

**Tools Required**

- Safety Glasses
- Utility Knife
- Scissors
- Mallet/Hammer
- Phillips Screwdriver
- Flathead Screwdriver
- Torx Screwdriver
- Metric Allen Wrenches
- Pliers
- Magnet
- Gloves
- Putty Knife

**Tables  
Product Series**

Reference Tables Price List for Series

Disassembly Instructions

Disassemble only to the point that materials have been separated for recycling or proper disposal. Refer to on line assembly instructions for detailed drawings showing fastening methods as a guide for disassembly. Available at: <https://www.nationalofficefurniture.com/>



-Remove any retaining clips from grommets or data managers as necessary.

-If applicable, remove grommets from worksurface.

-If applicable, remove any drawers.

-Using as many people as necessary for safety, turn table upside down and lay the worksurface on a stable surface – in most cases being the floor.

-Remove screws that hold legs, bases and/or hardware to the worksurface.

-Remove any hardware that holds legs and aprons or facade rails together.

-If applicable, remove any wire managers from table and bases.

-Remove any remaining screws from the table or bases that may still be fastening hardware to the table or base.



-If applicable, remove Casters or glides from bases.

-If applicable, remove screws from cleats.

-If applicable, remove any weighting from bases, which in some instances also requires removing a sub-panel inside of the base.

-For fabric covered panels, remove the fabric covered fiberglass tile from the metal substrate by sliding a putty knife between the metal and the tile. Dispose of the tile as a unit.

**Materials**

- Wood - Worksurfaces, Bases, Legs, Cleats
- Laminate - Worksurfaces, Bases
- Glass - Worksurfaces
- Steel - Bases, Legs, Glides, Undersurface Support, Brackets, Fasteners/Screws, Casters
- Aluminum - Bases, Legs, Grommets/Data Manager, Decorative Hardware

PVC/Vinyl - Wire Manager, Grommets, Tubing End Caps  
 Polypropylene – Casters  
 Fiberglass – Fabric covered panels  
 Other - Weighted Bag Lining, Casters, Glides

### Material identification

Material	Identification	Recyclable	Biodegradable	Where Used
Aluminum	A silvery white metal, sometime painted or coated, non-magnetic.	Yes	No	Pedestal Spacer, Hardware, Bases, Legs, Grommets/Data Manager, Decorative Hardware, Extrusions for Door Frames, Screens and Modesty Panels
Steel	A magnetic metal that may be coated or painted.	Yes	No	Slides, Hinges, Brackets, File Hangers, Pulls, Locks, Door Frames, Modesty Panels, Bases, Legs, Glides, Undersurface Support, Brackets, Fasteners/Screws, Casters
Zinc	A bluish-white non-magnetic metal; much heavier for its size than aluminum generally not painted.	Yes	No	Hardware
Glass	A hard usually transparent material that can be clear, frosted or pattern etched.	Yes	No	Door inserts, shelves, worksurfaces
Laminate	A thin top sheet of treated paper heavily saturated with melamine resins having a dark colored edge regardless of face color and usually adhered to a wood core.	No	No	Worksurfaces, End Panels, Modesty Panels, Door Fronts, Drawer Fronts, Drawer Assemblies, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts, Bases
Wood	Solid wood, plywood, medium density flake board or particle board.	Yes	Yes	Worksurfaces, Ends, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts, Drawer Assemblies, Bases, Legs, Cleats
Plastic 3: Vinyl (Polyvinyl Chloride or PVC)	Vinyl (Polyvinyl Chloride or PVC). In addition to its stable physical properties, PVC has excellent chemical resistance, good weather-ability, flow characteristics and stable electrical properties. The diverse slate of vinyl products can be broadly divided into rigid and flexible materials. Bottles and packaging sheet are major rigid markets, but it is also widely used in the construction market for such applications as pipes and fittings, siding, carpet backing and windows. Flexible vinyl is used in wire and cable insulation, film and sheet, floor coverings synthetic leather products, coatings, blood bags, medical tubing and many other applications.	Yes	No	Rim treatment, File Hanger Molding, Wire Manager, Grommets, Tubing, End Caps
Plastic 5: Polypropylene	Polypropylene (PP). Polypropylene has good chemical resistance, is strong, and has a high melting point making it good for hot-fill liquids. PP is found in flexible and rigid packaging to fibers and large molded parts for automotive and consumer products.	Yes	No	Casters
Plastic 7: Other	Other. Use of this code indicates that the plastic in question is made with a resin other than the six other plastics within the " <a href="#">Resin Identification Code</a> " categories, or is made of more than one resin listed within the list, and used in a multi-layer combination. Includes Nylon.	Yes	No	Acrylic Door Insert, Screens, Modesty Panels, Weighted Bag Lining, Casters, Glides
Fiberglass	Molded into sheets with a polymer coating on one or both faces. Usually pale yellow in color	No	No	As a substrate for fabric covered tiles.