

applicable chair series

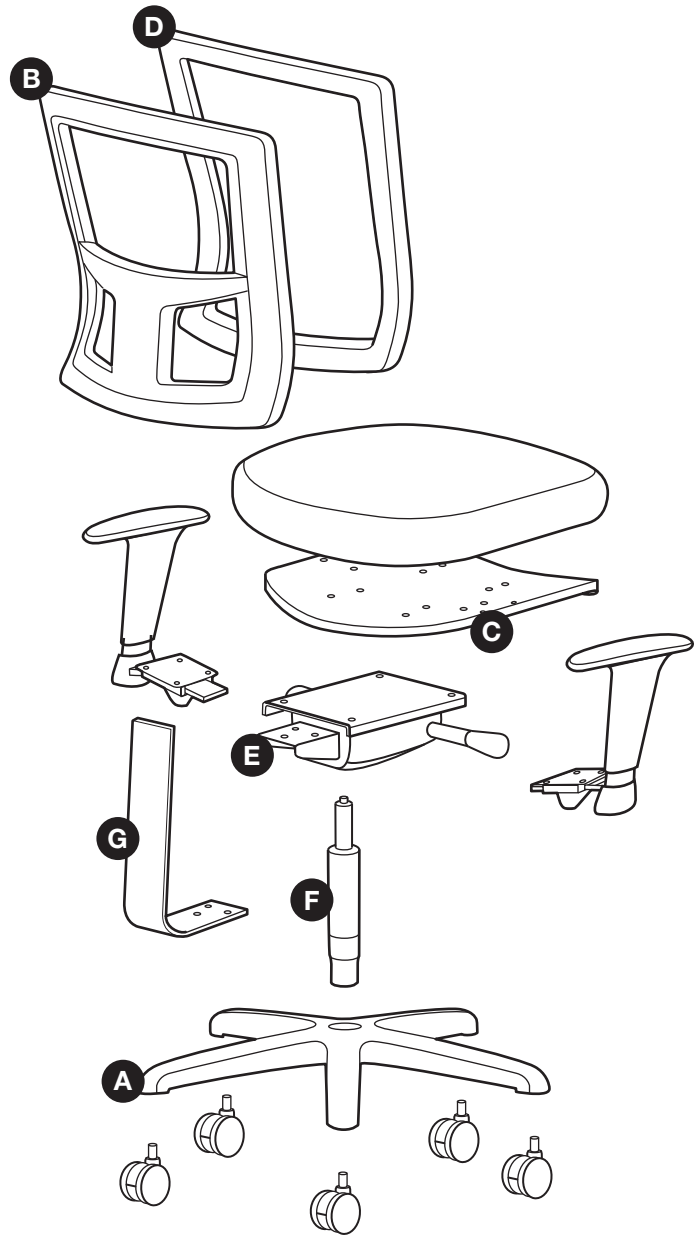
Affirm
 Yes

recommended tools

Safety Glasses
 Work Gloves
 Flat Head Screw Driver
 Phillips Screw Driver
 Socket Wrench Set
 Allen Wrench Set
 Hammer (Sledge preferred)
 Pipe Wrench (24 inch preferred)
 Utility Knife
 Steel Putty Knife
 Magnet

recyclable material

 **A** Base — Plastic or Aluminum
B Back Frame — Plastic
C Seat Board — Plastic
D Mesh Frame — Plastic
E Mechanism — Steel or Aluminum
F Cylinder — Steel
G Upright Bar — Steel
H Hardware — Steel

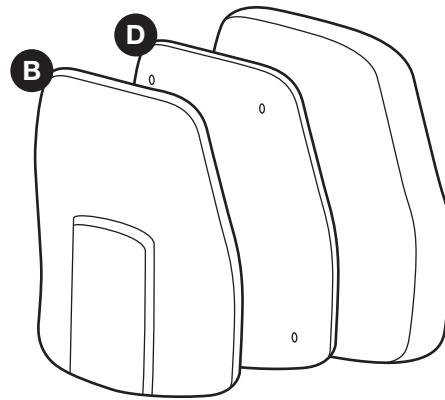


steps to disassemble

- 1 Start by laying the chair on its back.
- 2 Pull the casters off the base. Use a flat head screw driver if needed to pry them loose.
- 3 Separate the base **(A)** from the cylinder **(F)** by striking the bottom of the cylinder housing with a hammer.
- 4 For stool models, remove the footring from the cylinder by loosening the handwheel. If no handwheel is found, twist the entire footring.
- 5 If the mechanism **(E)** has an aluminum body (a magnet will not attract to it), remove the cylinder from the mechanism.
 Use a pipe wrench to twist the piston inserted into the mechanism housing. If the mechanism is steel (a magnet will attract to it), the cylinder and mechanism can be recycled together.
- 6 Remove the arms from the seat with a screw driver or socket wrench.
- 7 Locate four bolts holding the mechanism to the seat, and remove them with a screw driver or socket wrench.
 If needed, slide the seat forward to access the screws.
- 8 Remove the back frame **(B)** from the mesh frame **(D)** with a screw driver.
- 9 With an allen wrench, remove the upright bar **(G)** from the back height adjust ratchet mechanism.
- 10 Remove the back height adjust ratchet from the back frame with an allen wrench.
- 11 Remove the fabric from the seat with a utility knife.
- 12 Separate foam from the wood or plastic seat board **(C)** with putty knife.

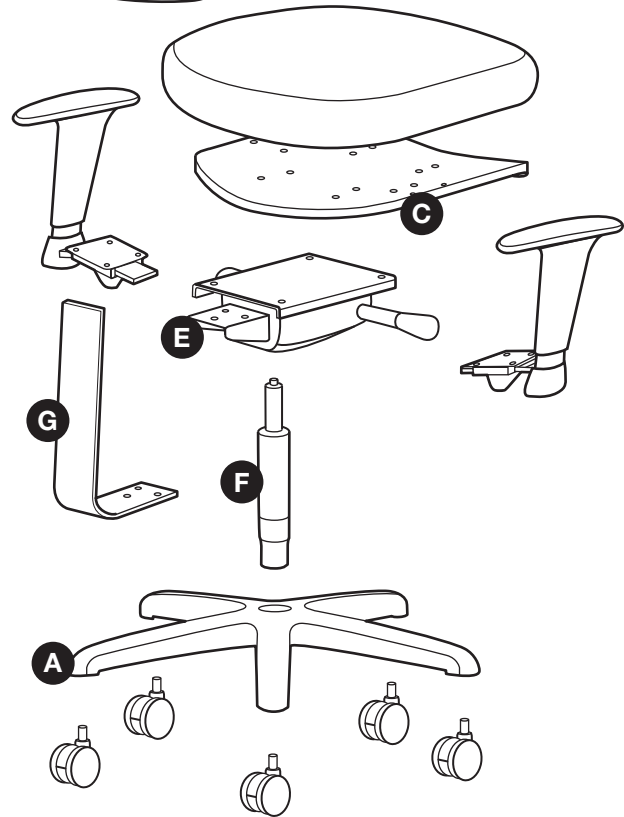
applicable chair series

Affirm Cushioned Back
 Budget Contract (aka BC)
 CE
 Classic
 Classic Professional
 Discovery Back
 Ginny
 Maxwell IU
 PT Paramount HD (formerly IUHD)
 PT Paramount IU (formerly IU)
 PT Paramount (formerly PT, 7xxx)
 PAC (formerly PA, PC, CLS)
 WS Series



recommended tools

Safety Glasses
 Work Gloves
 Flat Head Screw Driver
 Phillips Screw Driver
 Socket Wrench Set
 Allen Wrench Set
 Hammer (Sledge preferred)
 Pipe Wrench (24 inch preferred)
 Utility Knife
 Steel Putty Knife
 Magnet



recyclable material

 **A** Base — Plastic or Aluminum
B Back Shell — Plastic
C Seat Board — Plastic
D Back Board — Plastic
E Mechanism — Steel or Aluminum
F Cylinder — Steel
G Upright Bar — Steel
H Hardware — Steel

steps to disassemble

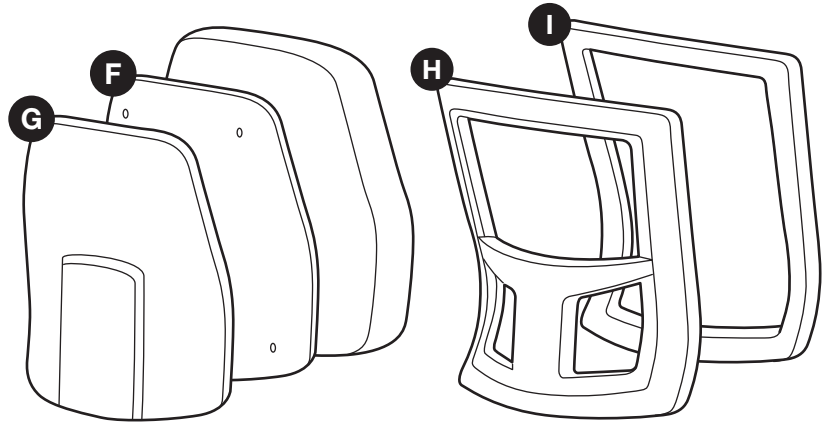
- 1 Start by laying the chair on its back.
- 2 Pull the casters off the base. Use a flat head screw driver if needed to pry them loose.
- 3 Separate the base **(A)** from the cylinder **(F)** by striking the bottom of the cylinder housing with a hammer.
- 4 For stool models, remove the footring from the cylinder by loosening the handwheel. If no handwheel is found, twist the entire footring.
- 5 If the mechanism **(E)** has an aluminum body (a magnet will not attract to it), remove the cylinder from the mechanism.
 Use a pipe wrench to twist the piston inserted into the mechanism housing. If the mechanism is steel (a magnet will attract to it), the cylinder and mechanism can be recycled together.
- 6 Remove the arms from the seat with a screw driver or socket wrench.
- 7 Locate four bolts holding the mechanism to the seat, and remove them with a screw driver or socket wrench.
 If needed, slide the seat forward to access the screws.
- 8 Pry apart the back shell **(B)** from the back with a flathead screw driver.
- 9 With an allen wrench, remove the upright bar **(G)** from the back height adjust ratchet mechanism.
- 10 Remove the back height adjust ratchet from the back board **(D)** with an allen wrench.
- 11 Remove the fabric from the seat and back with a utility knife.
- 12 Separate foam from the wood or plastic seat board **(C)** with putty knife.

disassembly & recycling instructions

guest/side chair

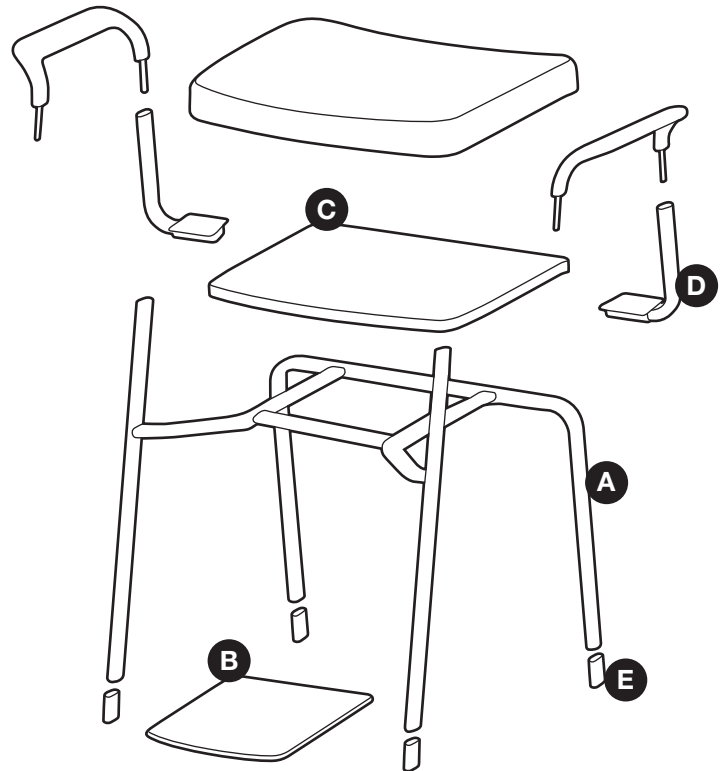
applicable chair series

Affirm
 Affirm Cushioned Back
 Budget Contract (aka BC)
 PT Paramount (formerly PT, 7xxx)
 Yes
 Ginny
 SG



recommended tools

Safety Glasses
 Work Gloves
 Flat Head Screw Driver
 Phillips Screw Driver
 Socket Wrench Set
 Allen Wrench Set
 Utility Knife
 Steel Putty Knife



recyclable material

- A** Leg Frame — Steel
- B** Bottom Cover — Plastic
- C** Seat Board — Plastic
- D** Arms — Plastic or Steel
- E** Glides — Plastic
- F** Back Board — Plastic
- G** Back Shell — Plastic
- H** Back Frame — Plastic
- I** Mesh Frame — Plastic
- J** Hardware — Steel



steps to disassemble

- 1 Start by laying the chair on its back.
- 2 Pull or unscrew the glides **(E)** off the leg frame. Use a flat head or phillips head screw driver if needed.
- 3 Separate the bottom cover **(B)** from the leg frame **(A)** with a phillips head screw driver or allen wrench.
- 4 Locate any screws holding the arms **(D)** to the leg frame or seat shell, remove the screws and pull off arms.
- 5 Remove the leg frame from the seat board **(C)** with a screw driver and allen wrench.
- 6 Remove the fabric from the seat with a utility knife.
- 7 Separate foam from the seat board with putty knife.
- 8 For upholstered backs, remove the back shell **(G)** from the back board **(F)** using a phillips screw driver to pry them apart.
- 9 For mesh backs, separate the **(H)** back frame from the **(I)** mesh frame with a screw driver.