teknion

Disassembly Instructions: Walls and Workstations

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Disassembly Instructions Leverage, TOS, Transit and Ability

These products are by nature designed for changes, upgrades and refreshes. Each component can be broken down and replaced or exchanged with minimal effort, using standard tools and techniques. Work stations can be rearranged, enlarged, shrunk or otherwise changed by reconnecting panels in different configurations and adding and removing panels. Add on panels can increase the height of panels and doors can be added if a minimum height is achieved. If "stackable" panels were used, panel heights can be reduced. Elements or Fascias can be removed, refurbished or rearranged. Some components can be quickly changed "on the spot" while others require more extensive dismantling. If electrical connections are part of the work, a licensed electrician is needed to disconnect the power at source.

Accessories

A wide range of accessories including lighting, keyboard trays, monitor supports, signage, paper management trays, etc are frequently used in a workstation. These can be removed by unclipping them from the accessory rails or removing the screws, brackets and clamps that attach them to the workstation. Mechanical items with moving parts such as keyboard trays and monitor supports can be returned for refurbishment or replacement as needed.

Work surfaces

To remove work surfaces, the fasteners, brackets and mounting plates on the underside need to be removed with a screwdriver and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Tables

Legs and frames are removed from surfaces by removing screws and mounting hardware.

Pedestals, laterals and other under surface storage

These items are usually freestanding but may be bracketed to the work surface or panel. In these cases the fasteners and brackets need to be removed with a screwdriver.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed from metal cases by tapping upward to remove them from the slotted sides of the case. Slides are removed from wooden cases with a screwdriver. Worn or outdated drawer fronts can be removed with a screwdriver and replaced. Locks have removable cores for easy servicing.

Metal cases can be refinished by specialists in this area.

Overhead storage

These are removed by disengaging the safety lock underneath the cabinet (see assembly instructions for specific detail on each model of cabinet) and unhooking cabinet from panel frame. Care should be taken because of the weight of the cabinets and it is recommended that two people do the job.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

<u>Screens</u>

There are a wide variety of screens that may be found in a work station, either freestanding or attached to work surfaces, panels or storage. They may be laminate, wood, glass, plastic or fabric covered and with or without perimeter frames. The first step is to remove the screen from the furniture by removing clamps, brackets and screws. Some panel mounted screens are removed by accessing the interior of the panel frame. This is covered later in the document.

Fabric screens can be reupholstered at the factory to replace damaged, worn or outdated fabric. There are also third party specialists who can perform this service in the field if quantities are limited. If glass screens are cracked or broken, glass can be replaced at the factory.

Panel trim and connectors

Panel top trim is removed by lifting upwards. Once top trim is removed, fasteners for corner trim are exposed and may be removed. Once the top of the corner is removed, the cover itself can be slid upward and removed. End trim is removed in a similar manner.

Panel elements, electrical components and frames

Panel connectors hold panel frames together in straight runs or at corners. Elements or fascias must be removed in order to access and remove these connectors. To remove elements, lift upward and pull the top edge out while lifting the element from the frame.

Once the inside of the frames are exposed, electrical components can be disconnected and removed.

A certified electrician is needed to disconnect the main feed from the building to the furniture. It is important to check that there is no power in the circuits before disconnecting the wiring harnesses and outlets.

Wiring harnesses plug together and may be unplugged without tools. Outlets, outlet boxes, strain-reliefs, base feed plates and power pole connections must be unscrewed from the panel frames and removed.

Frames are disconnected by unsnapping "Posilock" connectors, turning 90 degrees and removing from frame. Panels should be disconnected sequentially and care must be taken to support panel frames as they are separated.

Disassembly Instructions District

Most components are disassembled in a similar manner to Leverage, TOS and Transit. The following notes outline differences and special instructions.

Storage

District storage is available in many configurations and is based on wood cabinet construction, finished with water based paint or veneer. The cases are used to support panels by means of a variety of brackets which must be removed first. Brackets engage with horizontal or vertical slots in panel frames and attached to cases with screws or flat headed bolts. Loosen screws, disengage brackets and move storage away from panel with care. Panel should be supported to avoid injury.

Hinged doors may be replaced by removing hinges and other hardware. Locks have removable cores for easy servicing.

Panel trim and connectors

Fascias (elements) must be removed first to give access to trim fastenings. Fabric, glazed, wood and laminate fascias are removed by pulling the top edge outward and lifting the fascia out, similar to the elements in other systems. Metal (steel), accessory, whiteboard and tack board fascias are removed by lifting up and disengaging the hooked brackets from the panel frame verticals.

Top, corner and end trim can then be unbolted from the panel frames and removed.

Panel frames

Panel frames are connected end-to-end with bolts through the frames. Panels should be disconnected sequentially and care must be taken to support panel frames as they are separated.

Disassembly Instructions Marketplace

Marketplace is designed for quick assembly and disassembly and features easily accessible visible fasteners and a minimal number of parts.

Work surfaces and supports

Work surfaces are supported on sheet metal structures and attached with lockable leveling bolts. To remove, back off the lock nut and unbolt the assembly. Work surfaces then can be lifted off. Support structures are then lifted off the central truss.

Canopy and lighting

The fabric canopy is folded over the frame and secured with velcro. Once removed, the suspended lights are accessible. Unplug them from the power source before disconnecting them from the canopy frame.

The canopy structure is bolted together and bolted to the central truss. Remove all fasteners and disassemble from the top down. Any screening present should be removed before the frame is dismantled.

Truss mounted screens and accessories

With the surfaces removed the central truss is easily accessible. Glass wood or fabric screens are removed by unbolting the brackets that support them. Other accessories such as monitor support arms are similarly removed.

Electrical components

A certified electrician is needed to disconnect the main feed from the building to the furniture. It is important to check that there is no power in the circuits before disconnecting the wiring harnesses and outlets.

Once it is verified that the power is disconnected, electrical boxes and wire harnesses can be removed from the truss. Wire harnesses are modular and easily unplugged.

<u>Chassis</u>

At this stage, all that remains are the two end panels and the central structural truss. Outer covers and inner covers can now be removed by unscrewing the fasteners visible on their faces. Any remaining data wiring and the electrical base feed can now be removed. The truss is held to the end panel with three heavy bolts which are removed to separate the remaining pieces. If there are two trusses or a central support, these are removed in a similar fashion.

Disassembly Instructions Livello, Ability Quickshift

Livello and Quickshift tables consist of a work surface, a sub frame and the electrical and mechanical drive components.

Remove actuator switch, wiring, connecting hardware and any accessory components from the work surface. Remove work surface from the sub frame by removing screws and hardware. On the sub frame, remove access panels by sliding off end cap and cover extrusions along the horizontal beam (Livello) or removing cover screws (Quickshift). Disconnect wiring and electrical components from sub frame. Remove casters / levelers and disassemble remaining sub frame components.

Disassembly Instructions Expansion Desking, Expansion Training, Expansion Casegoods and Expansion Wood

Accessories

A wide range of accessories including lighting, keyboard trays, monitor supports, paper management trays, etc are frequently used in a workstation. These can be removed by unclipping them from the accessory rails or removing the screws, brackets and clamps that attach them to the workstation. Mechanical items with moving parts such as keyboard trays and monitor supports can be returned for refurbishment or replacement as needed.

Work surfaces

To remove work surfaces, the fasteners, brackets and mounting plates on the underside need to be removed with a screwdriver and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Pedestals, laterals and other under surface storage

These items are usually freestanding but may be bracketed to the work surface. In these cases the fasteners and brackets need to be removed with a screwdriver.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed from metal cases by tapping upward to remove them from the slotted sides of the case. Slides are removed from wooden cases with a screwdriver. Worn or outdated drawer fronts can be removed with a screwdriver and replaced (Metal case). For the wooden cases, the entire drawer can be replaced. Locks have removable cores for easy servicing. Metal cases can be refinished by specialists in this area.

Overhead storage

To be removed, the overhead storage has to be unscrewed from the column. The columns can be removed by pulling them upward. Care should be taken because of the weight of the cabinets and it is recommended that two people are needed.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

<u>Hutches</u>

The hutches are attached to the desk by 4 pieces of double faced tape. The hutches simply have to be pried off the desk to be separated, that can be achieved by using a pry bar or a screwdriver.

Screens / Column

There are a wide variety of screens that may be found in a work station, either freestanding or attached to work surfaces, panels or storage. They may be laminate, wood, glass, plastic or fabric covered and with or without perimeter frames. The first step is to remove the screen from the furniture by removing clamps, brackets and screws.

If glass screens are cracked or broken, glass can be replaced at the factory.

Legs/Modesty Panels

To remove legs/modesty panels, the fasteners, brackets and mounting plates on the underside need to be removed with a screwdriver.

Legs and modesty panels can be refinished by specialists in this area.

Disassembly Instructions Modular Cabinets

Work surfaces

To remove work surfaces, the fasteners on the underside need to be removed with a screwdriver and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Base cabinets

These items are usually attached side by side and fastened to the work surface with screws. In these cases the fasteners need to be removed with a screwdriver.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed with a screwdriver. Worn or outdated drawer fronts can be removed with a screwdriver and replaced. Locks have removable cores for easy servicing.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

Wall mounted cabinet

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

The wall cabinet itself is hung on a rail. It can be taken off the rail by lifting up.

Disassembly Instructions ie

Accessories

A wide range of accessories including lighting, keyboard trays, monitor supports, paper management trays, etc are frequently used in a workstation. These can be removed by unclipping them from the accessory rails or removing the screws, brackets and clamps that attach them to the workstation. Mechanical items with moving parts such as keyboard trays and monitor supports can be returned for refurbishment or replacement as needed.

Work surfaces

To remove work surfaces, the fasteners, brackets and mounting plates on the underside need to be removed with a screwdriver and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Pedestals, laterals and other under surface storage

These items are usually freestanding but may be bracketed to the work surface or panel. In these cases the fasteners and brackets need to be removed with a screwdriver.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed by tapping upward to remove them from the slotted sides of the case. Locks have removable cores for easy servicing.

Metal cases can be refinished by specialists in this area.

Mounted storage

These are removed by disengaging the safety lock underneath the shelf support and lifting up the shelf.

<u>Screens</u>

There are a wide variety of screens that may be found in a work station, either freestanding or attached to work surfaces, panels or storage. They may be laminate, wood, glass, plastic or fabric covered frames. The screens are snapped between two beams. To remove the top of the screen, lift it out of the beam's groove.

Fabric screens can be reupholstered at the factory to replace damaged, worn or outdated fabric. There are also third party specialists who can perform this service in the field if quantities are limited.

Beam and post sections

The beam and the post sections can be refinished by specialists in this area.

To remove the beams, the oblique screws, accessible at the top of the beam have to be unscrewed. That will loosen the beam permitting it to be lifted up and off.

The post section can be removed by turning it counterclockwise.

Disassembly Instructions Wood Casegoods

Casegoods consist of suites of furniture and cabinets constructed of flat wood panels finished either with veneers or laminate. Desk units and associated storage are connected together with plates, brackets and other hardware. Cabinetry is often freestanding, but may also be wall mounted or desk mounted.

The following instructions supplement the general instructions for panel systems described above.

Electrical Components

Wiring for casegoods runs under worksurfaces at the back of desks. Various levels of sophistication may be found from power bar systems to modular wiring harnesses. After being sure that wiring is disconnected, outlets and wiring harnesses are unscrewed or unclamped and removed. Any trays and support brackets may also be removed at this time.

Under cabinet lighting is removed by unscrewing mounting brackets and disconnecting the wire from any clips.

Cabinets

If cabinetry is wall mounted. The cabinets are lifted up and away from the wall mounting rail and placed on the floor. Care should be taken because of the weight of the cabinets and it is recommended that two people do the job.

If cabinets are desk mounted (hutches), they are either attached with screws and brackets or with double sided tape. Check for brackets and remove any screws. Pry hutch away from desk by leaning cabinet forward. Double sided tape may be slit with knife if difficult to remove.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

Desk Units

Desks, returns, bridges and credenzas are connected together with brackets under the work surfaces and on modesty panels. Disconnect units by removing screws and brackets.

Some desk units are shipped assembled. Depending on assembly methods used, it may be possible to further break down the units. Gables, surfaces and modesty panels may be connected with brackets and screws, various types of quick connect systems or hidden fasteners. Screws and brackets are easily removed. Quick connect fasteners may be hidden with clip on covers which need to be removed by prying them off. The fastener is removed with a screwdriver by turning counterclockwise a quarter turn. Casegoods with invisible fastening systems cannot be further dismantled.

Disassembly Instructions Altos

Altos is a demountable full height wall composed of an internal tubular steel frame covered with a variety of fascia types, doors and trim. The walls can be provided with electrical outlets and switches with wiring run through the internal cavities.

A certified electrician is needed to disconnect the main feed from the building to the walls. It is important to check that there is no power in the circuits before removing the fascias or otherwise exposing the wiring.

Fascias and Trim

Fascias are removed with the help of a Fascia Removal Tool (product code FTT). The tool is inserted in the reveal between fascias until it engages with the back of the fascia and then used to pull the fascia away from the frame mounted clips. All types of fascias are removed in a similar manner.

End trim and corner trim are removed with the same tool by inserting it in the reveal and unsnapping the extrusions or wooden trim pieces.

At this stage, the frames and electrical components are exposed and only the doors remain to be removed.

Doors

Doors are available hinged or sliding (barn door). In both cases, the first step is to remove the door from the wall structure.

For sliding doors, remove the base cover by removing screws on the back (4mm allen key is needed). Free the door from the floor guide, which keeps the door from swinging. Remove the covers from the sliding mechanisms by loosening the set screw located on the top and pulling them off. Once wheel trolleys are exposed on each end of the door, remove both middle wheels (the ones under the track). This allows the door to be lifted off as a unit. Care should be taken since the weight of the door can be substantial.

Hinged glass doors are removed by opening the door 45 degrees and unscrewing the hinge plates. Again, care must be taken because of the weight of the door. Hinged wood doors are removed by unscrewing hinges from frame.

The door frame is removed by first snapping off the curved or beveled portion of the frame (this detail varies by door model) using the Fascia Removal Tool (product code FTT). Once these covers are removed from the top and two vertical sides, mounting screws are exposed. Removing these screws allows the removal of the other side of the door frame.

Electrical Components

Once again ensure that there is no power in the wiring in the wall before starting disassembly. Wiring may have been done with Teknion power harnesses or hard wired by an electrician. Teknion harnesses simply snap apart and may be reused. Conventional wiring will need to be detached inside the junction boxes and removed. Both versions will be protected with flexible steel conduit. Outlets, switches, junction boxes and other hardware can be removed from the frames by unscrewing the visible screws.

Wall Frames

Horizontal frames are clipped to vertical frames. They are disassembled by tapping upward to disengage the clips. Vertical frames are held in tension between the ceiling and floor. They may be loosened at the top or bottom by backing off the leveler and then simply removed. Floor channels are now loose and ceiling channels may be removed by disengaging T-bar clips or removing screws.

Disassembly Instructions Optos

Optos is a full height wall product compatible with Altos and consisting of 12mm glass sections connected together without framing. (butt jointed) Top and bottom trim, doors and transition posts complete the wall.

Trim and Doors

Top and bottom trim is removed by using the Fascia Removal Tool (product code FTT) to unsnap the extrusions. End trims and any corner or transition trims are removed in a similar manner.

Doors and door frames are dismantled in the same fashion as Altos doors described above.

Glass

Glass is held in place with clips at the top and bottom and clear adhesive tape on each side. Security brackets further secure the glass at the top. Glass panels need to be removed sequentially starting at one end.

The first step is to cut the clear adhesive tape in the glass to glass joints. This can be done with a utility knife but multiple passes are required and extreme caution must be used to avoid cuts. A standard guitar string (available at music stores) can also be used to easily slice through the tape. It is poked through at the top, wrapped around a piece of scrap wood on each side and pulled down simultaneously by a person on each side of the glass.

Top and bottom retention clips and the security "L" brackets are unscrewed allowing the glass panel to be lifted up and out. Care must be taken because of the weight of the glass. It is recommended that glazier's suction cup handles are used to lift and handle the glass.

Disassembly is continues sequentially until all glass is removed.

Posts and Channels

Vertical posts at ends, corners and transitions are disassembled by removing brackets at top and bottom using a screwdriver. Verticals are then free to be removed.

Floor channel may be attached to floor with screws or concrete nails. Concrete nail heads can be easily snapped off with a cold chisel and hammer. Safety glasses should be used. The ceiling channel is in two parts, with the first part removed by removing the visible screws. The second part is attached to the ceiling in a variety of ways depending on the ceiling construction. For T-bar ceilings, clips are removed by accessing from above, otherwise any screws are simply removed.

Disassembly Instructions W/R/S

W/R/S consists of Horizontal Rails supporting a variety of fascias, mounted storage, worksurface supports and accessories. All items mentioned above can be dismantled and reconfigured without any tool. The Rails are snapped on some vertical supports that are fixed to building walls using appropriate wall anchors.

Accessories

A wide range of accessories including shelves, paper management trays, etc are frequently used in a workstation. These can be removed by simply lifting up and tilting away the item until it disengages from the Rail groove. The monitor arm is the only accessory that requires tools for the removal of screws, brackets and clamps that attach them to the Accessory Rail. All accessories mentioned above can be reused.

Worksurface Supports

Worksurface Supports are removed using a lift and tilt away motion just as the Accessories. Before removing Worksurface Supports, the fasteners on the underside may need to be removed with a screwdriver and the surfaces carefully lifted out depending on the worksurface size.

Shelves and Mounted Storage

No tool is required to remove any Shelf or Mounted Storage. For the Floating shelf and Cubby, simply lift up and pull away. The brackets can be removed from the Rail groove by a lift and tilt away motion. For all other shelves and Storage, simply lift up and tilt away.

End Covers

End Covers are removed by simply pulling them out using a lateral motion. As they are attached with plastic clips to each extrusion they reach, the pulling motion may be performed at all rail levels. The plastic clips can be removed from the End Covers using a rotation motion.

Fascias and Power Bar

All Fascia types can be removed by simply disengaging them from behind the Linking Strips by moving them aside for a few inches, then, a lift and tilt away motion will disengage them from the Rails. If a Power Bar is installed on a Fascia, simply disconnect it from the wall outlet, pull away its cover and remove the screws from the plastic clips behind the Fascia. The plastic clips can also be removed from the Power Bar by simply pulling on them.

Linking Strips

Linking strips can be removed by moving them sideways. The plastic clips can be removed from the Linking Strips using a rotation motion.

Horizontal Rails

The Horizontal Rails can be removed by first disengaging each locking tab on the Vertical Supports and then lifting up the Rail. The plastic clips can be removed from the Rails using a rotation motion.

Vertical Supports

The Vertical Supports are fastened to walls using the appropriate anchor that has been selected by the installer. Simply unscrew all anchors for the removal of each support.

Disassembly Instructions Sidewise

Work surfaces

To remove work surfaces; the fasteners, brackets and supports on the underside need to be removed and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Electrical Components

To remove the power bar, first disconnect the power bar from the electrical feed. Remove the fasteners and cover plates holding the power bar in place. Unhook the power bar cable from the wire management channels inside the cabinet. Remove the power bar from the mounting flanges.

Under cabinet lighting is removed by unscrewing mounting brackets and disconnecting the wire from any clips.

Cabinets

These are freestanding units that are fastened to the work surface with screws and mounting plates. In these cases the fasteners need to be removed.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed with a screwdriver. Worn or outdated drawer fronts can be removed with a screwdriver and replaced. Locks have removable cores for easy servicing.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

Disassembly Instructions Interpret

Work surfaces

To remove work surfaces, the fasteners on the underside need to be removed with a screwdriver. The fasteners can be located at the beam clamps and the back of the worksurface. Once removed the surfaces can be carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

<u>Screens</u>

There are a wide variety of screens that may be found in a work station, either mounted to the accessory rail or at the desk edge. They may be laminate, wood, glass, metal or fabric covered frames. The screens mounted on the accessory beam can be removed by detaching the trim and the hardware. The desk edge screens can be removed by detaching the fasteners and brackets. The trims around the screens can be replaced when damaged.

Fabric screens can be reupholstered at the factory to replace damaged, worn or outdated fabric. There are also third party specialists who can perform this service in the field if quantities are limited.

If glass screens are cracked or broken, glass can be replaced at the factory.

Overhead storage

These are removed by disengaging the brackets from the accessory beam. Care should be taken because of the weight of the cabinets and it is recommended that two people do the job.

Doors can be removed by unscrewing from the cabinets for replacement, update in material or finish or repair of the mechanism.

Electrics

A certified electrician is needed to disconnect the main feed from the building to the furniture. It is important to check that there is no power in the circuits before disconnecting the wiring harnesses and outlets.

Once it is verified that the power is disconnected, electrical boxes and wire harnesses can be removed from the frame. Wire harnesses are modular and easily unplugged.

Pedestals, Credenzas and other under surface storage

These items are usually freestanding but may be bracketed to frame. In these cases the fasteners and brackets need to be removed with a screwdriver.

To replace slides or drawer fronts, the drawers may be removed by opening them and pulling up and out. Slides are removed from metal cases by tapping upward to remove them from the slotted sides of the case. Slides are removed from wooden cases with a screwdriver. Worn or outdated drawer fronts can be removed with a screwdriver and replaced. Locks have removable cores for easy servicing.

Metal cases can be refinished by specialists in this area.

Frames

The frame is made up of end gables, mid gables, support beams, and beam clamps. To remove any of these elements, the worksurfaces and any accessories must be removed. The beam clamps are removed by unfastening the hardware and the frame can be disassembled for repair.

Disassembly Instructions Thesis

Accessories

Accessories including lighting & power module can be removed without tool by manually unscrewing a plastic knob. Cup holder, tablet holder, pivoting lectern, mounted lectern, under worksurface hook & linking device can be removed by removing the screws, brackets and clamps that attach them to the tables. All items can be returned for refurbishment or replacement as needed.

Work surfaces

To remove work surfaces, the fasteners, brackets and supports on the underside need to be removed with a screwdriver and the surfaces carefully lifted out. Laminate work surfaces can be returned to have edge trim replaced. Wood work surfaces can often have minor damage repaired and touched up on site. In some cases, wood surfaces can be refinished.

Screens / Column

There are a variety of screens that can be mounted on the Study Table. They may be laminate, wood, glass or fabric covered and with or without perimeter frames. To remove the screen from the furniture, unscrew the brackets and hardware.

If glass screens are cracked or broken, glass can be replaced at the factory.

Legs/Modesty Panels

To remove legs/modesty panels, the fasteners, brackets and mounting plates on the underside need to be removed with a screwdriver.

Legs and modesty panels can be refinished by specialists in this area.