



## Executive, Task, Stool Disassembly



- 1 Chair Series: **Grid, EDU<sup>2</sup>**  
Tools Required: Phillips & Flat Head Screwdrivers, Needle Nose Pliers, Staple Puller, Hammer
- 2 The base is press fitted to the cylinder. The receiving hole of the base is tapered.  
Turn the chair over and firmly hold a base leg in one hand using upward pressure away from cylinder. Using the steel hammer with the other hand, Strike firmly on the bottom edge of the cylinder. The base will then release from the cylinder. This may take a few strikes with the steel hammer.
- 3 The cylinder is press fitted to the mechanism. The receiving hole of the mechanism is tapered.  
With the chair still in a flipped position, firmly hold cylinder in one hand using upward pressure away from the mechanism. Using the steel hammer with the other hand, Strike firmly on the mechanism. The cylinder will then release from the mechanism. This may take a few strikes with the steel hammer.



- 4 Remove the foot ring if applicable.  
Turn the foot ring until it is loose enough to slide away from the cylinder.





- 5 The mechanism is mounted to the seat with 4 screws.  
Using the phillips head screwdriver, remove the 4 screws.



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CHAIRS THAT FIT EVERY TASK - FOR EVERY BODY		"BUILT IN AMERICA WITH QUALITY NORTH AMERICAN MADE COMPONENT PARTS" SEATING SERIES 275 STANDARD FIT 350 INTENSIVE USE & HEAVY DUTY 550 GENEROUS FIT	
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**6 TASK & STOOL:** The back rest is a 2-piece plastic frame. It is mounted to a steel bracket. Using the phillips head screwdriver, Remove the 8 phillips head screws that hold the plastic back frame together. Seperate the 2 plastic back frame pieces. Using the flat head screwdriver, remove the 4 exposed screws that fasten the bracket to the plastic back. Lift the plastic back frame away from the bracket.



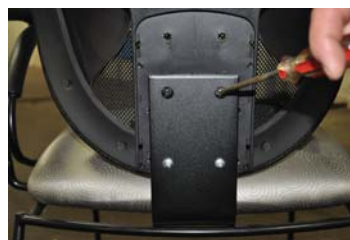
EDU2 Mesh Back:  
pry up rubber  
cord up with  
flathead screw  
driver.  
Remove cord.



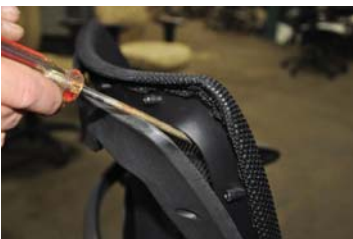
**7 TASK & STOOL:** The mesh upholstery is stapled to the inside of a plastic back frame piece. Remove the staples using the staple puller. Pull the mesh upholstery away from the plastic frame.



**8 EXECUTIVE:** The back rest is a 2-piece plastic frame. It is mounted to a steel bracket. Using the phillips head screwdriver, remove the 4 screws from the back plastic cover. Remove the plastic cover to expose 4 screws. Using the flat head screwdriver, remove the 4 screws. Lift the plastic back frame away from the bracket. Using the phillips head screwdriver, Remove the 12 phillips head screws that hold the plastic back frame together. Separate the 2 plastic back frame pieces.



**9 EXECUTIVE:** The mesh upholstery is stapled to the inside of a plastic back frame piece. Remove the staples using the staple puller. Pull the mesh upholstery away from the plastic frame.



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seating inc. is a certified Woman Business Enterprise. We have been dedicated to building workplace seating of the highest quality for 25 years and all our products pass rigorous testing to ensure years of trouble-free performance. Quality materials, workmanship and customer service, all backed up by the best warranty in the industry.



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- 10** Remove the arms if applicable. Turn the chair over. Using the phillips head screwdriver, remove the 4 screws and any plastic spacers that hold the arms to the underside of the chair. If applicable, Use the flat head screwdriver to remove the set screw that goes through the arm bracket. Slide the arm out of the adjustment bracket. Using the phillips head screwdriver, remove the 4 screws and any plastic spacers that hold the bracket to the underside of the seat.



- 11** If applicable, the mesh seat is a one piece assembly made up of 3 pieces (1 inner piece, 2 outer pieces). Using the phillips head screwdriver, Remove the 12 phillips head screws that hold the plastic seat assembly together. Remove the now exposed 20 phillips head screws that hold the inner piece to the outer plastic piece. Gently pry the inner piece away from the outer piece moving all around the assembly until it falls away. Pull the mesh upholstery away from the plastic piece.





- 12** The seat upholstery is stapled to the wood substructure. Using the staple puller, remove the staples.















- 13** The upholstery is glued to the foam cushions. The foam cushions are glued to the wood substructures. Pull the upholstery away from the foam cushions. Pull the foam cushions away from the wood substructures while using the flat head screwdriver or the staple puller to assist the release.



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Parts List:	Composition:
36 Screws	 Steel
Staples	 Steel
2 Back Frame Pieces	Plastic
1 Substructure	Wood
3-4 Upholstery Pieces	Mesh, Fabric, Vinyl, or Leather
1 Cushion	Foam
1 Mechanism	 Steel
1 Cylinder	 Steel
1 Base	Plastic
Casters/Glides	Plastic
If Applicable:	
3 Seat Pieces	Plastic
1 Foot Ring	 Steel
1 Outer Back	Plastic
4-6 Push-in Fasteners	Plastic
Nails	 Steel
2 Arm Mounting Brackets	 Steel
2 Adjustment Brackets	 Steel
Nails	 Steel
2 Arms	 Steel
8-16 Arm Mounting Screws	 Steel
2 Set Screws	 Steel
Spacers	Plastic

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