



Janitor Cart Lock Box

Use & Care Instructions

07/2026

Critical Information

General Assembly: When pressing components into place, be careful not to pinch yourself.

Tools: If using a rubber mallet to secure parts, do not hammer them into place. Gently tap until the part is seated.

User Safety



WARNING
To prevent
personal injury.

WARNING - Child Supervision

- Unsupervised children may misuse the unit, leading to potential injury or damage to the unit.
- Children should be supervised to ensure that they do not play with the unit.
- Do not allow children to operate or play with the unit without proper supervision.

WARNING - Restricted Use

- This unit is not intended for use by persons (including children) with reduced physical, sensory, or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the unit by a person responsible for their safety.
- Avoid unsupervised use by individuals without adequate instruction or capability.
- Improper use by unauthorized individuals may result in personal injury or equipment damage.

Do Not Use If Damaged: Product should not be used if damage is found. Contact an authorized service center.

Prevent Misuse: Do not sit, stand, shake, lean, jump, or climb on cart.

Avoid Pinch Points: Keep hands and fingers away from components and mating surfaces during assembly to prevent injury.

Installation Requirements

WARNING - Installation Location

- Incorrect placement can violate codes, create access issues, or compromise evacuation routes.
- The unit shall not be installed in public corridors or lobbies.
- Do not install the unit in areas that may block emergency exits or public pathways.

Initial Setup

Initial Use: This lock box is intended for installation on janitorial carts.

Inspect the Packaging: Examine the unit's packaging for any signs of damage that may have occurred during shipping.

Unboxing:

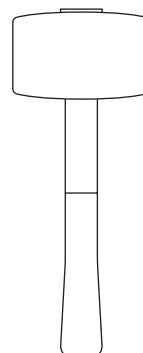
- Do not force a box cutter or knife through packaging, as it may damage the product or accessories.
- Ensure you do not damage the product or its components when removing it from the packaging.
- If any damage is present, contact customer service immediately.

Required Tools (Not Included)

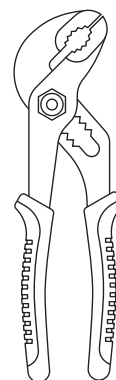
Philips Head
Screwdriver



Rubber Mallet



Channel Lock

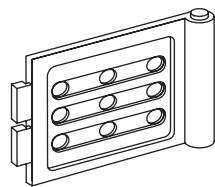


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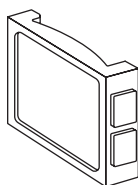
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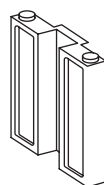
Parts



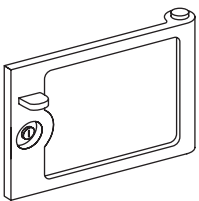
(1) Door Panel 1



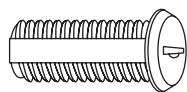
(1) Door Panel 2



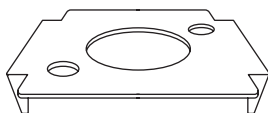
(1) Door Panel 3



(1) Door Panel 4



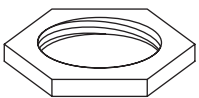
(1) Lock Cylinder



(1) Lock Plate



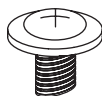
(1) Washer



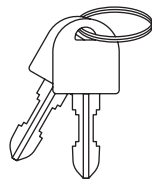
(1) Nut



(1) Lock Plate



(1) Screw



(2) Lock Keys

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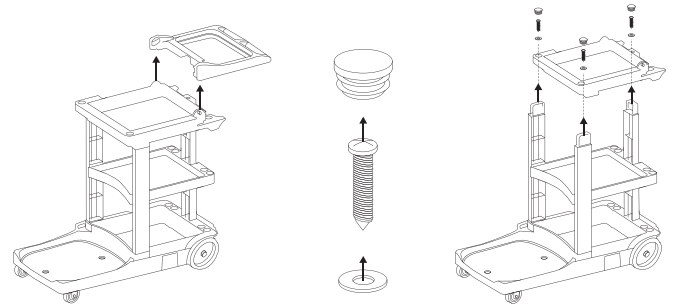
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Assembly

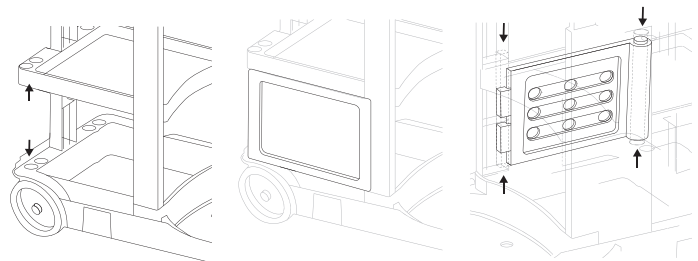
Step 1 - Remove Top Tray

- Remove the handle with lid by gently pulling it away from the top tray. The handle will slide out.
- Remove the three plugs, screws, and washers that mount the top tray to the pillars.
- Lift and pull the top tray off the unit.



Step 2 - Installing Door Panel 1

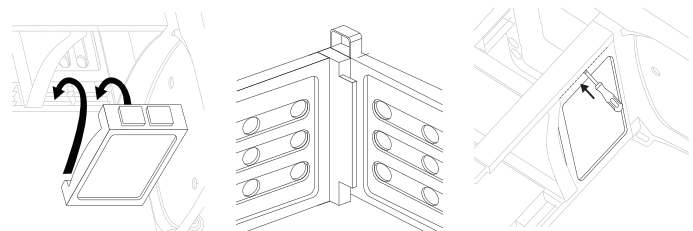
- Door Panel 1 must be installed first.
- Locate the outer mounting holes on the middle and bottom shelves.
- Insert Door Panel 1 alignment pins into the outer holes.
- Ensure the door catches on the pillar's inner edge.



Step 3 - Installing Door Panel 2

NOTE: Laying the cart on its side (with panel 1 facing down) will make installation easier.

- Ensure the mop rack is in the up position.
- Insert Door Panel 2 near the front of the cart.
- Ensure the cutaway that is molded in Door Panel 2 for the locking assembly is positioned opposite Door Panel 1.
- Place Door Panel 2 so that it will lock Door Panel 1 in place.
- Use a small screwdriver to gently lift the pillar while pressing Door Panel 2 into place.



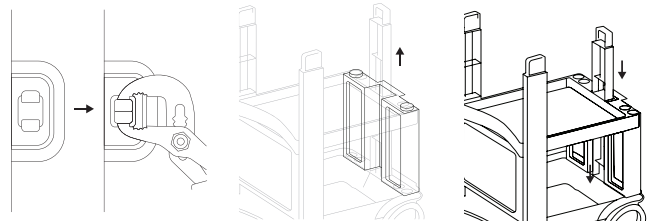
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Step 4 - Installing Door Panel 3

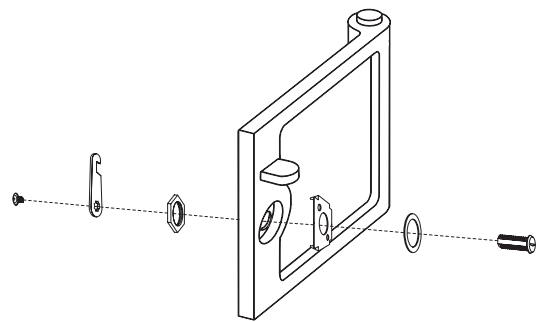
NOTE: While the cart is on its side, use channel locks to unlatch the rear pillar by pressing in the locking tabs.

- Return the cart to the upright position.
- Insert Door Panel 3 near the back of the cart.
- With the rear pillar loosened, insert Door Panel 3 so that the alignment pins fit into the inner mounting holes on the middle and bottom shelves.
- Once aligned, press down on the rear pillar until it snaps into place.



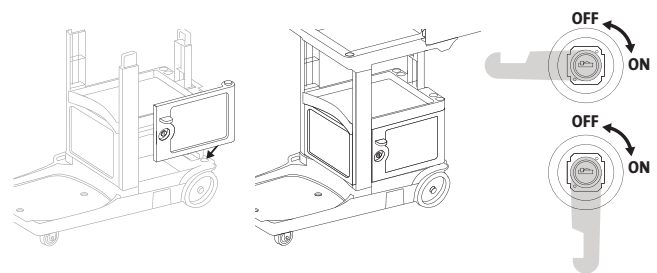
Step 5 - Lock Assembly

- The lock assembly is installed on Door Panel 4.
- Locate the lock cylinder, washer, and plate. Insert them through the front of the door.
- Thread the lock nut onto the cylinder and hand-tighten.
- Attach the lock tab to the end of the cylinder and secure it with the screw (hand-tighten).
- Use the keys to verify the lock moves in a 90° motion.



Step 6 - Installing Door Panel 4

- Door Panel 4 must be installed last.
- Locate the outer mounting holes on the middle and bottom shelves.
- Insert Door Panel 4 alignment pins into the outer holes.
- Close the door and rotate the lock assembly.
- Verify the lock tab engages with the notch in Door Panel 2.
- Pull gently on the door to confirm it is securely locked.



Step 7 - Completion

- Confirm all components are properly installed.
- Ensure all doors and the lock function correctly.
- The cart is now fully assembled and ready for use.
- **Optional:** Install the lock box on the middle shelf, or purchase another kit to install on both shelves if desired.

