

SERVICING MSE SERIES STACKABLE CHAIRS

(See Illustrations Page Attached)

Tools needed: Diagonal wire cutter, 7/16" socket and ratchet, #2 Phillips screwdriver, ½" 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.

B. Checking Leg and Back Tightness

1. Leg frames are attached to the seat board with four 1/4"-20 x 2" long hex bolts with reinforcing clips in the outer four holes of the leg frame and two #14 x 1 ¾" long wood screws in the center two holes. Tighten these fasteners down until they hold the leg firmly in place, but do not over-tighten—torque to 7 ft. lbs.
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.
3. Re-install bottom hardboard plate and re-staple perimeter. (Replacement hardboard bottom plates are available from our Customer Service Dept.)

C. Changing Leg Frames

1. After removing bottom hardboard plate (see **A.1**), remove the four bolts with reinforcing clips and two screws that attach the legs to the seat board and remove existing legs. Position new legs on chair seat bottom. Small plastic bumpers should be on insides of rear legs.
2. Re-install bolts with reinforcing clips and screws and tighten to 7 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"-18x1" 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 four bolts with reinforcing clips and two screws 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 7 ft. lbs.
7. Re-install hardboard bottom plate and re-staple perimeter (see **B.3**).

Servicing MSE Series Stackable Chairs

1.



Hardboard Bottom Plate
Hardboard Bottom Plate Staples

3.



Back Plate Hex Bolts
5/16 x 18 x 1" Back Plate

2.



Seat Board
Fabric Back Plate Cover Staples
#14 x 1 3/4" Wood Screws
1/4 x 20 x 2" Hex Bolts with Reinforcing Clips

4.



Plastic Leg Bumpers

Gasser Chair Company, Inc.

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

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