

SERVICING KL SERIES CHAIRS

(See Illustrations Page Attached)

Tools needed: Diagonal wire cutters, 7/16" socket and ratchet, 1/2" socket and ratchet, Pneumatic stapler.

A. Removing Hardboard Bottom Plate

1. Carefully remove the staples from the perimeter of the bottom hardboard plate. This is best done with the use of side cutters or a small screwdriver. (see illust. #1)

B. Checking Leg and Back Tightness

1. Legs are attached to the seat board with (3)- 1/4"-20 x 1" long Grade 5 Hex Bolts per leg. Tighten these fasteners down until they hold the leg firmly in place, but do not over-tighten—torque to 15 ft. lbs. (see illust. # 4)
2. To gain access to the bolts securing the back plate to the seat, carefully remove the staples that secure the fabric cover on the back plate to the seat board. The back plate is secured to the seat board with three 5/16"-18 x 1" long hex head bolts. Tighten these bolts to 40 ft. lbs. Re-staple fabric back plate cover to seat board. (see illust. 2 & 3)
3. Re-install bottom hardboard plate and re-staple perimeter. (Replacement hardboard bottom plates are available from our Customer Service Dept.)

C. Changing Legs

1. After removing bottom hardboard plate (see **A.1**), remove the (3) hex bolts that attach each leg to the seat board and remove existing legs. Position new legs on chair seat bottom. Rear legs have plastic bumpers built onto the center portion of the leg. (see illust. # 5)
2. Re-install screws and tighten to 15 ft. lbs.
3. Re-install bottom hardboard plate (see **B.3**).

D. Changing Chair Backs

1. Remove bottom hardboard plate (see **A.1**).
2. Remove staples from fabric cover on back plate and remove three hex bolts (see **B.2**).
3. Position new back on seat bottom and secure with three 5/16"-18 x 1" hex bolts—tighten to 40 ft. lbs.
4. Re-staple fabric back plate cover to seat bottom.
5. Re-install bottom hardboard plate (see **B.3**).

E. Changing Chair Seats

1. Remove bottom hardboard plate (see **A.1**).
2. Remove staples from fabric cover on back plate and remove three hex head bolts (see **B.2**).
3. Remove all bolts from chair legs and set legs aside.
4. Re-install chair back to new seat (see **D.3**).
5. Re-staple fabric back plate cover to seat bottom.
6. Re-install chair legs (see **Section C**)—tighten screws to 15 ft. lbs.
7. Re-install hardboard bottom plate and re-staple perimeter (see **B.3**).

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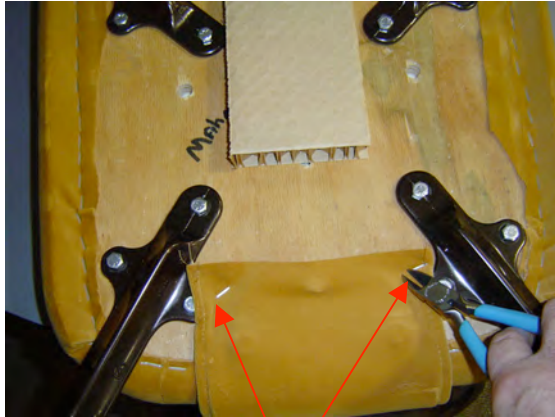
1.



**Hardboard
Bottom Plate
Staples**

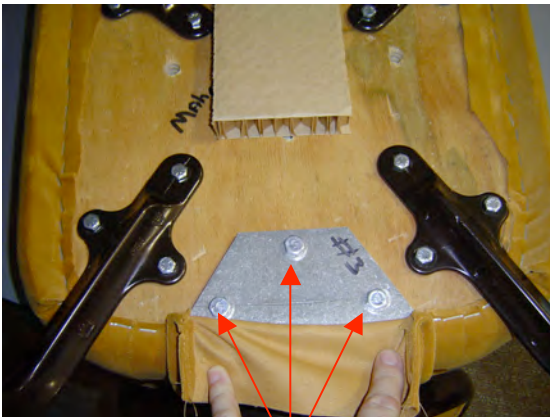
**Hardboard
Bottom Plate**

2.



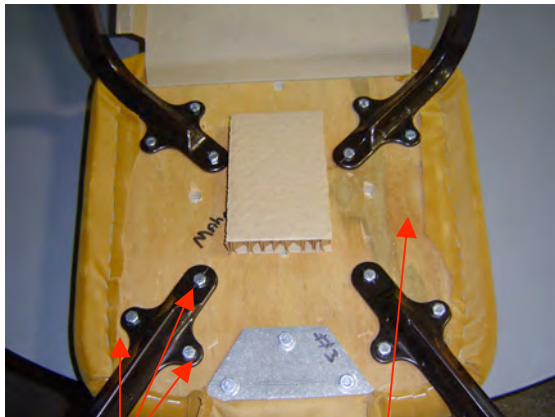
**Back Plate
Cover Staples**

3.



**Back Plate
Bolts
5/16x18x1"**

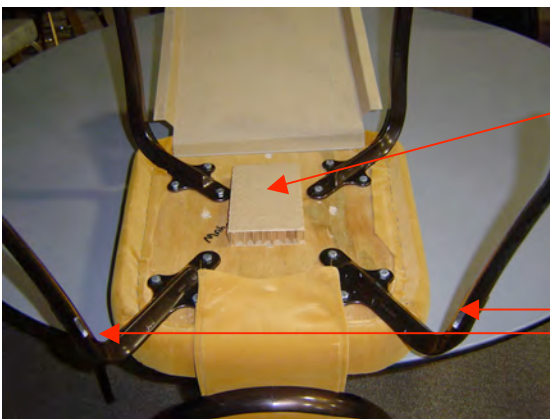
4.



**Leg Screws
1/4x20x1"**

**Seat
Board**

5.



**Hardboard
Bottom Plate
Support Cell**

**Plastic Leg
Bumpers**

NOTE: Maintaining the hardboard bottom plate and support cell is essential to provide even distribution of weight when chairs are stacked, as well as protection to the upholstery material of the lower chair when stacked. Removal of this component can lead to upholstery damage and instability of stacked chairs.