



Seating: Disassembly Instructions for Recycling

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These instructions apply to all AIS seating products.

Disassembly

Once task, guest, multi-use chairs, or stackers are dismantled as described under Disassembly Instructions: Seating, further disassembly is required for recycling. In order to maximize recycling, components need to be broken down by material content and separated appropriately. Considerable time can be saved by setting up a well-lit work area with benches and all necessary tools. Though simple hand tools can do the job, power tools are needed for all but the smallest job. Screw and nut drivers with the appropriate bits are the most frequently used. A small rubber mallet makes work easier when separating several components that are pressure fitted.

Materials can be identified by using the chart below. Bins and boxes will be needed for each material.

Disassembly Instructions for Work / Task Chairs

Granite, Bolton, Element, Upton, Shiloh, Natick.

Height Adjustment Cylinders

A cylinder is secured to the mechanism and base by a press fit. To remove the cylinder, use a rubber mallet to separate the cylinder from each the base and mechanism. Recycle or Dispose as per regulations applicable to your business region

Casters / Glides

To remove the glides and casters, the user must simply pull the caster stem out of the base socket.

Base

Once the casters and cylinders have been removed from the base, no other disassembly is required. Use the plastic recycling symbol code we're familiar with—a single digit ranging from 1 to 7 and surrounded by a triangle of arrows for appropriate disposal.

Armrests and Armcaps

Armrests and caps can be broken down and separated by material by removing visible fasteners. All internal parts (mostly plastic) must be separated for appropriate disposal.

Upholstery Assemblies

Upholstery pans (plastic) can be removed by peeling away from the foam and separating from the fabric. Appropriate disposal is required for the foam. In some cases these parts may be disassembled with care by snapping off top and bottom pieces with a screwdriver. Fabric or mesh in all cases should be easily removed by since AIS does not use any adhesives for these assemblies.

Mechanisms

The mechanism housing must be unscrewed from the chair. This mechanism can be broken down further with the appropriate tools, usually by means of screwdrivers and wrenches. Internal parts can be separated by material.

Disassembly Instructions for Multi-Use, Training or Guest Chairs

The chairs applicable to this category include: Paxton, Medway, Trix, Grafton, Stow.

Glides

Most glides in this section are a press-fit and the user can simply pull the glides from the frame. A flat head screwdriver may assist in the disassembly.

Upholstery Assemblies

Upholstery assemblies in the multi-use category are usually fastened to the assembly by screws. Simply remove the fasteners to separate the assembly. Again, as mentioned above with task chairs, appropriate disposal is required for the foam. In some cases these parts may be disassembled with care by snapping off top and bottom pieces with a screwdriver. Fabric in all cases should be easily removed by since AIS does not use any adhesives for these assemblies.

Armrests

In most cases the armrests are made from plastic and should be recycled as per the plastic recycling symbol code.

Base and Frames

Made from either steel or solid wood, once all components have been removed from the frames then Recycle or Dispose as per regulations applicable to your business region.

Disassembly Instructions for Stacking Chairs

The chairs applicable to this category include: Triad, Mod, Maui, Pierce.

Frames

These frames are made from steel. Locate all visible fasteners to remove parts and recycle as per regulations applicable to your region.

Shells:

All shells are made of plastic. Simply unfasten from frame and identify for recycling.

Glides

Most glides in this section are a press-fit and the user can simply pull the glides from the frame. A flat head screwdriver may assist in the disassembly.

Tablets

Standard hardware is removed in a conventional manner. Laminate elements require appropriate disposal.

Identifying Materials

The main materials in AIS Seating products are listed below along with methods of identification.

Material	Identification
Steel, usually painted or plated	Steel is magnetic, test with a common household magnet.
Aluminum – cast, painted or anodized	Stiff and metallic sounding when tapped, non-magnetic. Recognized by its complex shape and surfacing compared to steel.
Plywood/ Softwood	A type of manufactured wood made from thin sheets of wood. The layers are glued together so that adjacent plies have their wood grain at right angles to each other for greater strength. Softwood plywood is usually made either of Douglas fir or spruce, pine, and fir. Mostly used in soft seating as internal frame.
Zinc – diecast, usually painted	Hard and metallic-feeling, non-magnetic. Rarely used in seating but found in the Metrix chair. Identified with part number.
Nylon	Solid nylon is used for mechanical parts such as machine screws, gears and other low- to medium-stress components previously cast in metal. Nylon 6 is the most common commercial grade of molded nylon. Nylon is available in glass-filled variants which increase structural and impact strength and rigidity. Parts commonly found in Nylon 6 are chair bases and structural backs or seats.
Non-Ferrous metals	The term non-ferrous is used to indicate metals other than iron and alloys that do not contain an appreciable amount of iron.
Plastic – injection molded	Various materials and colors, identified with part number and recycling category symbol and number.
Polyurethane Foam	Used as a seat or backrest cushion, arm caps, or wherever a padded surface is needed. Recognized by textured curved or flat surfaces, easily compressed with finger pressure. May have molded-in steel or plastic core. Not generally recyclable.
Fabric	Used on cushions, or where upholstery is required for a finished look. Most are 100 percent polyester. Content is printed on fabric cards and samples for full validation.