

Assembly Guidelines ■

University Seating & Seminar Shim Kit

August 2013

Quantities of Parts in Fixed Seating Shim Kits				
		University 67.1060.KIT	Short Arm Seminar 67.1061.KIT	Long Arm Seminar 67.1062.KIT
University Shims	1/16" thick shim	50	0	0
	1/8" thick shim	50	0	0
	1/4" thick shim	25	0	0
Short Arm Seminar Shims	1/16" thick shim	25	50	0
	1/8" thick shim	25	50	0
	1/4" thick shim	12	24	0
Long Arm Seminar Shims	1/16" thick shim	0	0	50
	1/8" thick shim	0	0	50
	1/4" thick shim	0	0	24
1 1/4" screw 12.0277		120	50	50
1 1/2" screw 12.0279		120	50	50
5/16" washer 12.0336		200	200	200
1/4" washer 38.12.5205		50	50	50

1. Layout bases per the space planning drawings and anchor to floor following appropriate assembly instructions.

2. Using a level and the provided 5/16" flat washers (12.0336) level the base left to right and front to back between the floor and floor flange. Recheck level after the base is tightened down.

Note: The 1/4" flat washers (38.12.5205) are to be used between the floor flange and the flange clip to hold the flange clip tight to the floor if needed.

3. Using a 6' level and the provided shims, level the bases in each individual row for height between the mounting flange and underside of the worksurface. **All bases in each row need to be level to each other.**

4. Attach tops to the bases according to the space planning drawing. Use standard #14 x 1" screw (12.0275) to secure mounting flange to table top if shims are between 1/16" and 3/16" thick. Use #14 x 1 1/4" (12.0277) screws if shims are between 1/4" and 1/2" thick and #14 x 1 1/2" (12.0279) screws when shims are between 1/2" and 3/4" thick. Table top attachment screws should be torqued to 100 in/lbs.

Note: If shim thickness exceeds 3/4" contact KI on how to proceed.

