These instructions apply to all workstation and wall products.

Disassembly

Once workstations or walls are dismantled as described under Disassembly Instructions: Walls and Workstations, further disassembly is required for recycling. In order to maximize recycling, components need to be broken down by material content and separated appropriately. Considerable time can be saved by setting up a well-lit work area with benches and all necessary tools. Though simple hand tools can do the job, power tools are needed for all but the smallest job. Screw and nut drivers with the appropriate bits are the most frequently used. A small right-angle drive drill makes work in tight corners easier.

Materials can be identified by using the chart below. Bins and boxes will be needed for each material.

Accessories

Lighting and electrical accessories need further disassembly. Bulbs, ballasts and other electrical components must be separated for appropriate disposal. Wiring can be removed and recycled.

Other accessories can be broken down and separated by material by removing visible fasteners.

Worksurfaces

Laminate worksurfaces should have edge trim removed for recycling where possible. Locate the seam on the edging (usually at back of surface), pry out with straight screwdriver and peel off.

Pedestals, Laterals and Cabinets

For steel cases, remove drawers by lifting up and out. Remove drawer fronts by removing attachment screws if fronts are different material. Remove any added handles. Remove slides (lift up and forward) and any small plastic parts from case interiors. Remove plastic levelers from bottom of cases.

Counterweights are found in most freestanding pedestals and lateral files. If steel, they may be recycled with the case. If granite, they must be removed from case and recycled for aggregate or other purpose.

For wood cases, remove drawers by lifting up and out. Remove drawer fronts by removing attachment screws if fronts are a different material. Remove any added handles. Unscrew slides and other metal brackets and parts from case, including locks and levelers. Hinged doors are removed by unfastening hinges and removing hardware.

Overhead Storage

Remove doors by removing visible screws. Remove any added handles. Remove door mechanism and any brackets, small plastic parts and hardware. With wood cabinets, dismantle any steel components. Steel cabinets do not usually need to be further broken down.

Screens

Once screens are removed from furniture, screen material should be removed from its frame and hardware. Fabric screens should have the fabric removed by locating an edge and peeling off. Screens with glass in frames can be disassembled by removing screws and carefully sliding glass out. Once aluminum extrusions are identified, any caps at the ends or corners should be removed by tapping sharply with a hammer (press fit). Pry off any end caps, trim caps or gaskets and separate materials. Unscrew hardware and brackets. Accessory rails and whiteboards are handled in a similar manner.

Trim and Connectors

Panel trim is either aluminum, PVC or wood. Once aluminum extrusions are identified, any diecast caps at the ends should be removed by tapping sharply with a hammer (press fit). Wood trim should have its brackets and connectors unscrewed and set aside. Plastic and metal clips should be removed and diecast corner caps identified for recycling.

Elements and Fascias

Fabric Elements should have the fabric removed by peeling edges away from metal frame and separating from fiberglass mat. Fiberglass should be removed from metal frame where present.

Glass Elements should be disassembled with care by snapping off top and bottom trim with a screwdriver and removing screws (T/O/S), sliding out glass (Transit) or removing visible screws and separating the glass from the frame. Once aluminum extrusions are identified, any diecast caps at the ends should be removed by tapping sharply with a hammer (press fit) and any clips or other fasteners should be removed.

Accessory Elements are handled in a similar way. Plastic and steel parts should be separated from aluminum parts by removing fasteners.

Whiteboard material is identified by its hard glossy-white surface. It is most often steel sheet material coated with porcelain and cannot be recycled. It should be removed from its aluminum frame in a similar fashion to other Elements and separated from its substrate.

Wood and laminate Elements should be stripped of brackets and clips before disposal.

Altos glass fascias have extruded aluminum frames connected at the corners with press-fit brackets. The glass itself is held in place with a polypropylene bead which may be recycled. The frames are dismantled by tapping them apart at the corners. The extrusions, diecast corner brackets, bead and glass are easily separated.

Plastic clips on Altos solid fascias are press fit into the particleboard panels and may be pried out with a screwdriver.

Panel and Wall Frames

Remove all plastic or steel clips and hardware from panel or wall frames. Adhesive foam tape on Altos frames can be peeled off and discarded. In the case of T/O/S panels, remove raceway covers and pry off hinged access door.

Doors

Any standard hardware is removed in a conventional manner. Altos and Optos doors have Teknion-specific hardware, particularly on glass doors. Handles are removed by locating and removing set screws from lock plate and upper attachment of stainless steel handle. Lock screws thus exposed are removed and lock is separated from zinc diecast housings. Hinges, hinge plates, trolley components and other hardware can be readily disassembled by removing screws. Strike plates and hinges are also removed from door frames with a screwdriver.

Electrical Components

Outlets, outlet boxes, strain-reliefs, base feed plates and power pole connections must be unscrewed from the panel frames and removed. Plastic bezels and outlet housings may be recycled once electrical components are removed. Outlets and connectors cannot generally be recycled.

Wiring harnesses may be further disassembled to salvage the copper wire. Disconnect any metal fittings that are part of wire harnesses. Cut the wires close to the connectors and remove from spiral steel cable covers if present.

Packaging

Cardboard, plastic padding and shrink wrap should all be broken down and retained for recycling.

Identifying Materials

The main materials in Teknion furniture and wall products are listed below along with methods of identification.

Material	**Identification**
Steel, usually painted	Steel is magnetic, test with a common household magnet.
Aluminum – extruded, painted or anodized	Stiff and metallic sounding when tapped, non-magnetic. Recognized by its linear shape with a complex but unchanging cross section.
Stainless Steel	Usually brushed or polished, non-magnetic. Hard, silvery metal used for Altos and Optos door hardware, table legs, etc.
Zinc – diecast, usually painted	Hard and metallic-feeling, non-magnetic. Often used to cap ends of aluminum extrusions. Identified with part number.
Copper	Identified by characteristic orange color. Primarily found in insulated electrical wiring.
Glass	May be clear or frosted, characteristic green edges. Hard, non-scratchable. Tempered glass has identifying mark in corner. Laminated glass has inner layer clearly visible on edges.
PVC, extruded	May be rigid or flexible, used for trim and gaskets. Easily scratched or bent. Recognized by its linear shape with a complex but unchanging cross section.
Plastic – injection molded	Various materials and colors, identified with part number and recycling category symbol and number.
Polyurethane Foam	Used as a wrist rest on keyboard trays or wherever a padded surface is needed. Recognized by textured curved or flat surfaces, easily compressed with finger pressure. May have molded-in steel core or threaded inserts. Not generally recyclable.
Substrate, particleboard	Worksurfaces and wood cabinetry components, finished with laminate and backer or veneer. Exposed edges reveal wood particle and resin structure.
Substrate, MDF	Worksurfaces and wood cabinetry components, finished with powder coat (seamless). Exposed edges reveal fine cardboard-like structure.
Mineral Fiberboard	Used as a tackable substrate for tackboards. Not recyclable.
HDPE (High-Density Polyethylene) sheet	Used in keyboard trays as the main tray material. Black glossy-textured rigid sheet approximately 1/4-inch thick with machined edges. Can be recycled.
Compact Laminate	Used in keyboard trays as the main tray material. Colored top and bottom surfaces with black core, approximately 1/4-inch thick with machined edges. Not usually recyclable.

Material	Identification
Fabric	Used on panel Elements, screens and tackboards. Most are 100 percent polyester. Content is printed on fabric cards and samples for full validation.
Fiberglass	Used inside fabric-covered panel Elements or wall fascias. May be soft like the insulation used in homes or in semi-rigid mats. Neither can be recycled.
Cotton Batting	Found as an option inside Altos wall frames, used as acoustic insulation. Made from recycled denim, light blue color, soft and light.
Granite	Found inside pedestals at the back, used as counterweight. Three-quarter-inch-thick dark-colored stone.