

Panel Systems, Benching, and Screens

Disassembly Instructions

GENERAL NOTES

- Disassembly time: 20 - 30 minutes
- This procedure assumes basic familiarity with hand tools and furniture terminology; no specialized training is required
- All materials removed and disassembled shall be sorted and segregated with like materials and disposed of or recycled according to recycling availability or waste

TOOLS REQUIRED

Before beginning the disassembly process, ensure you have the appropriate tools on hand. The tools listed below are commonly required; however, the exact tools needed may vary depending on the specific model.

- | | |
|------------------------|--------------------------------|
| • Safety Glasses | • Metric Allen Wrenches |
| • Utility Knife | • Pliers |
| • Scissors | • Magnet |
| • Mallet/Hammer | • Gloves |
| • Phillips Screwdriver | • Cordless Drill and Drill Bit |
| • Flathead Screwdriver | |
| • Torx Screwdriver | |

DISASSEMBLY INSTRUCTIONS

Follow the steps below to disassemble the unit. Steps may vary depending on the specific model.

- 1 Remove top caps, end trims, and all hardware from panel trim using a screwdriver, mallet, socket set, or pliers as needed
- 2 Detach all panel surfaces (metal, wood, laminate, fabric) from frames
- 3 For fabric panels, remove stretched fabric by pulling the spline; dispose of adhesive-bonded panels as complete units
- 4 Remove fabric from metal components and separate foam or board materials from core structures
- 5 Disconnect all fasteners joining ferrous and non-ferrous frame parts; use a magnet to identify ferrous metals
- 6 Remove wiring harnesses and cut off connectors with wire cutters
- 7 Detach glazing, markerboards, and wall-mounted extrusions by removing corner or mounting hardware
- 8 Organize all disassembled parts for reuse or disposal

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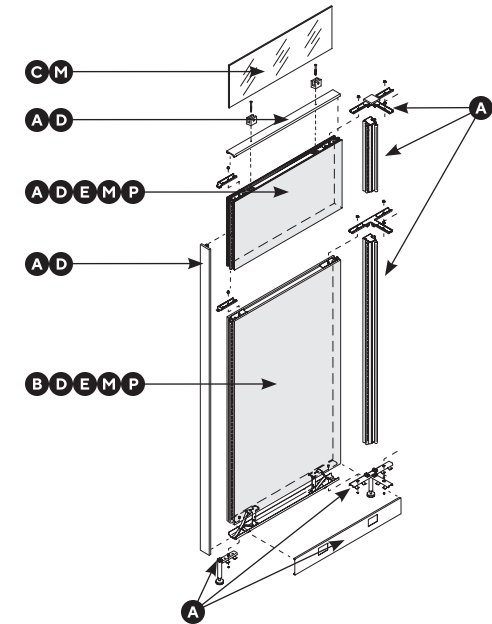
Material Identification

The following codes identify the materials commonly used in product construction and labeling:

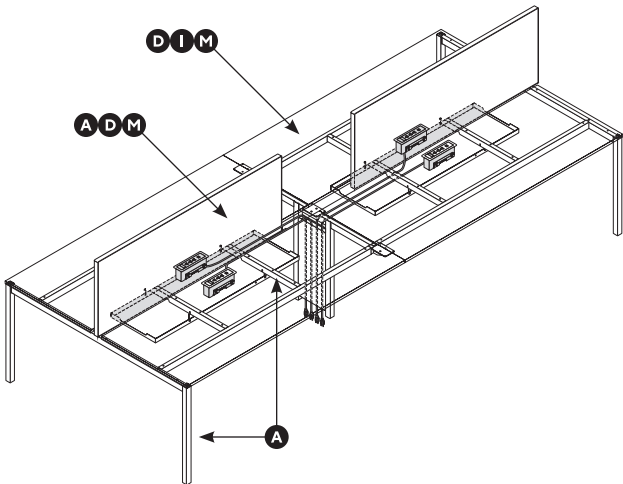
Material	Label
Steel	A
Aluminum	B
Glass	C
Wood	D
Fabric	E
Foam	F

Material	Label
Plastic Type 1 (PET or PETE Polyethylene Terephthalate)	G
Plastic Type 2 (HDPE High-Density Polyethylene)	H
Plastic Type 3 (PVC Polyvinyl Chloride, 3D Laminate)	I
Plastic Type 4 (LDPE Low-Density Polyethylene)	J
Plastic Type 5 (PP Polypropylene)	K
Plastic Type 6 (PS Polystyrene)	L
Plastic Type 7 (Other Plastics (PC, PLA, HPL, LPL, Solid Surface)	M
Plastic: Nylon	N
Cardboard	O
Fiberglass	P

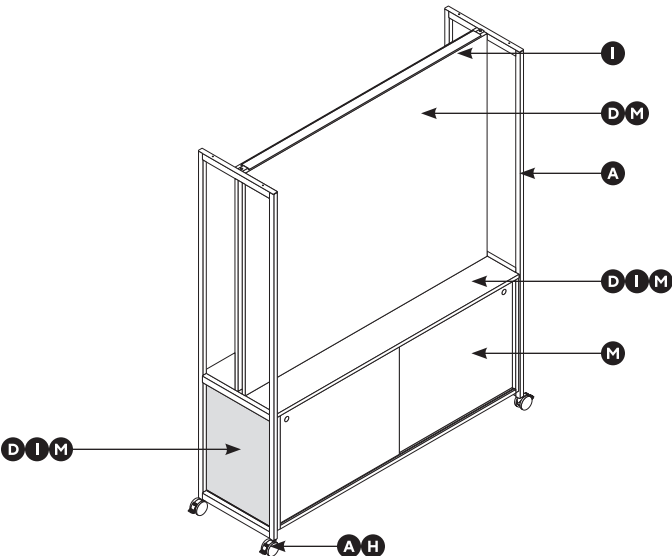
Panel Systems



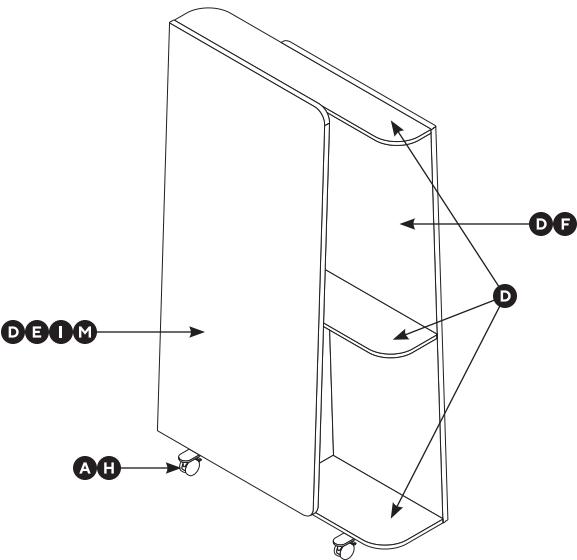
Benching



Screens



Screens



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Material Identification

Material	Where Used	Recycling / Disposal Instructions
Aluminum	Traxx, Connector Posts, Top Caps, Slat Walls, Glass Window Frames, Beams, Return Leg, Single- and Double- Sided Legs, Brackets	Recyclable via aluminum or metal recycling centers, where accepted.
Fabric	Covering for Panel Frames, Tiles, Connectors, Central and Return Screens	Generally not recyclable curbside; consider reuse or disposal; dispose as textile waste.
Fiberglass	Acoustical Panel and Tile Core Material	Handle with care; disposal may require special waste handling per local regulations.
Glass	Panel Insert Tiles, Frameless Glass, Full Glass Panels	Recycle where accepted by local glass recycling centers.
Laminate	Worksurface Tops, Tile Faces	Not recyclable curbside; consider reuse or disposal; dispose as solid waste.
Other	Carpet Gripper, Wireway Cover Brackets, Alignment Clips, Central and Return Screen Core	Generally not recyclable curbside; dispose per local waste regulations.
Polystyrene	Connector Cap Attachment Brackets	Generally not recyclable curbside; dispose as regular waste.
Polypropylene	Electrical Distribution Blocks, Worksurface Rims	Generally not recyclable curbside; dispose as regular waste unless local recycling program accepts.
PVC	Worksurface Wire Manager, Worksurface Rim, Top Cap Attachment Brackets, End Trims	Generally recyclable curbside; dispose as municipal solid waste.
Steel	Panel Frames, Wireway Covers, Worksurface Brackets, Top Caps, Connector Brackets, Wireway Cover Brackets, Tile Trim Channels, Pedestals, Storage Units, Drawers, Modesty Panels, Central Beam	Recyclable through most municipal metal recycling programs.
Wood	End Trims, Top Caps, Worksurfaces, Tile Cores, Worksurface Core	Generally not recyclable curbside; consider reuse or disposal; dispose as solid waste if necessary.