

Disassembly Instructions For

Task / Executive Chairs

1. Flip chair so the base is facing upwards.
2. Use a mallet to remove the bottom of the chair (base, cylinder and casters) from the control.
3. Remove the casters from the base by using a flathead screwdriver. Remove the base from the cylinder using a mallet.
4. Remove the backrest from the mechanism or seat.
5. Remove materials from the backrest portion of the chair. If there is an outer back, remove it with a flathead screwdriver.
 - a. Remove any mesh back from the plastic back frame using a utility knife.
 - b. Remove any upholstered backrest by pulling off all the staples and pulling the fabric from the foam. Separate the foam from the inner structure.
6. Separate the mechanism from the seat by removing all bolts.
 - a. Separate the plastic cover from the mechanism.
7. Remove the bolts from the armrests and remove arm pads, if necessary.
8. To remove the fabric from the seat, remove the staples and pull the fabric off the foam. Separate the foam from the inner structure.
9. Check with your local recycling center to find out if the materials are recyclable (varies depending on region/country).

	Backrest Material	Seat Material
A-Series	Plywood Frame, Foam & Fabric	Plywood Seat Pan, Foam & Fabric
Assante	Plywood Frame, Fiberboard Outer Back, Foam & Fabric*	Plywood Seat Pan, Foam & Fabric
Atto	Plywood Shell, Plywood Inner Back & Seat, Foam & Fabric	N/A
Brylee	Plywood Shell, Plywood Outer Back & Seat, Foam & Fabric	Plastic Seat Cover
Eqüs	Plywood Frame, Foam & Fabric**	Plywood Seat Pan, Foam & Fabric
Expression	Mesh & Plastic Frame***	Plastic Seat Pan, Foam, Fabric & Plastic Cover
Fortune	Plywood Frame, Foam & Fabric (2x)	Plywood Seat Pan, Foam & Fabric (2x)
Onyx	Plywood Frame, Foam, Fabric & Plastic Cap	Plywood Seat Pan, Foam & Fabric
Papillon	Plywood Shell, Metal Tubing & Canvas	Plywood Seat Pan, Foam & Fabric
Radar	Plywood Frame, Foam, Fabric & Plastic Outer Back	Plywood Frame, Foam & Fabric
Radiance	If Mesh: Mesh, Plastic Frame If Upholstery: Plastic Frame (2x), Foam & Fabric	Plastic Seat Pan, Foam, Fabric & Plastic Cover
Savvy	Plywood Frame, Fiberboard Outer Back, Foam & Fabric	Plywood Seat Pan, Foam & Fabric
Upswing	Mesh & Plastic Frame	Plastic Seat Pan, Foam, Fabric & Plastic Cover

* If Headrest: Same Component & Metal Bracket.

** If Headrest: Plastic frame, Foam, Fabric & Plastic Support.

*** If Headrest: Plastic Frame & Mesh.

Tools

