

Locker Installation Guide

Overview

The purpose of this guide is to provide basic instruction on methods, techniques and materials needed to successfully install your new lockers.

It is not intended to be an all inclusive and written with the expectation that the install has the necessary knowledge to operate the tools needed for the installation and has woodworking experience. It is not possible to describe all situations and their solutions in this format.

Basic installation process:

- Lockers are unloaded and hardware kit is located.
- Lockers are set in place, level and plumb, secured to wall and bolted to each other.
- Doors checked for function, lock operation and adjusted as necessary.

Definitions

Locker

A locker is an all-encompassing unit. This unit contains the frame of the locker; the toekick plate of the lockers; and the door(s).

Connecting Bolt

Two-part bolt, Male and Female. Used to secure lockers together. All lockers have pre-drilled holes for these connecting bolts. Male goes on one side, Female the other side and screwed together. This draws the units tight to each other and combined with other methods prevents tip over.



JCB Bolt

Male bolt. Used to secure Applied End Panels to Locker. Applied End Panels have Female Inserts pre-installed.



Applied End Panels

Decorative panel placed at the end of run of single depth lockers to conceal Lockers that have exposed Connecting Bolt holes and provides a unified and finished appearance to the run. Height is equal to the locker height. Width equals the depth of the locker minus the door thickness.

Locker Installation Guide

L-Shape Filler Panel

L-Shape Filler Panel is used to fill gaps between lockers or a wall.

Leg Levelers

Each locker has (4) leg levelers that can be accessed through the top of the bottom panel. A drill with a Standard head or a Standard Screwdriver can be used to adjust the leg leveler up or down.



Tools

This section contains a list of basic tools that may be needed for the locker installation.

1. Tools

- a. Drill - For pre-drilling screws holes to secure locker to stud. Also, can be used to adjust leg levelers.
- b. Circular Saw – Used on L-Shape Filler Panel if the contour of the panel needs to match the shape of the wall or structure it is going up against.
- c. Level – Used to ensure the cabinet is level.
- d. Stud Finder – Used to ensure that screws used to secure the locker to the wall are screwed into a wall stud.
- e. 2" Wood Screws – Used to secure the locker to the wall.
- f. Standard Screwdriver – Used to adjust leg levelers.
- g. Phillips Screwdriver – Used to tighten Connecting Bolts and/or JCB Bolts.
- h. Hand Truck OR Furniture Dolly – For unloading and moving lockers to install location.

Locker Installation Guide

Installation

1. Stud Marking

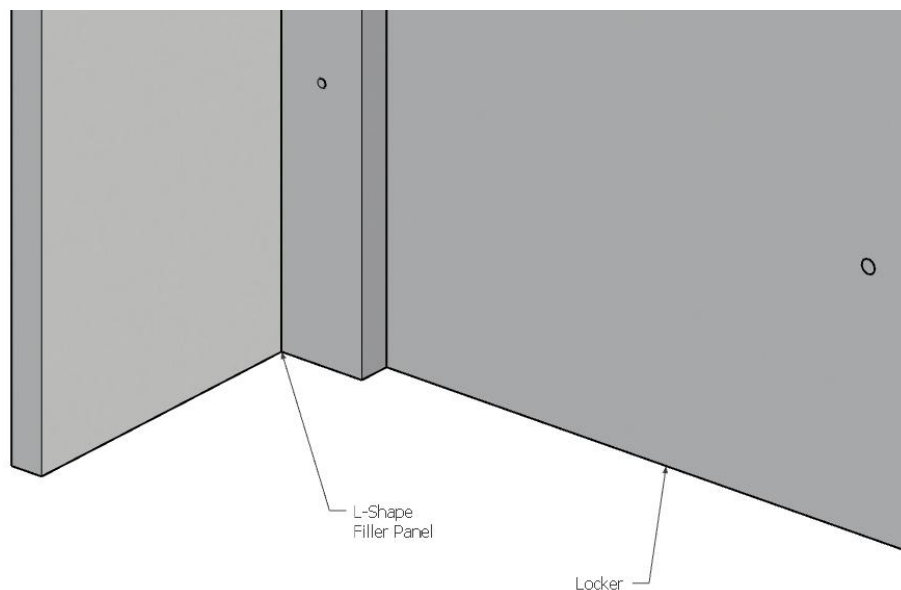
- a. Prior to installation use the stud finder and mark locations of studs above locker height. You will need this location when you start securing the lockers to the wall.

2. Unloading

- a. Upon delivery of the lockers inspect them. Record any damage on Bill of Lading and have the driver sign it as well. You have a very short window of time to report any freight or other damage.
- b. The easiest way to unload lockers is to use a hand truck or furniture dolly, one at a time. Ensure that there is padding between these and the locker.
- c. Ensure that a side of the locker is up against the hand truck or dolly and ensure that the door opening is closest to the hand truck or dolly. This will keep the door from swinging open.
- d. Transport lockers to the install location.

3. L-Shape Filler Panels

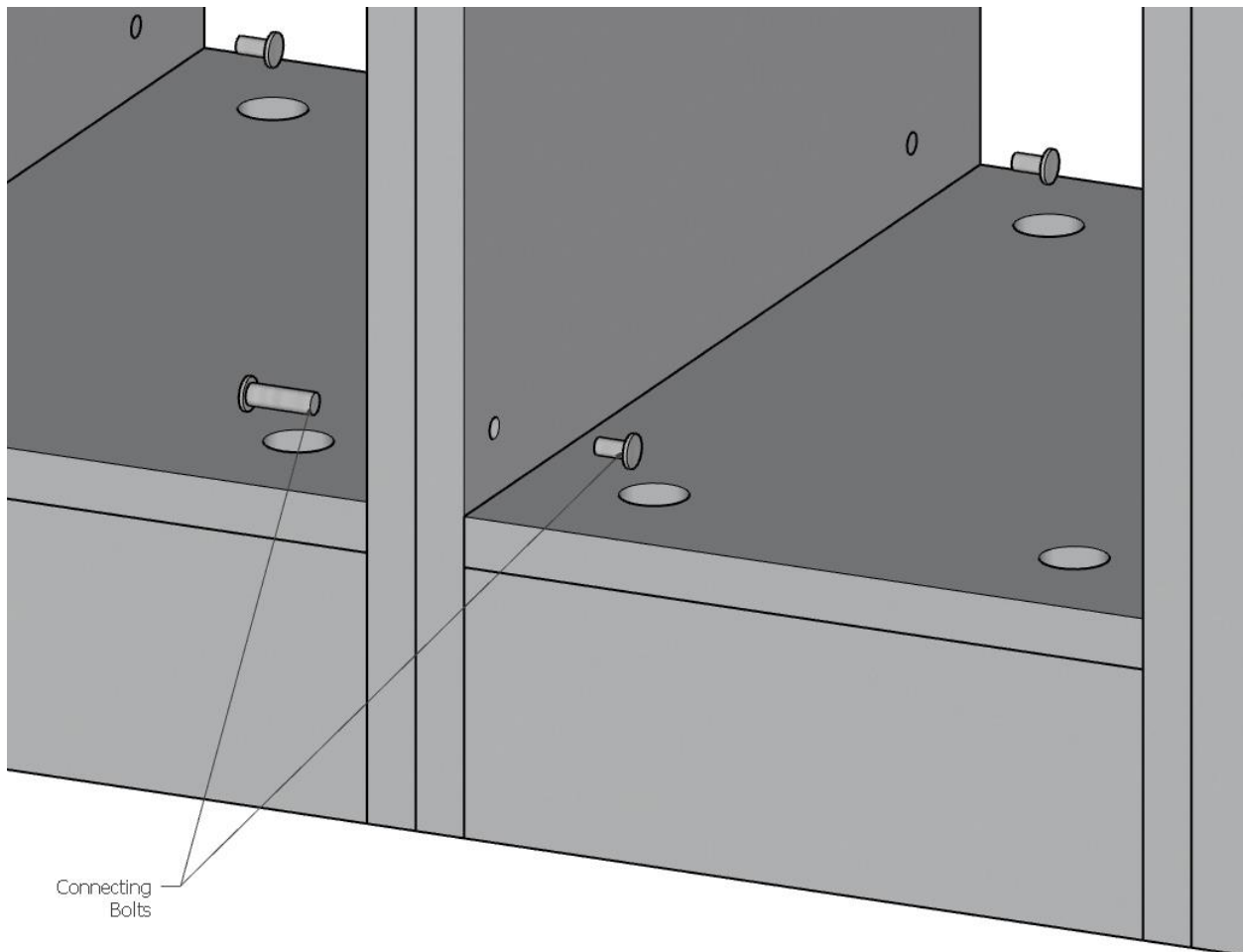
- a. Filler panel is used to bridge the gaps between the locker and wall. You will want to determine the size needed of filler panel needed and attached to the first locker prior to moving into place.
 - i. Using a saw cut the filler front panel to width necessary.
 - ii. Attach the short leg of the filler panel to the locker using the provided 1-1/4" long screws.



Locker Installation Guide

4. Connecting Lockers

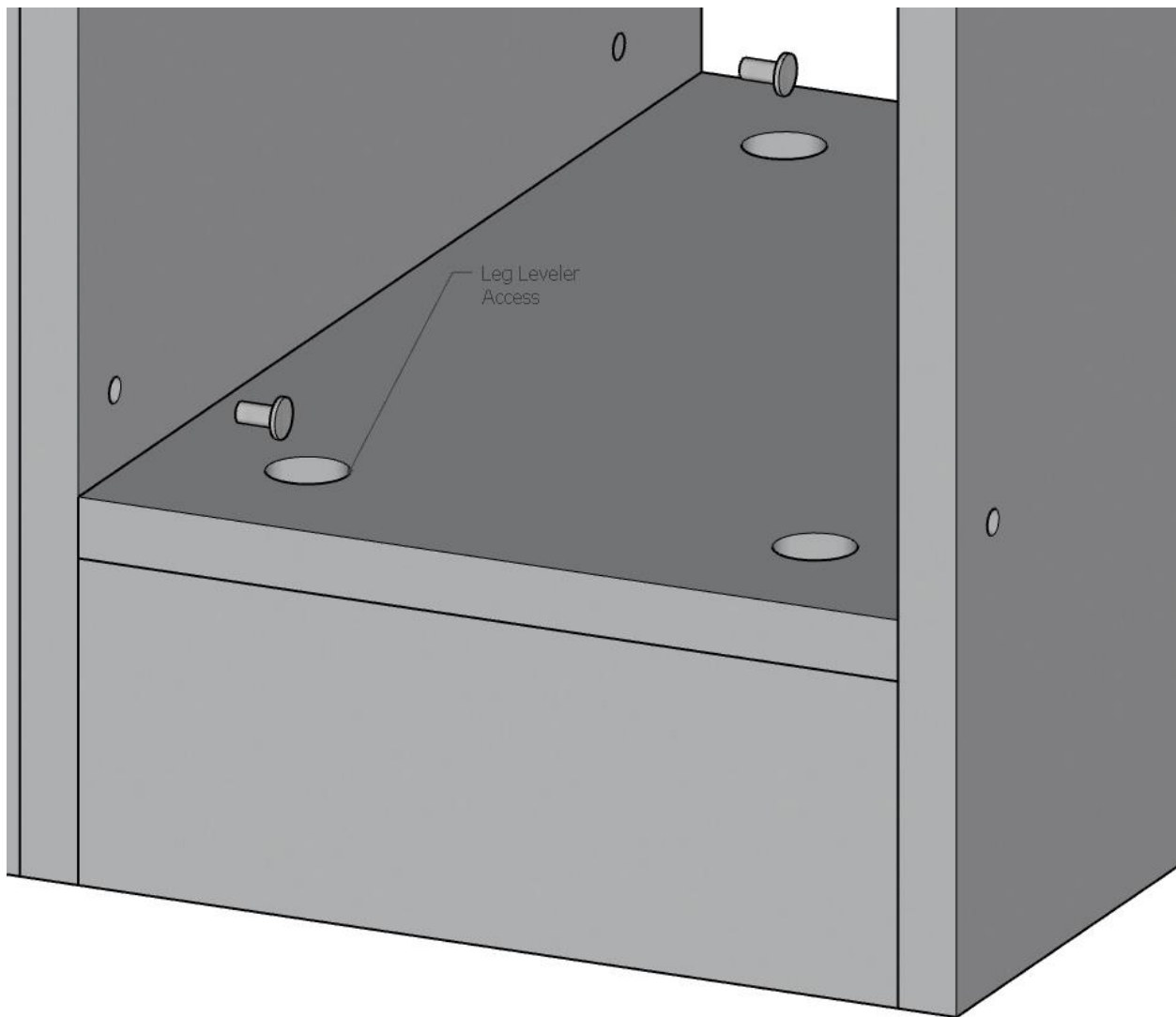
- a. As mentioned in prior sections lockers need to be secured to prevent tip over. Part of that process is connecting the lockers together with connecting bolts.
 - i. Slide lockers into location. The leg levelers will help protect the bottom edges of the lockers.
 - ii. Slide second locker into location. The pre-drilled holes in the sides of the lockers will be lined up.
 - iii. Use the provided Connecting Bolts to secure the two lockers together. Hand tighten the bolts and then use a Phillips Screwdriver for a snug connection.



5. Leveling Lockers

Locker Installation Guide

- a. Once lockers are in their location and connected together you will need to level them. If multiple lockers are connected then only feet at the ends of the locker run and middle lockers, no more than 4' apart, should be leveled.
 - i. You can access the leg levelers through the top of the bottom panel inside the locker.
 - ii. Using a drill with a standard head you can adjust the leg leveler up or down. Use a level to ensure that the locker is level side-to-side and front-to-back.
 - iii. Once the lockers are leveled install the provided cover caps.



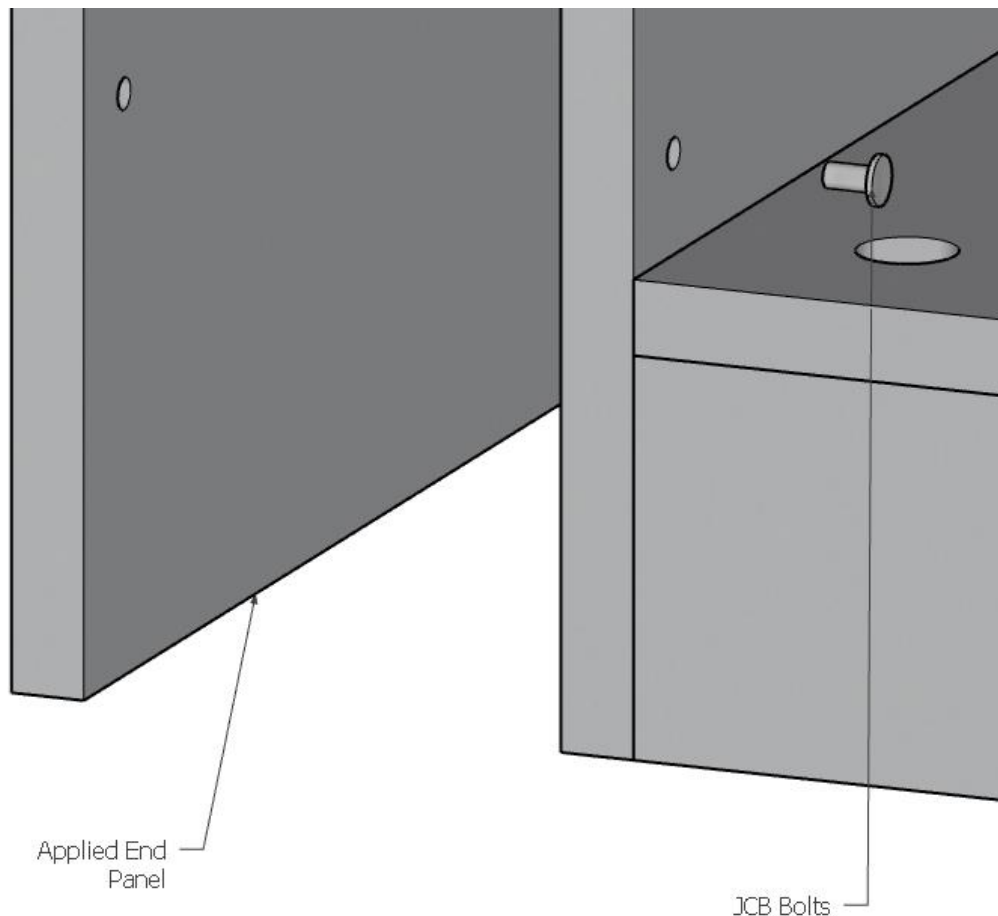
Locker Installation Guide

6. Securing Lockers

- a. Lockers need to be secured to prevent tip over. Part of that process is connecting the lockers together with connecting bolts and part is securing the lockers to the wall.
 - i. Using the stud markings you previously marked pre-drill a hole in the back of the locker and attach locker to the stud with a wood screw, minimum of 2" in length.

7. Optional Applied End Panels

- a. If one or both of the ends of your locker run are exposed you can put on an optional Applied End Panel.
 - i. One side of the Applied End Panel will have pre-installed female inserts. Line up the Applied End Panel inserts with the Locker pre-drilled holes.
 - ii. Use the provided JCB Bolts to hand tighten the bolts and then use a Phillips Screwdriver for a snug connection.



Locker Installation Guide

8. Optional Hinge Adjustment

- a. Lockers are pre-fabricated individually and shipped assembled. This means that while the doors were adjusted in the factory that they may have been handled multiple times since and may require a final adjustment in the field.
 - i. The hinges can be adjusted. Left and Right on the door side of the hinge. On the frame side is Up, Down and Front to Back (Depth).

Care and Cleaning

Both the interior and exterior of the lockers can be cleaned with a mild soap and warm water. Use as little water as possible. Dry with a clean, soft cloth immediately.

Do not use strong detergents, abrasives or chemical agents to clean your lockers.

