



Warehouse Storage & Material Handling Equipment+

ECONO 200 INPLANT OFFICE

INSTALLATION & ASSEMBLY INSTRUCTIONS



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Introduction

These installation instructions are made available to assist in the assembly of the Econo 200 Inplant Office. Included with each shipment is a Packing List, Office Layout and these instructions with sufficient detailed layouts and pictures to assist you in the assembly of the structure.

Before starting the assembly, carefully read the instructions. Check the Packing List against the material received to ensure all parts are included and are not damaged.

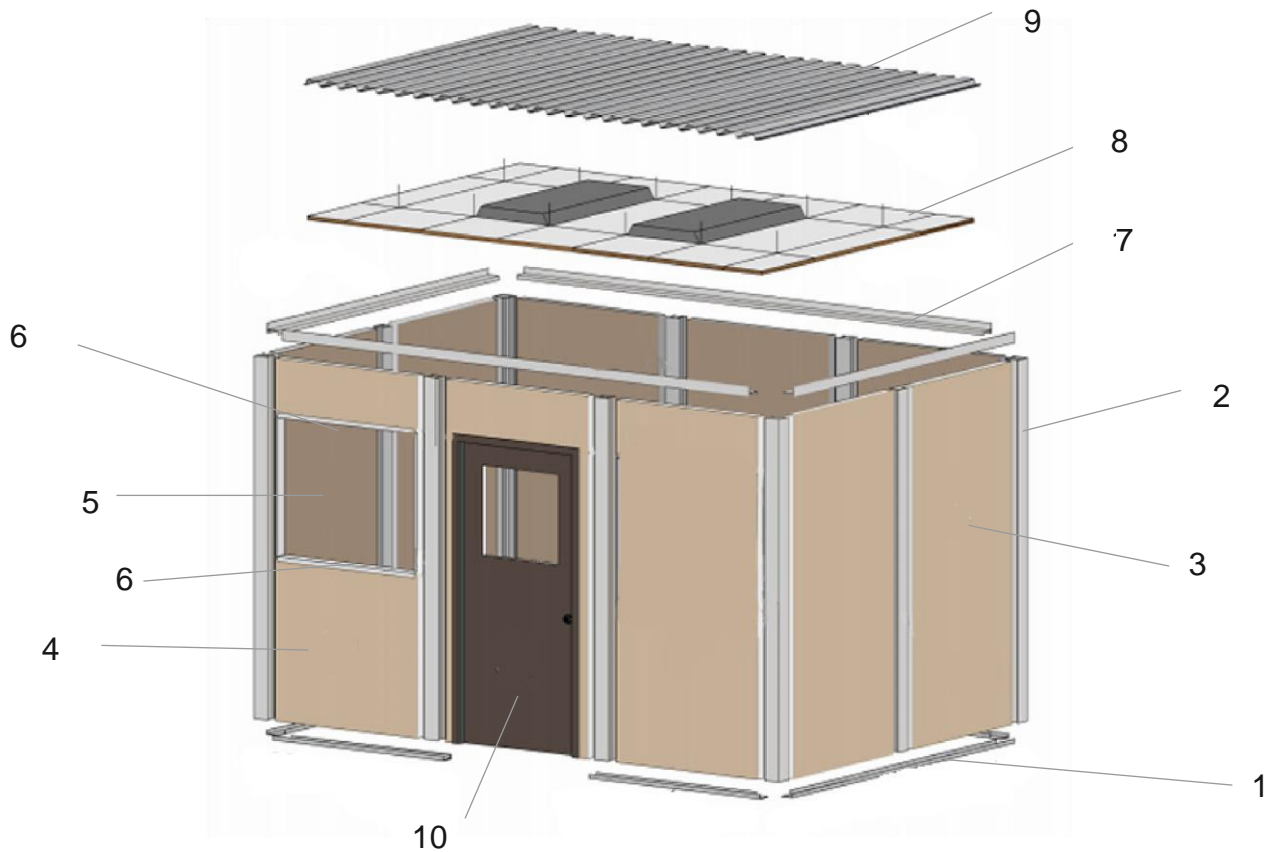
Electrical codes and other requirements vary. ASI will only provide some of the material required to complete the electrical installation. Check your Packing List for the material you have ordered. ASI recommends that you use a licensed technician to install the electrical kit or any other specialized equipment.

Installation Support

Call: Monday-Thursday 8 AM to 4:30 PM & Friday 8 AM to 11 AM for free support.

Phone: 800-989-7176
Email: asi@americansurplus.com

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Parts List & Recommended Tool List

PARTS

1. Floor Track / Top Cap
2. Corner Post / Intermediate / Wall
3. Wall Panel
4. Lower Window Panel
5. Window
6. Window Support
7. Dust Cover Angle
8. Ceiling Grid
9. Corrugated Dust Cover
10. Panel with Pre-mounted door

TOOLS

1. Hammer
2. Rubber Mallet
3. Drill
4. Level, 48" or longer
5. Large Carpenter Square
6. Chalk Line
7. Measuring Tape and Ruler
8. Ratchet and Sockets
9. Metal Snips
10. Putty knife with wide blade
11. Utility Knife
12. Screwdriver – Phillips & Flat Head
13. Hack Saw
14. Circular Saw
15. Mitre Box

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Layout and Preparation

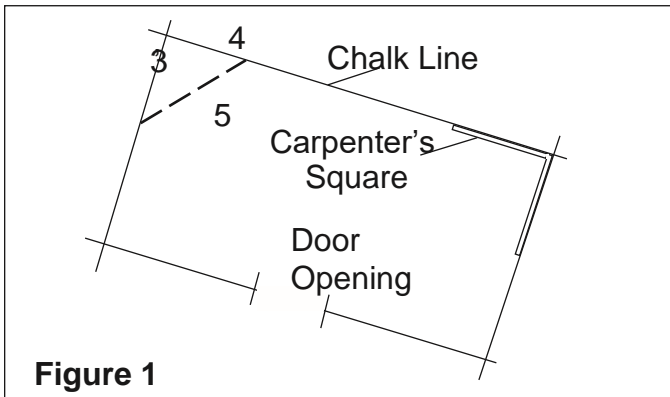
It is very important that all measurements are checked twice before assembling or cutting any materials.

Step 1 Clean the area by removing all debris and objects that might interfere with the assembly of your office.

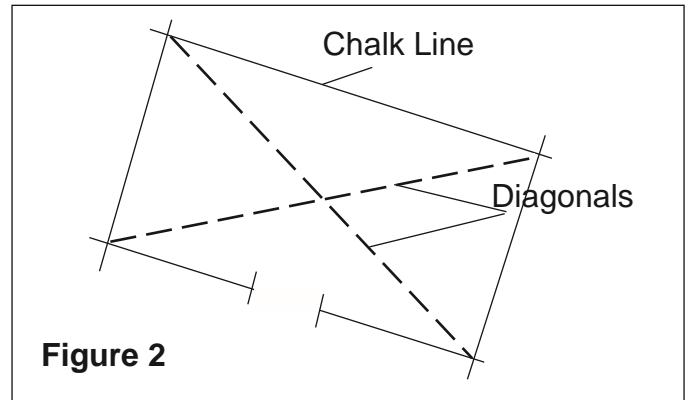
Step 2 Check the Floor Track Layout in your Packing List for the exact dimensions of your office. Strike a chalk line on the floor for your first wall.

Note: All chalk lines will represent the outside edge of the Floor Track.

Step 3 Construct a 90-degree corner using one of the two methods shown in Figure 1. Use a carpenter's square or the 3-4-5 triangular method to make an accurate 90-degree corner. Strike a chalk line through this point to mark the outside edge of the wall perimeter.

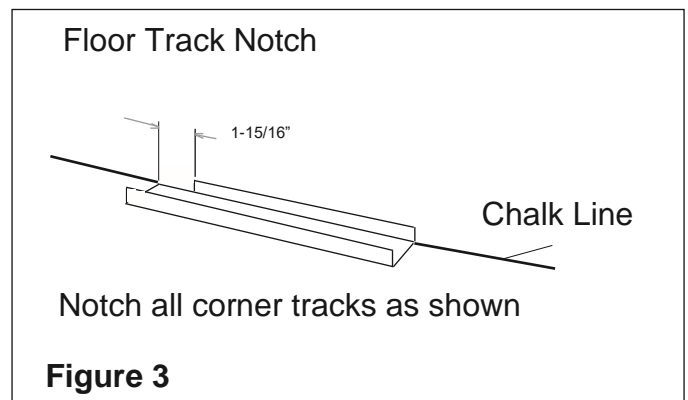


Step 6 Measure the diagonal lines to ensure the accuracy of the layout, Figure 2.



Floor Track Installation

Step 1 Cut Floor Tracks to length as required using a hack saw or power saw; being sure to notch corners as shown in Figure 3. Refer to your Floor Track Layout and place the outside edge of the first track along the chalk line with the notch facing in.



Step 4 Complete the outline of your office using the dimensions as shown on the Floor Track Layout.

Step 5 Now, locate the door opening and mark the floor. Allow 48 1/8" for the door opening. Door is pre-hung and inserted into a panel.

Step 2 Anchor the Floor Track using the appropriate fastener for the type of floor in your building. See Figure 4 for fastener locations. Make sure to place a fastener near the end of each Floor Track before continuing.

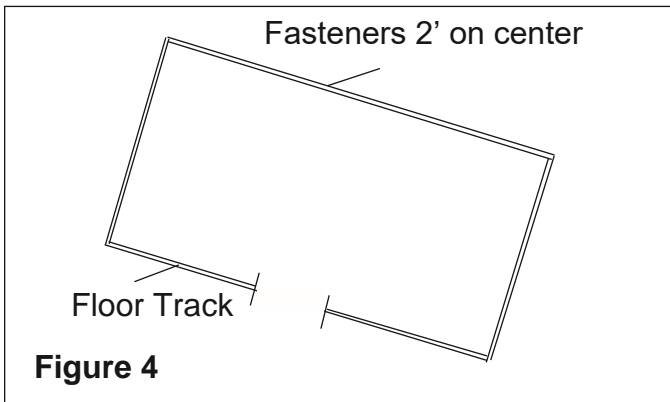
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Recommended Floor Fasteners

Wood- 1/4" x 1 1/4" Lag Bolts

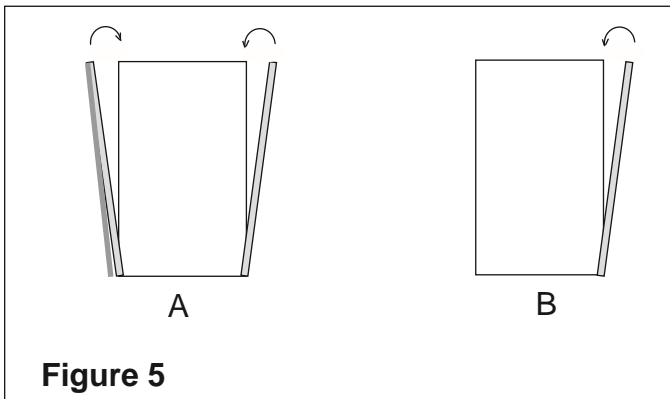
Concrete- Power Activated Fasteners, 1" nails with #3 charge, 1 1/2" nails with #4 charge, various expansion anchors.

Steel Floor - #14 x 1" Sheet Metal Screws.

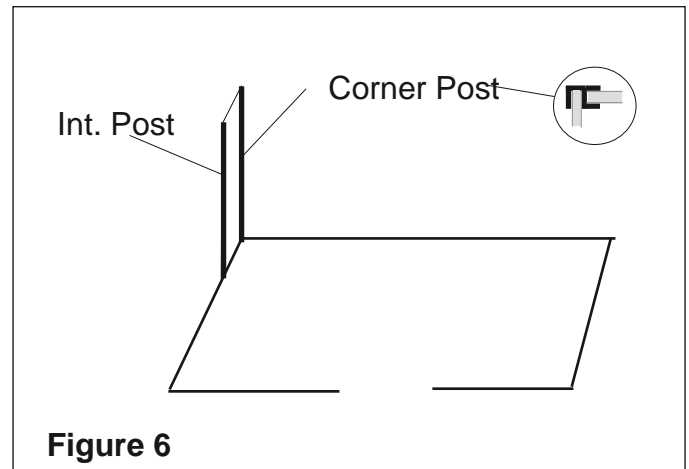


Wall Panel Installation

If the ECONO 200 office is a 2 or 3 wall design that will be constructed to existing building walls, go to Page 6 "WALL STARTER INSTALLATION". Wall panels are pre-fabricated to 48 1/8" wide. Refer to "Office Layout" in your Packing Slip for the proper arrangement of wall panels.

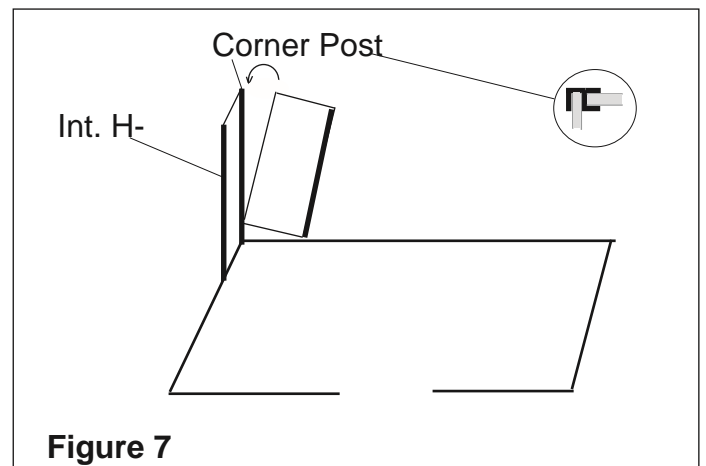


Step 1 Begin wall panel installation by attaching (1) Corner Post onto the first panel (A) and (1) Intermediate H-post onto the other side as shown in Figure 5. Insert panel into the floor track at a corner as shown in Figure 6. From that position, start adding panels (B) up to the last panel on that wall. Install last panel as shown in Figure 8. Position Corner Post in Floor Track and proceed until all panels are installed (including Door Panel.)



Method for Positioning Panels

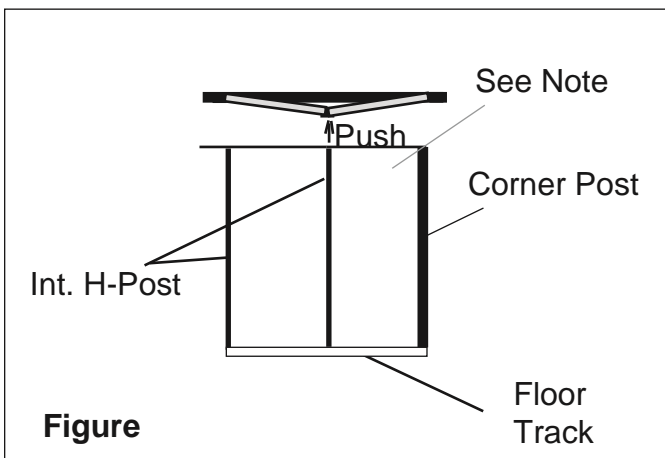
Place the bottom corner of the panel into the Floor Track as shown in Figure 6. Next slide the other bottom corner into the Corner or Intermediate H-Post. Use a putty knife to guide the panels into the track.



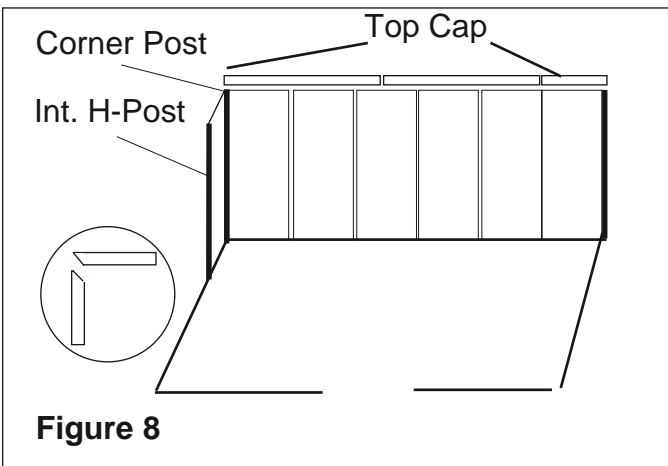
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Note: For wall lengths over 16', it is advisable to place the Top Track in position as you complete each run of 16' or greater (see Figure 8.)

Step 2 Final two panels are positioned as shown in Figure 7. Position two remaining panels on top of the Floor Track. Insert both panels into the Intermediate H-post and Corner Post. Using a wide putty knife, push panels into position and pull down into the Floor Track.

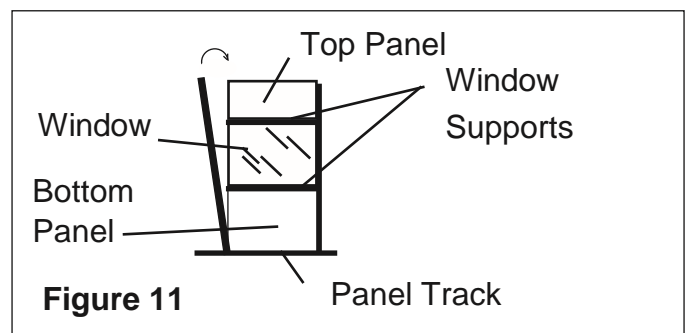
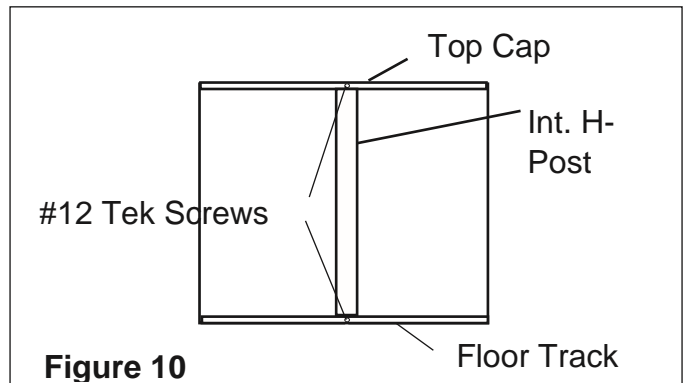
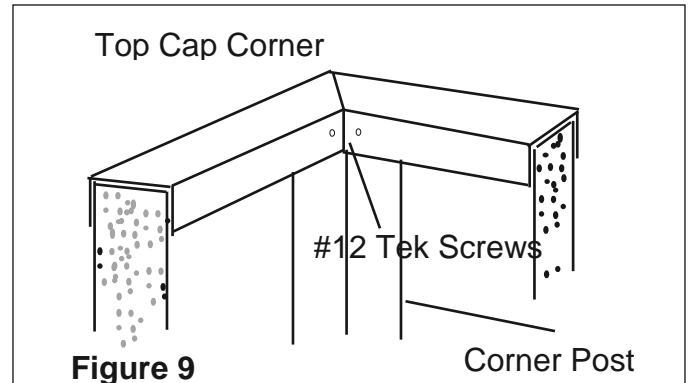


Note: Due to tolerance build up, the last panel might require trimming.



Top Cap & Floor Track Installation

Top Cap must be cut to length as required and mitered at corners as shown in Figures 8 & 9. Position on top of panels and fasten them with Tek screws as shown Figure 9.



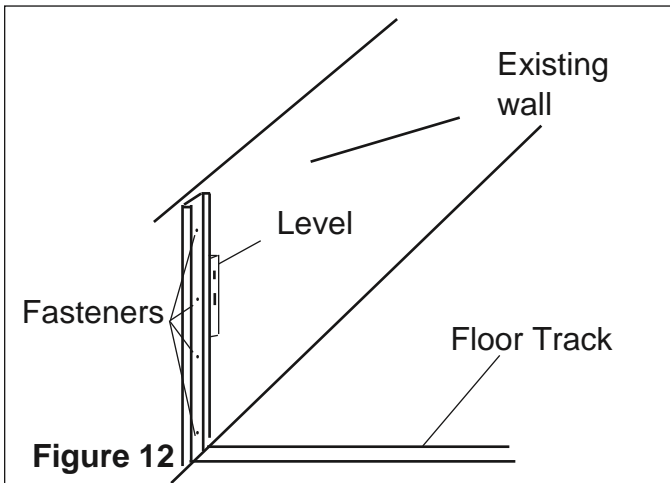
Wall Starter Installation

Wall starter is required when attaching your office to an existing wall. The Floor Track should be in place to prior to starting.

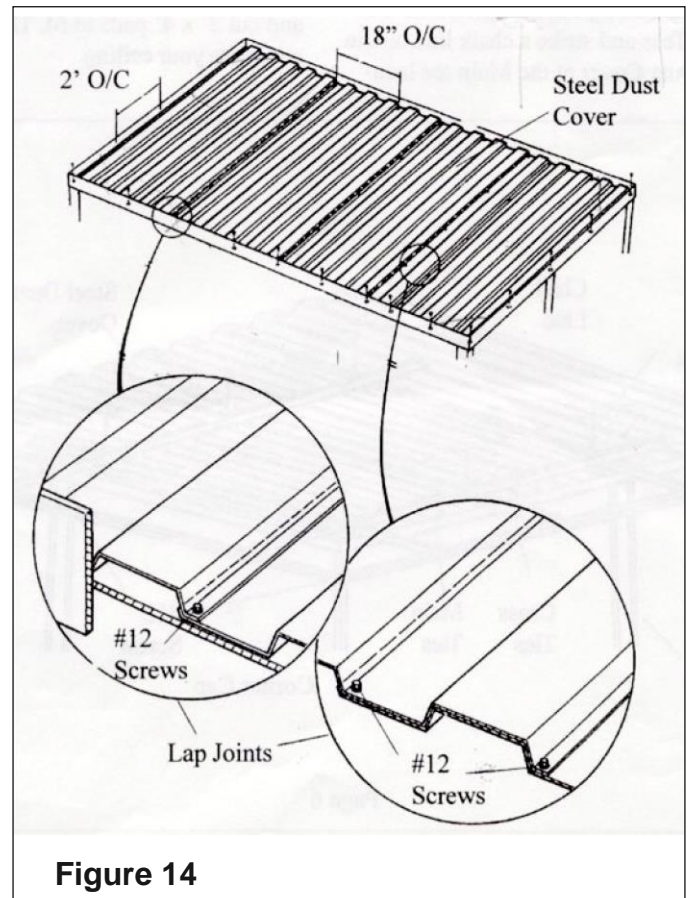
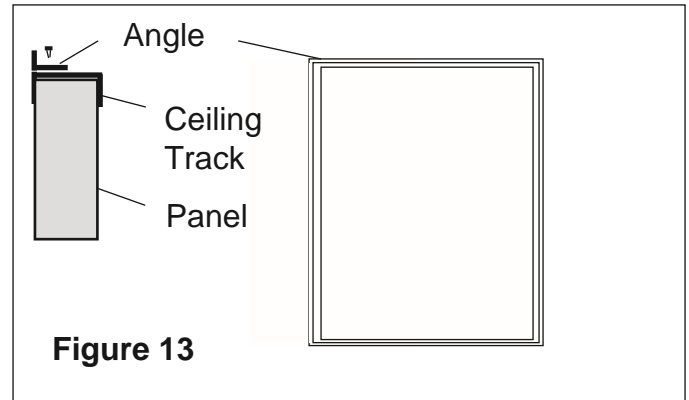
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Step 1 Place Wall Starter against the wall and insert the end in the Floor Track. Place a level against the edge of the wall starter and make sure it is plumb (see **Figure 12**)

Step 2 Fasten the wall starter to the existing building wall using an appropriate fastener for the type of wall starter to fit into Floor Track.



panels must be lapped beyond this joint with the exception of the last panel which can be lapped to fit per Page 6 (see **Figure 14**).



Note: When attaching to an existing ECONO 200

Steel Dust Cover Installation

For spans greater than 20', refer to "Office Layout" for placement of support joists and install prior to installing the Dust Cover. Separate instructions for installing the support joists will be enclosed with the packing list.

Step 1 Screw the Dust Cover Angle to the Ceiling Track as shown in **Figure 13**.

Step 2 Continue to install the Dust Cover Angle around the entire perimeter of the office.

Step 3 With the Dust Cover Angle in place, you can begin laying the Corrugated Steel Decking. The corrugated panels have top

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Grid Ceiling Installation

Step 1 Refer to the “Office Layout” in your packing list for the suggested layout pattern of the ceiling tiles and light fixtures.

Step 2 The first step is to install the Drop Ceiling Wall Angles (provided in 12’ lengths). The Wall Angle must be cut to fit the walls of the office. Then, install the Wall Angle around the entire inside perimeter of the office; approximately 6” below the top of the wall panels. Secure at each Intermediate H-Post and Corner Post with the screws provided. (see **Figure 15**).

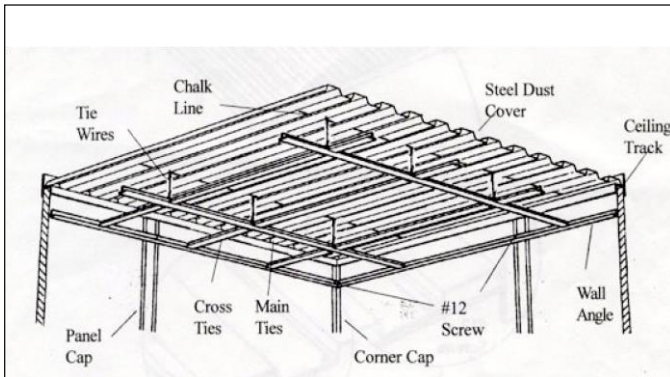


Figure 15

Note: DO NOT attach Wall Angles to Wall Panels.

Step 3 From your “Office Layout”, determine the location of the Drop Ceiling Mains and make a mark on the bottom to the Steel Dust Cover at the Main tee location.

Step 4 Attach Drop Ceiling Intermediates along the chalk line at 24” intervals. Thread an 18” piece of Drop Wire through the D.C.I. and Tek Screw an end of the wire into the Corrugated Steel Decking to support the weight of the ceiling grid.

Step 5 Install Drop Ceiling Mains by hanging them from the Drop Wires (same way the

D.C.I. were installed.) Make sure the Drop Ceiling Mains are at the same height as the Wall Angles.

Step 6 Lay the fluorescent light fixtures into the ceiling grid and complete the electrical installation.

Step 7 Lay the 2’ x 4’ ceiling tiles into the ceiling grid. Trim tiles to appropriate size if necessary to fit.