

SERVICING 8800 SERIES CHAIRS

(See Illustrations Page Attached)

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

B. Checking Leg and Back Tightness

1. Leg frames are attached to the seat board with six 1/4"-20 x 1-3/4" long machine screws (earlier chair models may have a 1-3/4" number 14 flat head wood screw in the center hole of each leg). 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 six screws that attach the legs to the seat board (earlier chair models may have a 1-3/4" number 14 flat head wood screw in the center hole of each leg) and remove existing legs. Position new leg on chair seat bottom. Small plastic bumper should be on inside of rear leg.
2. Re-install 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 six 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 8800 Chairs

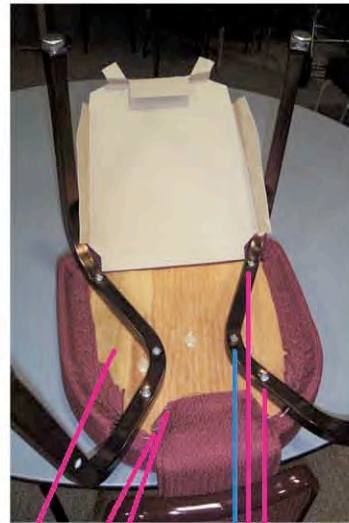
1.



Hardboard bottom plate

Hardboard bottom plate staples

2.



Seat board

Leg screws
1/4" x 20 x 1 3/4"

(Earlier models, 1 3/4" No. 14
Flat head wood screw)

Fabric back plate cover staples

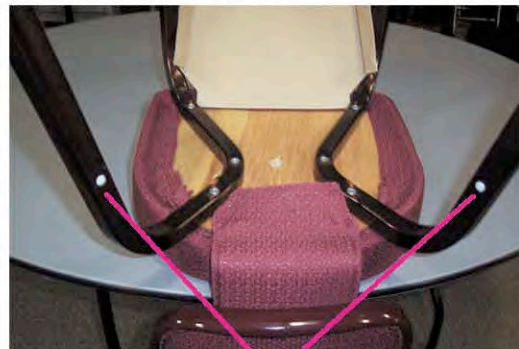
3.



Back plate bolts
5/16" x 18 x 1" Hex

Back plate

4.



Plastic leg bumper

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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 material of the lower chair when stacked. Removal of this component can lead to upholstery damage and instability of stacked chairs.