



Installation Instructions



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Total System Contains:

1 – Diamond Plate Job Box
 1 - Work Flow Mobile Cart
 7 - Lifting Bars
 12 – Yellow Connecting Bars
 14 - Jack Assemblies
 12 - Red Sway Bars

14 – Guide Handle Bars
 4 - Box Lifter Adaptor Pegs
 2 – Yellow Jack Retention Bars
 2 – Wheel Turning Handles
 1 – Accessory Kit
 1 – Instructional Manual



1 - Diamond Plate Job Box



1 - Work Flow Cart



7 - Lifting Bars



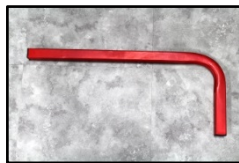
12 – Yellow Connecting Braces



14 – Jack Assemblies



12 - Sway Bars



14 – Guide Handle



4 – Box Lift Adaptor Pegs



2 – Wheel Turning Handles



2 – Yellow Jack Retention Bars



1 – Accessory Kit

SAM Moving Instructions:

Before moving any equipment:

- Please check all Gondola fixture for structure stability & integrity
- Inspect & ensure the product on gondola fixture is secure and stable including top stock

Positioning Box & Cart

1. Lower ramp gate and remove the (4) box lifter adaptor pegs from work cart.
Close ramp gate

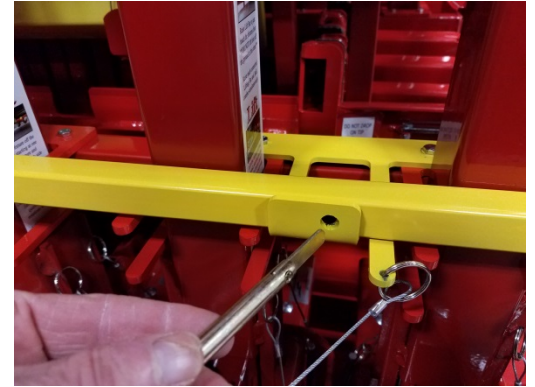


2. Install each box lifter adaptor peg as shown ensuring locking pin is secure



Locking Pin

3. Open side door and remove yellow jack retention bars and 4 roller jacks



After removal of jacks be sure to replace the yellow jack retention bar

4. Install roller jacks onto the tongue of the box lifter adaptor peg ensuring the safety latch engages onto the roller jack receiver.

“Listen for the Click”



Push low on Roller Jack; for ease of connection and to reduce binding

5. Turn wheels in the direction of the initial movement



*Direction of
Initial Movement*



Wheel Position

6. Simultaneously lift all four corners until box is off the floor



7. When moving the box, never position anyone in front of the box.
Push from behind and guide from the sides



8. Position box near work area as not to interfere with the moving of the gondola leaving ample room for removal of cart and jacks
In unison lower all four corners of the box to the ground

9. Unlatch the roller jack from the box lifter adaptor peg by stepping on the safety latch and pulling on the lower handle of the roller jack

Pulling high on the roller jack will cause binding; you must use the lower handle for a smooth release



**Pull using handle on
bottom of jack**

10. Remove the (4) box lifter adaptor pegs and replace on cart

**Must Remove
Jacks & Lift Pegs
Prior to Shipping**



Layout & Installation

11. Prior to installing it is recommended to remove any necessary end caps and clean under the existing shelves, the travel path way, the future placement of the gondola



12. Lower gate; remove drop pins from locking brackets on both sides of cart and roll cart from box



13. Working from the cart and starting at one end; begin placing the red lift bar under the gondola. Verify center of lift bar opening is located around the main upright, and that lift fingers on the bar are facing the same direction.



To confirm the lift bar is centered on upright, align the base deck with the appropriate shelf indicators either 18" or 24" base deck



14. Once lift bars are in place, begin installing the yellow connecting bars into the slots on the lift bar. Repeat until all lifting bars are locked together with the yellow connecting bars. Continue by installing yellow connecting bars on the opposite side of the fixture.

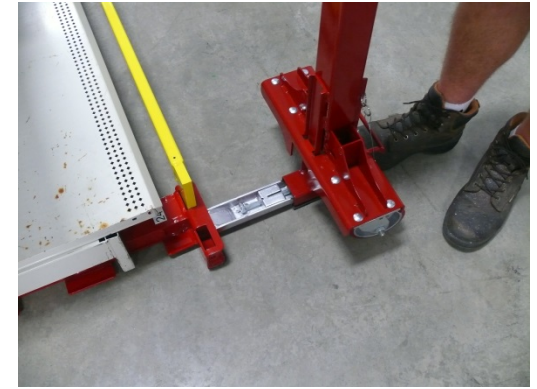


15. Remove yellow jack retention bar and remove quantity of jacks required



After removal of jacks be sure to replace the yellow jack retention bar

16. Position roller jacks in front of lifting bars with the jack handles facing outward



17. Install roller jacks onto the tongue of the lift bar ensuring the safety latch engages onto the roller jack receiver

“Listen for the Click”



Push low on Roller Jack; for ease of connection and to reduce binding

- 19. Must start at one end of the fixture and move down the gondola;** installing sway bars into roller jacks and installing locking pins.

To install the sway bars you need to angle the sway bar, lift vertical, and then drop it into the slot on the roller jack



Angle



Lift



Drop

20. Prior to lifting the gondola it is important to follow the four step “WIRL” process

W.I.R.L.

WHEELS

INSPECT

RAISE

LIFT

W.I.R.L.

Wheels



Turn Wheels in Direction of Initial Movement/ Push

Inspect



Lift bars are tight against fixtures feet

Raise



Raise Lift Bar to just touch the fixtures foot
DO NOT lift foot off the ground at this time

Raise each connected Lifting Bar and Jack combo simultaneously

Lift



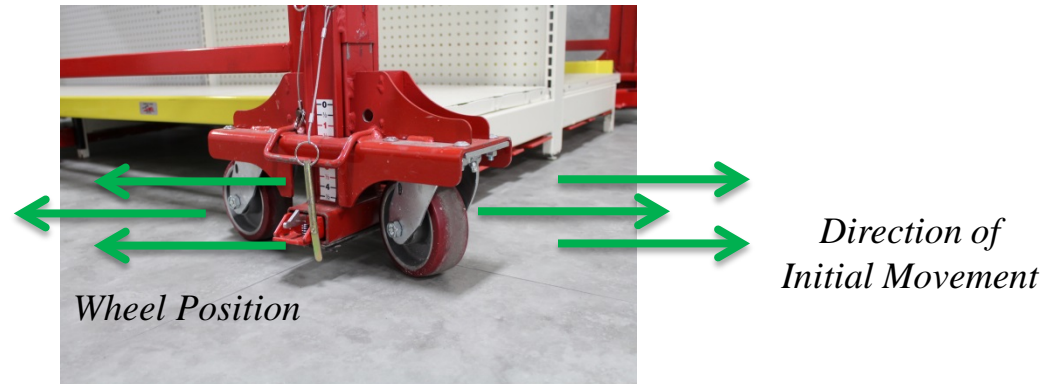
Lift the fixture off the ground; starting at one end of a fixture and working down each side of the fixture.

Simultaneously 2 people begin raising each connected Lifting Bar and Jack combo. Ensure quantity of lifting rotations are in sync.

Lift between 1/2' and maximum 1" to clear floor imperfections

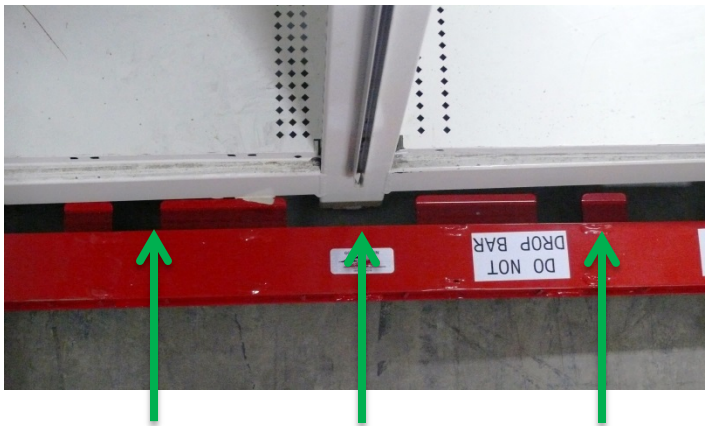
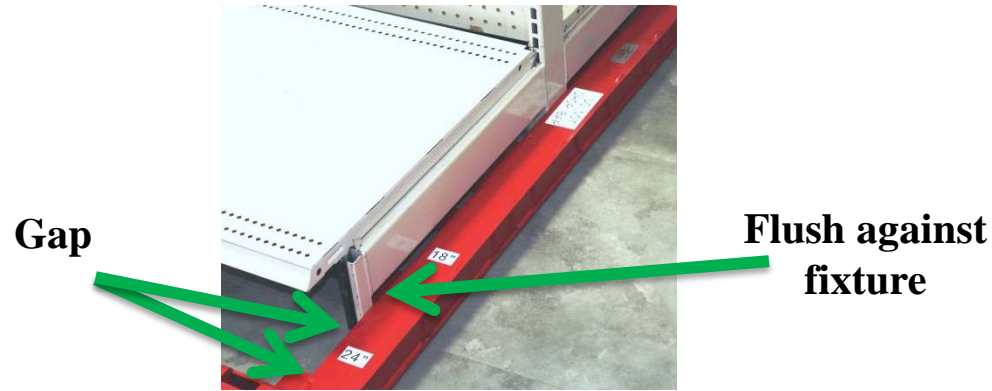
Wheels

- a. Wheels – Turn Wheels in Direction of Initial Movement/Push



Inspect

- b. Inspect – Confirm that the lifting bar is tight against the side of the shelving unit; if not push the lifting bar tight. Be sure that there is a slight gap from lifting bar's lip and front of uprights foot. Be sure to inspect each upright



Push lifting bar tight against the upright of the fixture



This lift bar is properly engaged and ready to move the fixture

Raise

At all times the combination of one lift bar and two jacks require two team members to raise and lower simultaneously

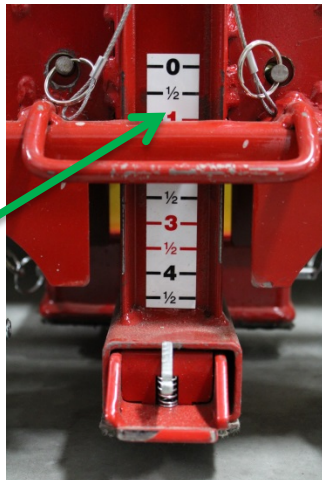
c. Raise - Raise lift bar to just engage the gondolas horizontal bar

****DO NOT lift foot off the ground at this time****



** Make note that the fixture feet are still on the ground*

After initial raise; make note of the measurement on the roller jack



**Measurement
Height**

Raise remaining jacks to the noted measurement



Lift

- d. Lift - Lift the gondola off the ground; starting on the end of a gondola and working down the fixture. Simultaneously begin raising each connected lifting bar and jacks combo.

****A maximum of 6 – 8 rotations of jack handle****

We suggest counting rotations out loud with your team member to keep in sync



NEVER lift over 3 ½ inches

If more clearance is required; complete 2 to 4 additional handle revolutions per jack combo

**DO NOT lift fixture too high, just enough to clear floor imperfections.
1 inch off the ground is suggested****



Lift the minimal height possible to travel without issues

Moving

21. Install guide handles bars

The front guide handles should be placed parallel to the shelves. The front guide handles are used to guide, NOT to push the shelving unit. Install the rest of the guide handles



Front guide handle needs to be parallel with the fixture



To raise or lower, the guide handles need to be placed parallel with the gondola



vrs 1

22. Begin moving the gondola by applying even pressure on the guide handles.



**Initiate move by applying even pressure on guide handles
excluding the lead guide handle**

Use the lead jack & guide handle for directional guidance only

Positioning & Lowering

At all times the combination of one lift bar and two jacks require two team members to raise and lower simultaneously

23. Starting at one end lower the lift bar and jack combo 6 – 8 rotations; lower just until the gondola foot reaches the ground

Do not lower to ground level at this time!



Fixture Foot just touching the ground

Continue in secession until all roller jacks have been lowered 6 - 8 rotations

24. Lower the roller jack & lift bar combo completely to the floor.



Lower lift bar completely to the ground

Removal

25. Slide complete system away from upright; enough to clear the gondola.



26. Remove guide handle bars



27. Disengage sway bars from roller jacks, load the red sway bars onto the cart



28. Disengage yellow connecting bar from the lift bar and place connecting bar on cart



Place yellow bars on yellow arms of mobile cart

29. If moving to another aisle; starting at one end unlatch the roller jack from the lifting bar by stepping on the safety latch of the lift bar and pulling on the lower handle on the roller jack.



Pull using handle on bottom of jack



Pulling high on the roller jack will cause binding; you must use the lower handle for a smooth release

Do Not leave rollers jacks unattended

30. Remove lifting bars from under gondola and place on cart with the lift bar fingers facing up



Team lifting is recommended when loading the lift bars onto the cart



Load by holding lift bar tongues

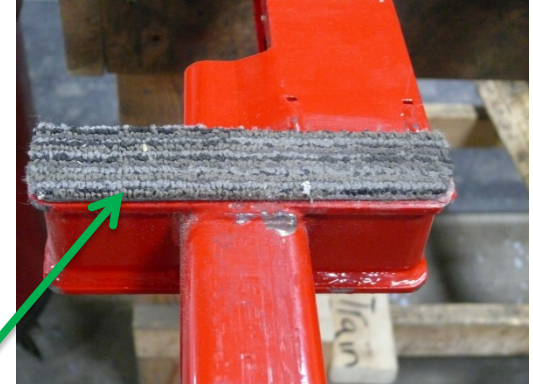
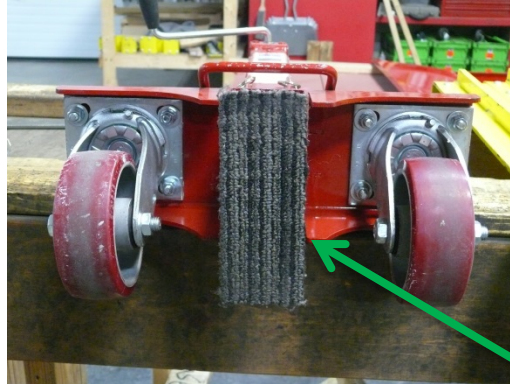


Tabs facing upward
***Numbers Out - Tabs Up**

31. Roll cart to next assigned aisle repeating lifting bar and connecting bar steps, repeat steps #11 - #22 (Pages 10 - 21)

Clean Equipment & Packing the Box

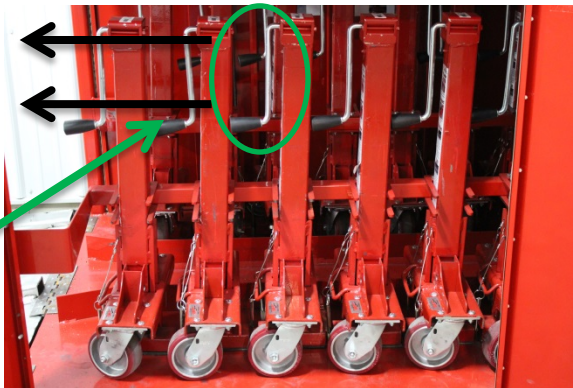
32. Prior to replacing back into the box, verify that all components (Refer to Page 3) are accounted for and everything is clean & in proper working order. Wheels need to be free of debris and all carpet pads are clean & firmly attached.



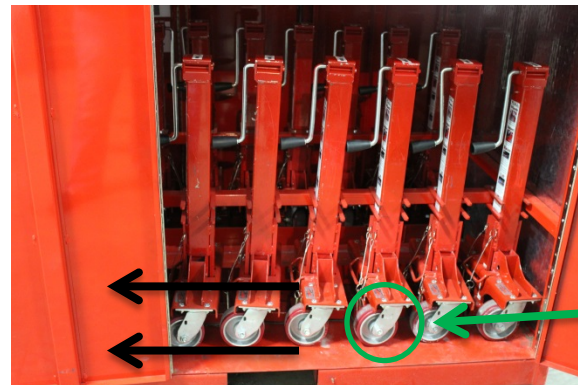
Check that carpet is firmly attached. Replace if needed

33. Set roller jacks back into box with black handles and all wheels towards ramp side of box

**Jack handles
towards ramp
side of box**

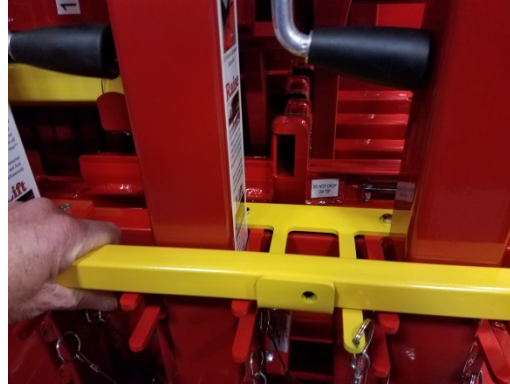


**Turn wheels
towards ramp
side of box**



Be sure to have side doors completely open when placing roller jacks in the box

34. Must replace yellow jack retention bar and locking drop pins into brackets prior to shipping



34. Roll cart into box; next you MUST insert drop pins on both locking brackets



**Narrow side
first**

