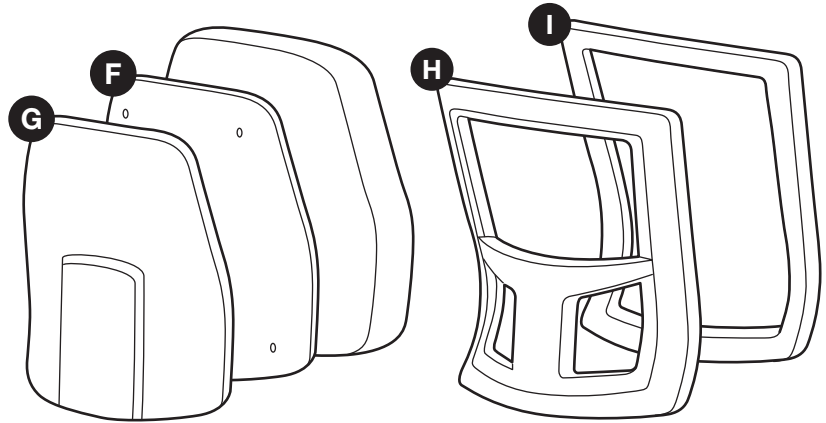


# disassembly & recycling instructions

## guest/side chair

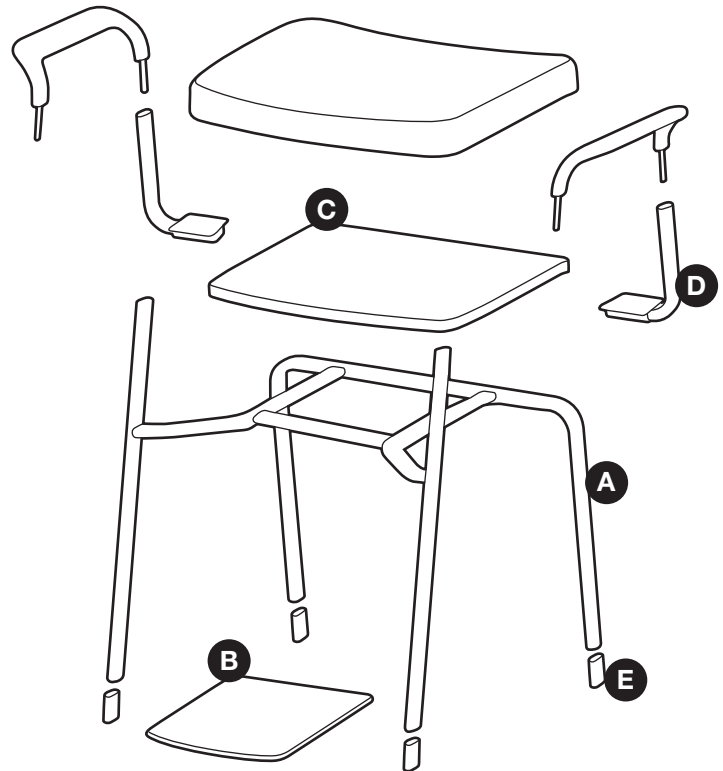
### applicable chair series

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

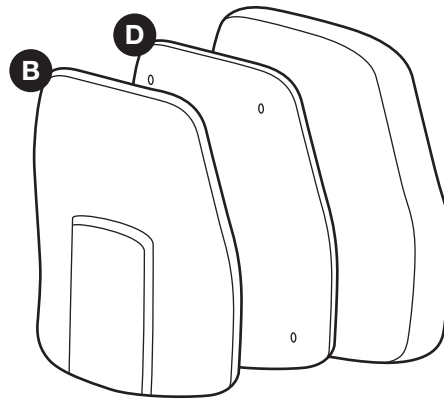


### steps to disassemble

- 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.

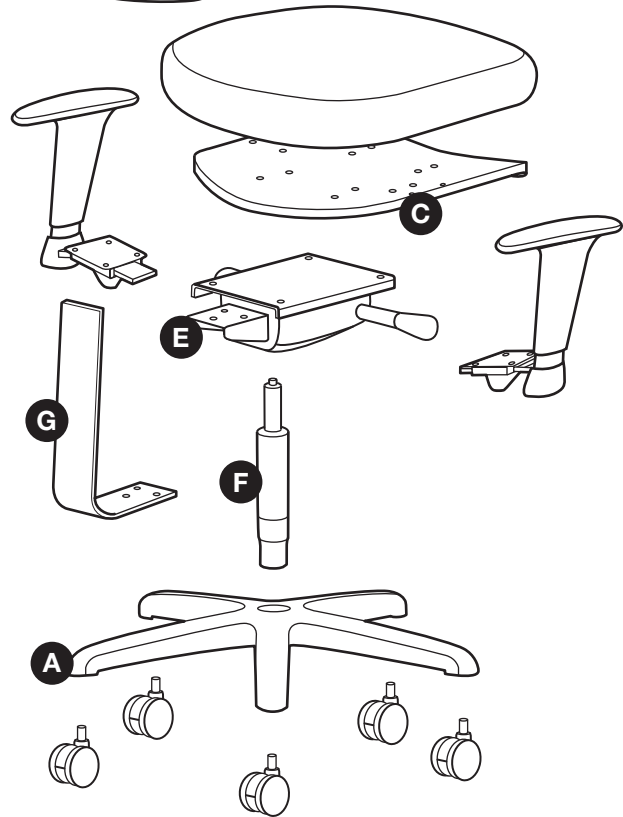
**applicable chair series**

Affirm Cushioned Back  
 Budget Contract (aka BC)  
 CE2  
 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.