



Warehouse Storage & Material Handling Equipment

E - 200 SERIES INPLANT OFFICE

INSTALLATION & ASSEMBLY INSTRUCTIONS



American Surplus inc. 1 Noyes Ave. East Providence , RI

Phone: (401) 434-4355
Contact your Sale Person.

Fax:(401)434-7414
Web:americansurplus.com



Table of Contents

Table of Contents	1
Introduction	1
Installation Support	1
Parts List & Recommended Tools List	2
Layout and Preparation	3
Floor Track Installation	3
Recommended Floor Fasteners	4
Wall Panel Installation	4
Method for Positioning Panels	4
Top Cap & Floor Track Installation	5
Wall Starter Installation	5
Grid Ceiling Installation	7

Introduction

These Installations Instructions are made Available to assist in assembly of the E-200 Series inplant Office.

Including with each shipment:

- Packing List
- Office Layout
- Instruction on Build

STEP 1:

Before Starting assembly, carefully read the instructions.

STEP 2:

Check the packing against the material received to ensure all parts are included and are not damaged.

Our Policies on Electrical component

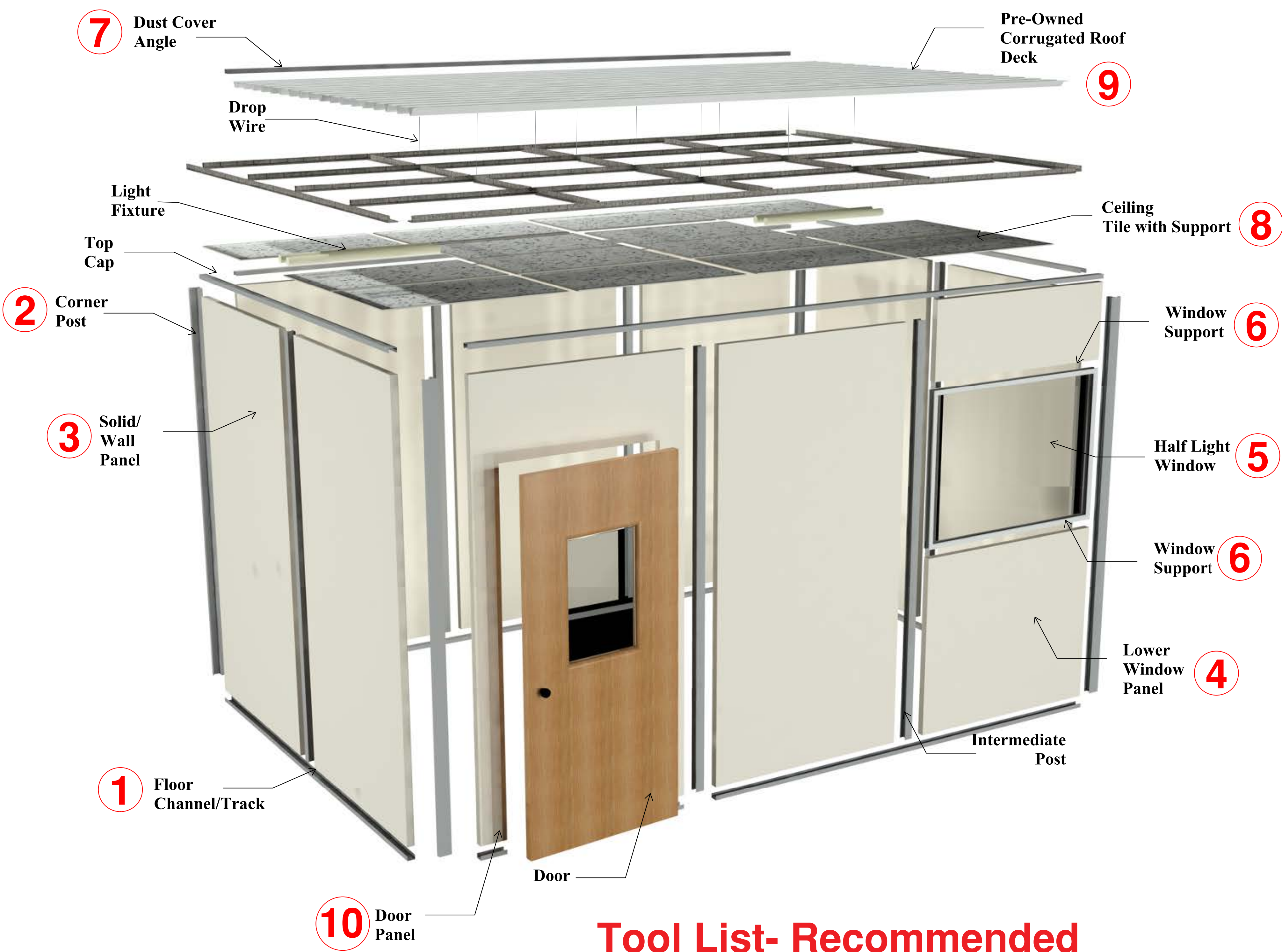
Electrical codes and other requirements vary. ASI will only provide some of the material required to complete the electrical installation. Check your Packing List for the material you have ordered. ASI recommends that you use a licensed technician to install the electrical kit or any other specialized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

CONTACT

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

E - 200 Series

Parts List and Recommend Tools List



Tool List- Recommended

Parts List

Floor Track	1
Corner Post	2
Wall Panel	3
Lower window Panel	4
Window	5
Window Support	6
Dust Cover Angle	7
Ceiling Grid	8
Corrugated Dust Cover	9
Wood Door with Panel	10

- 1- Hammer
- 2- Rubber Mallet
- 3- Drill
- 4- Level 48" or Larger
- 5- Large Carpenter Square
- 6- Chalk Line
- 7- Measuring Tape and Ruler
- 8- Ratchet and Sockets
- 9- Metal Snip
- 10- Putty knife with wide blade
- 11- Utility knife
- 12- Screwdriver - Phillips and Flat Head
- 13- Hack saw
- 14- Circular saw
- 15- Mitre box

Layout and Preparation

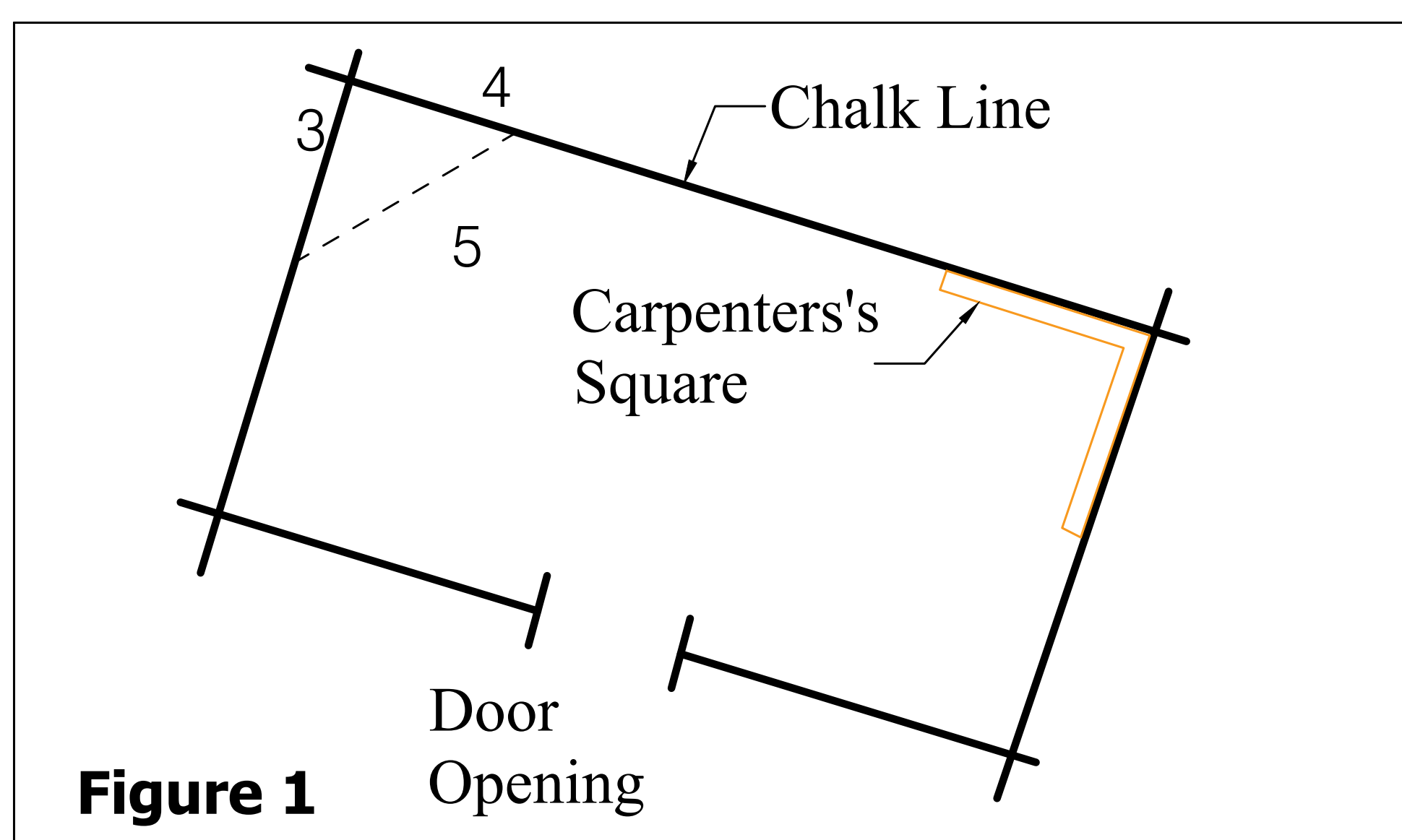
Layout and Preparation It is very important that all measurements are checked twice before assembling or cutting any materials.

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.

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.

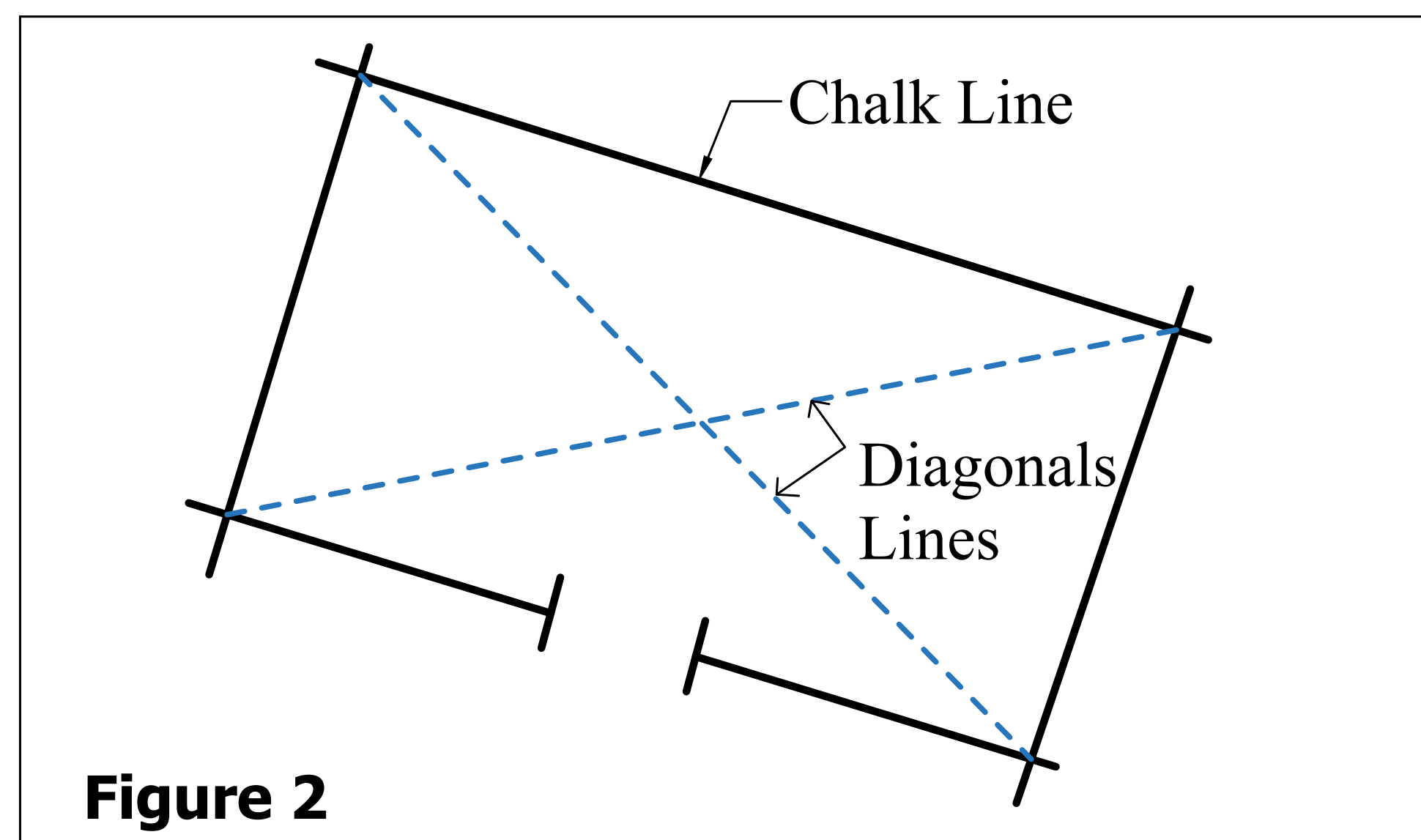
Note: All chalk lines will represent the outside edge of the Floor Track.



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

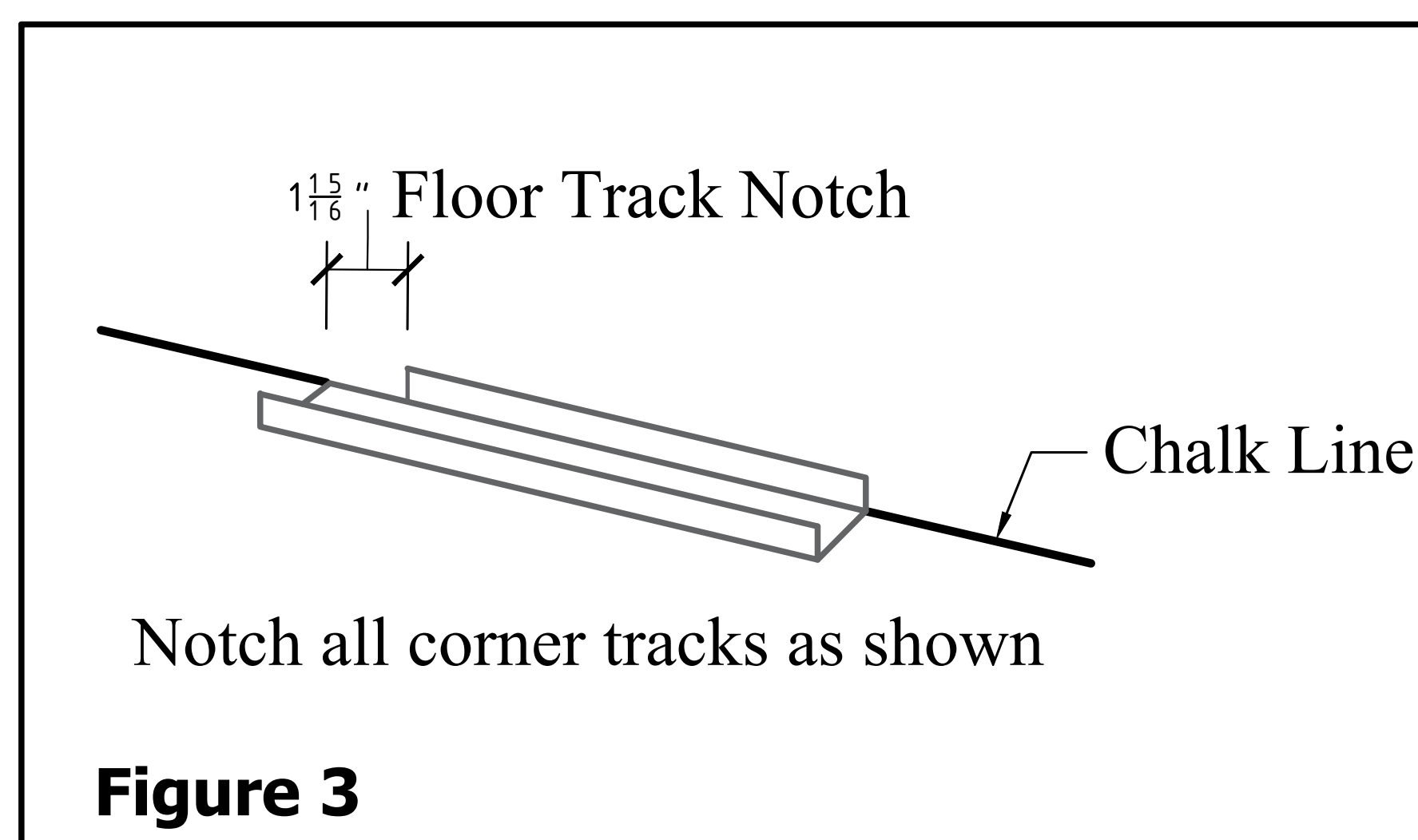
Step 5 Now, locate the door opening and mark the floor. Allow 48 1/8" for the door opening. Door is pre-hung and inserted into a panel.

Step 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 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.

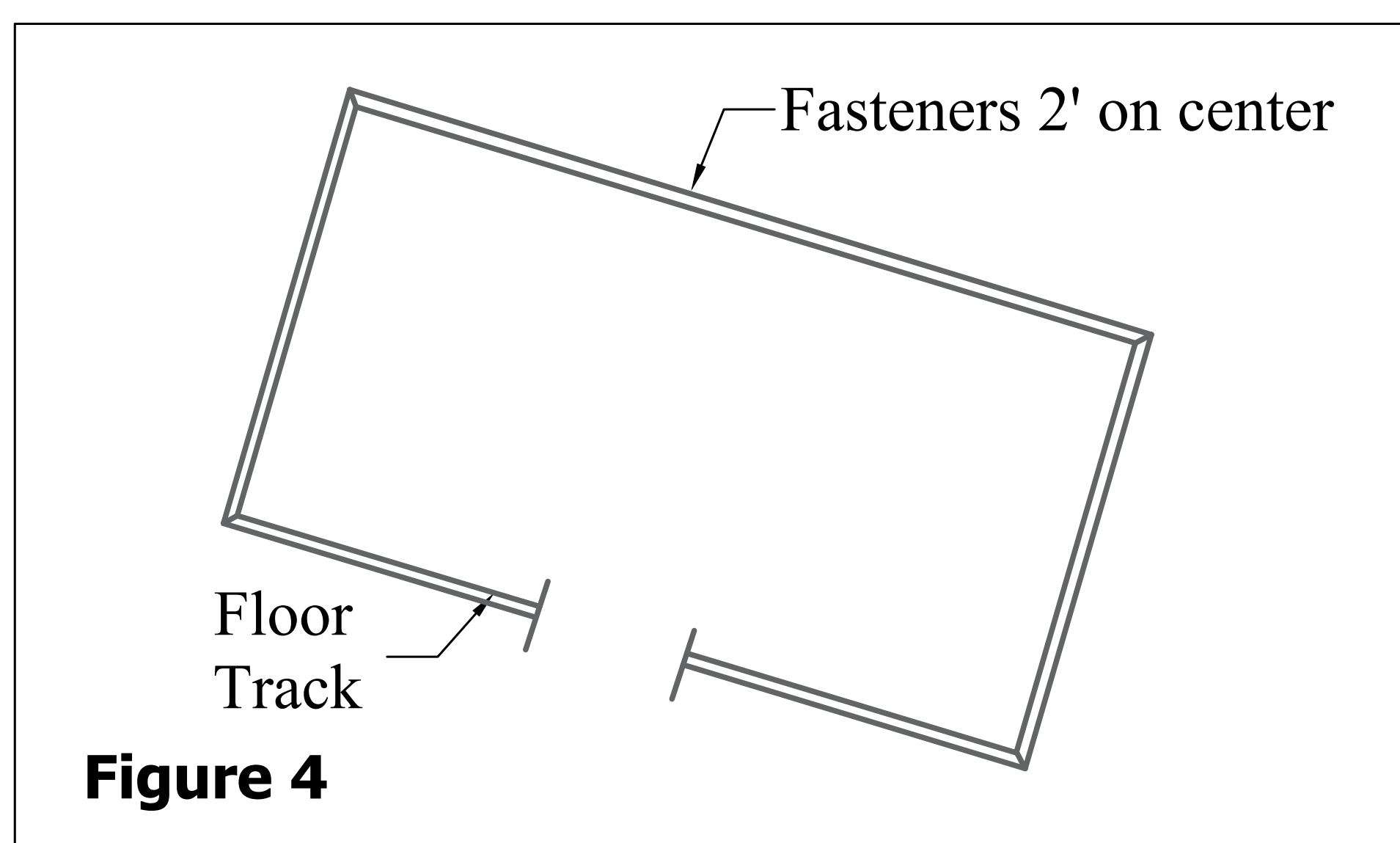
E - 200 Series

Wall Panel Installation

Recommended Floor Fasteners

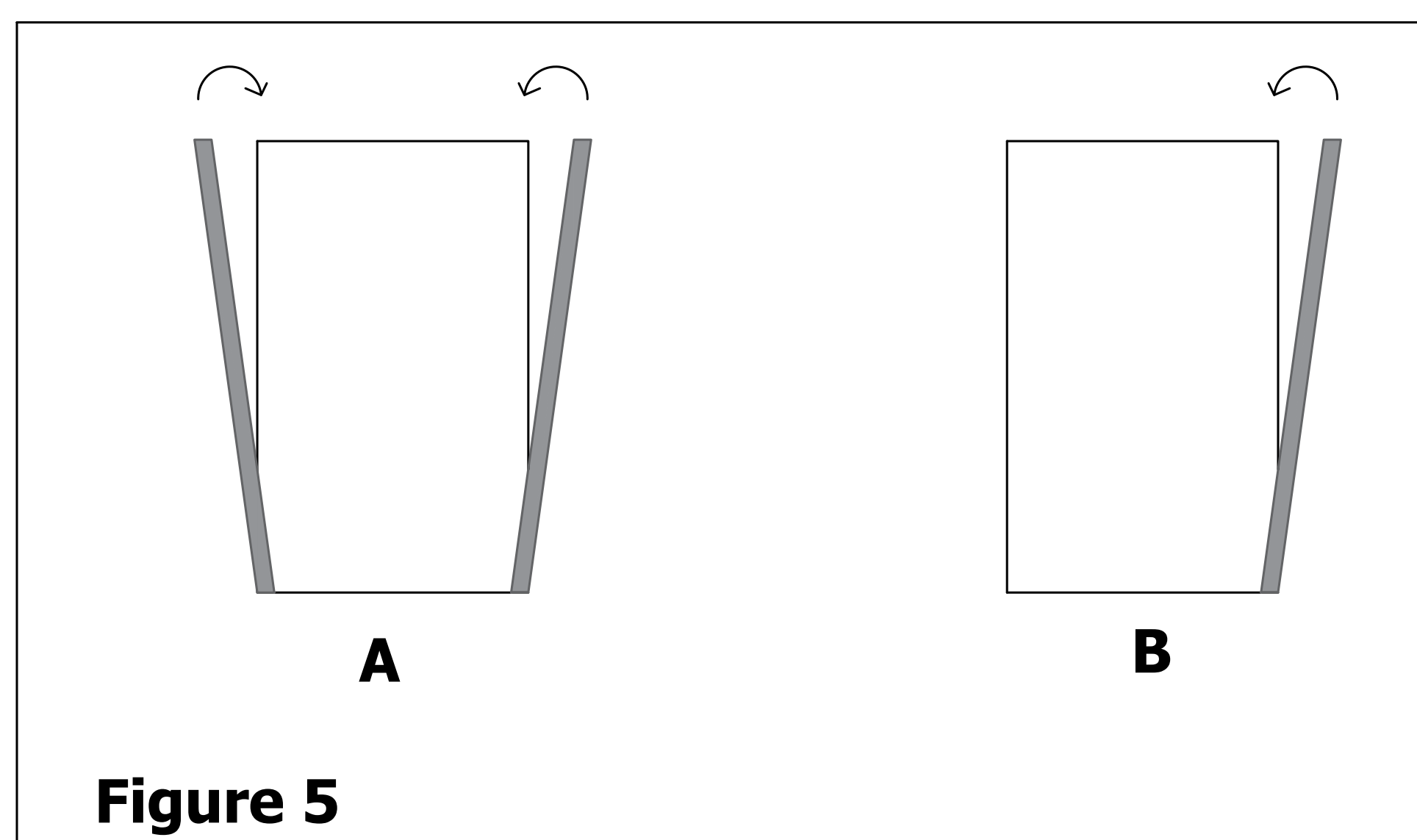
Wood- 1/4" x 1 1/4" Lag Bolts
Concrete- Power Activated Fasteners,
1" nails with #3 charge, 1 1/2" nails
with #4 charge, various expansion anchors.

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

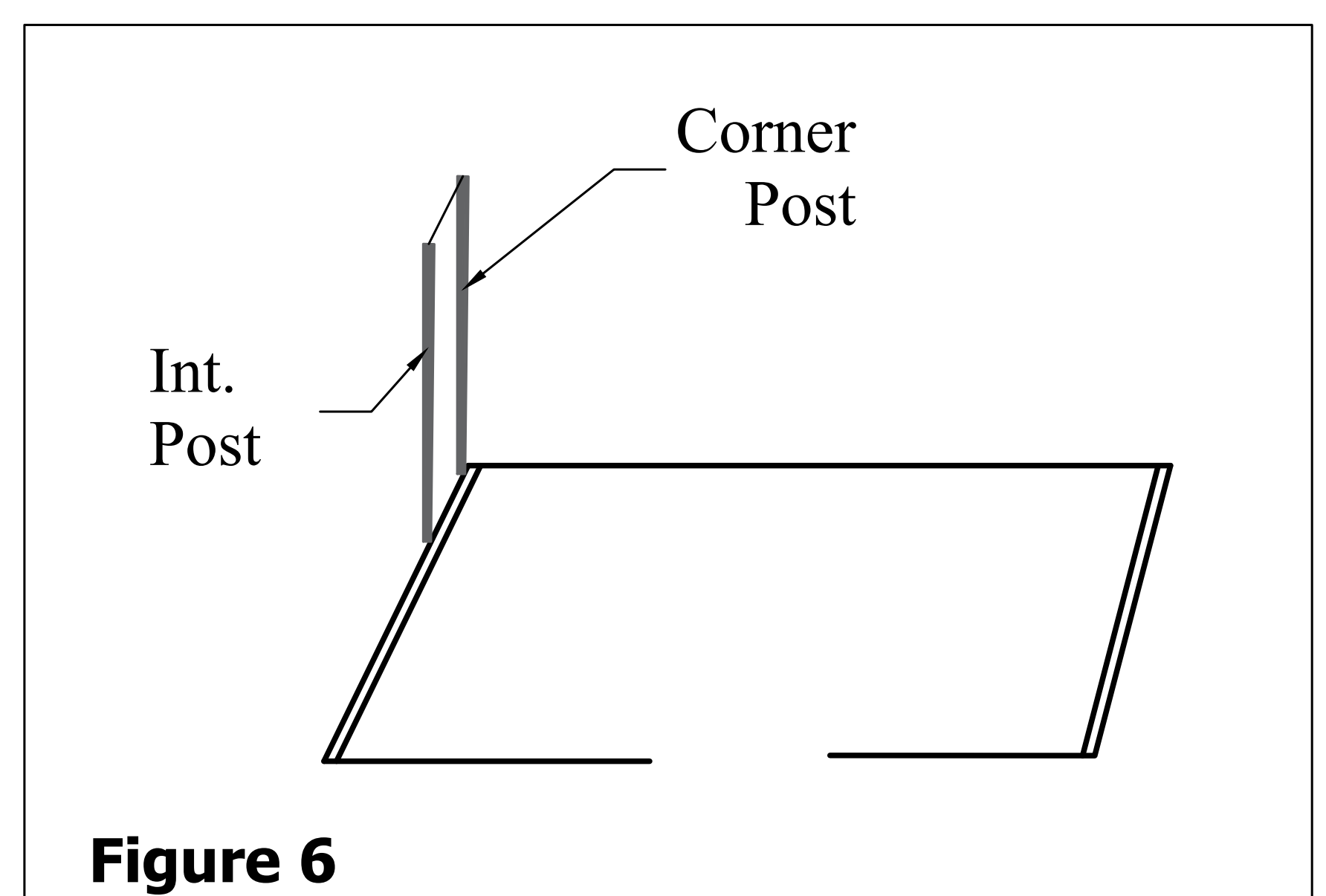


Wall Panel Installation

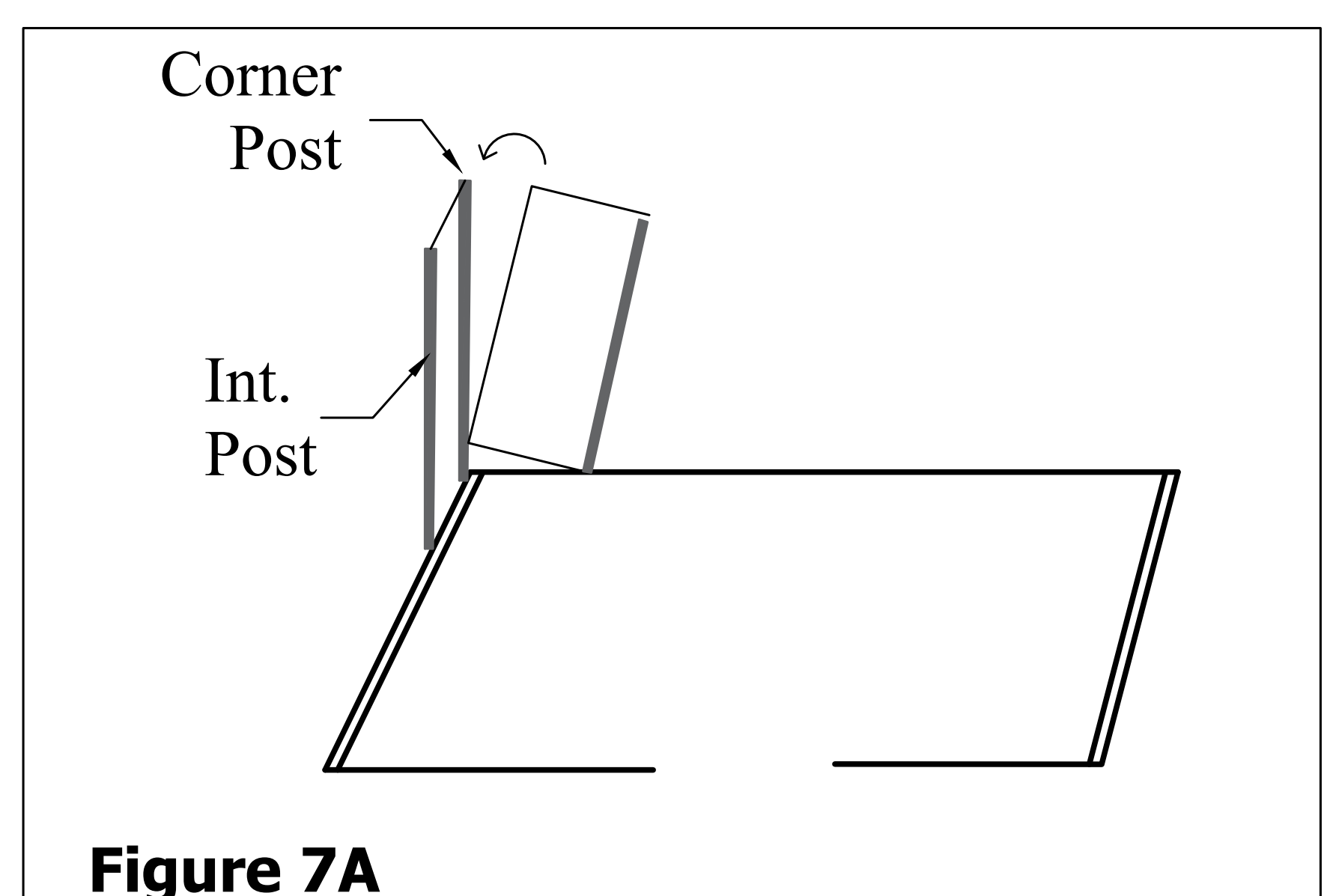
If the E-200 Series office is a 2 or 3 wall design that will be constructed to existing building walls, go to Page 6 "WALL STARTER INSTALLATION". Wall panels are pre-fabricated to 48 1/8" wide. Refer to "Office Layout" in your Packing Slip for the proper arrangement of wall panels.



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).



Place the bottom corner of the panel into the Floor Track as shown in Figure 7A. Next slide the other bottom corner into the Corner or Intermediate H-Post. Use a putty knife to guide the panels into the track.

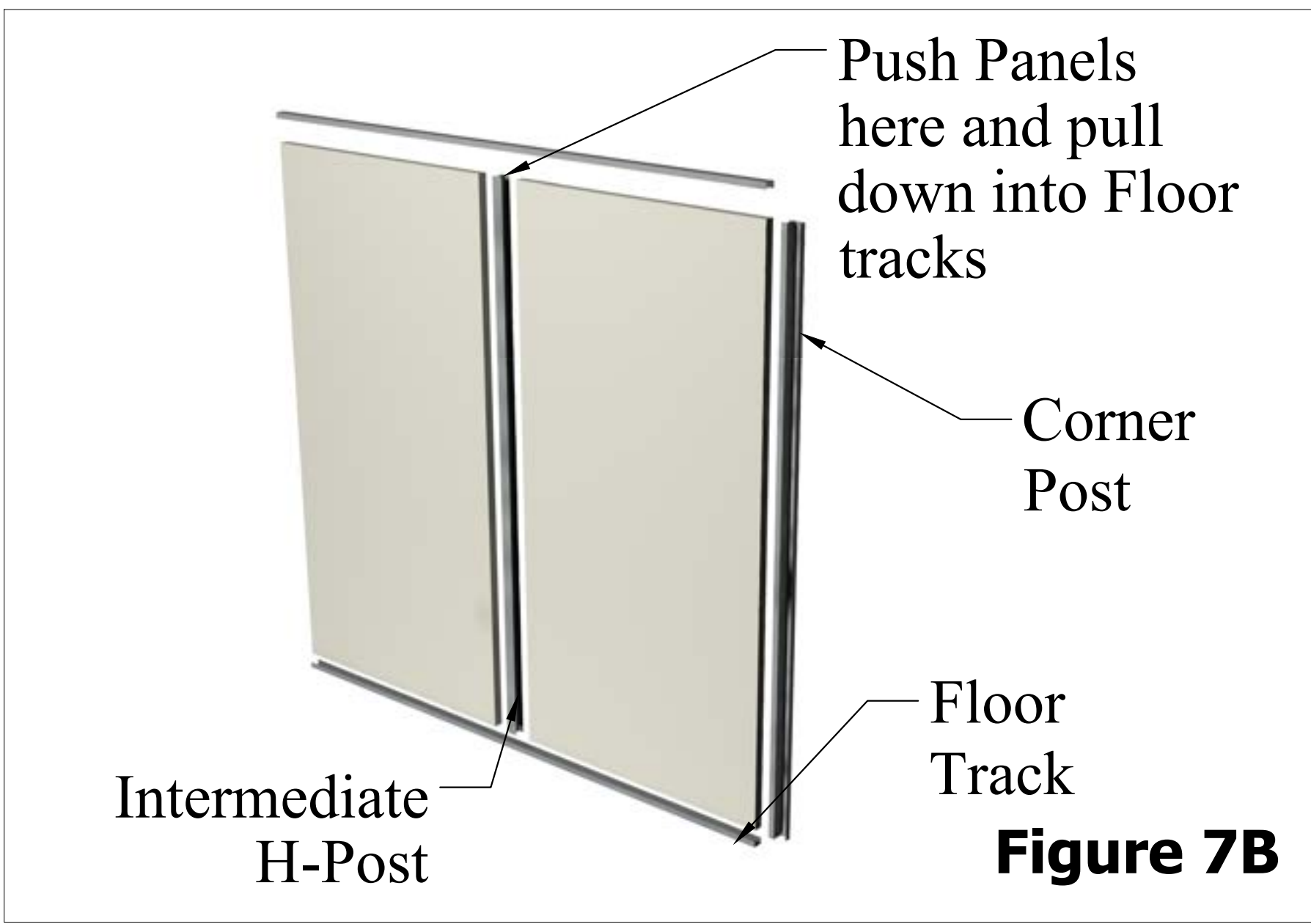


E - 200 Series

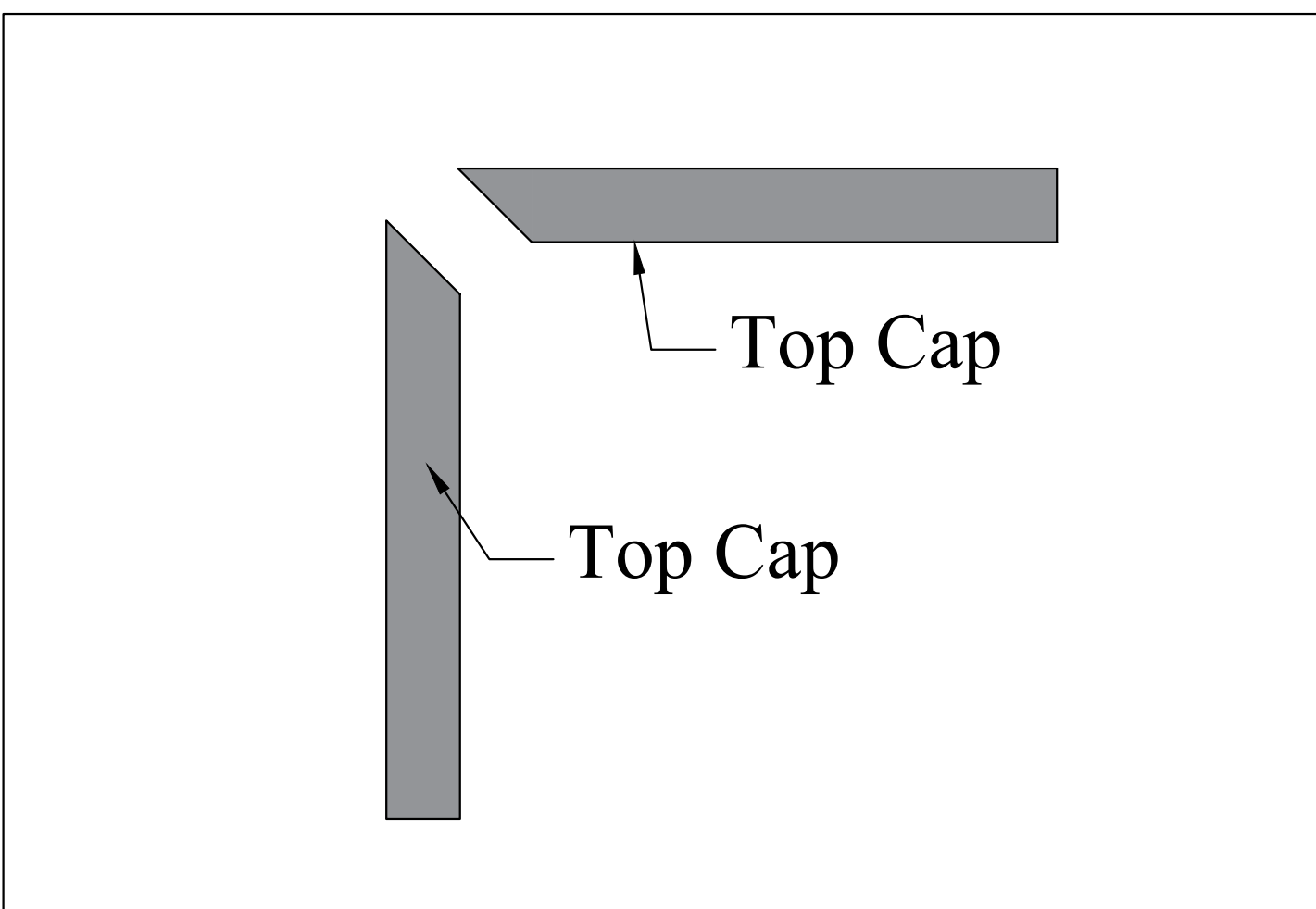
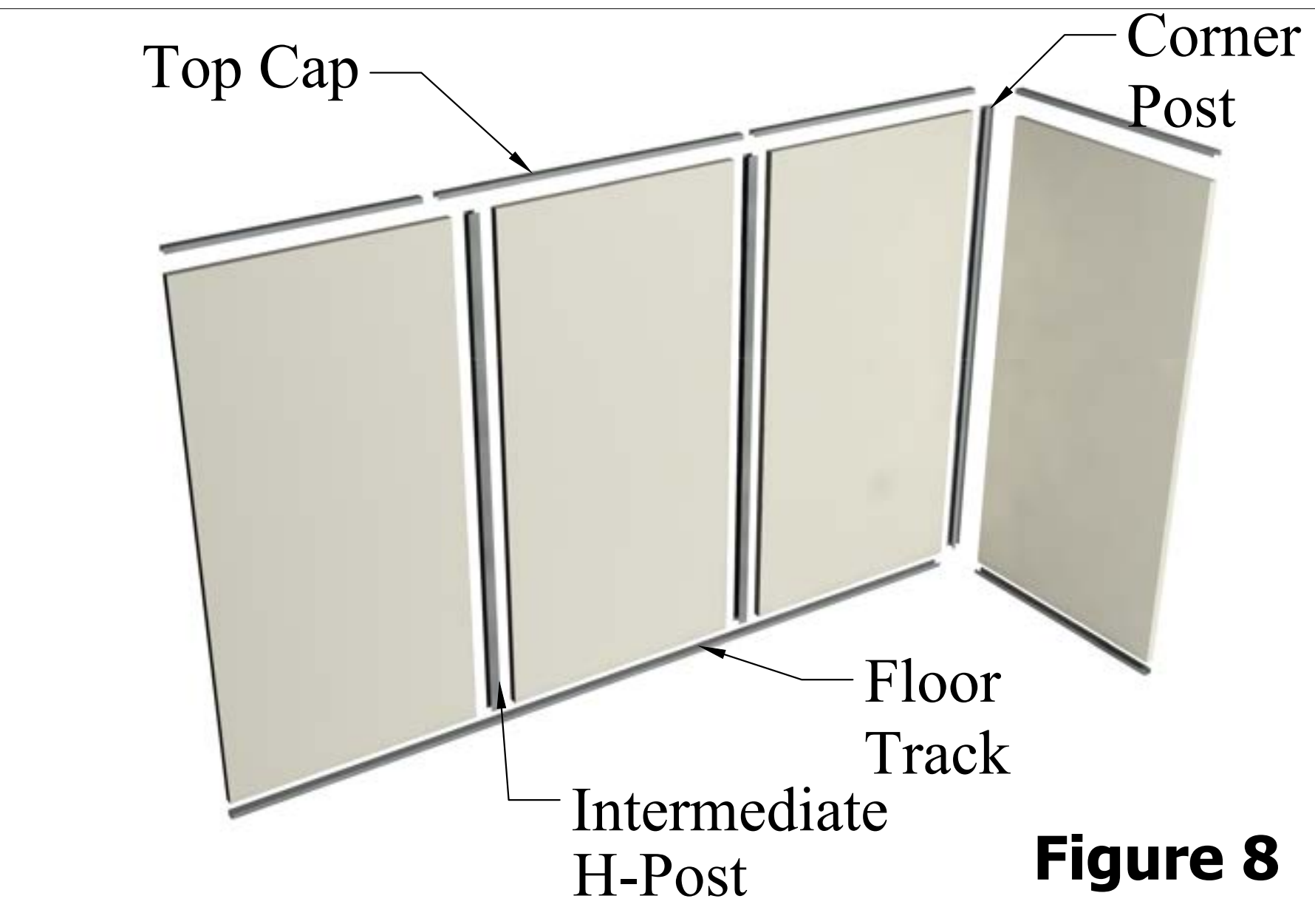
Wall Panel Top and Floor Track

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 7B. 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

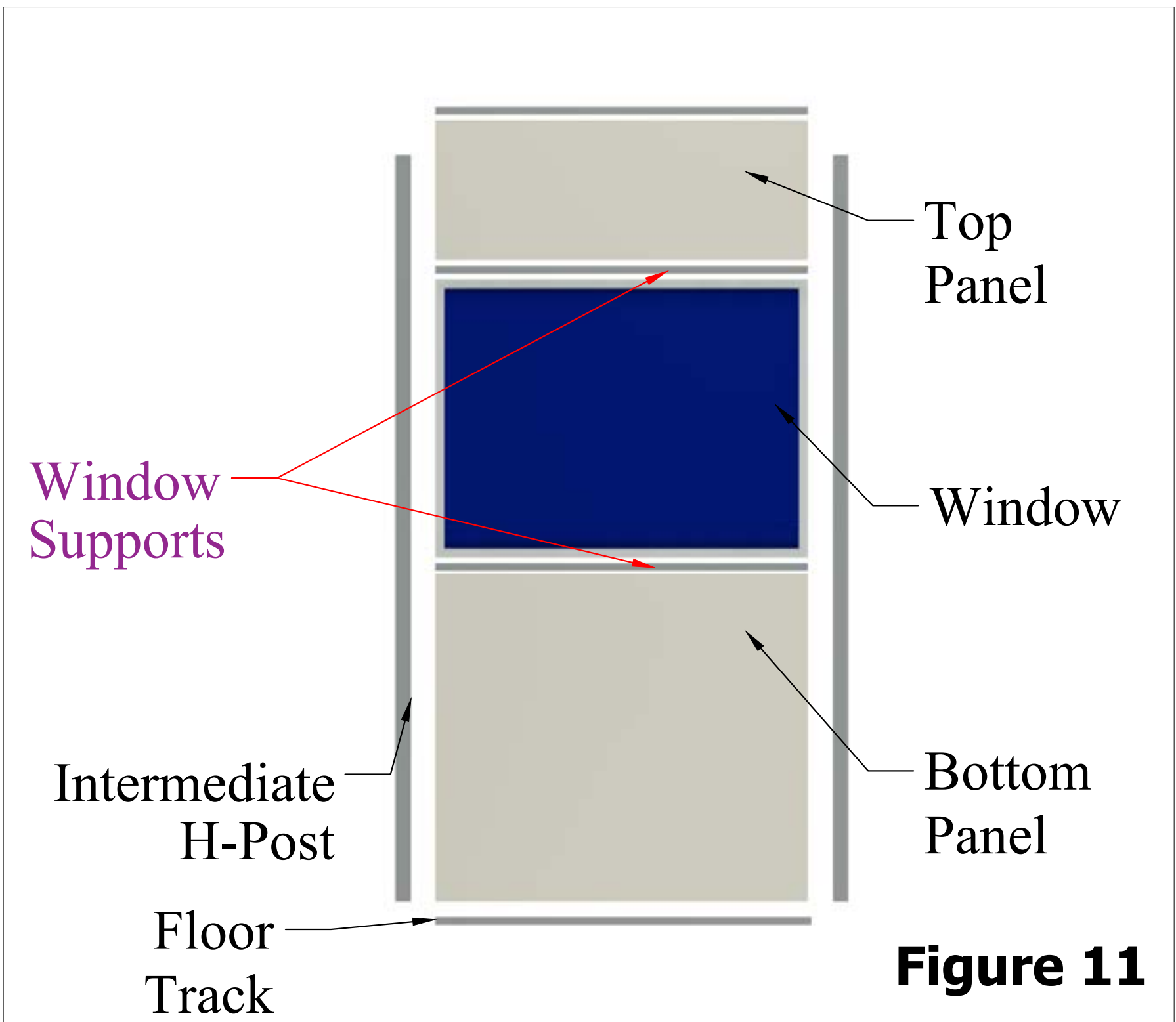
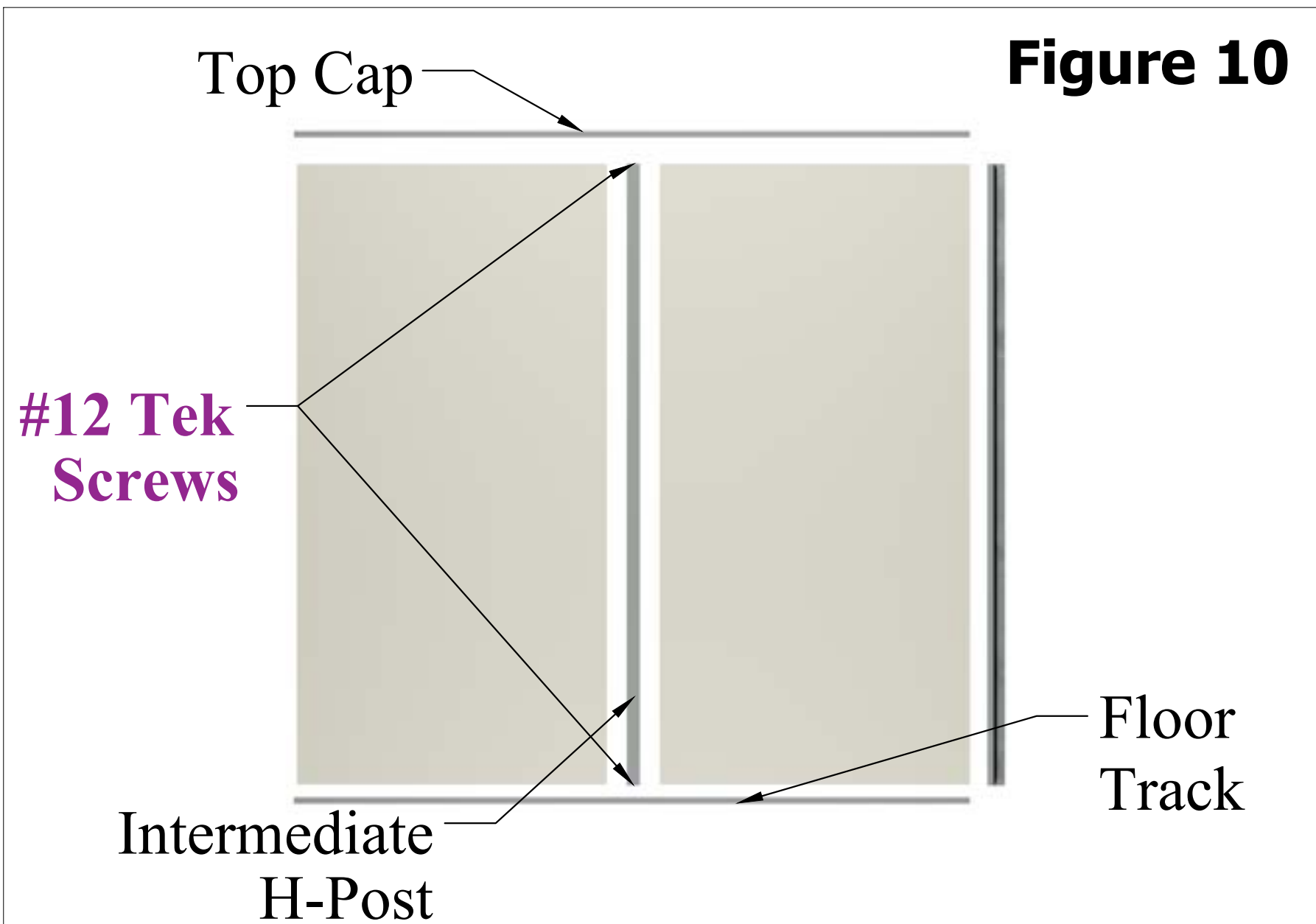
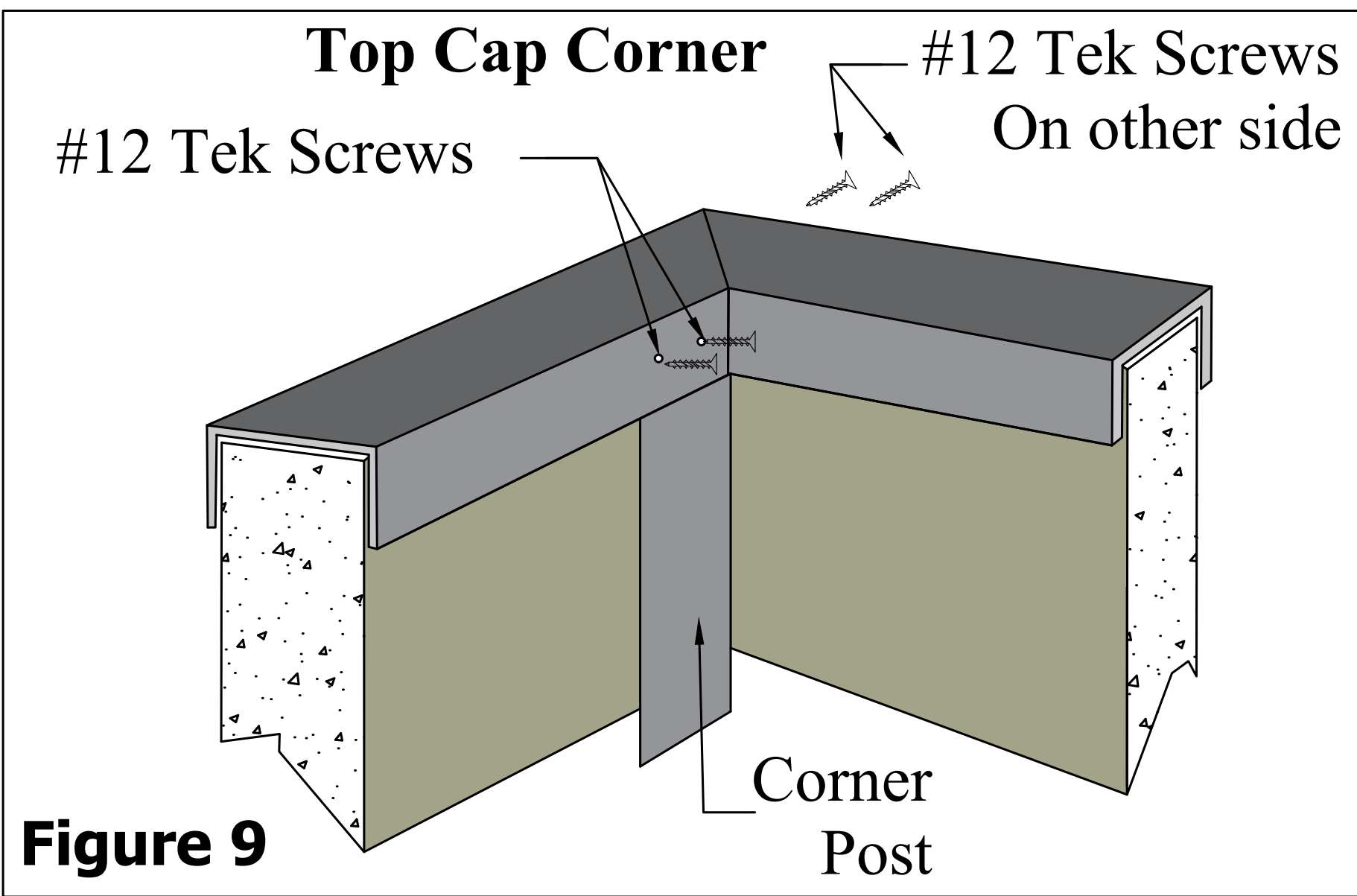


Note: Due to tolerance build up, the last panel might require trimming.



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.

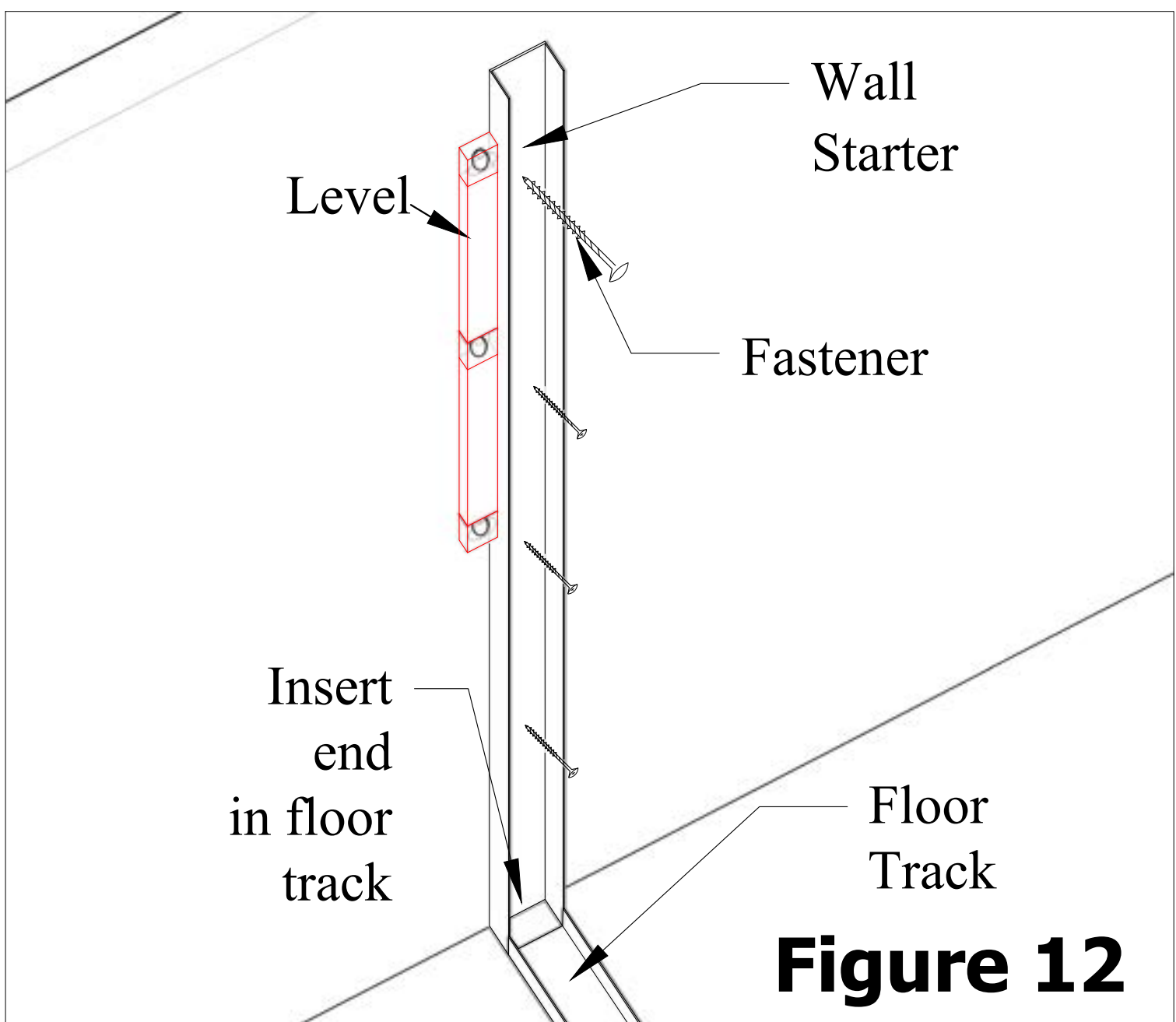


Wall Starter Installation

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

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.



Note: When attaching to an existing E-200series

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 joints and must not be lapped beyond this joint with the exception of the last panel which can be lapped to fit per Page 6 (see Figure 14).

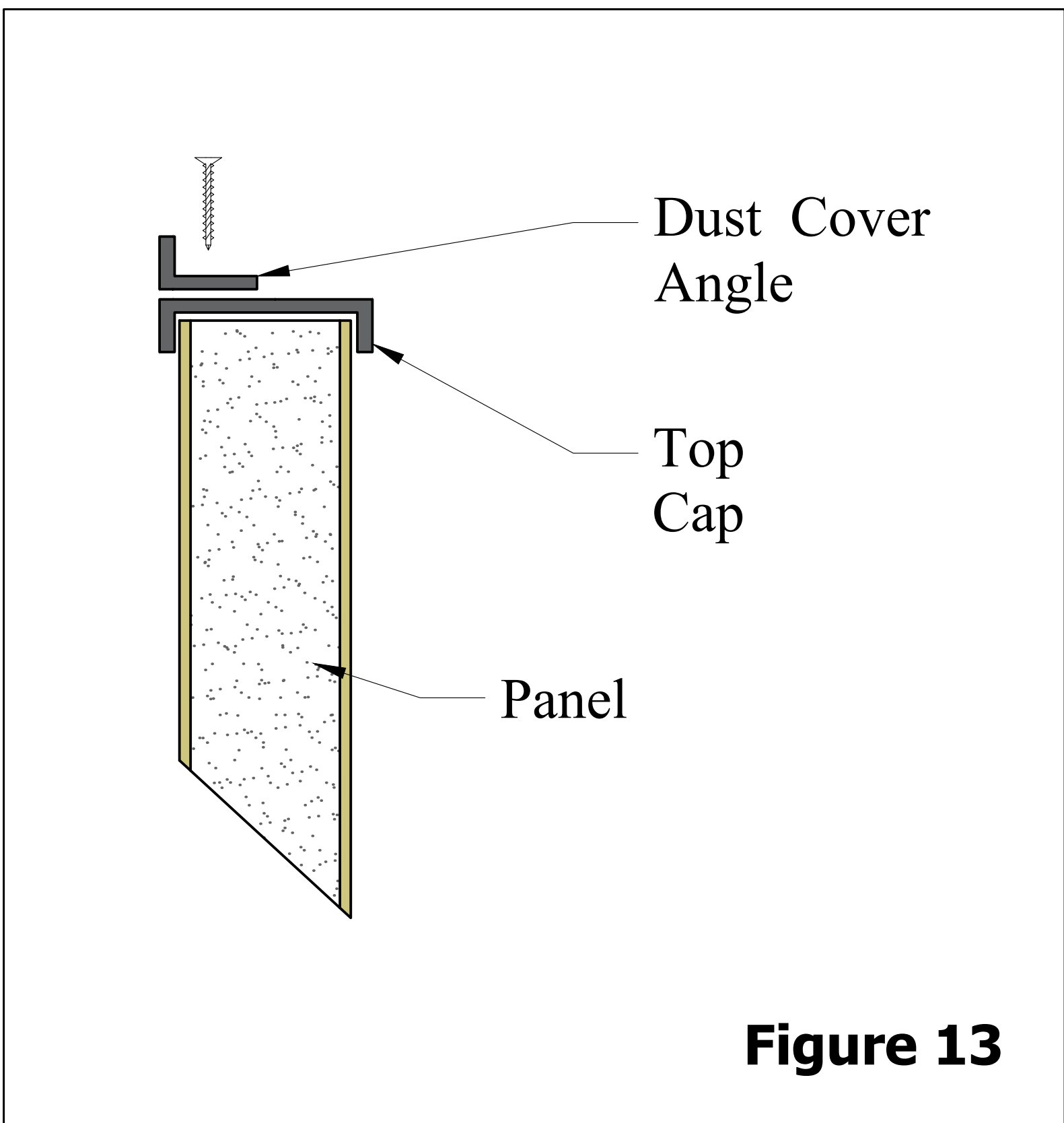
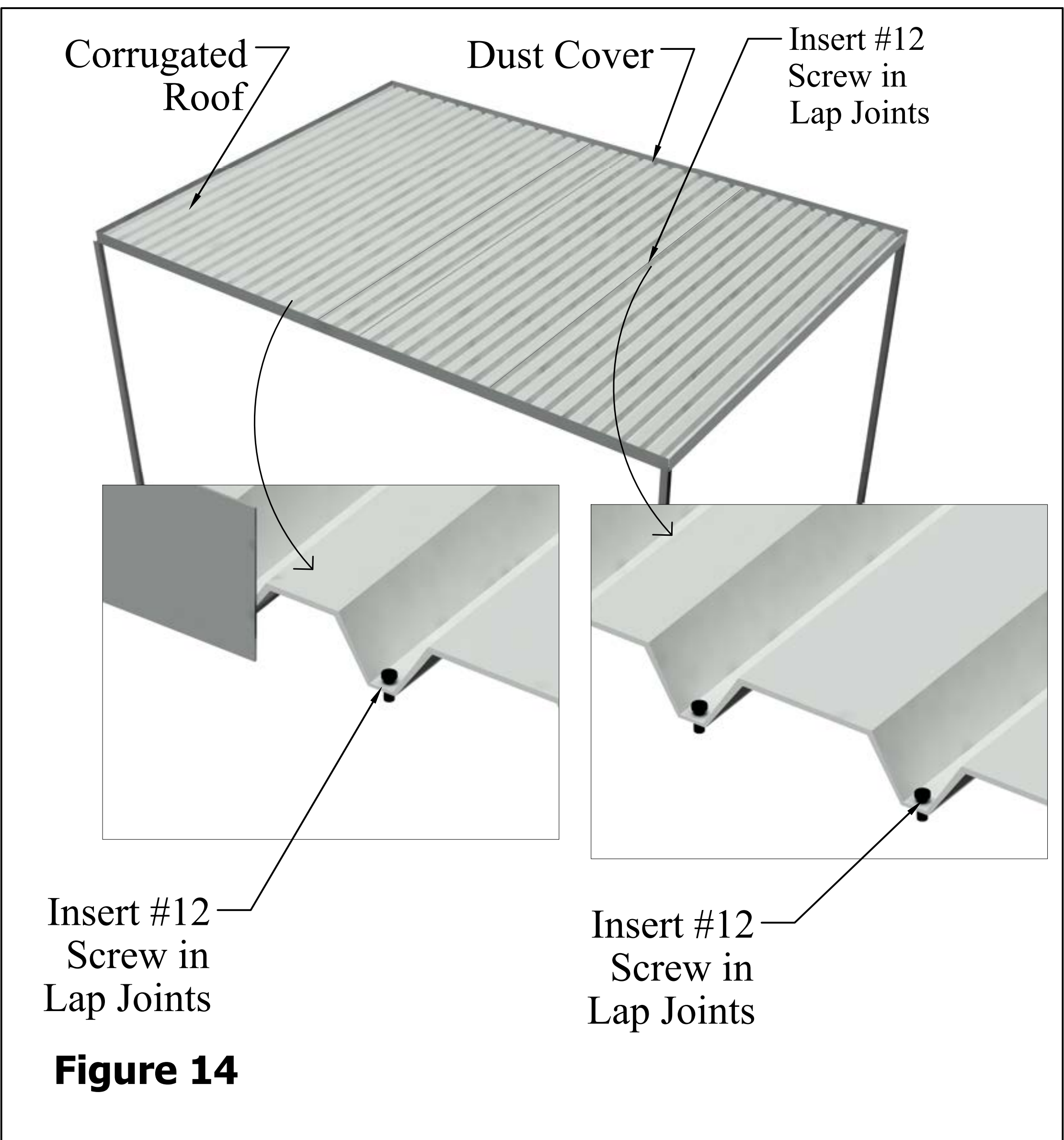


Illustration of the Roof of Inplant Office



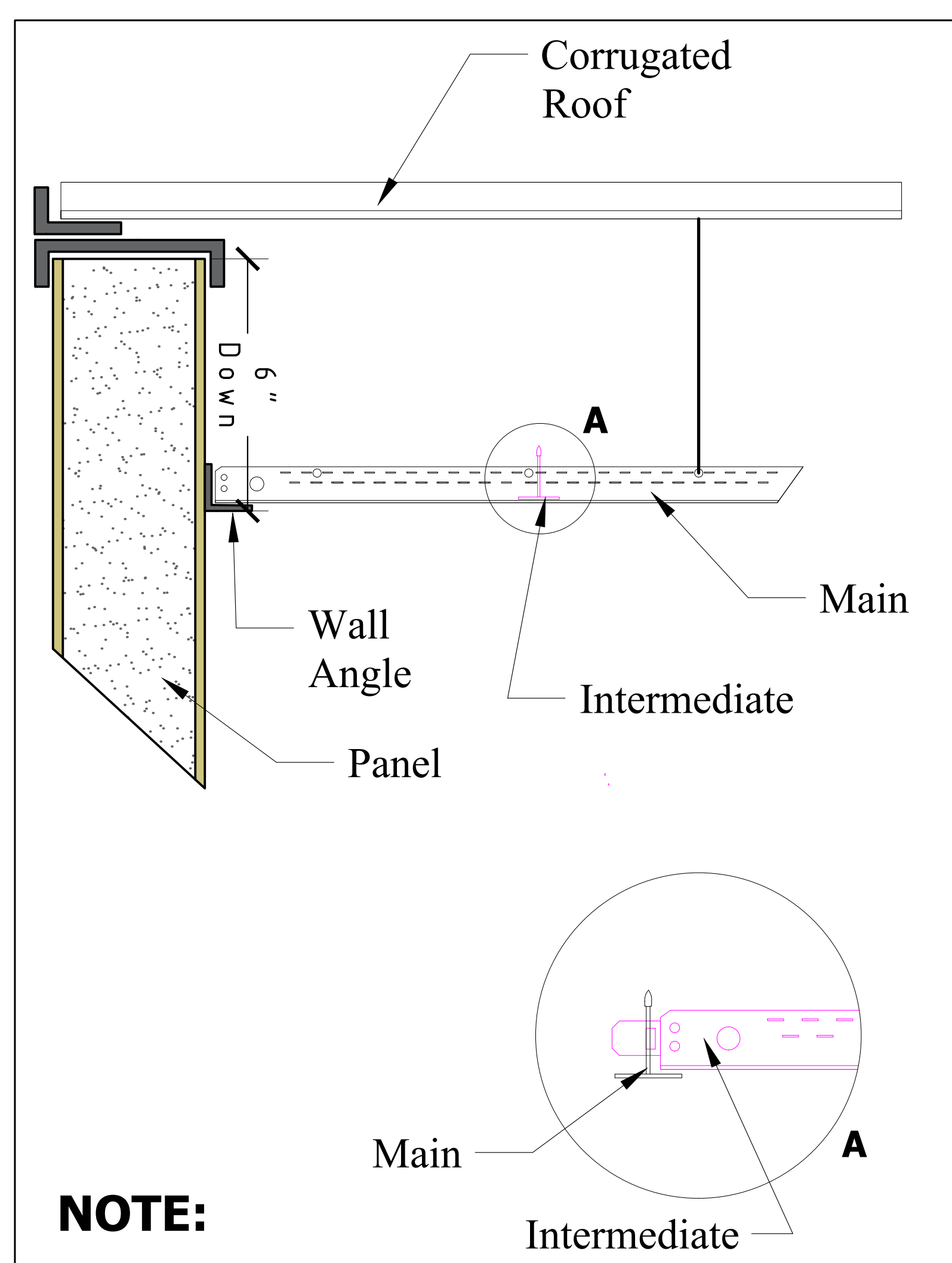
E - 2 0 0 Series

Grid Ceiling Installation

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.(See Note) Secure at each Intermediate H-Post and Corner Post with the screws provided. (see Figure 15).



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 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 5 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 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.

Note: DO NOT attach Wall Angles to Wall Panels.

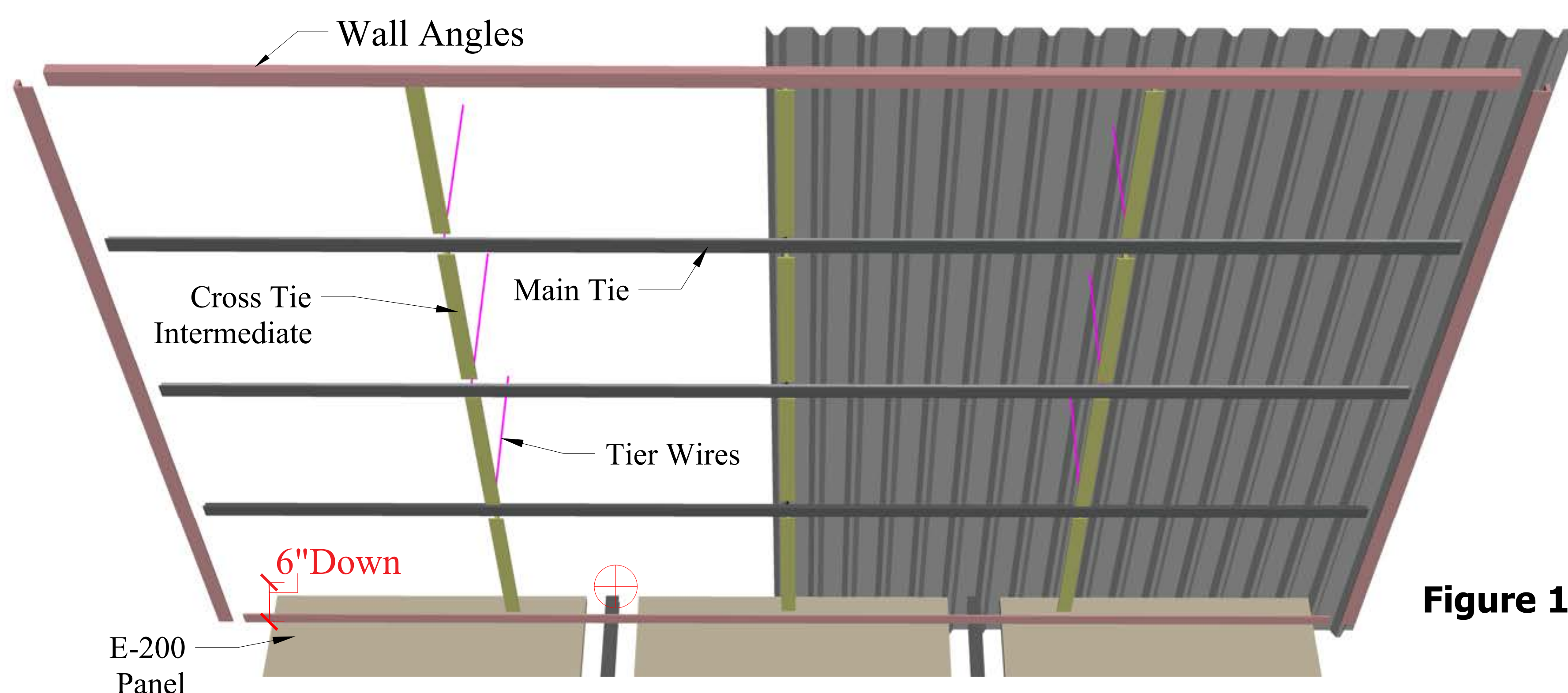


Figure 15