

Dismantling instruction for recycling (Workstations)

These instructions apply to all workstation products.

Dismantling

Components need to be broken down by material content and separated appropriately in order to maximize recycling. Setup a well-lit work area with benches and all necessary tools. Power tools are required for most jobs but some simple hand tools can handle the smaller jobs. Screw and nut with the appropriate bits are the most frequently used.

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

Worksurfaces

Laminate worksurfaces should have edge trim removed for recycling where possible. Locate the seam on the edging, pry out with straight screwdriver and peel off.

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.

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 casters from bottom of cases.

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

Overhead Storage

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

Screens

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

C&R Interiors Pte Ltd (199300043W)

Headquarter : 57 Defu Lane 9, Singapore 539295 Tel: 6488 0577 Fax: 6488 0588
Showroom : 79 Anson Road #01-02, Singapore 079906 Tel: 6372 0428 Fax: 6224 4288
E-mail : admins@cnrinteriors.com.sg Website : www.cnrinteriors.com.sg

Trim and Connectors

Panel trim is aluminium. Once aluminium extrusions are identified, any diecast caps at the ends should be removed by tapping sharply with a hammer (press fit). Metal clips should be removed and diecast corner caps identified for recycling

Panel tiles

Panel tiles should have the fabric removed by peeling off the edge from the back of the wood board. Plastic or metal clippings should be removed by tapping sharply with hammer. Glass tiles should be disassembled with care by snapping off top and bottom trims with a screwdriver and slide out the glass. Whiteboard material is identified by its hardly glossy-white surface. It is most often steel sheet material coated with whiteboard paint. Wood and laminate tiles should be stripped of brackets and clips before disposal

Electrical Components

Outlets connections must be unscrewed from panel tiles and removed. Plastic truckings and housing 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.

Packaging

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

Dismantling instructions for recycling (chairs)

Height Adjustmet Cylinders

A cylinder is secured to the mechanism and base by a press fit. To remove the cylinder, use a rubber mallet to separate the cylinder from each the base and machanism, Recycle or dispose as per regulations applicable to your business region.

Casters/Glides

To remove the glides and casters, the user must simply pull the casters stem out of the base socket.

Base

Once the casters and cylinders have been removed from the base, no other disassembly is required.

Armrest and Armcaps

Armrests and caps can be broken down and separated by material by removing visible fasteners.

C&R Interiors Pte Ltd (199300043W)

Headquarter : 57 Defu Lane 9, Singapore 539295 Tel: 6488 0577 Fax: 6488 0588
Showroom : 79 Anson Road #01-02, Singapore 079906 Tel: 6372 0428 Fax: 6224 4288
E-mail : admins@cnrinteriors.com.sg Website : www.cnrinteriors.com.sg

Upholstery Assemblies

Upholstery pans (plastic) can be removed by peeling away from the foam and separating from the fabric. Appropriate disposal is required for the foam. In some cases these parts may be disassembled with care By snapping off top and bottom pieces with a screwdriver. Fabric or mesh in all cases should be easily removed peeling off from the foam.

Mechanisms

The mechanism housing must be unscrewed from the chair. This mechanism can be broken down further with the appropriate tools, usually by means of screwdrivers and wrenches. Internal parts can be separated by material.

C&R Interiors Pte Ltd (199300043W)

Headquarter : 57 Defu Lane 9, Singapore 539295 Tel: 6488 0577 Fax: 6488 0588
Showroom : 79 Anson Road #01-02, Singapore 079906 Tel: 6372 0428 Fax: 6224 4288
E-mail : admins@cnrinteriors.com.sg Website : www.cnrinteriors.com.sg