



Project Name: _____

Item #: _____

Model #: _____

SHELVING ASSEMBLY GUIDE

(FOR SHELVING WITH FEET)

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INTRODUCTION

Assembling the IMC Teddy Shelving is a straightforward procedure that can be accomplished with normal construction materials and techniques. Please note that the following instructions are for **BL, ES, S, SX, UP Shelving with Post Legs** and are recommendations only. If your shelving unit includes Casters please refer to our other assembly guide. The installer is responsible for proper setting. Please contact the IMC Teddy Engineering Department (800-221-5644) prior to considering retrofit installations. Click here for a video on assembling your shelving unit completely: <https://bit.ly/3E9RnLz>

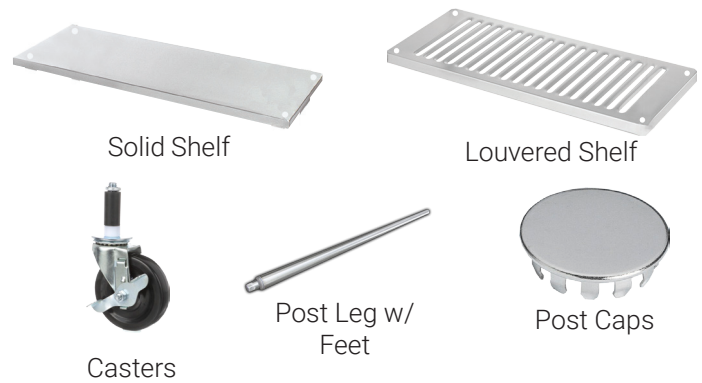
Please read the attached information carefully, as much of the information provided is reflecting proven installation techniques used in previous installations.

Parts Included

- Solid or Louvered Shelving Units (2 or more)
- Post Legs w/ Feet (4)
- Casters (4) [if applicable]
- Post Caps (4)

Tools/Materials Needed

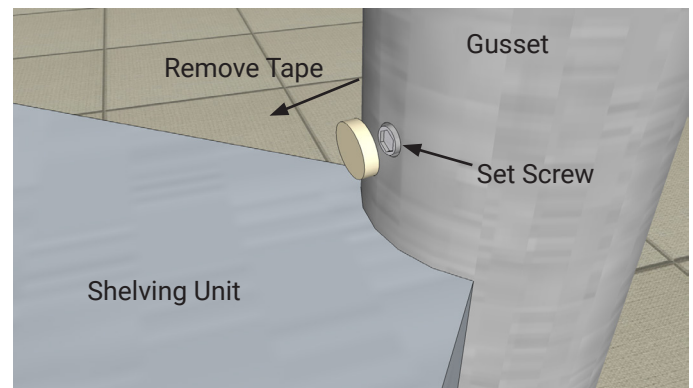
- 18 $\frac{1}{4}$ " Wood Blocks (10)
- Allen Key
- Spirit (Bubble) Leveler (optional)
- Wrench (if necessary)
- Mallet (if necessary)



Assembly Instructions

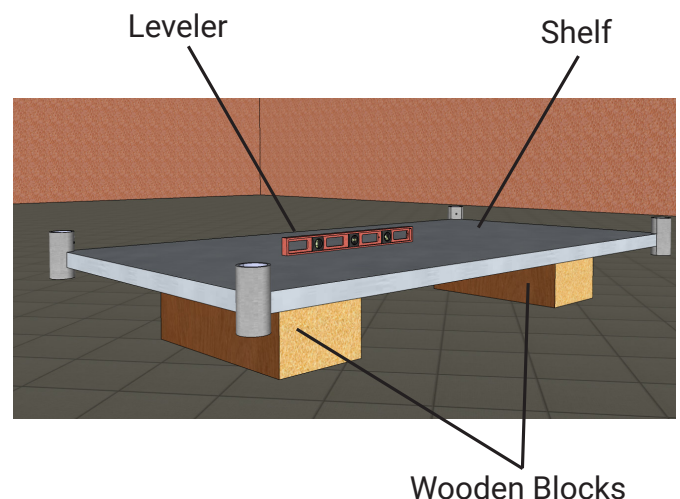
Step 1:

Remove set screw tape from all 4 gussets for all shelving units.



Step 2:

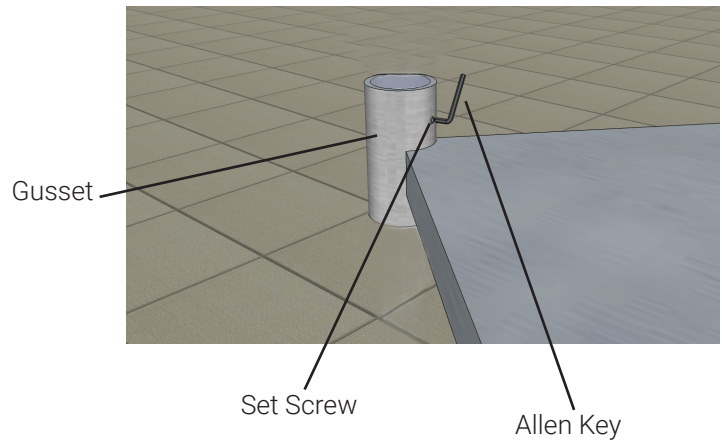
To set the first shelf in position, it is recommended to place the shelf unit upside down & on top of blocks of wood. Use a leveler to make sure shelf surface is leveled. (See image to the right)



Step 2 Continued:

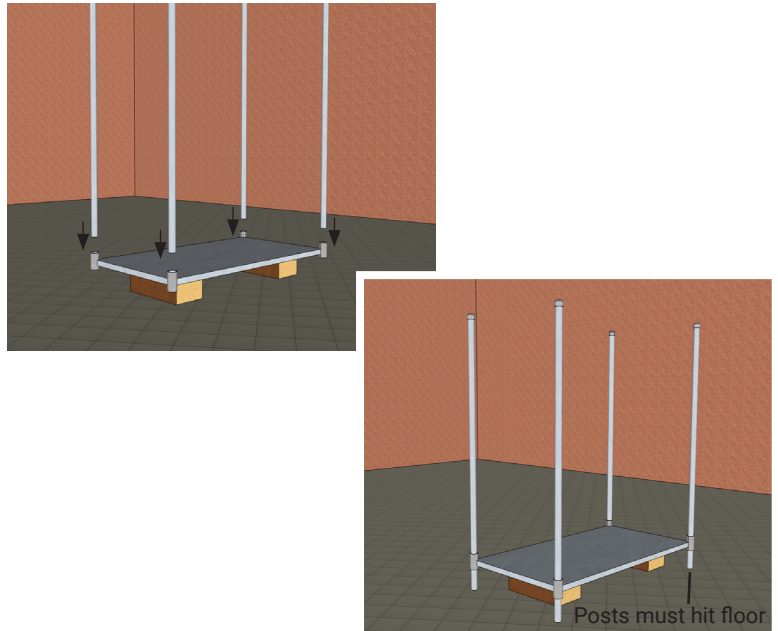
Using an allen key, loosen up all the set screws on the gussets.

Repeat for all shelving units.



Step 3:

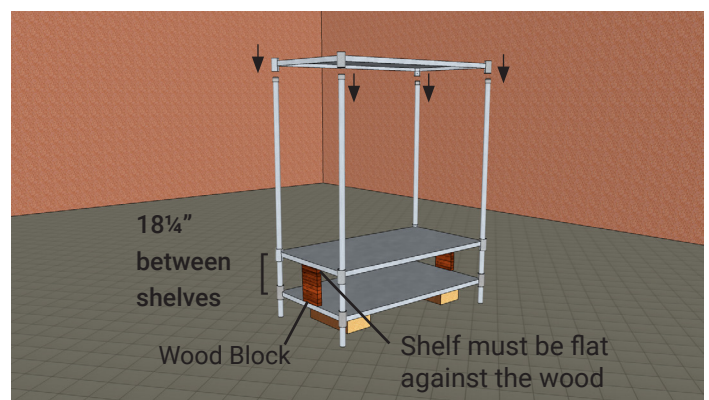
Insert post legs, opposite side of bullet feet, into each gusset hole. post legs should easily slide straight through & hit the floor. (See image to the right)



Step 4:

Place 2 wood blocks on each side of the shelving unit. Slide your next shelf into place. Make sure it is flat against the wood. Spacing should be 18¼" between shelves.

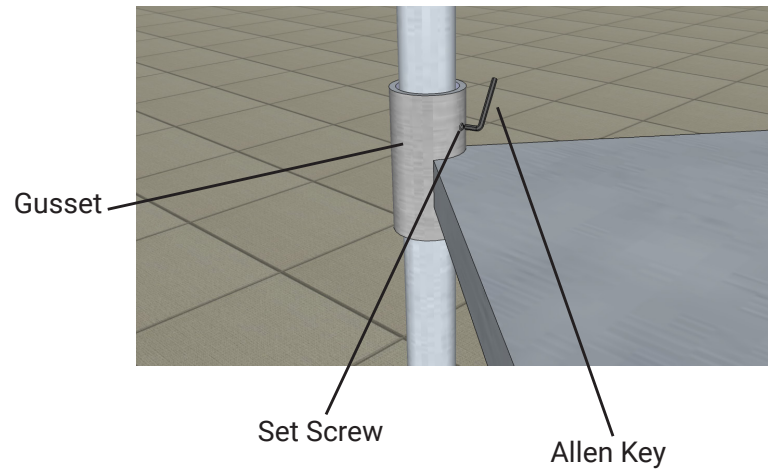
Repeat for the remaining shelving units.



Step 5:

With all shelving units in place, use the allen key to tighten up all the set screws on the gussets.

Repeat for all shelving units.



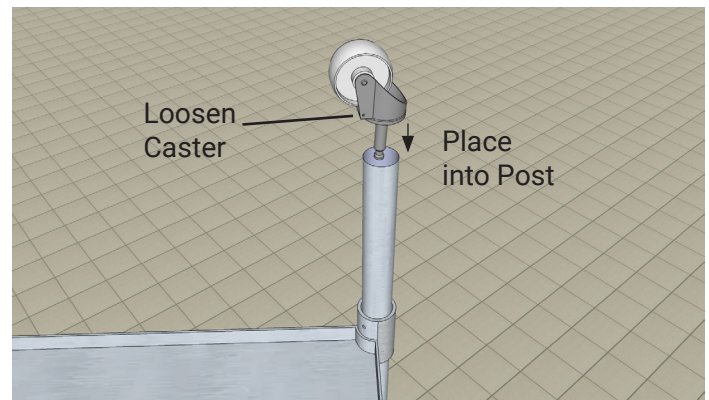
Caster Installation

(skip to step 8 if not applicable)

Step 6:

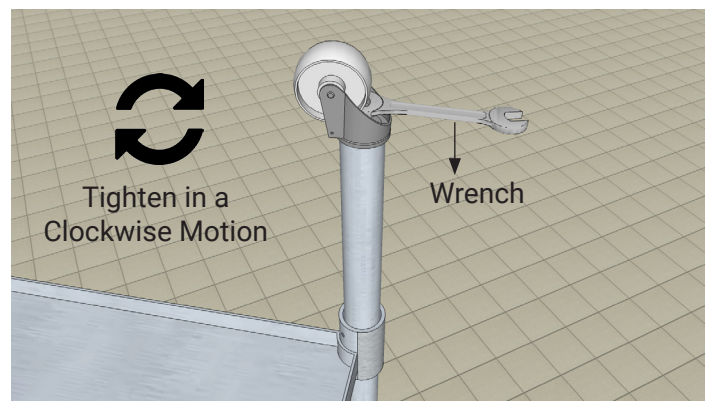
Twist each caster to loosen & place into each post.

NOTE: All caster brakes must be in opposite corners.



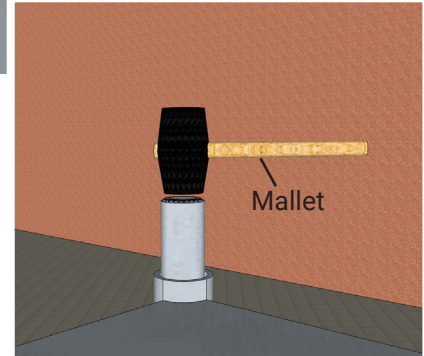
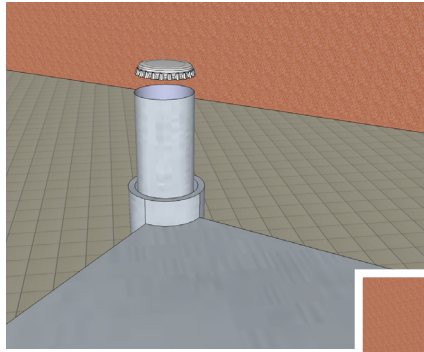
Step 7:

Use a wrench to tighten each caster in a clockwise motion. Tighten until fully secure.



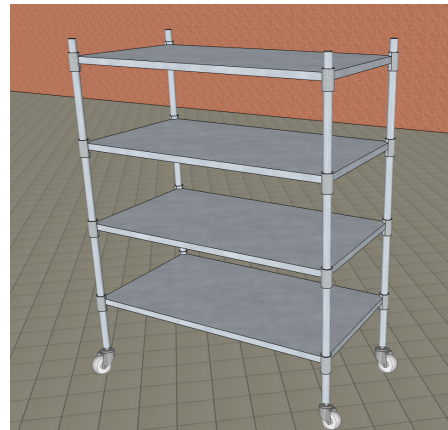
Step 8:

After placing complete shelving unit securely on the ground, insert all 4 post caps on top of each post. Secure with a mallet, if necessary.



Step 9:

Shelving assembly should now be complete & ready for use. Make sure all shelving is leveled & the screws are secured tightly with the allen key. (See image to the right)



THESE INSTRUCTIONS APPLY TO OUR SHELVING MODELS BELOW:



BL
Standard Duty



ES
Medium Duty



S
Heavy Duty



SX
Extra Heavy Duty



UP
Pot/Pan/Utility

Warranty:

Product is guaranteed against defect in workmanship and material for a period of one year from date of shipment, provided such defects are do not result from abuse, unreasonable usage or other conditions beyond IMC's control. IMC's liability shall not exceed the cost of material furnished.

Easy Cleaning Instructions:

Rinsing is the most important part of care. Stainless steel will retain its original bright appearance if the product is rinsed thoroughly after each use. "Thorough" rinsing can be done by running the water throughout the product for a few minutes after each use. Typically, a rinse and towel drying after each use takes care of most everyday cleanups. For everyday cleaning we recommend using Stainless Steel Cleaners + Polishers. The non-abrasive formula is safe and effective for day to day cleaning. Your product will shine like new!

Recommendations for Proper Maintenance:

Use only a mild liquid dish-washing detergent with a soft sponge to clean and then thoroughly rinse the product. Rinse thoroughly after each use. "Thorough" rinsing can be done by running water for a few minutes and rubbing the cleaned area with a sponge.

Towel dry after each use to prevent mineral deposits from building up on the surface of the product.

- Do Not** allow liquid soap or other household cleansers to dry on the surface. Most brands contain chemical additives which will affect the original finish.

- Do Not** use solutions of chlorine bleach and water. Chlorides, which are found in most soaps, detergents, bleaches, and cleansers, are very aggressive to stainless steel. If left on the surface too long they can cause surface pitting.

- Do Not** use a steel wool pad to clean. Steel wool pads have a tendency to break apart and small particles of steel can become embedded in the surface of the product. The steel particles will rust and will give the appearance that the product itself is rusting.

- Do Not** use abrasive cleansers or abrasive pads as it will scratch the surface.

- Do Not** leave wet sponges, cloths, or cleaning pads on the product. This can lead to surface rust. Following these recommendations for the care and cleaning of your stainless steel product will insure that it will provide you with many years of service.

Chlorides:

Today, chlorides are found in most all soap, detergents, bleaches and cleansers; chlorides can be oppressive to stainless steel. However, chlorides are very water soluble. Therefore, THOROUGH RINSING of your product after each use to remove any chloride residue and a weekly scouring is all that is required to keep your product looking bright and shiny.

Water Quality:

The quality of your water can affect your product's appearance. If your water has a high iron content, a brown surface stain can form on the product giving the appearance of rust. Additionally, in areas with a high concentration of minerals, or with over-softened water, a white film may develop on the product. To combat these problems, we suggest that the product be towel dried after use.

Discoloration, Rust and Possible Pitting:

Wet sponges, cloths, cleaning pads and rubber mats left on the product can lead to discoloration. Steel wool pads should never be used to clean your product as they leave small iron particles in the grain lines which rust and can damage the product. Continued usage in this manner may eventually lead to the product itself rusting and pitting.

Liquid Soap:

Do not allow concentrated liquid detergent to dry on your product. Most brands contain chemical additives which will affect the original finish.

Spotting:

The quality of your water can affect your product's appearance. In areas with hard water, a brown surface stain can form on the product giving the appearance of rust. This also occurs in water with high iron content. Additionally, in areas with a high concentration of minerals, or with over-softened water, a white film may develop on the product. To combat this problem, we suggest that the product be towel dried after use.

Foods:

Heavy salt concentration or foods containing high levels of salt should not be allowed to dry onto the surface. Rinse your product thoroughly after use.

For more in-depth maintenance & care guidelines, visit these resources:

[IMC/Teddy Tips](#)

[NAFEM Tips](#)