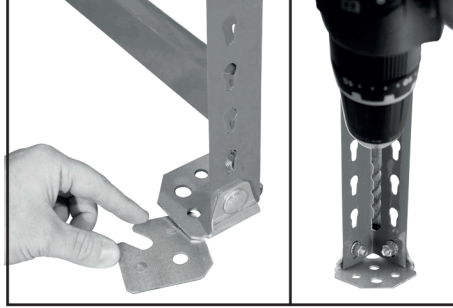
13 For tall or narrow shelving we recommend wall fixing where possible. Use Wall Ties towards the top of each bay and fix with suitable screws and plugs (not provided).



14 Optional steel feet are also available with levelling shims. Simply bolt each foot to the bottom hole in the upright using nuts, washers and bolts provided.



15 Position the racking and add shims under feet to level if needed. Feet can also be bolted to the floor using 70mm sleeve anchors.



16 For archive storage racks, allow 16 clear holes between beams for double stacked standard document boxes and 18 clear holes for HD boxes.



Loading information

These load charts relate to shelving layouts with the following specifications:

- Maximum upright height = 3048 mm
- Single bays and multiple linked bays with a minimum of 3 levels per bay
- Similar distances (height) between levels
- Bays are positioned on a level floor

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

Shelf load capacities

Maximum permitted shelf capacities are based on uniformly distributed loads (UDL). Please note that the bay capacity may limit the maximum load per shelf: