



Fasteners & Tools Needed


8676- Steel mandrel aluminum rivet



8709-Screw 

8619- Steel rivet 

8702 machine screw 

8617- coat rod hook 

8671–Aluminum Rivet for number plate 

8721- Plastic drawer glide screw 

6FFCBOLT- 

8624 lag bolt 

1.5 inch Self-Tapping Screw (not by Penco)
Similar to 8709

1 inch Self-Tapping Screw (not by Penco)
Similar to 8709

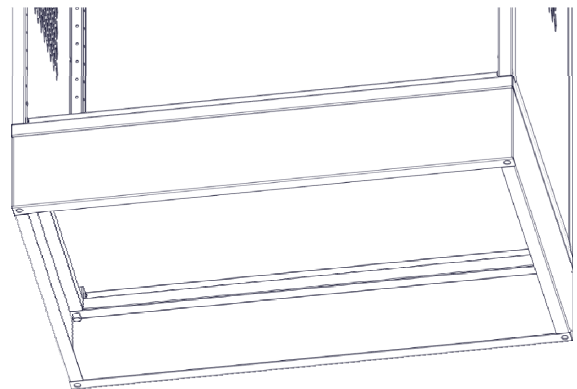
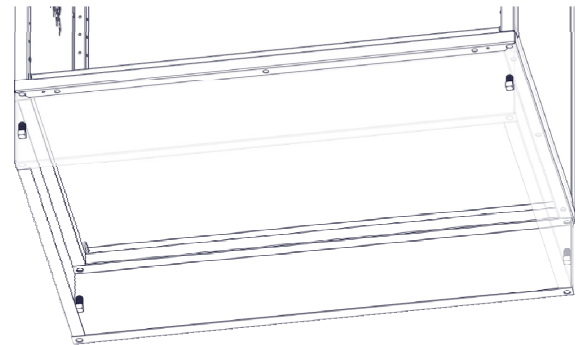
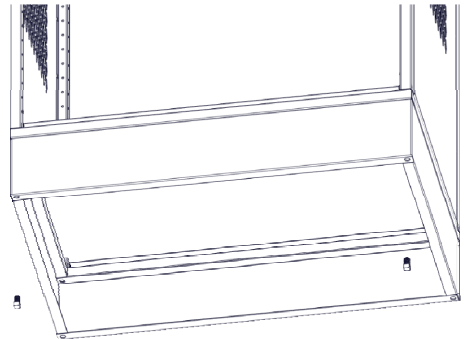
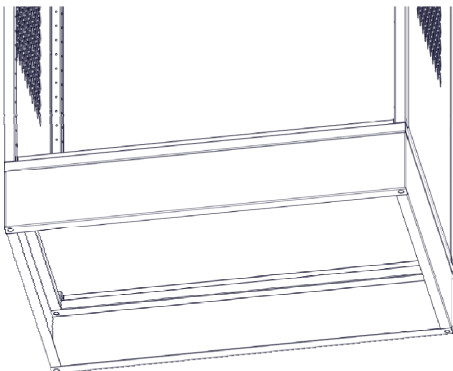
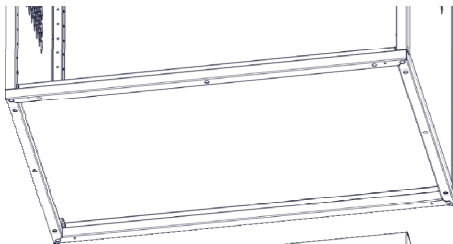
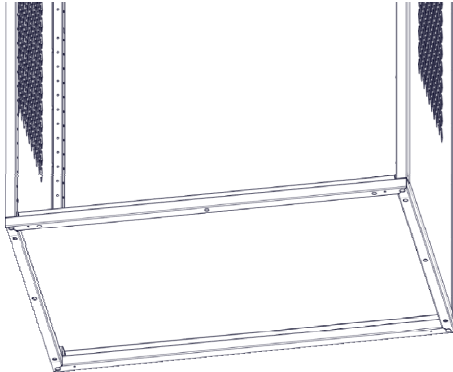
You will need these tools to assemble the accessories into locker. Rivet gun, drill with #3 Philips bit, (note multiple bit lengths may be required short and long to be able to reach installation locations.) flat blade and Philips head screwdrivers, stepladder, tape Measure, awl, safety glasses, gloves, rubber mallet.

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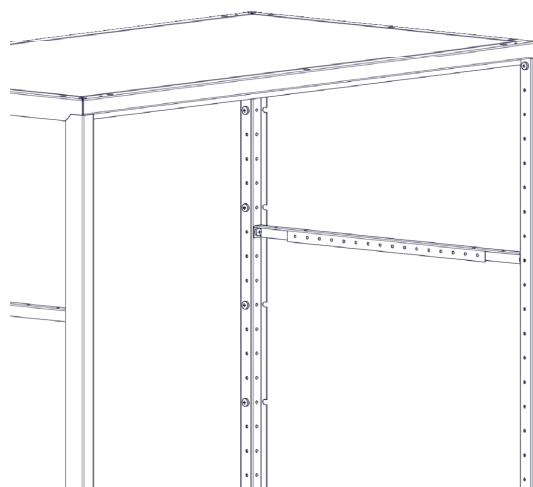
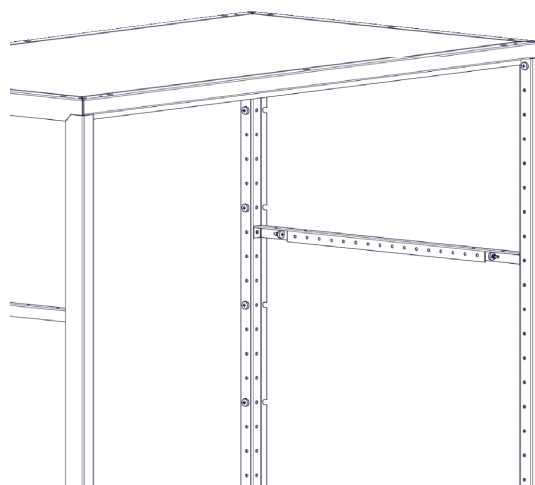
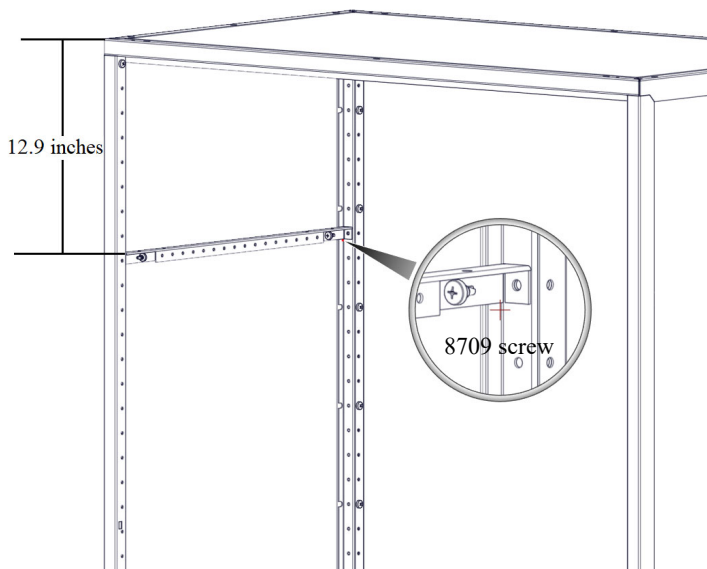
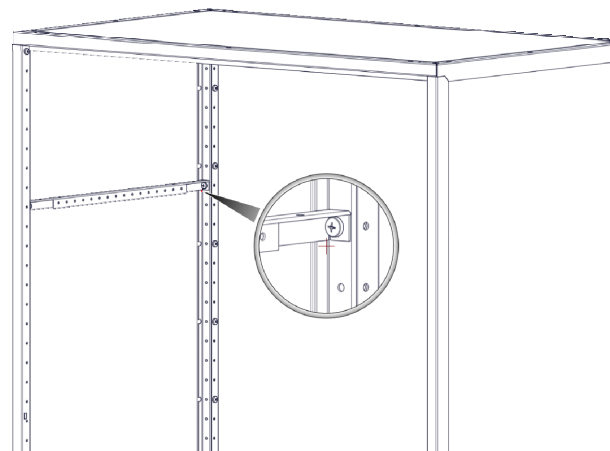
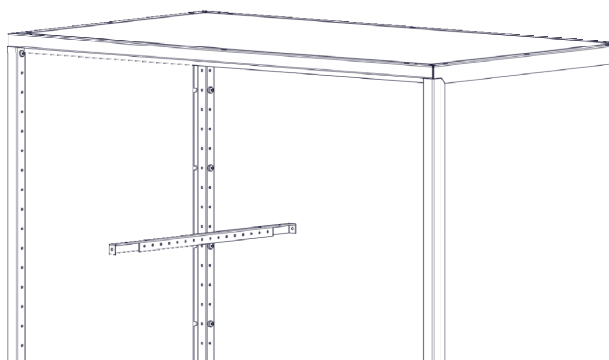
Channel Base Installation

Step-1A- Install channel base by aligning it in the proper location and adding four bolts (6FFCBBOLT) one in each corner.



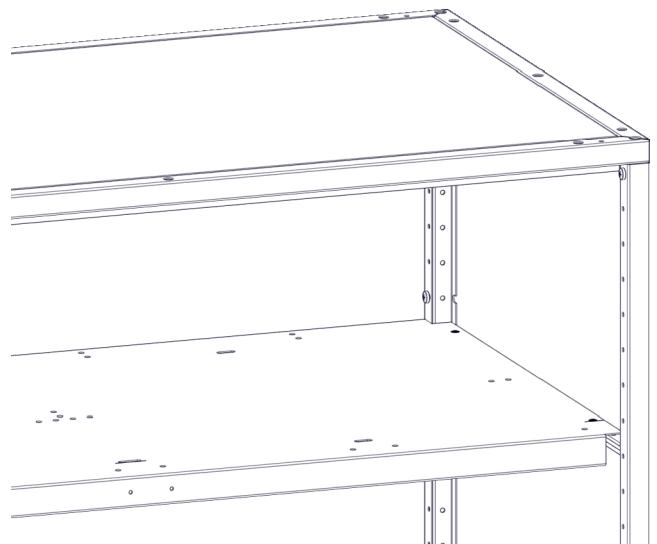
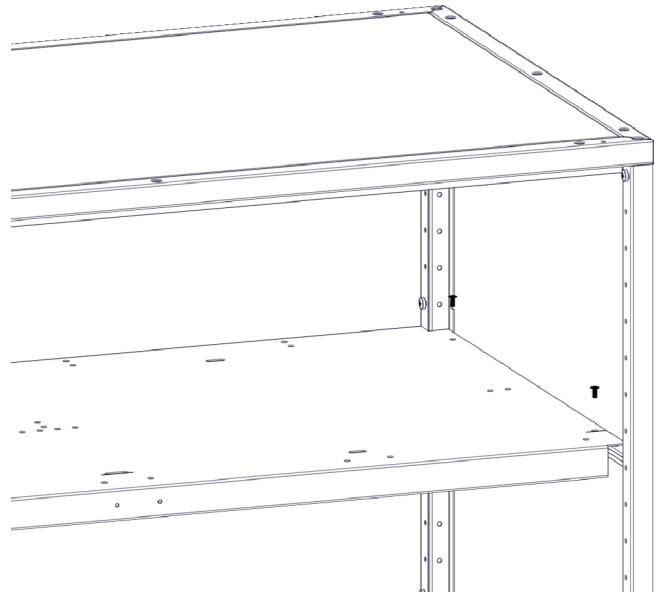
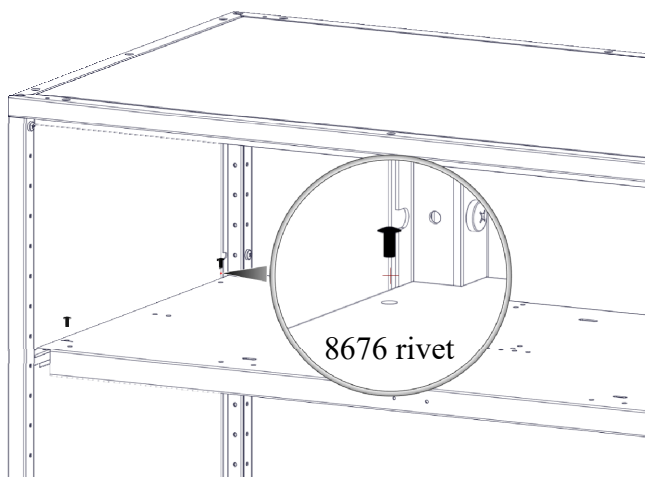
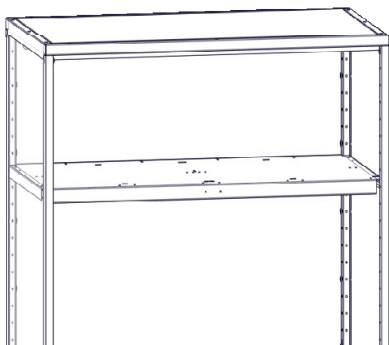
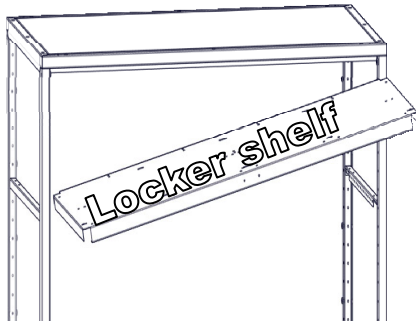
Shelf Installation

Step-2A Install mounting rails for shelf using one 8709 screw in the front upright and back upright. Multiple hole side should be installed facing the inside of the locker as shown. Note mounting rails hole position is approximately 13.5 inches from the outside top. The shelf will sit at approximately 13 inches down from the outside top.



Step-2B Insert shelf and attach shelf to rails using one rivet in each corner. Be sure shelf position is completely to the back of the locker before riveting. Number plate holes should be facing locker opening.

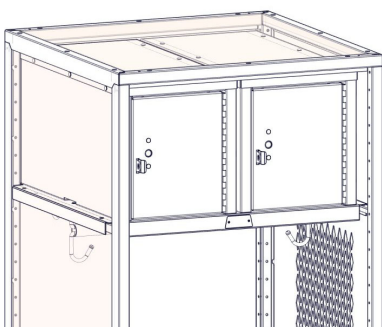
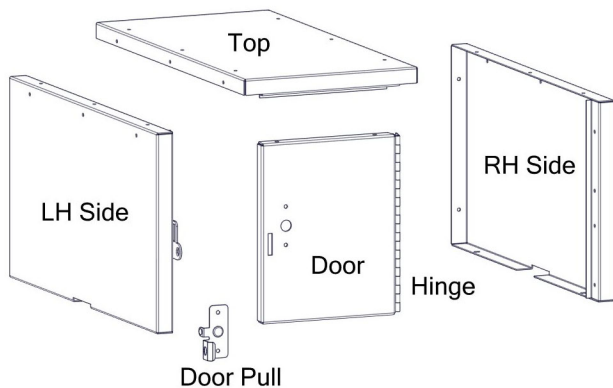
Note- Do not rivet shelf to the support rails until after security box installation, as the same holes are used.



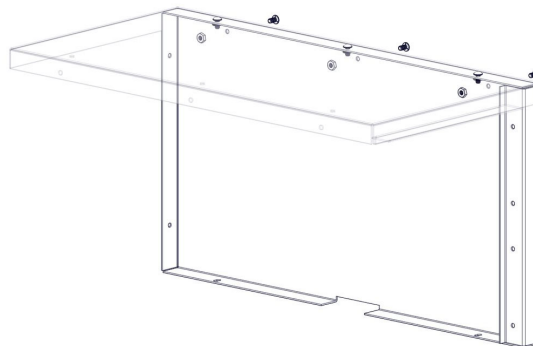
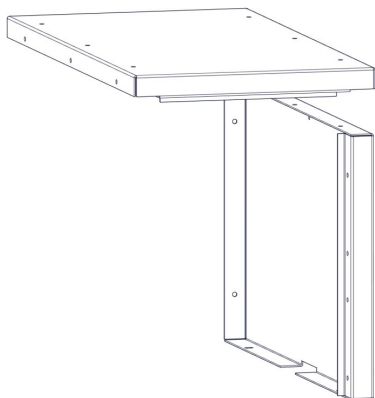
STEP 3 – Assemble and install optional security box.

Note security boxes can go on right or left side of locker shelf if it is less than full width of the locker.

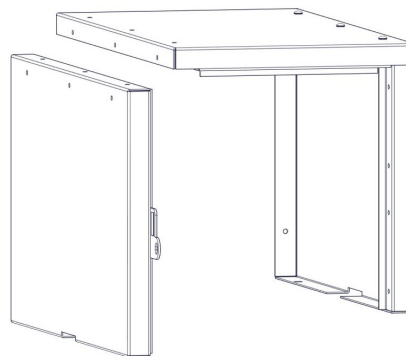
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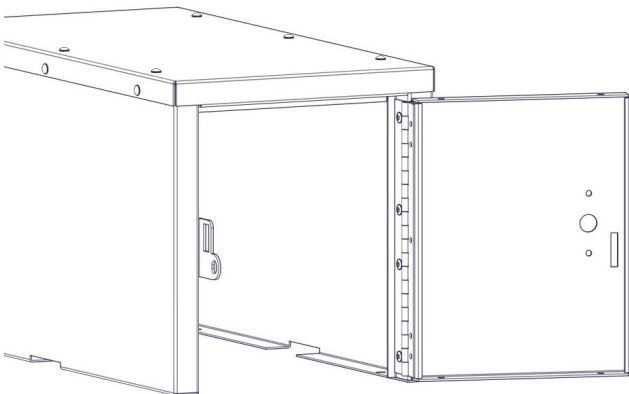
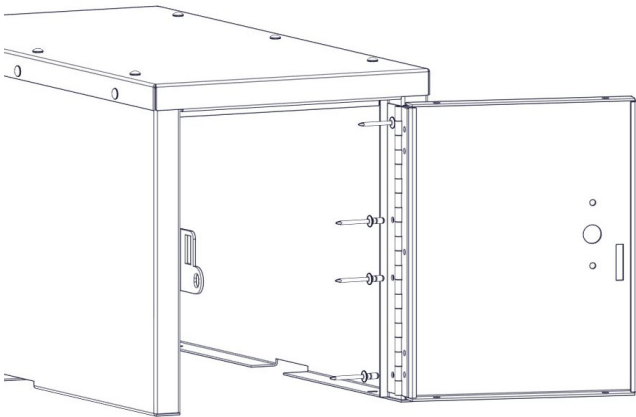
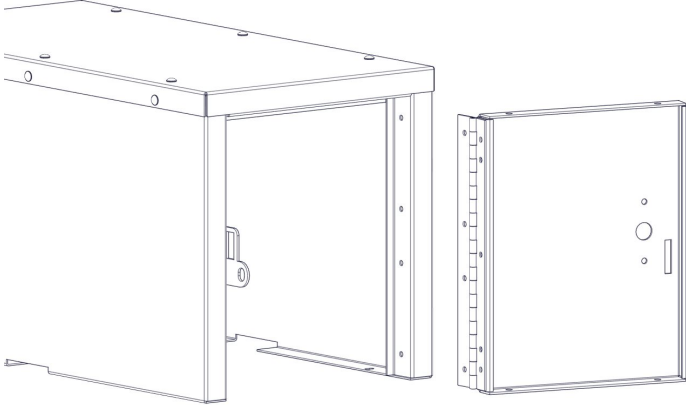
Step-3A Install right hand side to top using nut 7672, and bolt 8633 or rivets 8676.



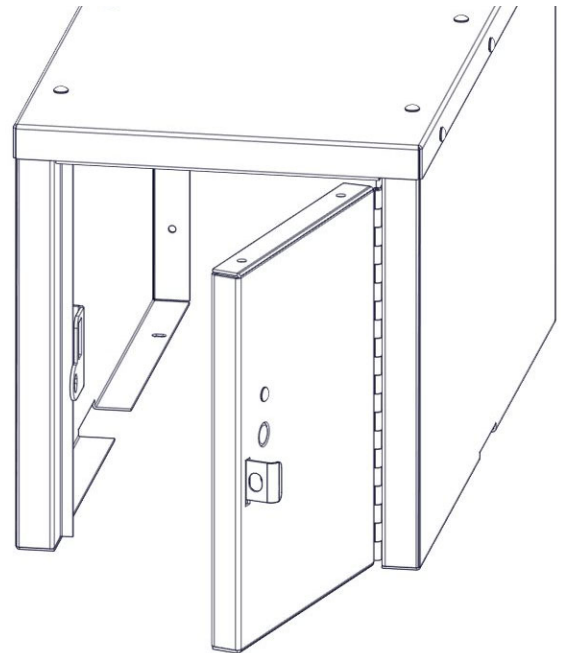
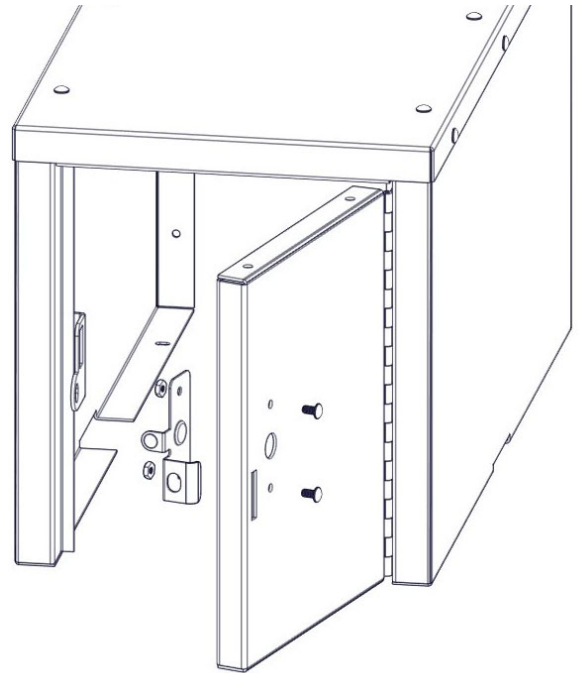
Step-3B Install left hand side to top using nut 7672, and bolt 8633 or rivets 8676.



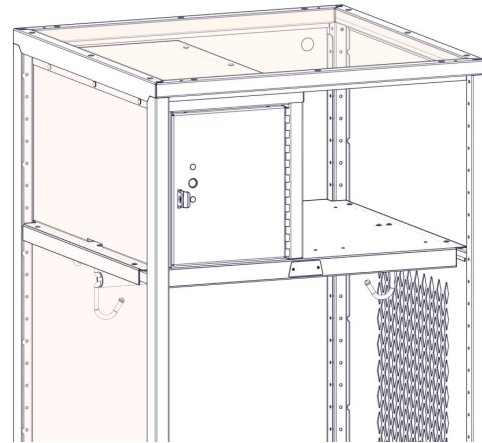
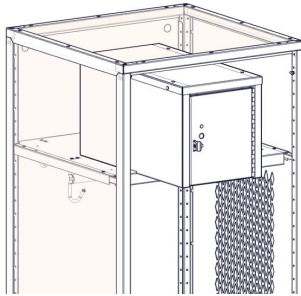
Step-3C Install door-hinge assembly on the right-hand side as shown using 8676 rivets.



Step-3E Install door pull 60803Z to door using 8632 bolts and 8672 nuts.

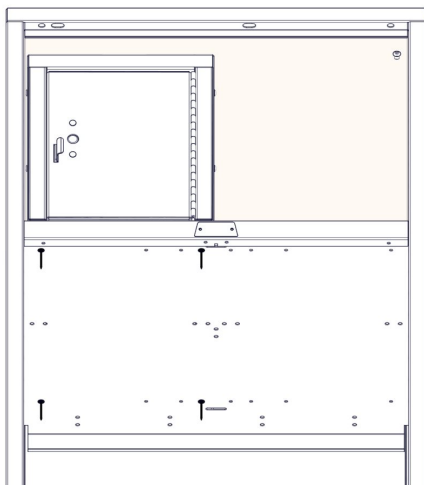


Step-3F Install security box to shelf using 8676 rivets as shown. Note Security box can be installed on right or left-hand side when using ½ width or smaller option. (shown on left-hand side below)



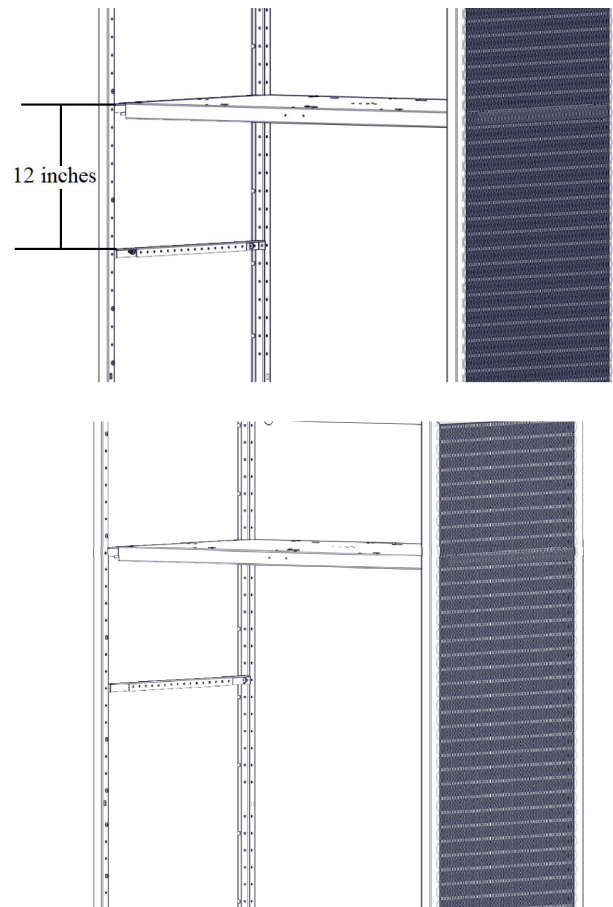
Install of security box is now complete.

View from bottom of shelf.)

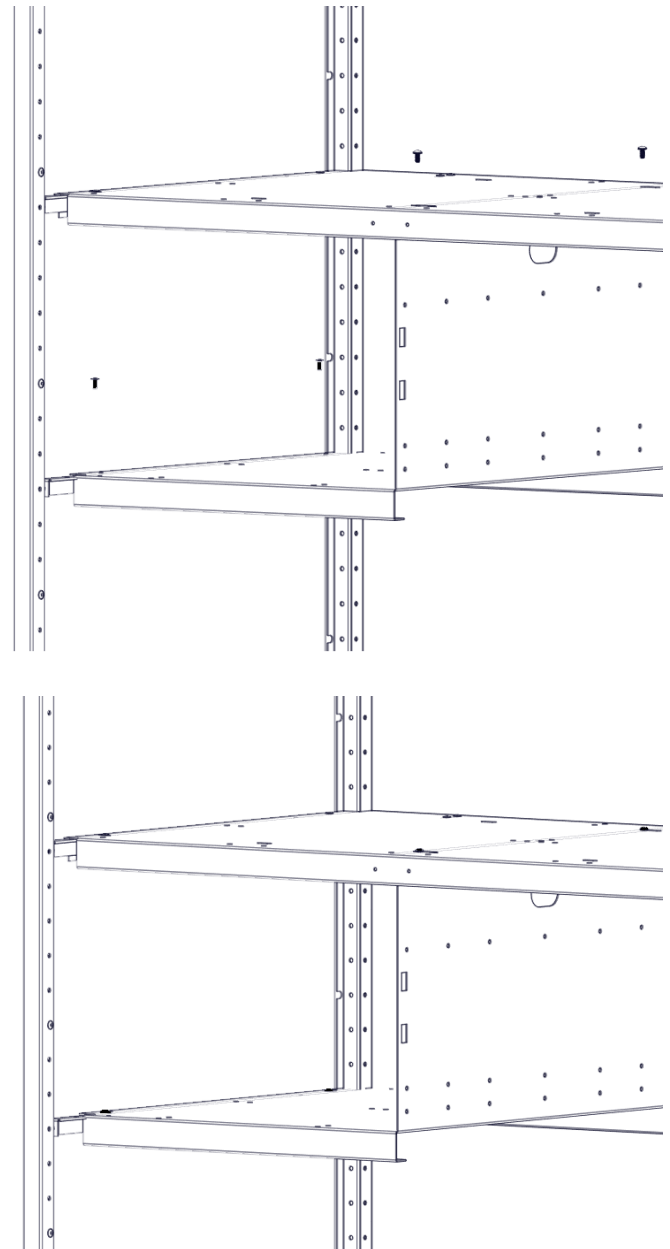


Installing an L shelf.

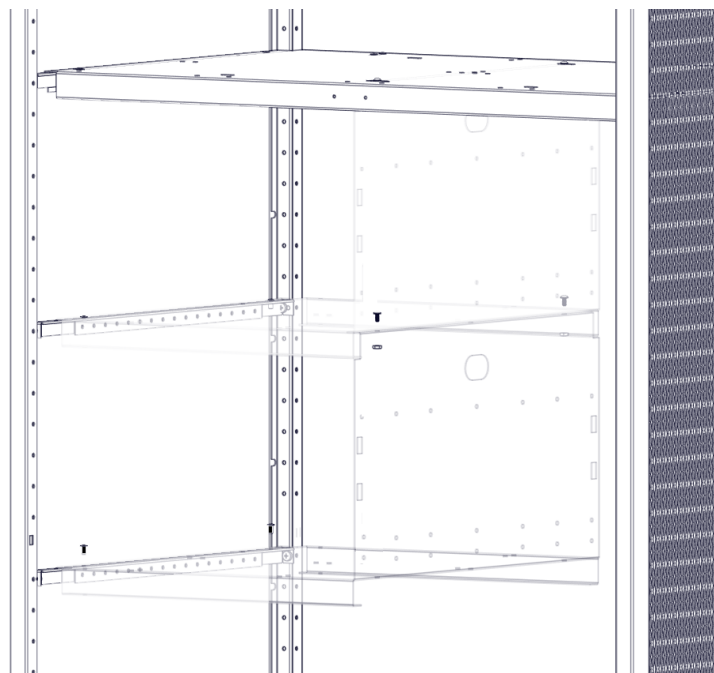
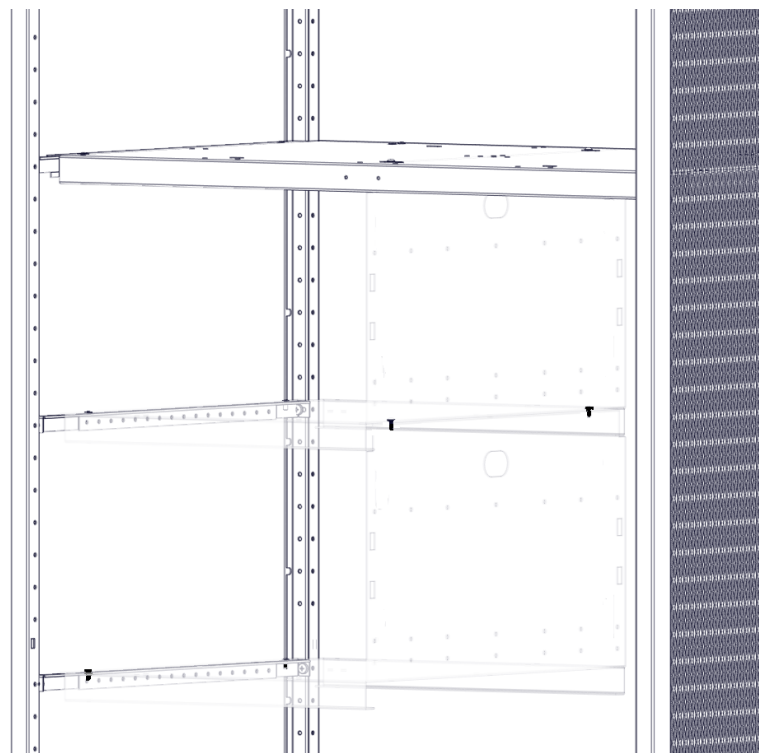
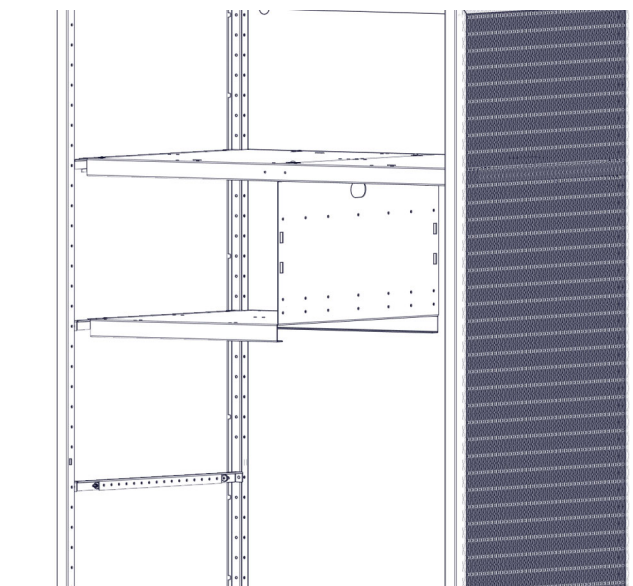
Step-4A install L shelf support rail at the proper height (12 inches down from shelf) using one 8709 screw into each vertical upright.



Step-4B Place L shelf on top of support rail and locate on shelf above and insert four 8676 rivets to hold in proper location.

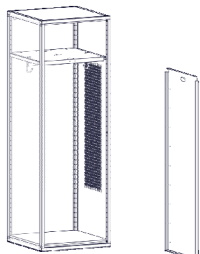


Repeat this process again for additional shelves.

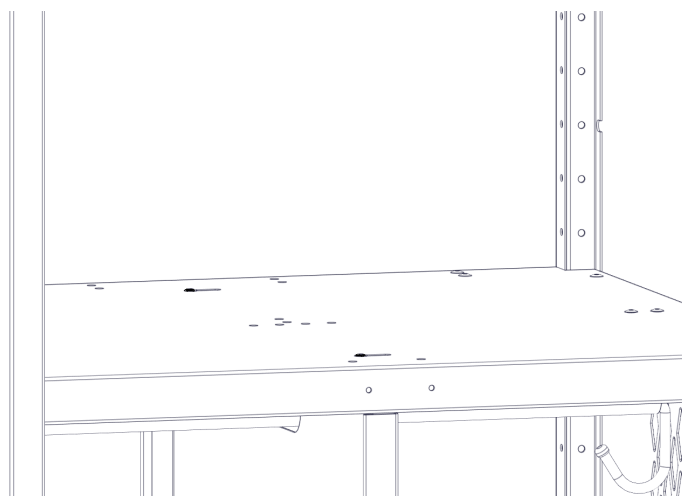
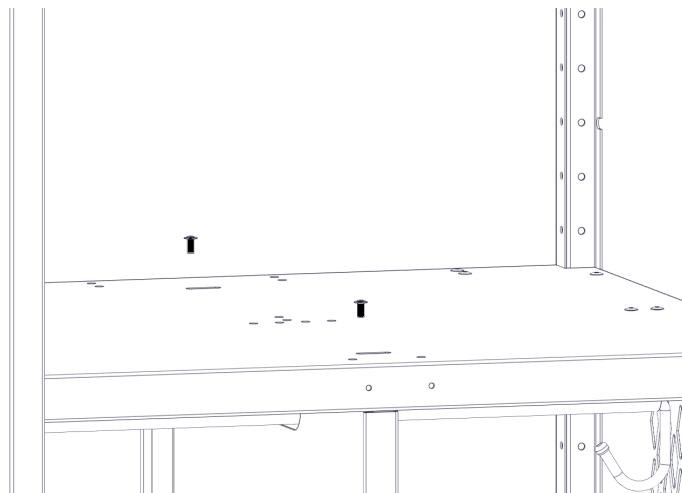
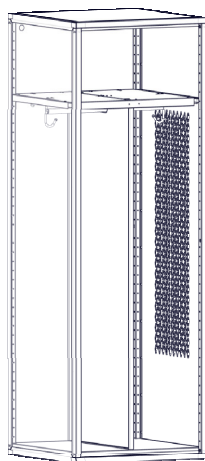
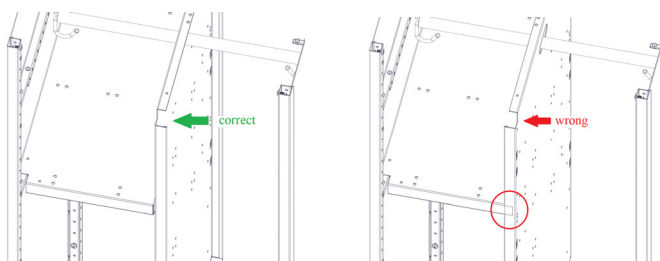
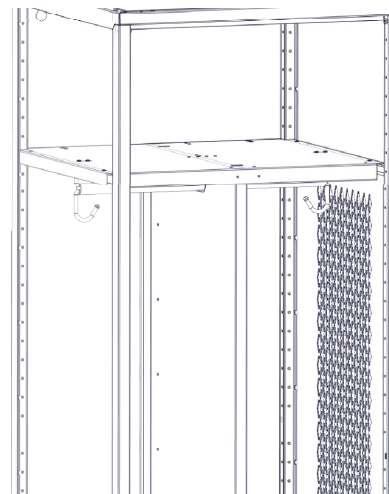


Install center partition

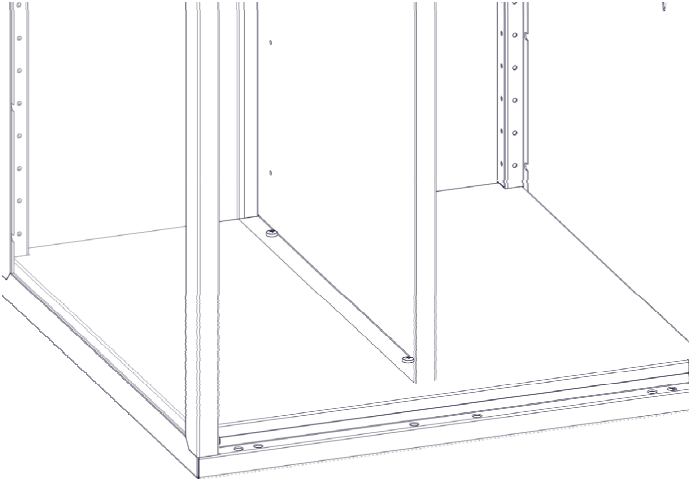
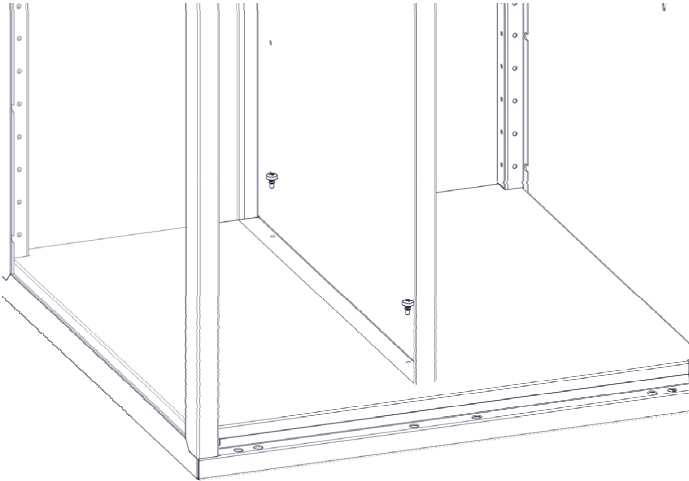
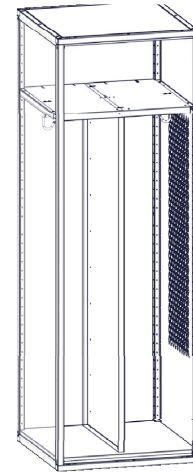
Step-5A Remove full width coat rod, if installed, from one side to allow coat rod to go through center partition hole.



Step-5B Place center partition in correct location under the shelf, install the required rivets or nut, and bolt into slotted cutout. Note if optional half shelves are used, the slotted cutouts allow for adjustment for right or left hand installation and half shelves should be installed before tightening nuts and bolts or riveting center partition. **If side shelves are used the center partition needs to be in the correct orientation for installation. Flat side of center partition goes with side shelves.**

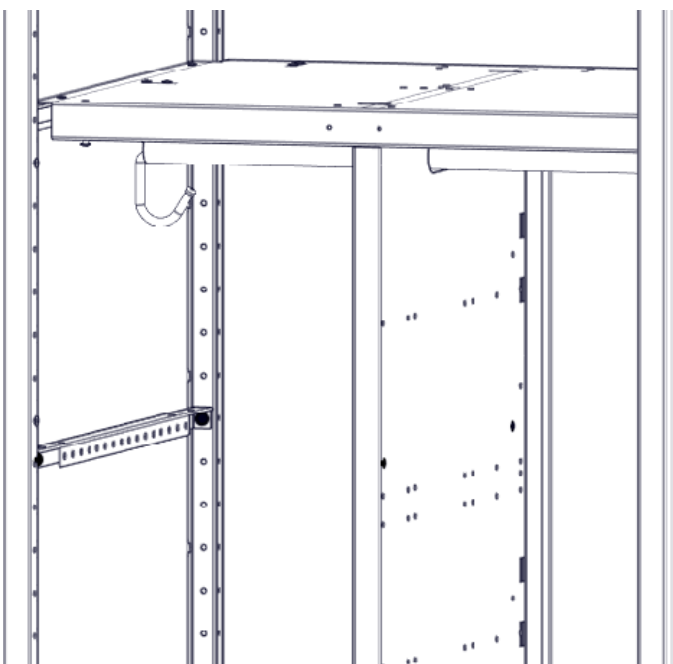
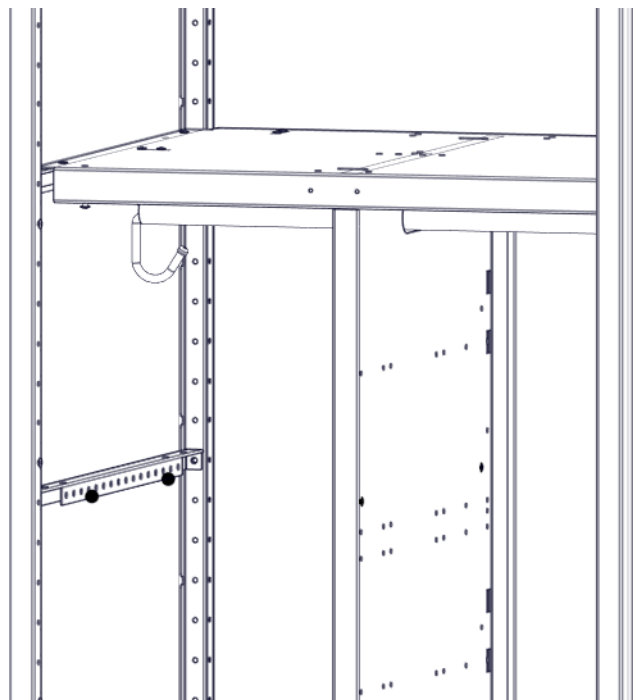


Step-5C Align bottom of partition in correct location on lower shelf or bottom. If a lower shelf is used, install with rivets or nut and bolt. If no lower shelf is used then install with self-tapping screws. (There are no guide holes on locker bottoms.)

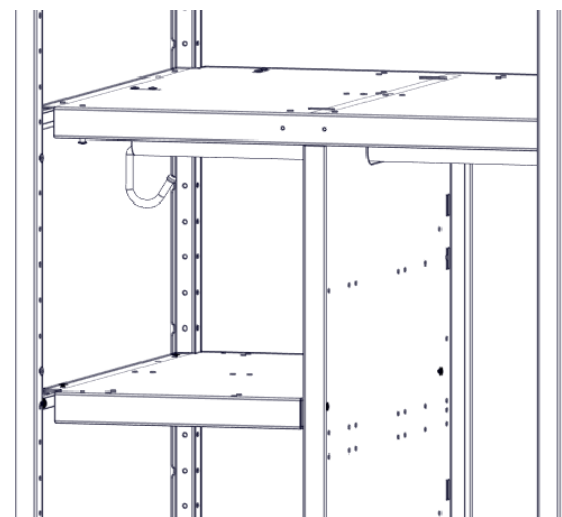
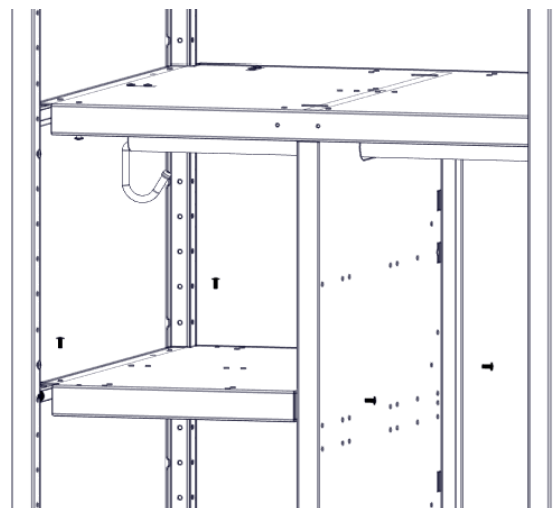
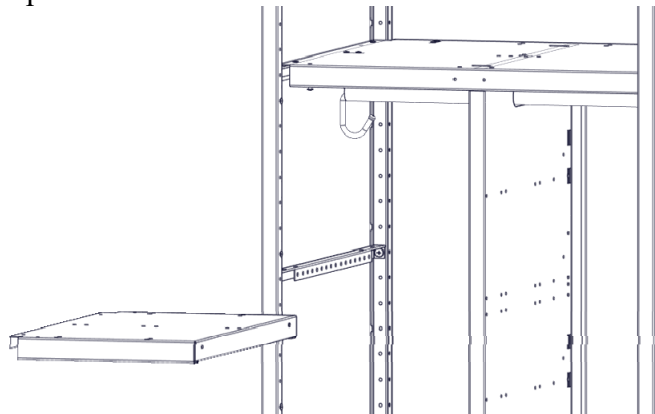


Installing a Side shelf.

Step-6A Install side shelf support rail at the proper height location using one screw into each vertical upright. Holes on center partition are at 6" intervals.

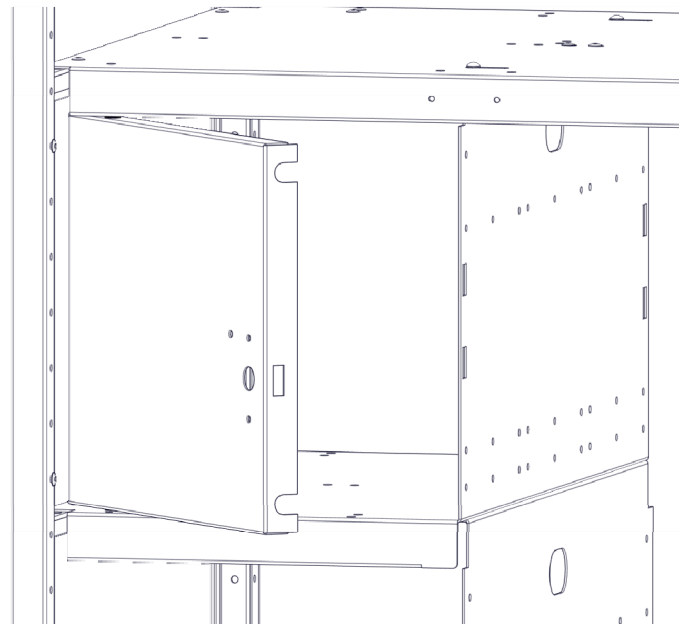
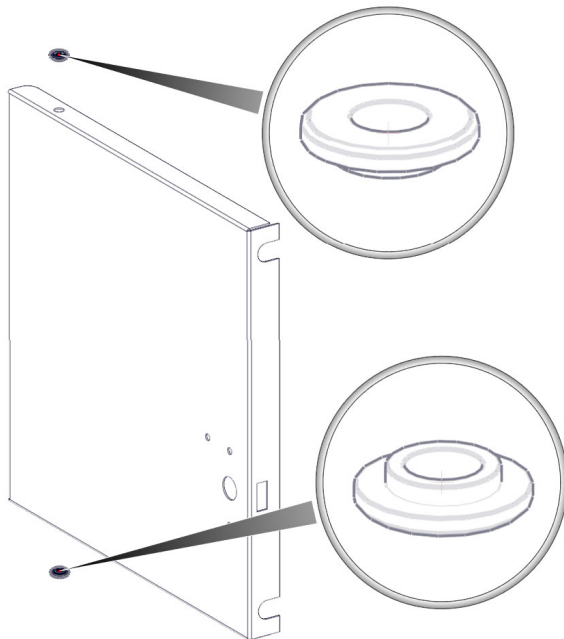
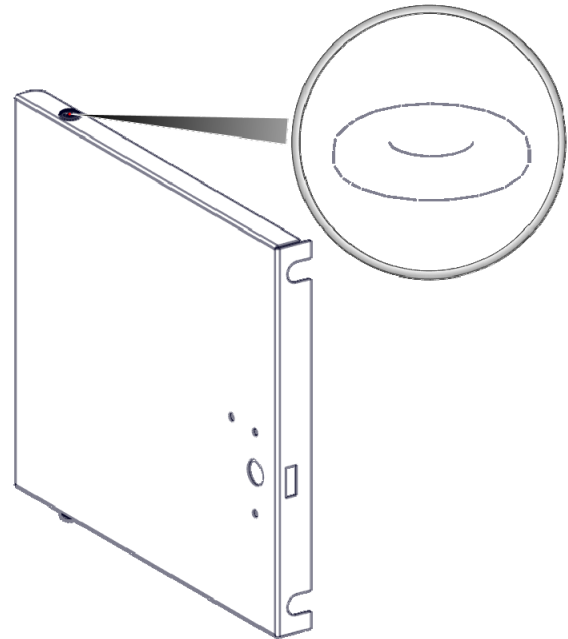
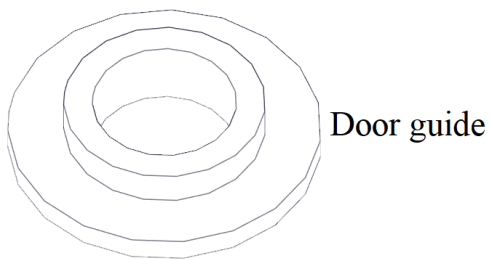


Step-6B Place side shelf on top of support rail, locate on shelf above, and insert four 8676 rivets to hold in proper location.

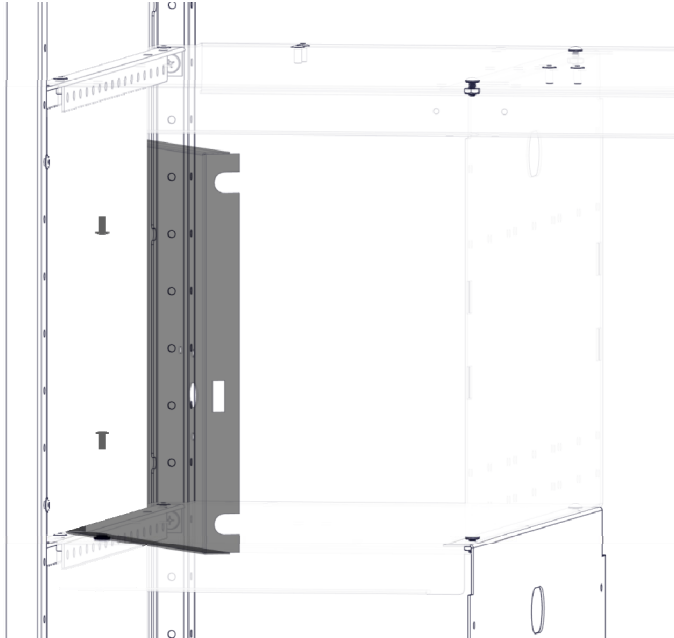


Installation of Inner compartment:

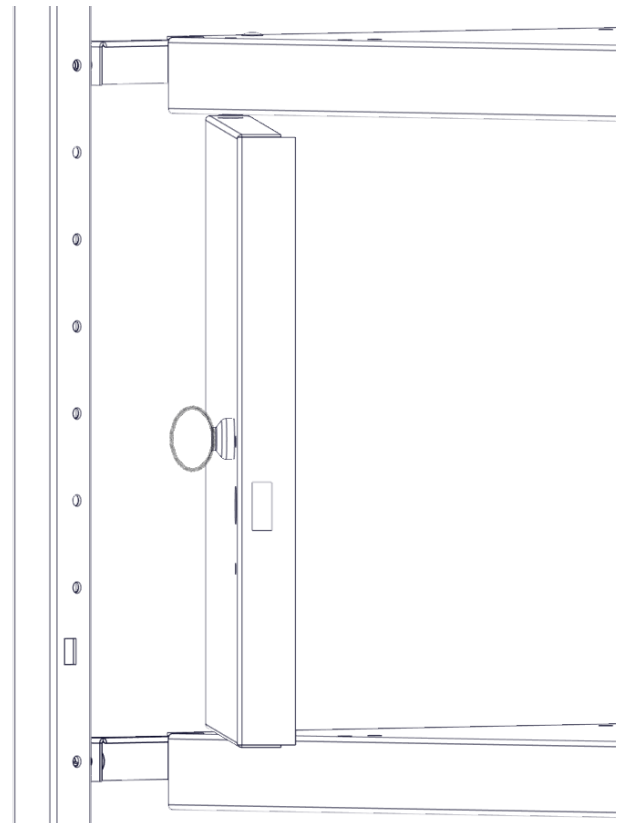
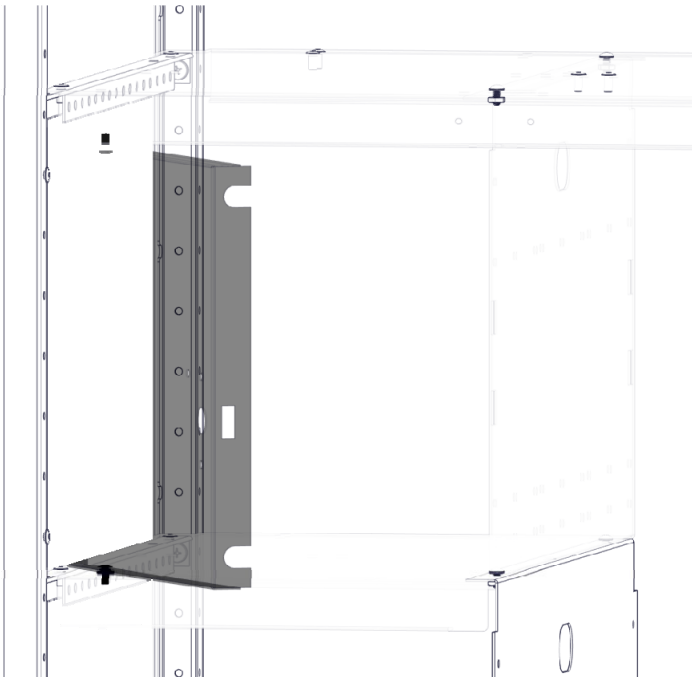
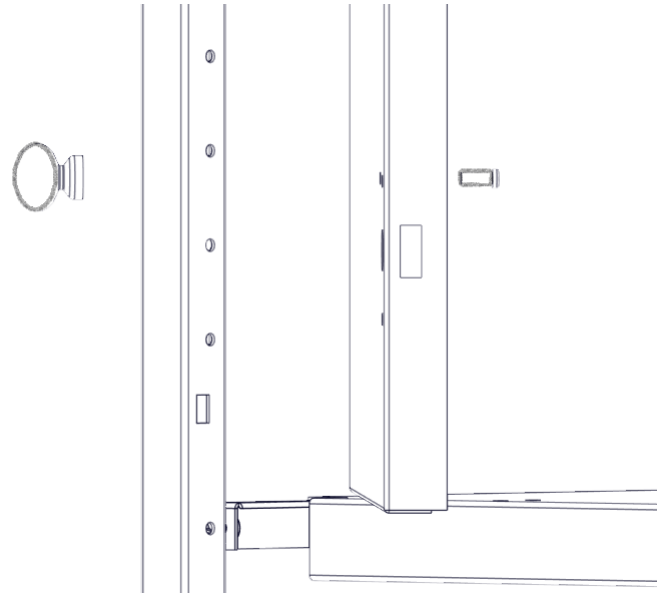
Step-7A Place door guide in the inner compartment door at the top and bottom. Hold it in place at the bottom until the door is located in the correct position on the L or half shelf.



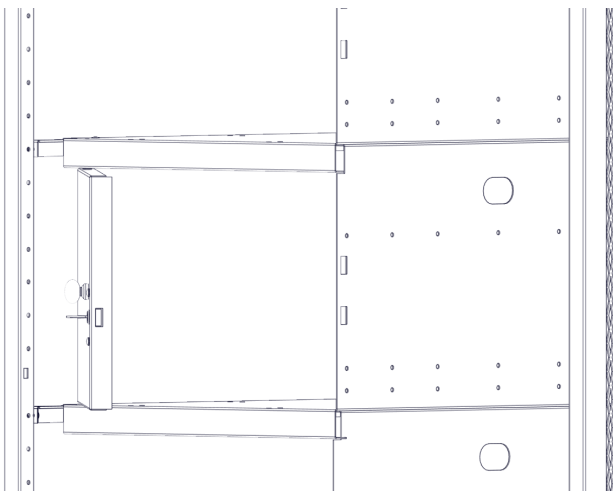
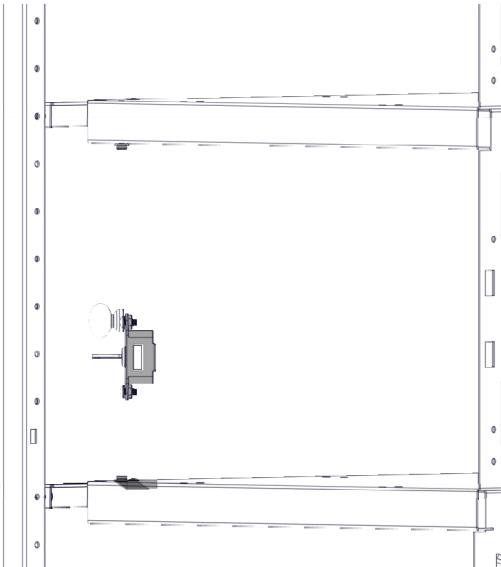
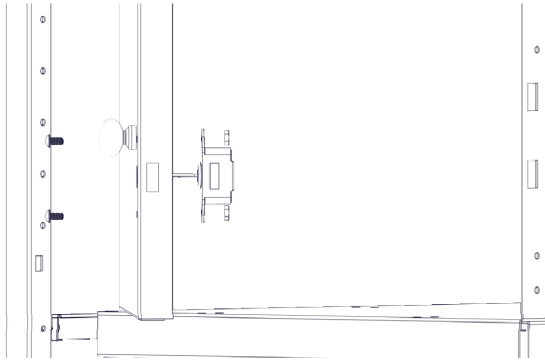
Step-7B Insert the 8676 rivets into the door guides in the top and bottom locking the door in place.



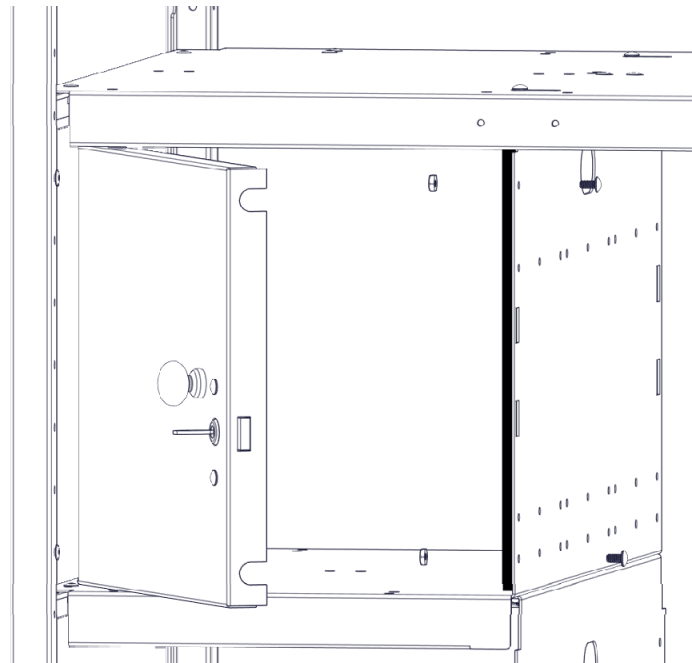
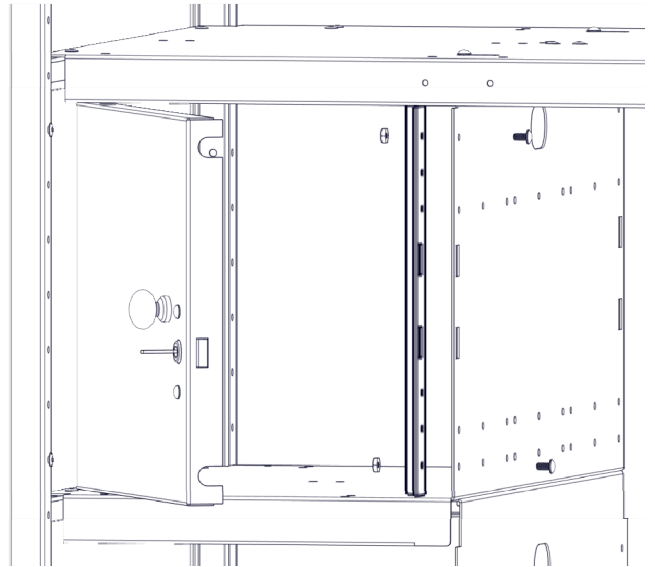
Step-7C Install doorknob with 8702 machine screw on the backside of the door.

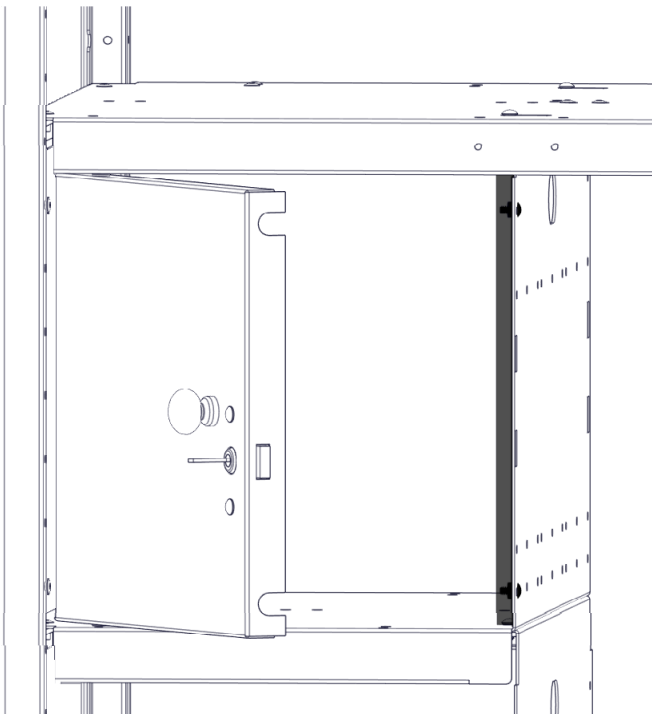
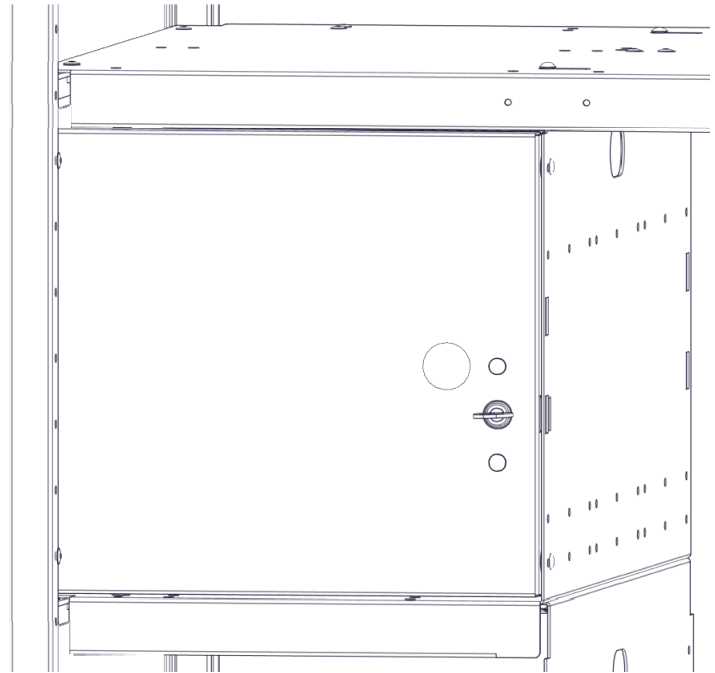
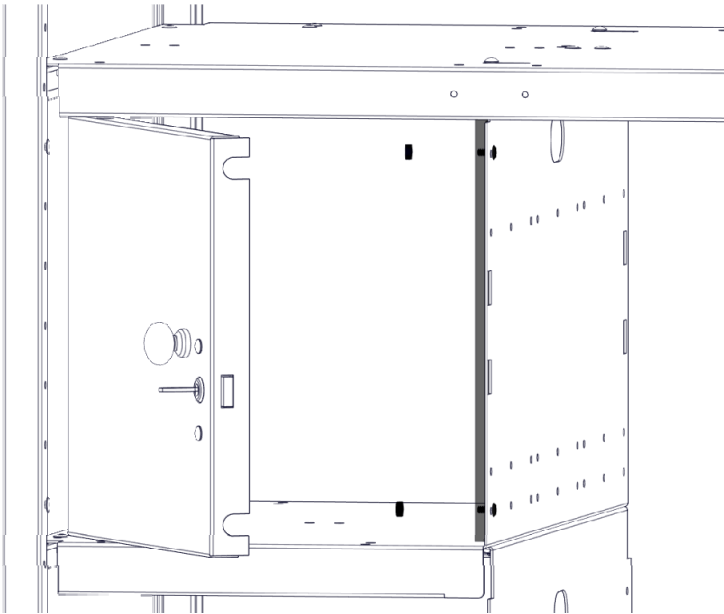


Step-7D Install lock by placing it from the backside of the door with the bolts 8632 entering from the front in the provided holes and install nuts 8672 on each bolt.

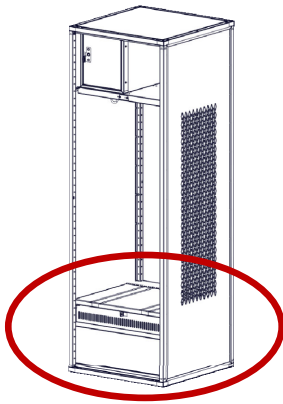


Step-7E Install doorstop angle by placing it in the correct position and inserting 8632 bolt and 7672 nuts to hold it in place as shown.

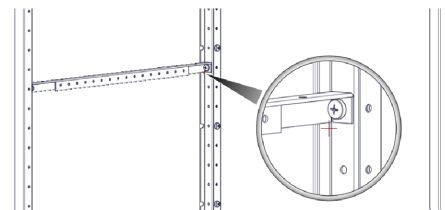
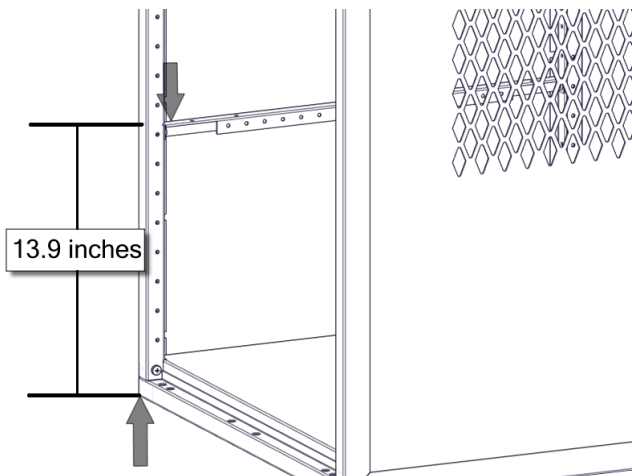
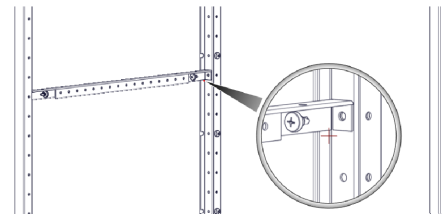
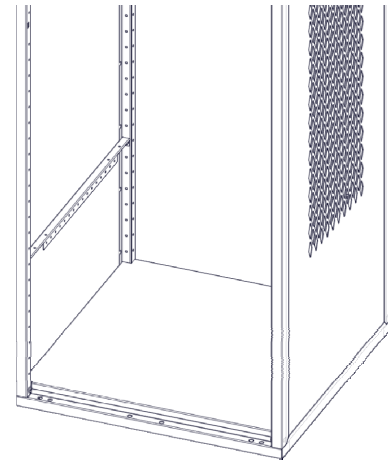




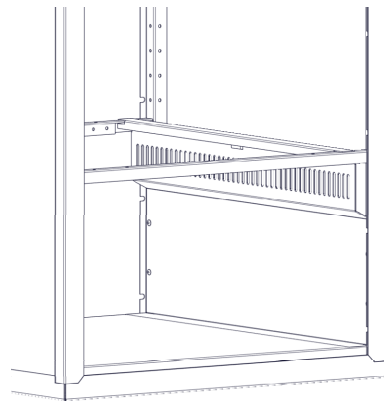
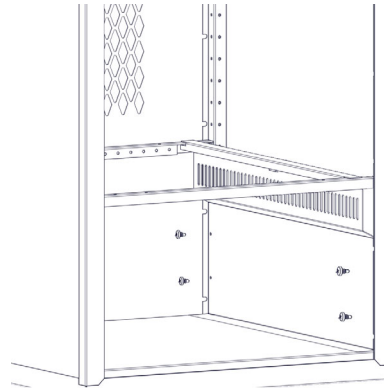
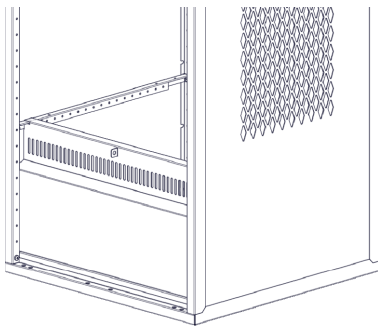
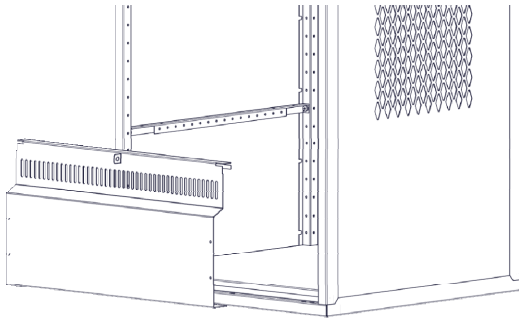
STEP 8- Install Footlocker



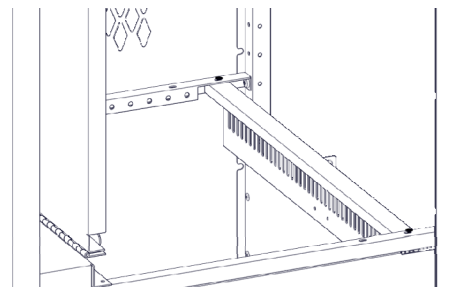
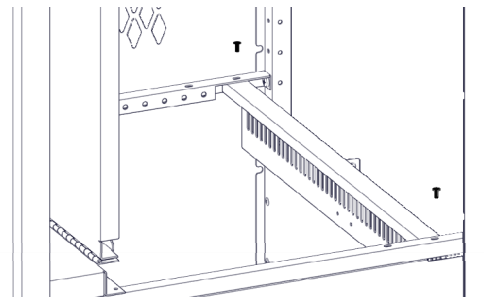
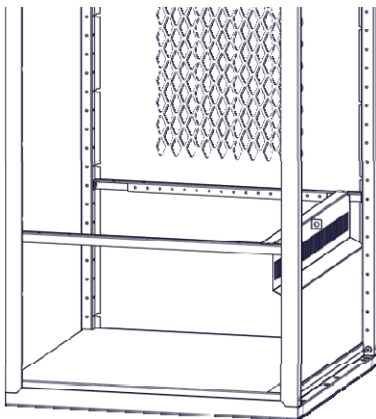
Step-8A- Install the side mounting rails at the proper height locations using one screw in each corner. Rail height for footlocker is 13.9 inches from the outside bottom corner to the top of the rail. Two mounting rails required one on each side.



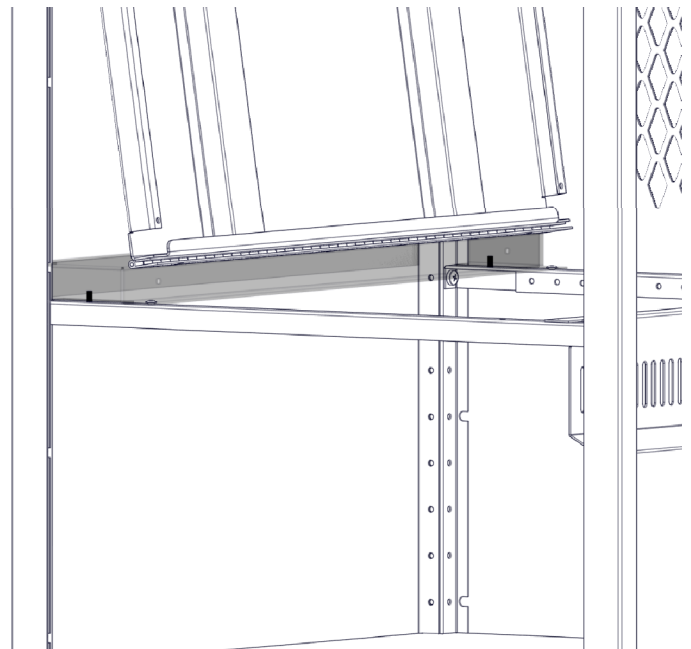
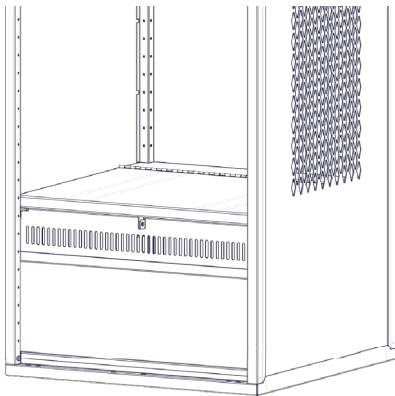
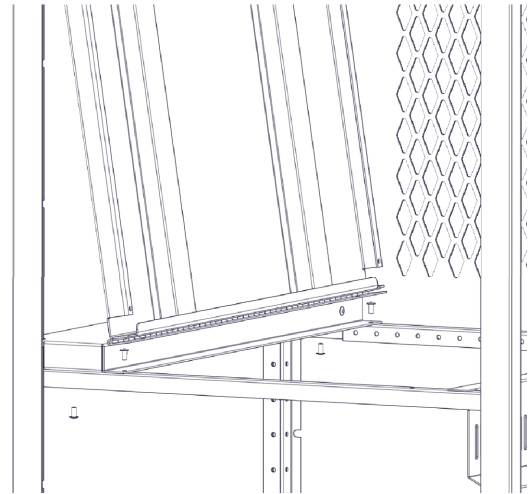
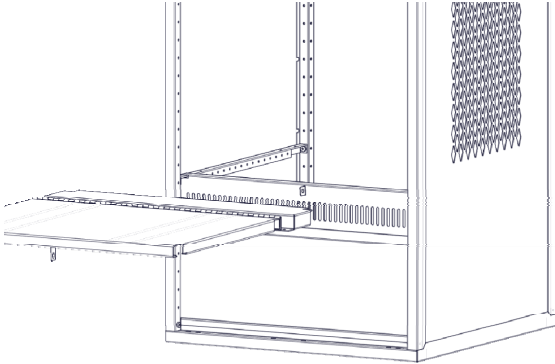
Step-8B- Now install the footlocker front panel by inserting it behind the vertical corner posts and attach using four 8709 screws.

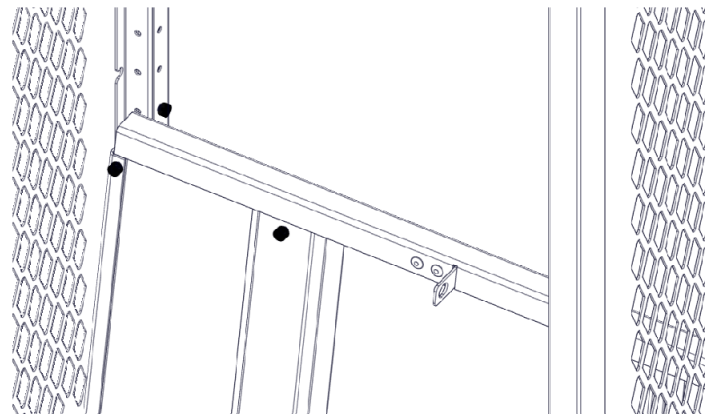
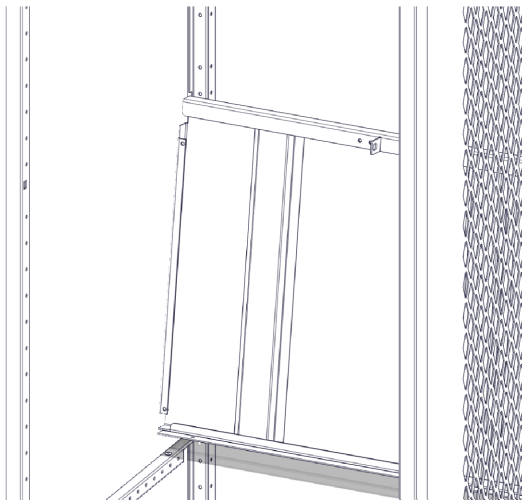
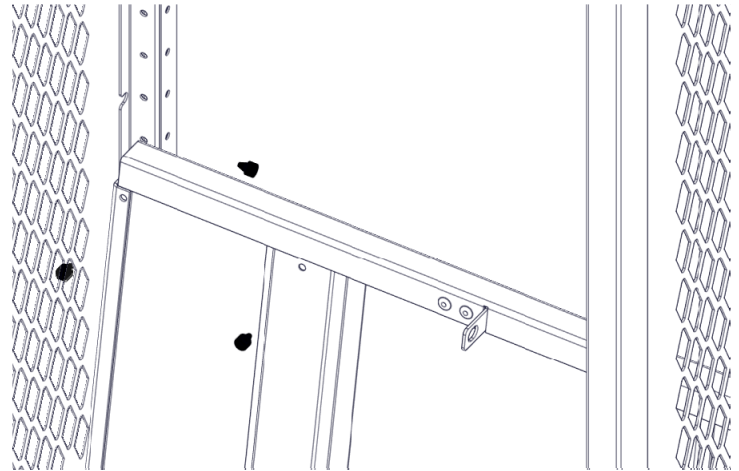
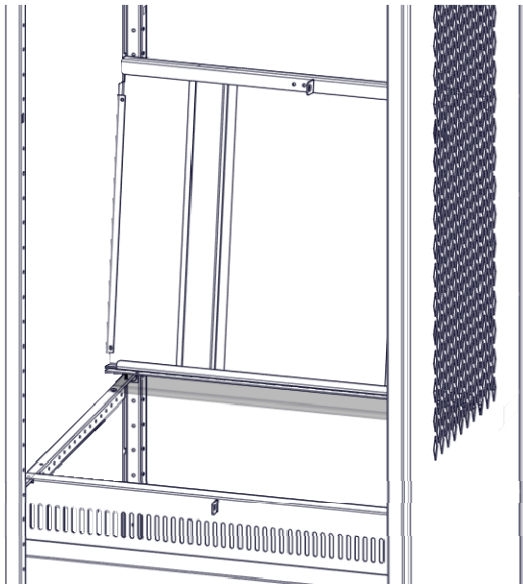


Step-8C- Insert two 8676 rivets through support rails and into front panel as shown.

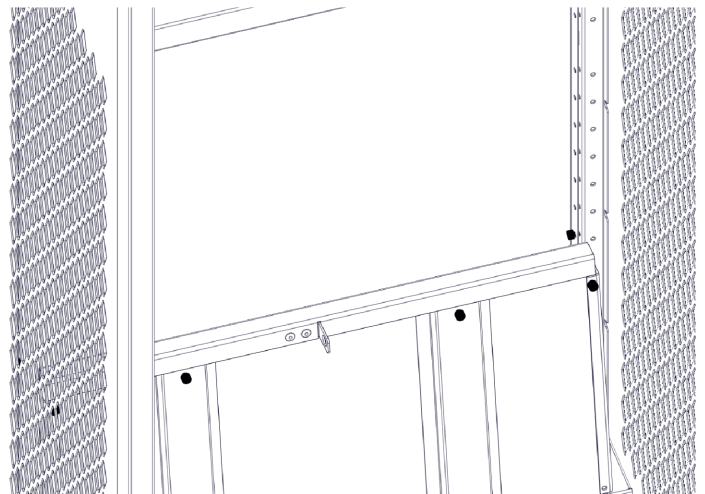


Step-8D- Next install the seat assembly using four rivets into the horizontal rails at the proper locations.

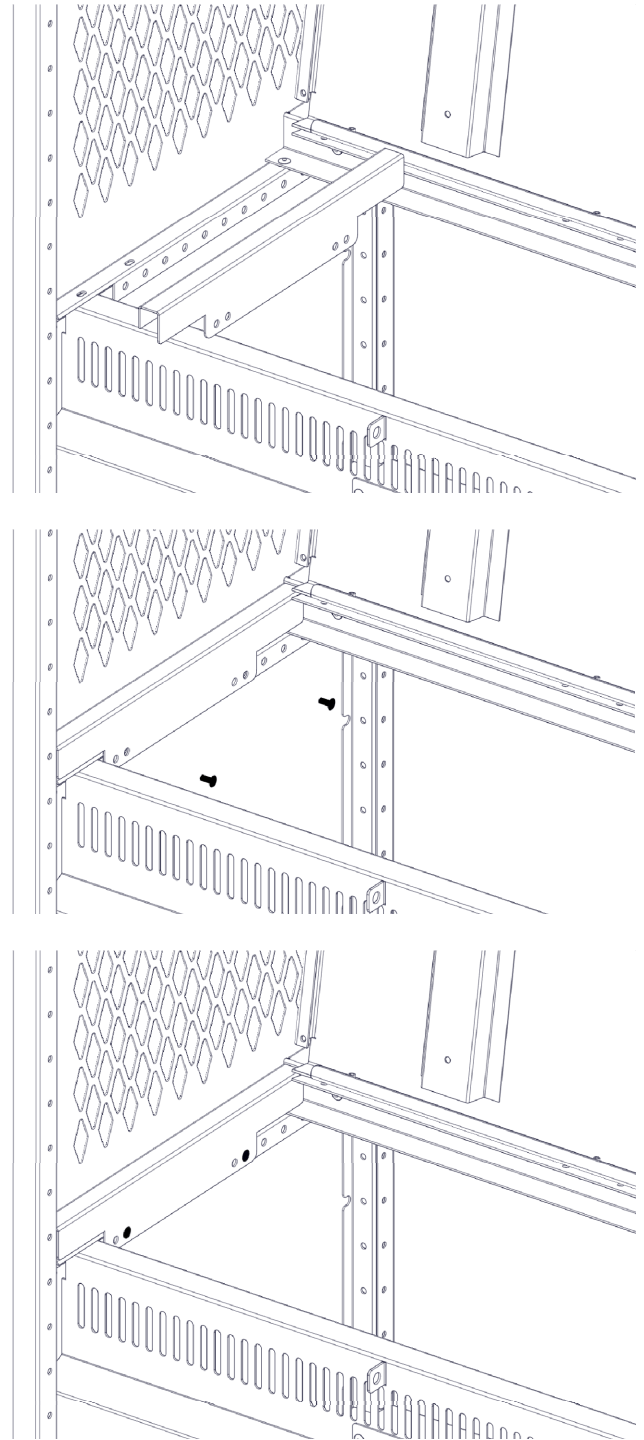
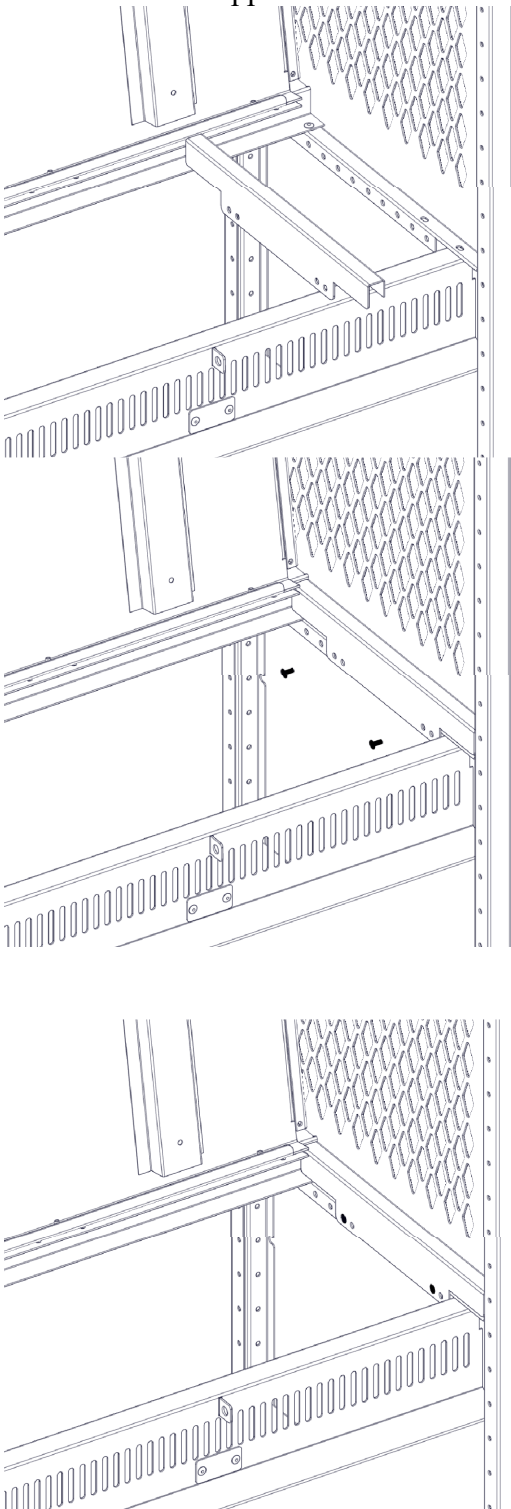




Step-8E- Now install the rubber bumpers on the seat and at proper height on the vertical posts.



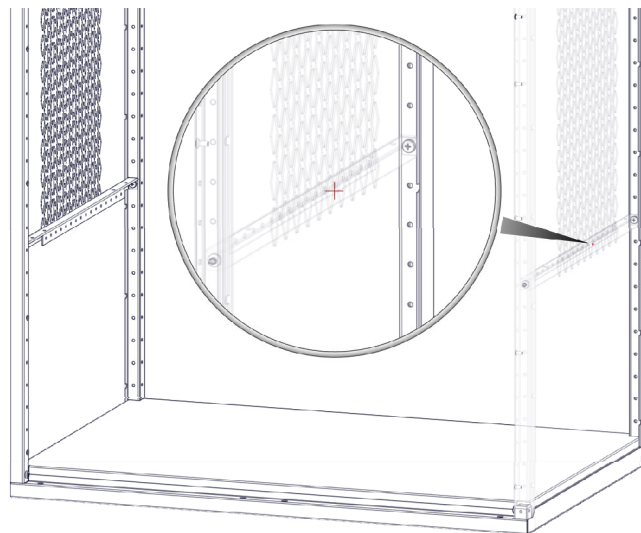
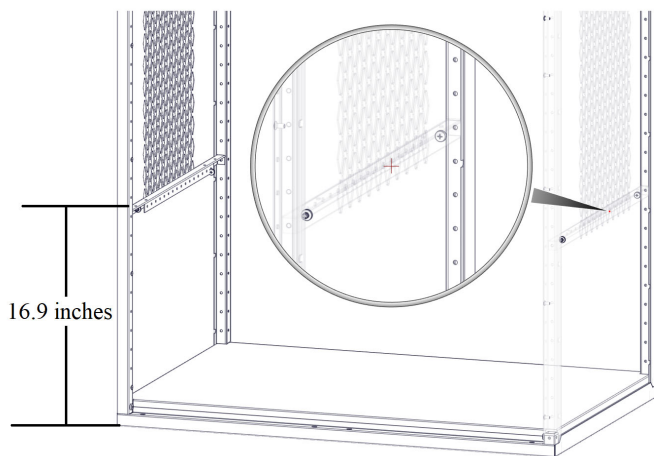
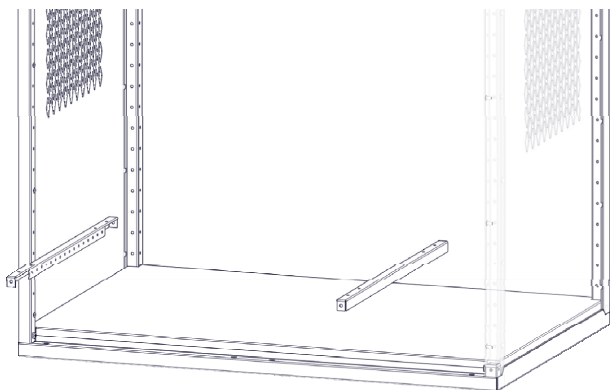
Step-8F- Now install the side channels using 8676 rivets on to the support rails as shown.



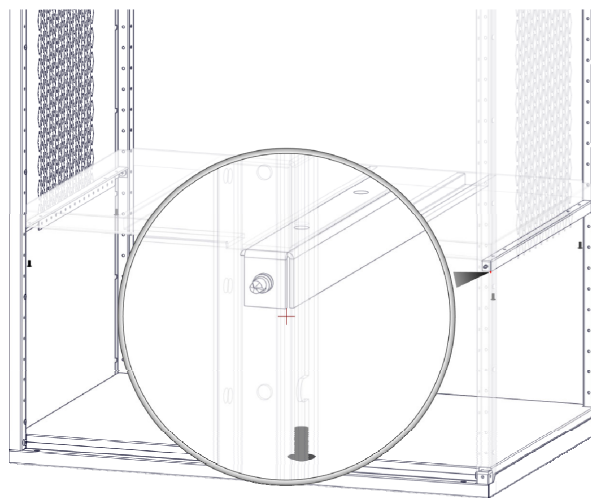
Go to Step-18 for front cover channel installation.

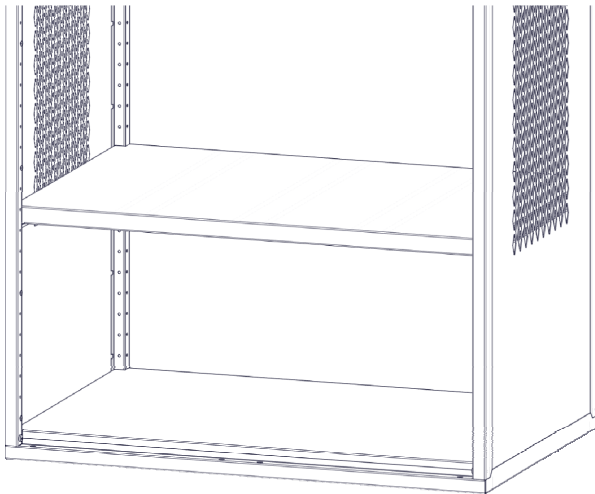
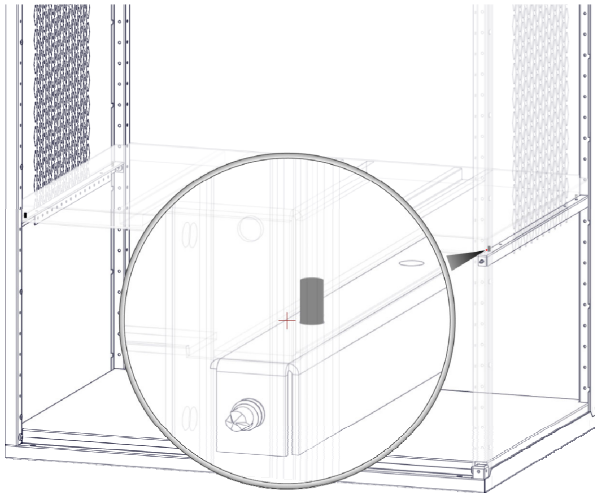
Metal Seat Installation

Step-9A- Install the side mounting rails at the proper height locations using one screw in each corner. Rail height for 18-inch high seat is 16.9 inches from the outside bottom corner to the top of the rail. Two mounting rails required one on each side. If you have channel base rail height needs adjustment according to the channel base height.



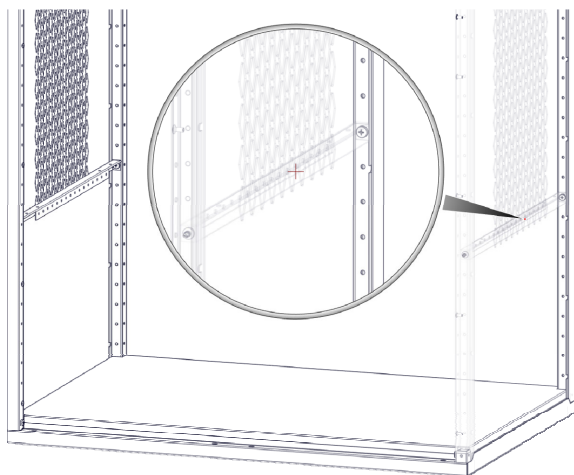
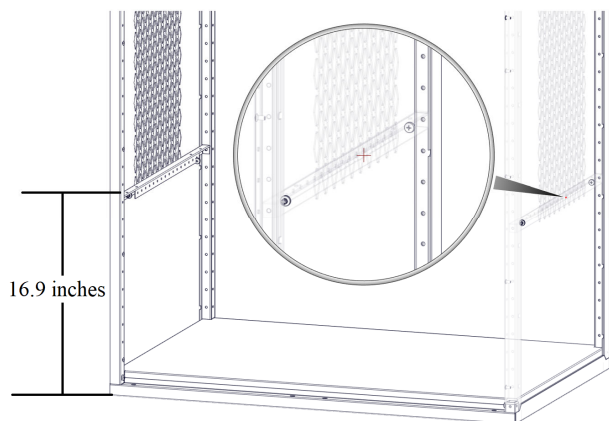
Step-9B- Rivet seat to mounting rails in each corner as shown.



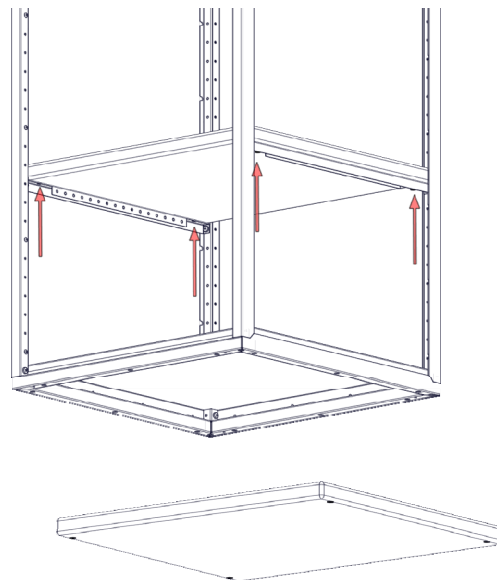


Wooden Seat Installation

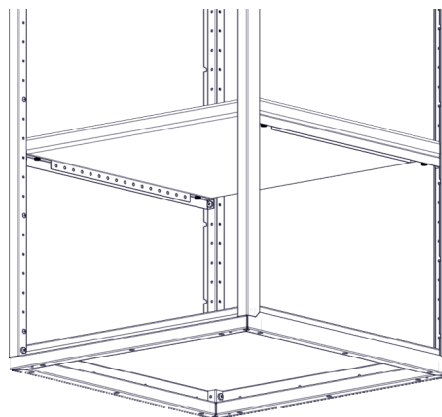
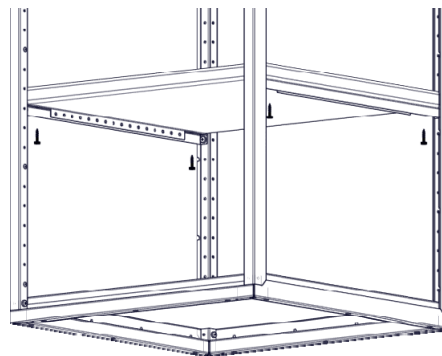
Step-10A- Install the side mounting rails at the proper height locations using one screw in each corner. Rail height for 18-inch high seat is 16.9 inches from the outside bottom corner to the top of the rail. Two mounting rails required one on each side. If you have channel base rail height needs adjustment according to the channel base height.



Step-10B Place wooden seat on top of rails in the correct position and mark it from the underside the mounting hole locations. One in each corner on the wooden bench through the support rails. Pre-drill those marked holes.

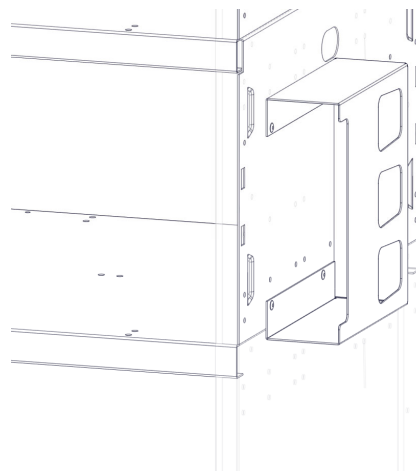
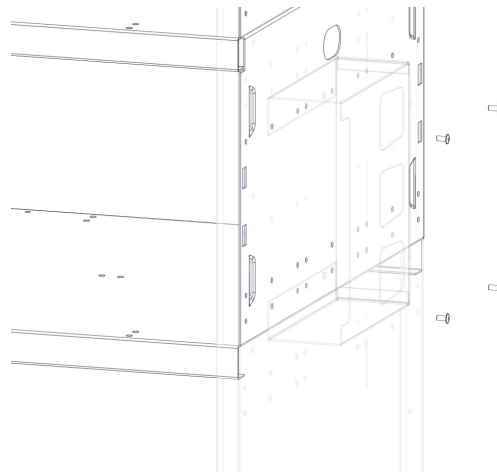
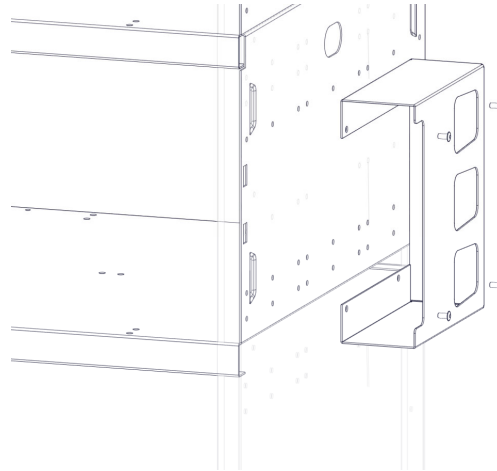
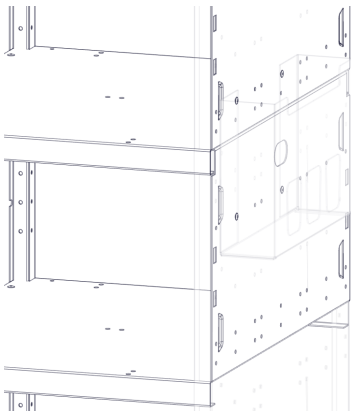
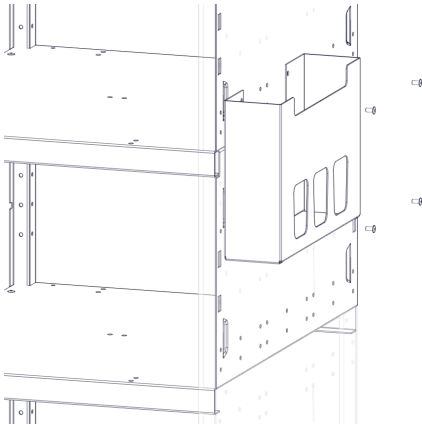
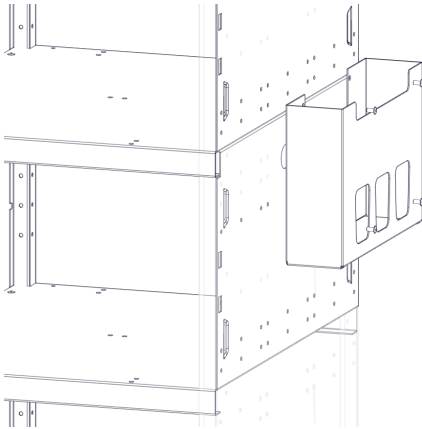


Step-10C Install seat using the four 8624 lag bolts into predrilled holes through support rails.



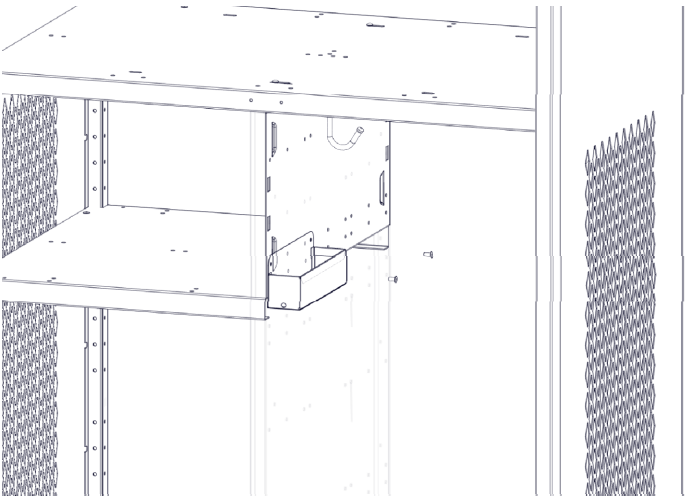
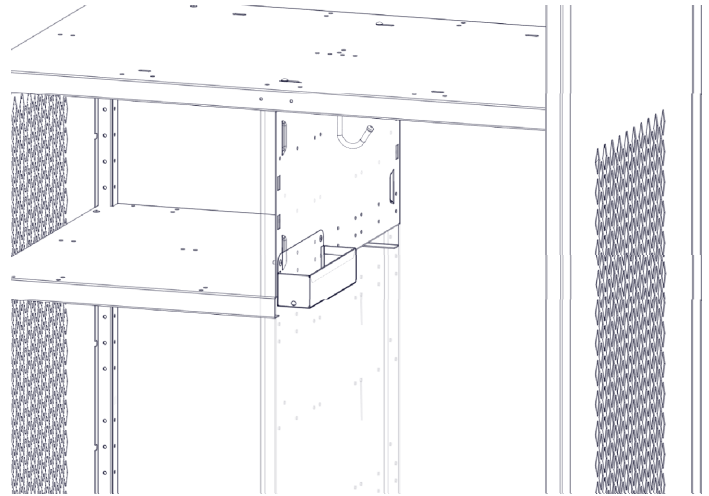
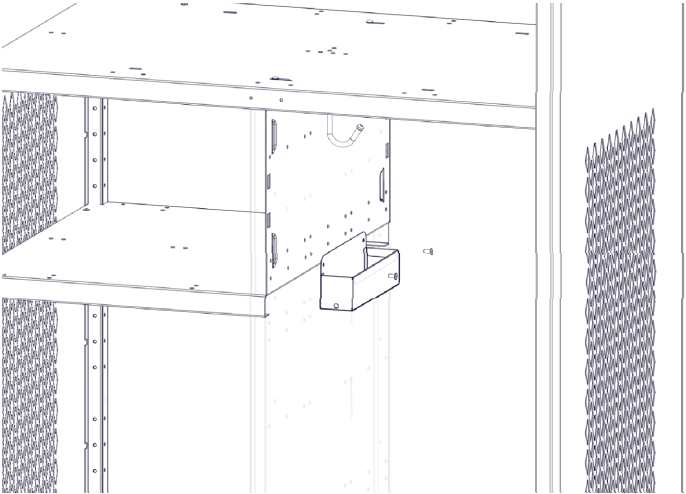
Document Sleeve Installation

Step-11A- Install document sleeve by aligning in desired location and orientation and install with four rivets or nut and bolt as shown.



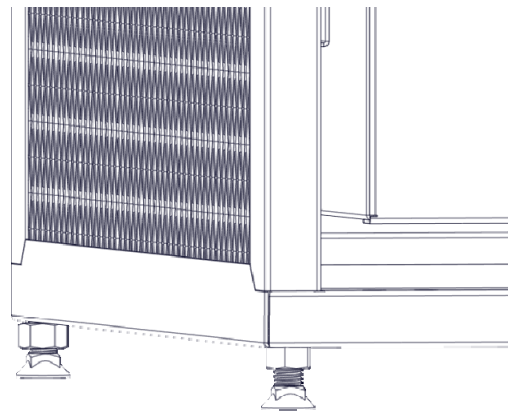
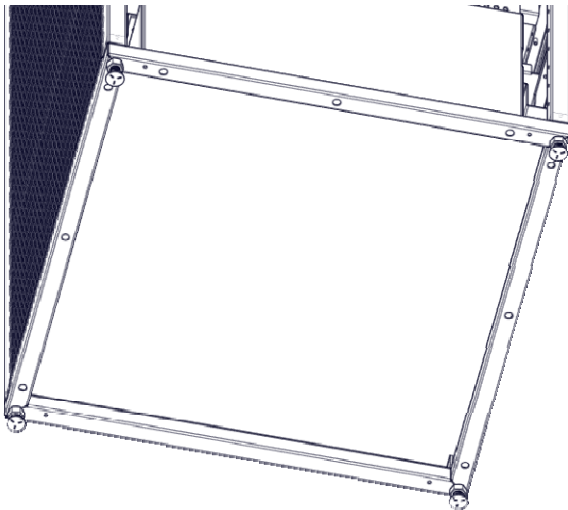
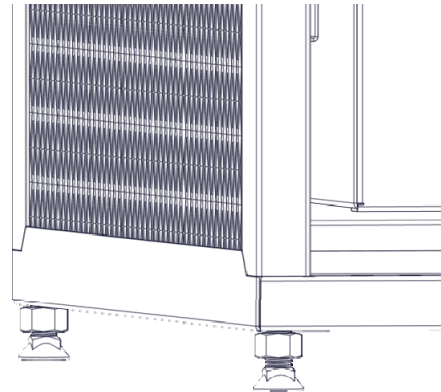
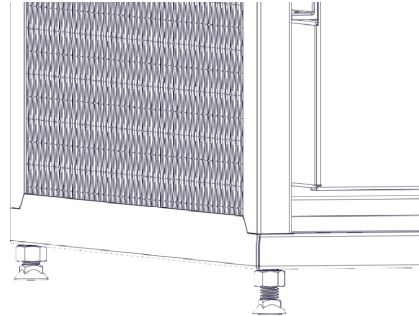
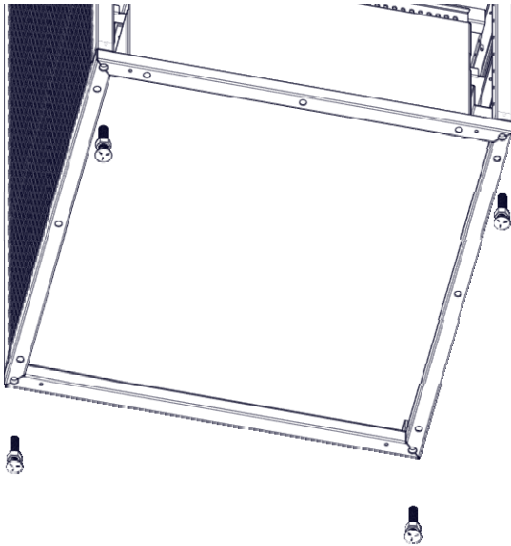
Cell Tray Installation

12A- Install cell tray by placing in desired position and rivet or nut and bolt as shown.

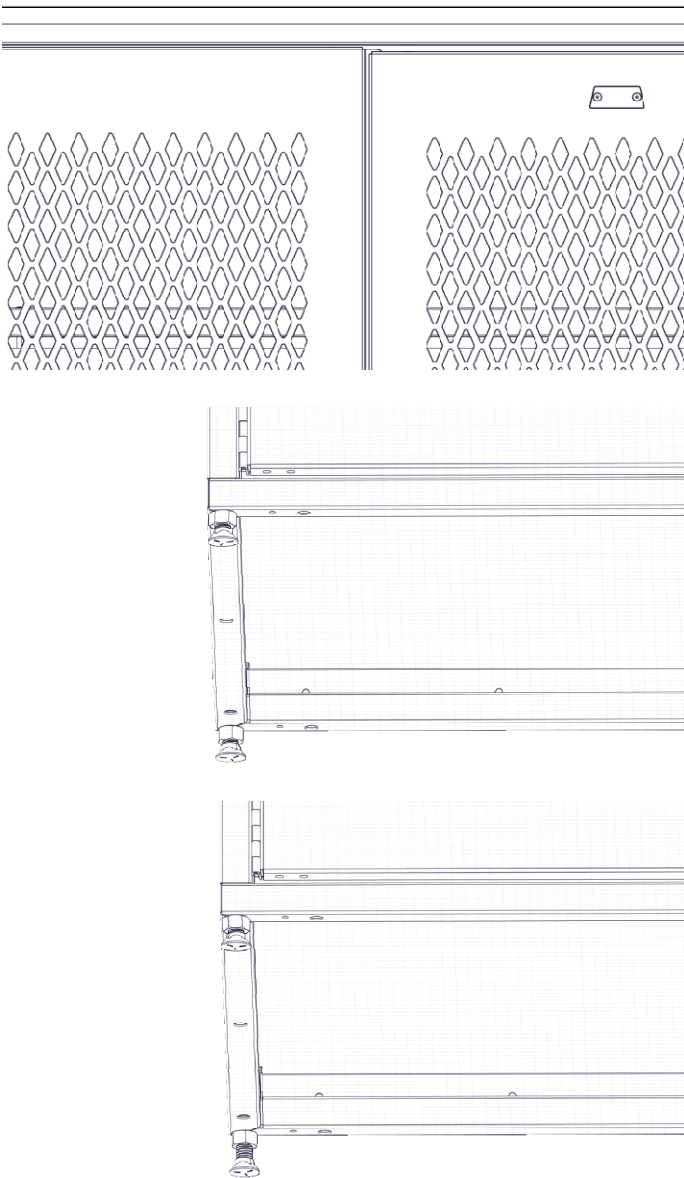


Feet Installation

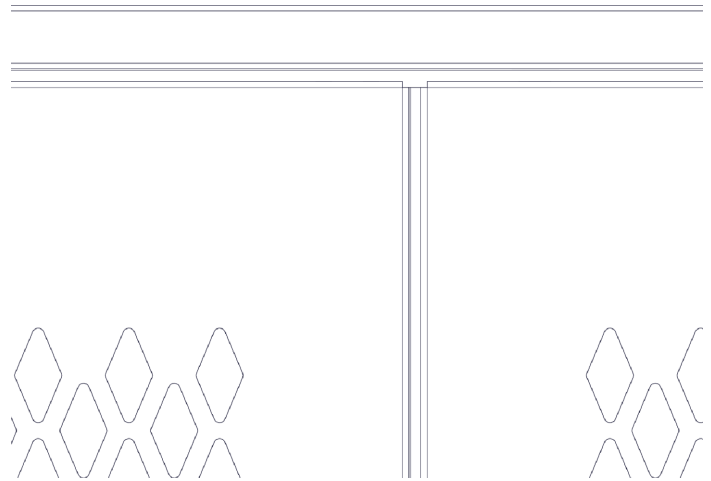
Step-13A Install feet into threaded corners as shown.
Position locker and make level by turning in or out each foot.



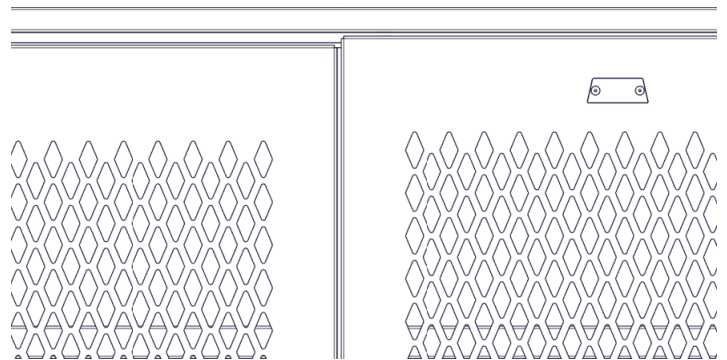
13B. If the door on the left is up and the door on the right is down then the foot on the rear left needs to come down to align the doors.



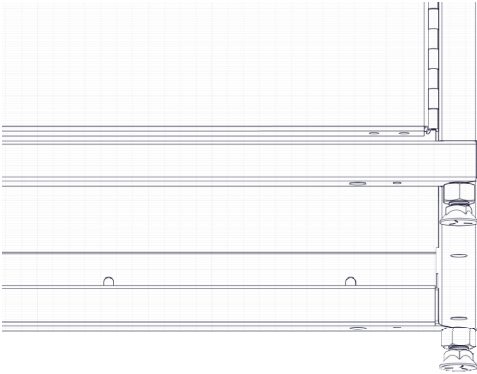
13C. Adjust rear left foot down until the doors are level across the top.



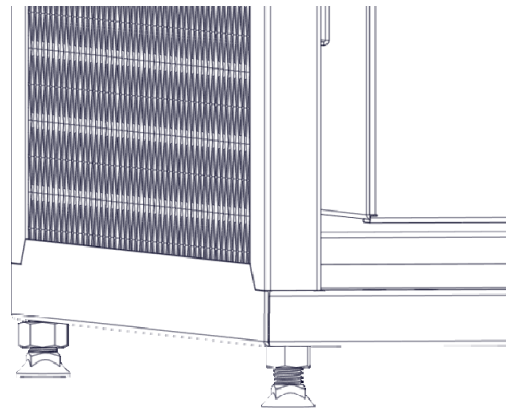
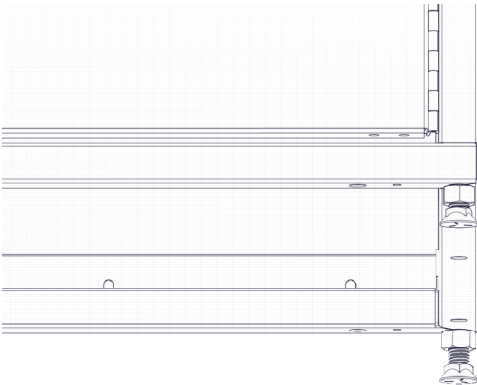
13D. If the door on the right is up and the door on the left is down then the foot on the rear right needs to come down to align the doors.



13E. Adjust rear right foot down until the doors are level across the top.

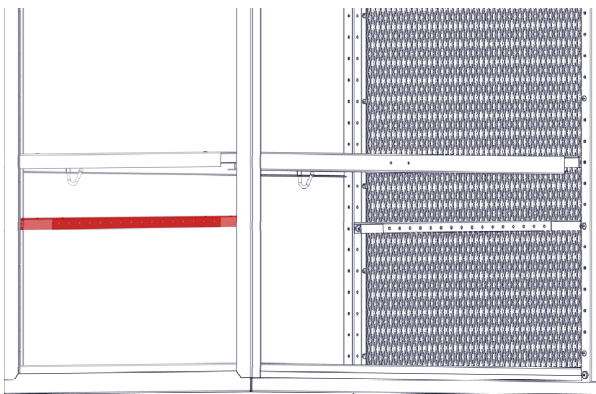
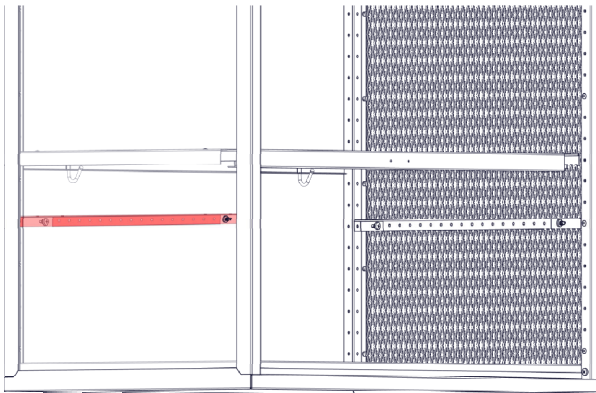


13F. When locker is completely level and all feet are touching the ground, then tighten all locking nuts against locker bottom to hold in place.

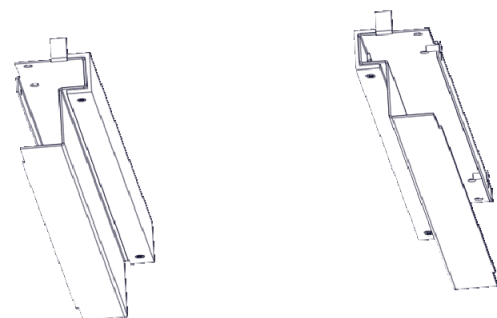
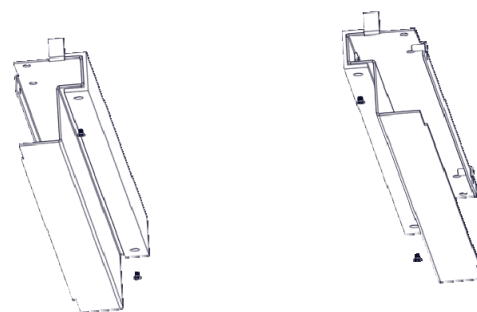
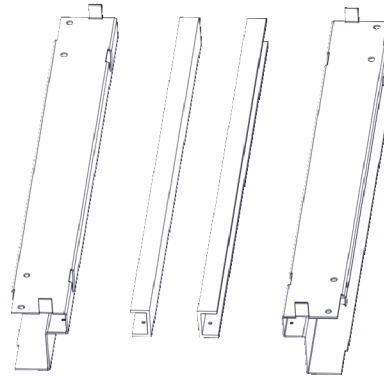


Installing 6" drawers

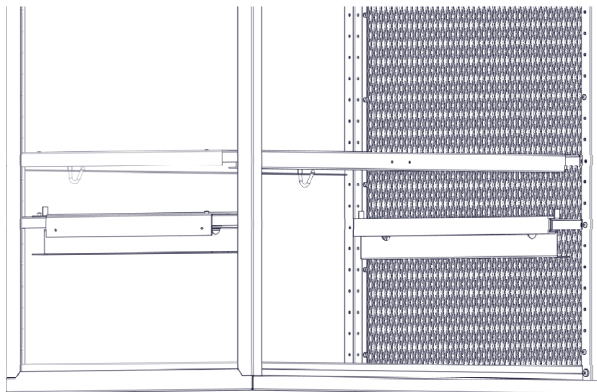
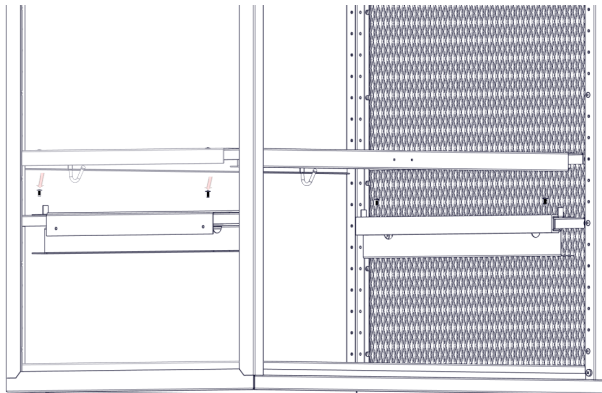
Step-14 Install shelf at desired location for first drawer. (See shelf installation) 6A install mounting rails for drawer using the 8709 screws provided.



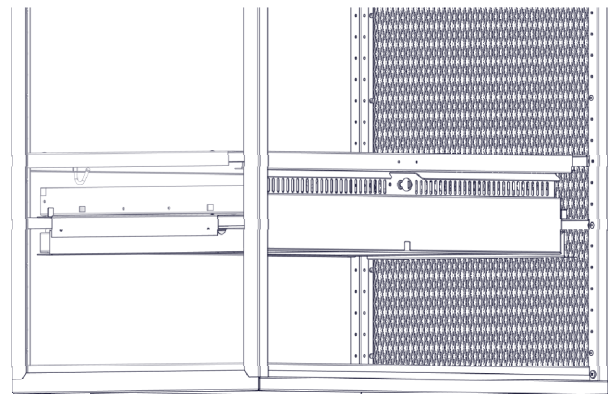
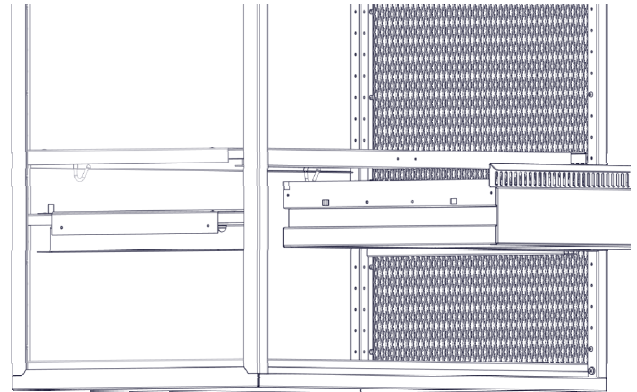
Step-14B Install plastic channels to drawer guide rails by sliding them onto drawer guide rails. Then attach using two 8721 screws in each rail.



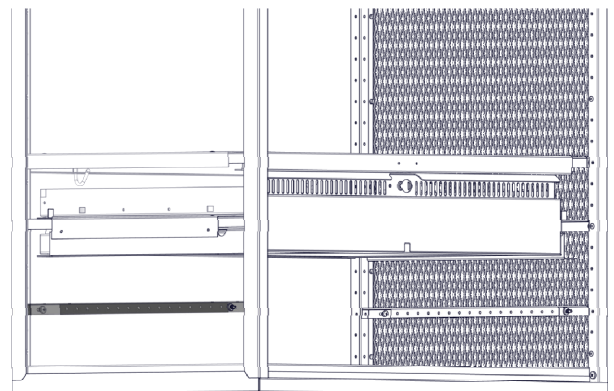
Step-14C Install drawer guide rails using two 8676 rivets each to mounting rails. The back hole should line up with the mounting rail back hole as shown.

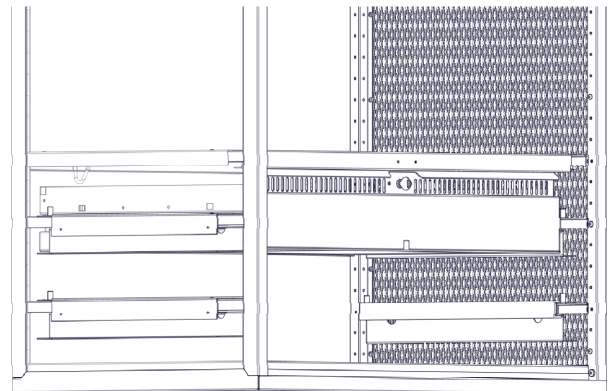
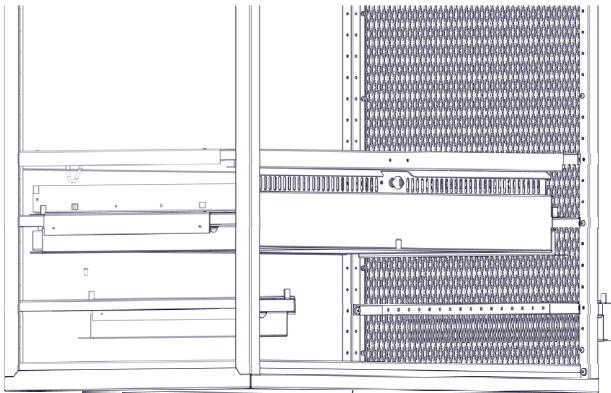
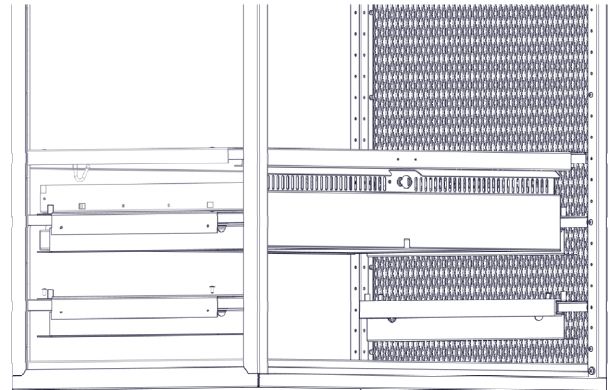
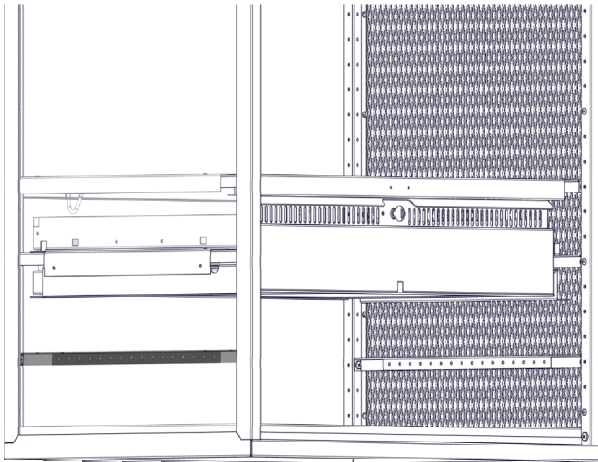


Step-14D Insert drawer onto the glide rails.

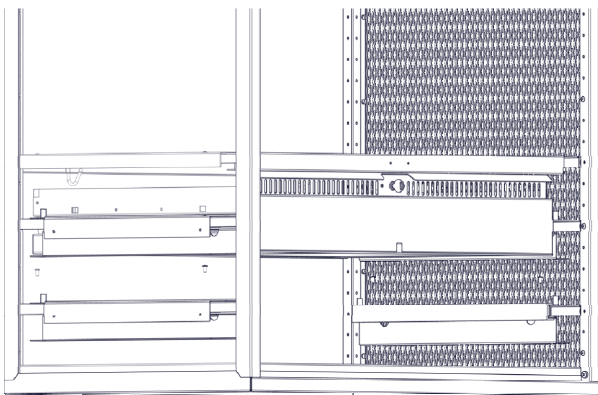


Step-14E Install mounting rails for next drawer using the 8709 screws provided.

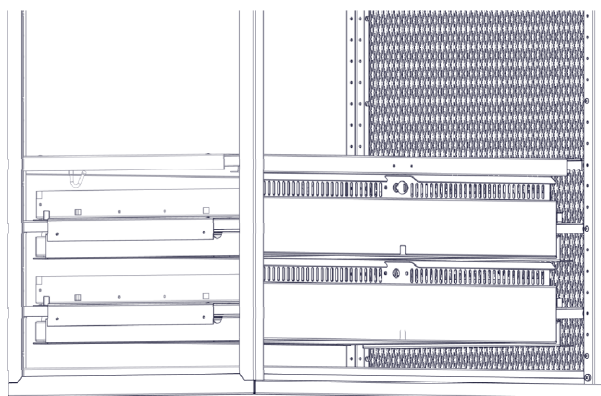
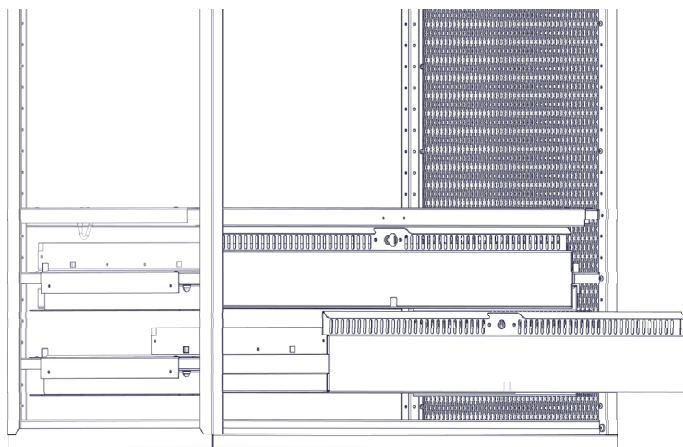




Step-14F Install drawer guide rails using two rivets attached to mounting rails. Note plastic glides are attached prior to riveting drawer rails (see step 16B).

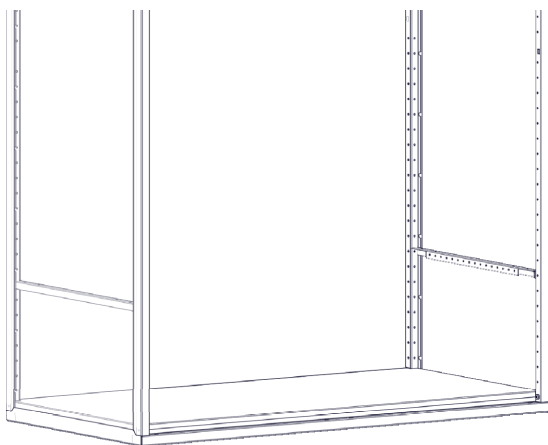
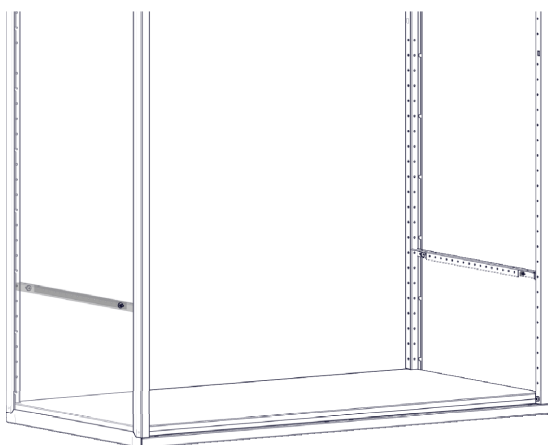


Step-14G Insert drawer onto the glide rails.

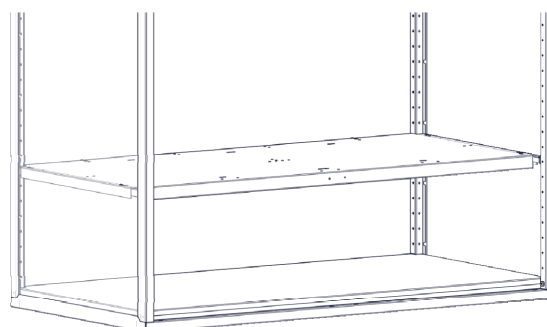
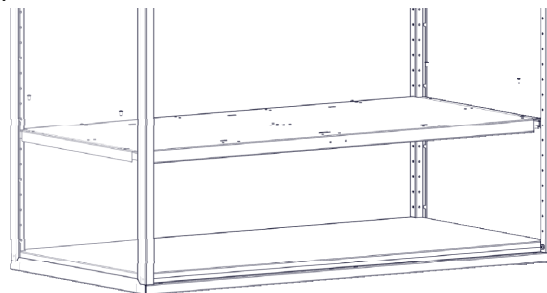


Installation of side-by-side drawers

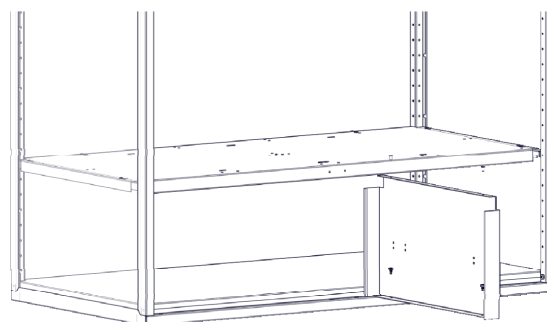
Step-15A Install support rails for shelf at 13.9" up measured from the outside bottom. Install shelf on support rails using four rivets. Next install mounting rails for drawer using the 8709 screws provided. Next install drawer guide rails using two rivets attached to mounting rails. Install plastic glide rails to drawer guide rails using the provided screws. Next insert drawer onto the glide rails.

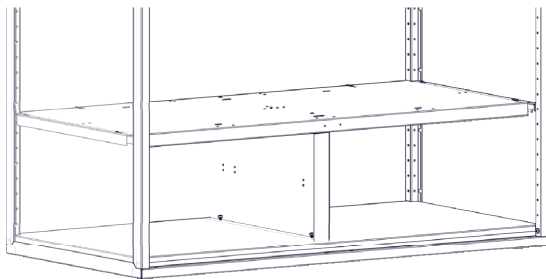
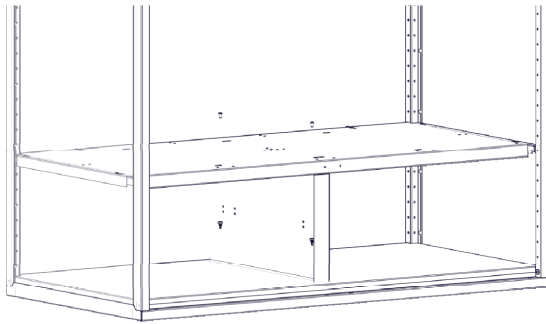


Step-15B Install shelf on support rails using four rivets.

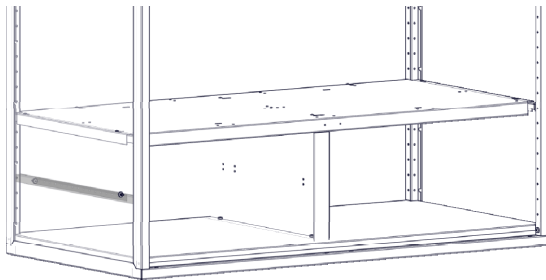


Step-15C Install divider using rivets and screws. (Note it is critical to get this in the correct location for proper fit of side-by-side drawers.)

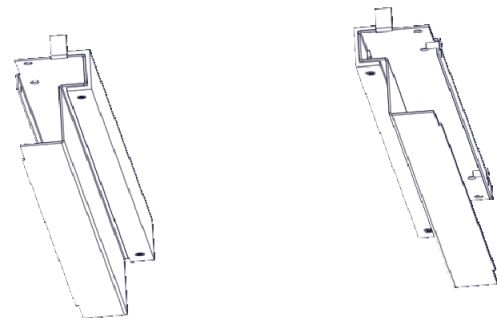
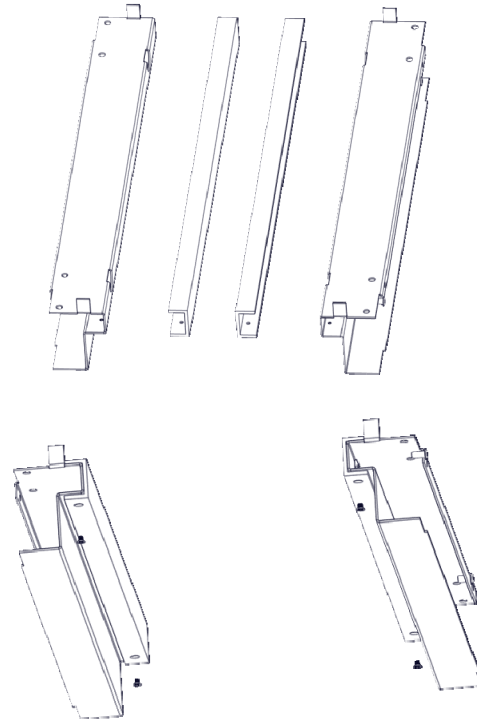




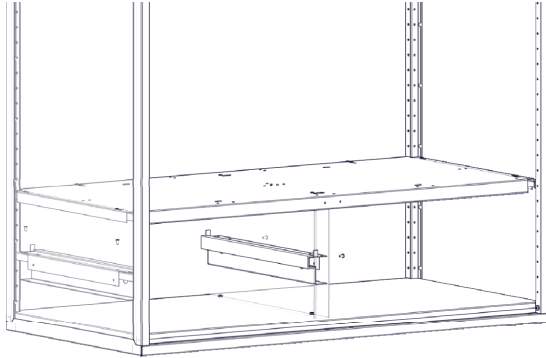
Step-15D Install mounting rail for drawer using the 8709 screws provided.



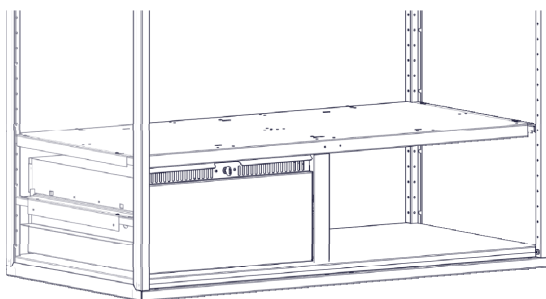
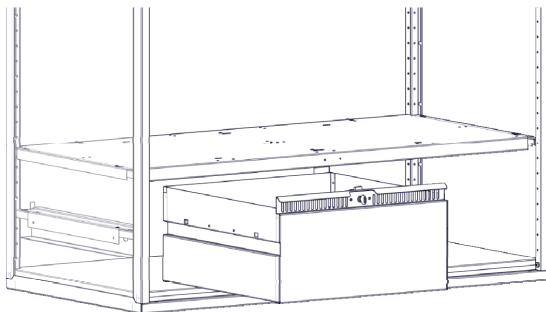
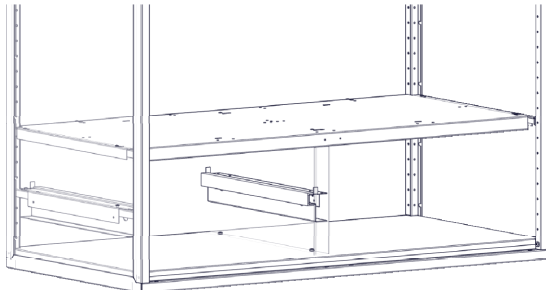
Step-15E Install plastic channels to drawer guide rails by sliding them onto drawer guide rails. Then attach using two 8721 screws in each rail.



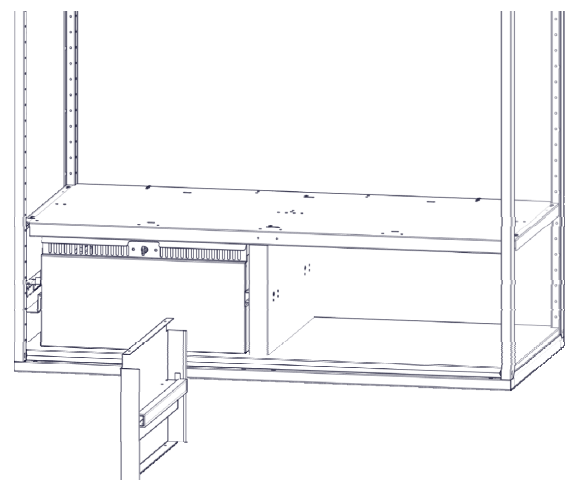
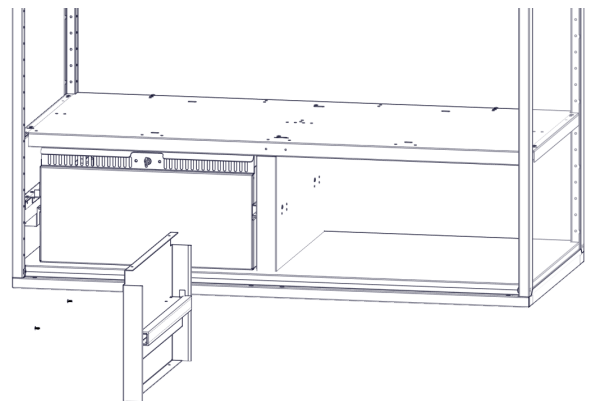
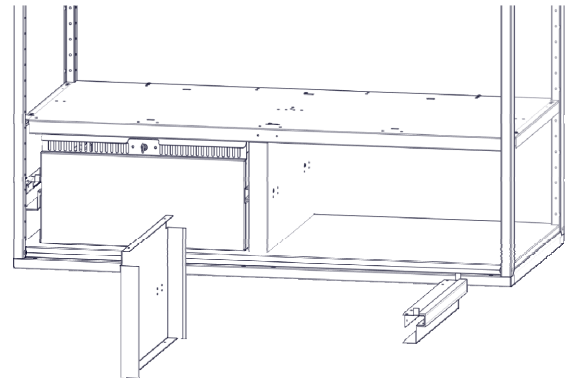
Step-15E Install drawer guide rails using two rivets attached to mounting rail and divider.



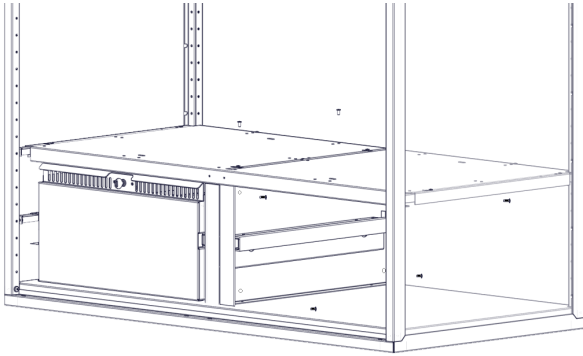
Step-15F Insert drawer onto the glide rails.



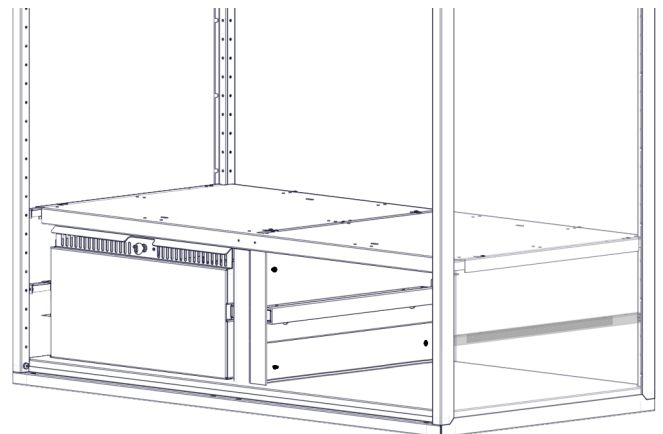
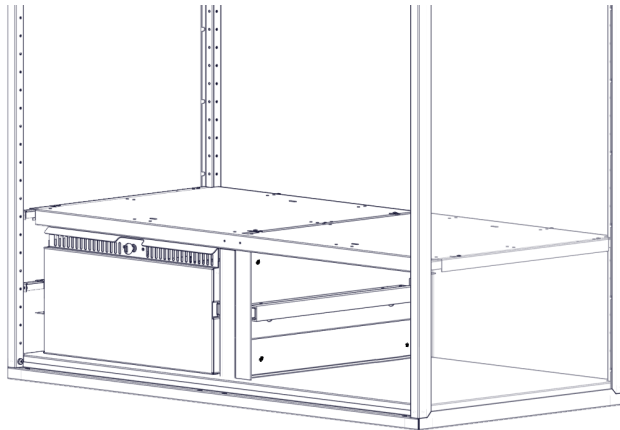
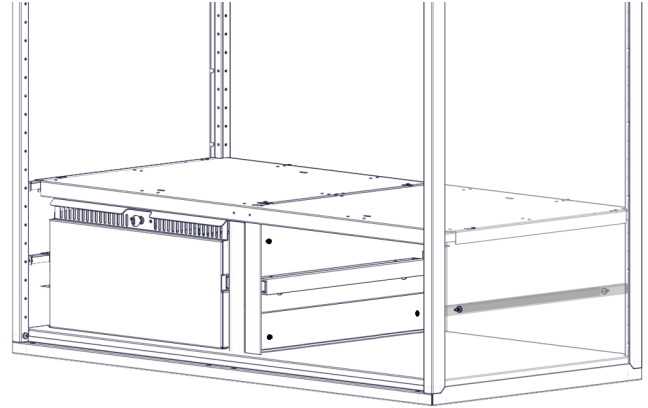
Step-15G Install guide rail to divider using rivets. Note plastic glides are attached prior to riveting drawer rails (see step 17E).



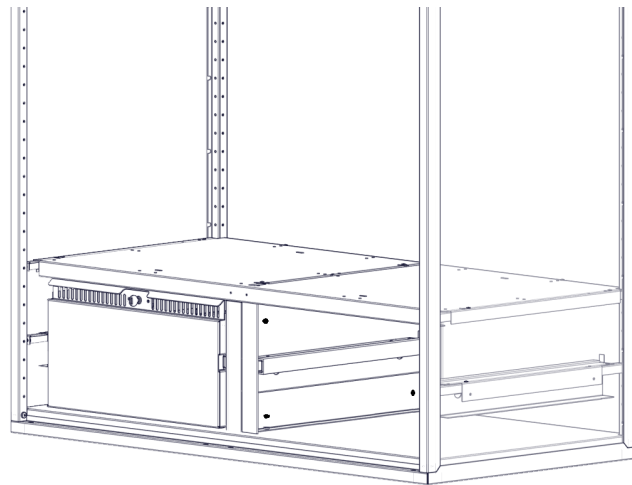
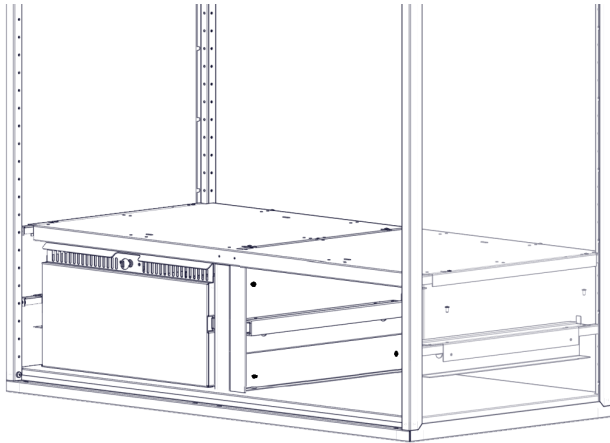
Step-15H Install divider using rivets. (Note it is critical to get this in the correct location for proper fit of side-by-side drawers.)



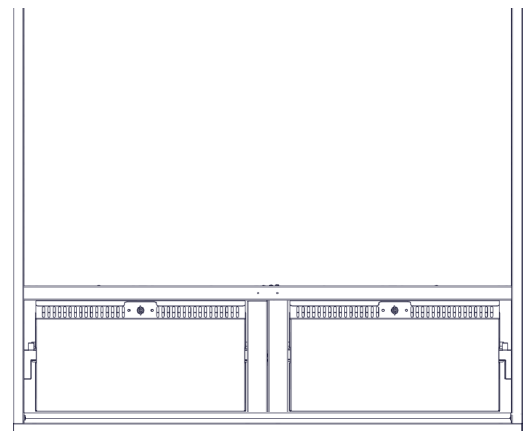
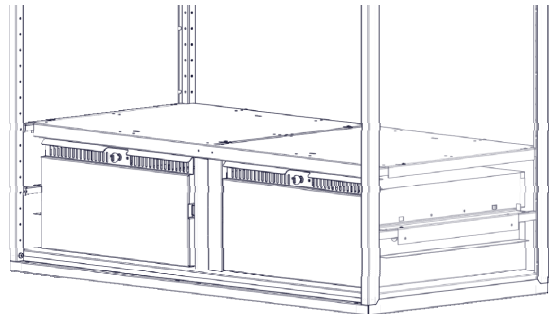
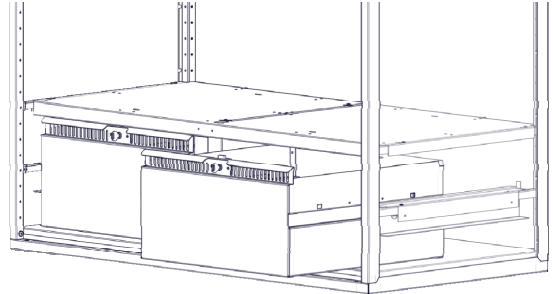
Step-15I Install mounting rail for drawer using the 8709 screws provided



Step-15J Install drawer guide rails using two rivets attached to mounting rail and divider. Note plastic glides are attached prior to riveting drawer rails (see step 17E).

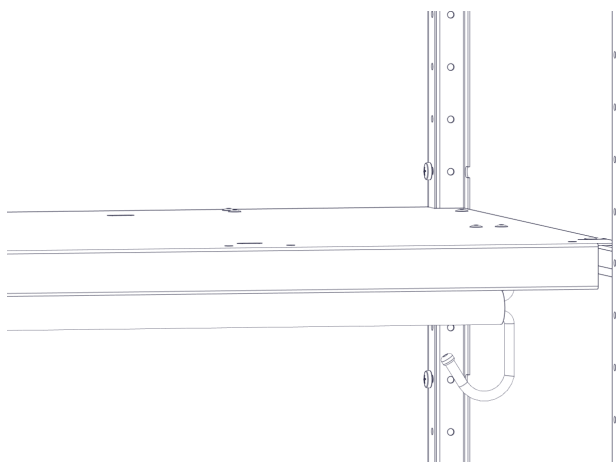
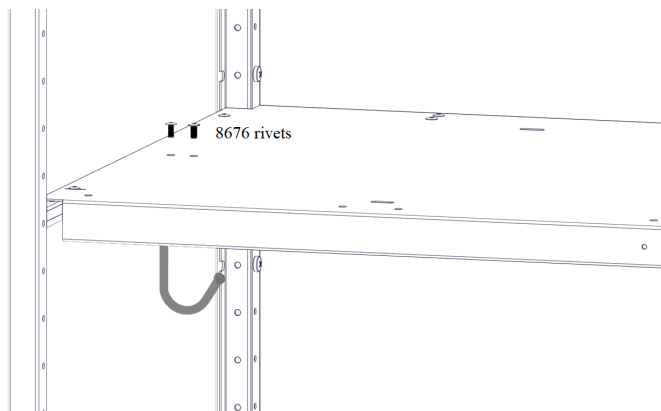
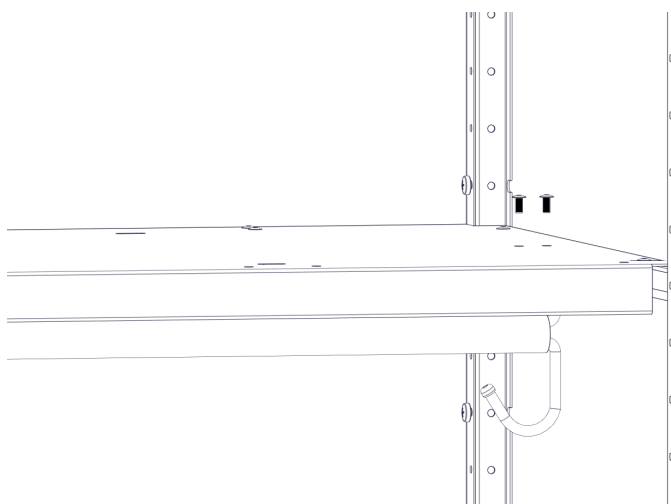
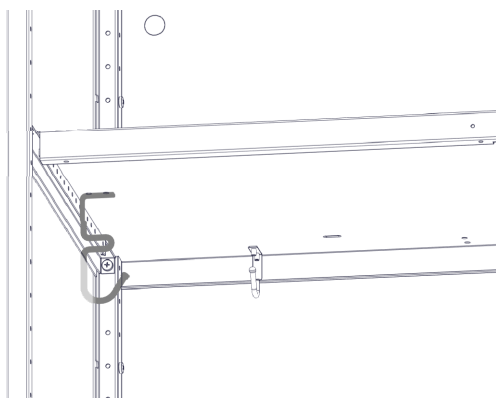
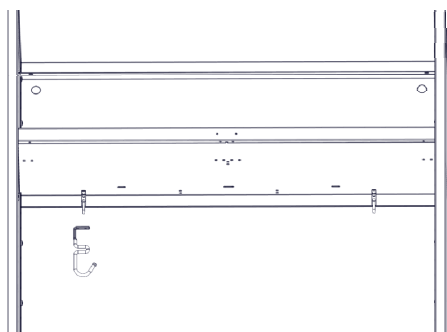
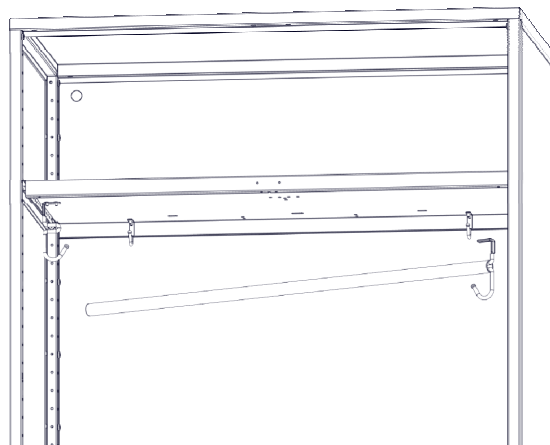


Step-15K Insert drawer onto the glide rails.



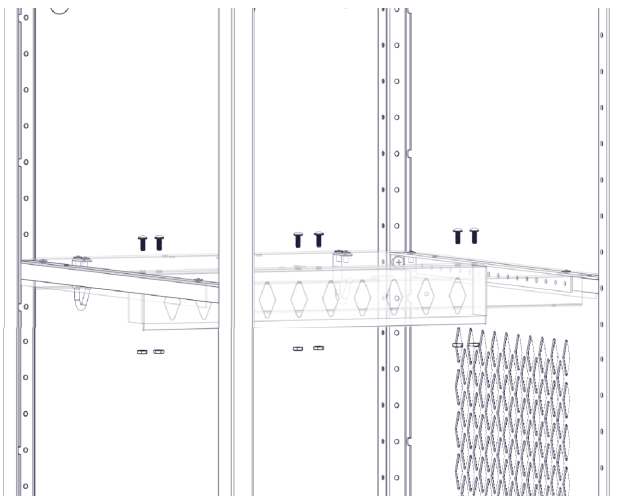
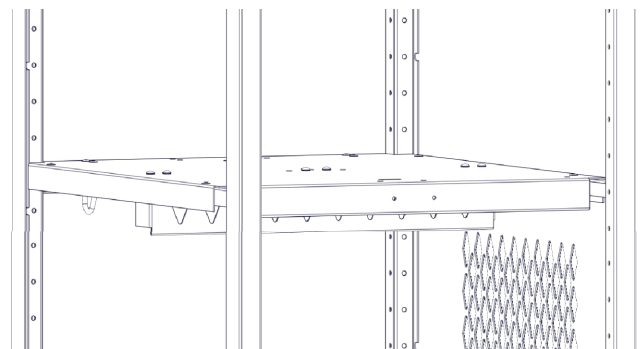
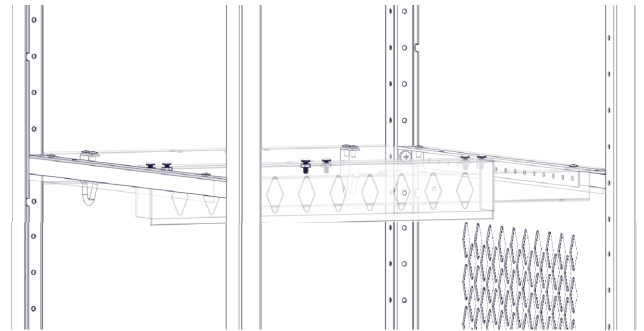
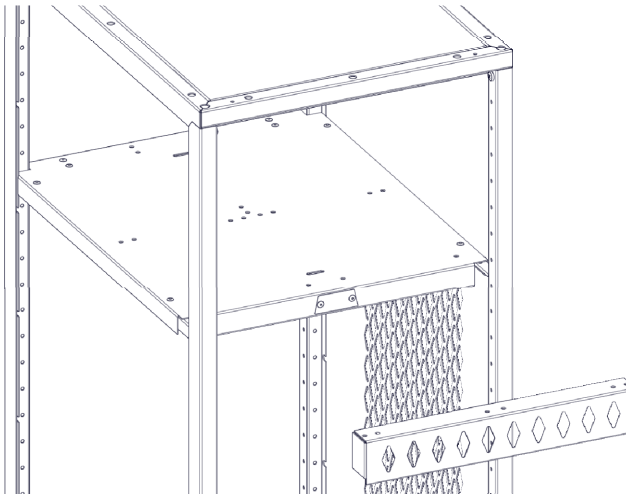
Coat Rod Hooks and Coat Rod Installation

Step-16A Install 8717 coat hooks, and coat rod using two 8676 rivets per hook as shown. Note it is necessary to put coat rod in place while installing last coat hook. If a center partition or L shaped half shelf is used, install them prior to coat rod installation if the coat rods are full width.

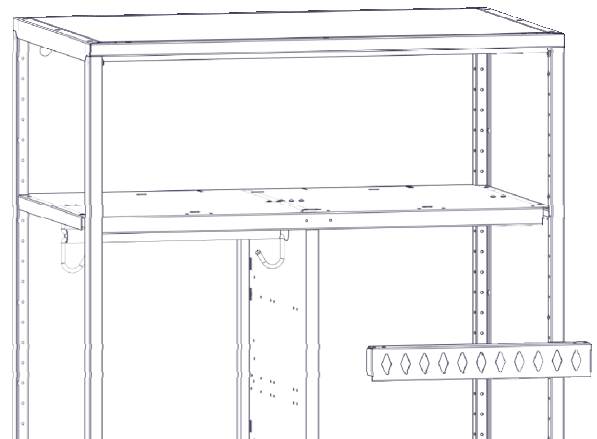


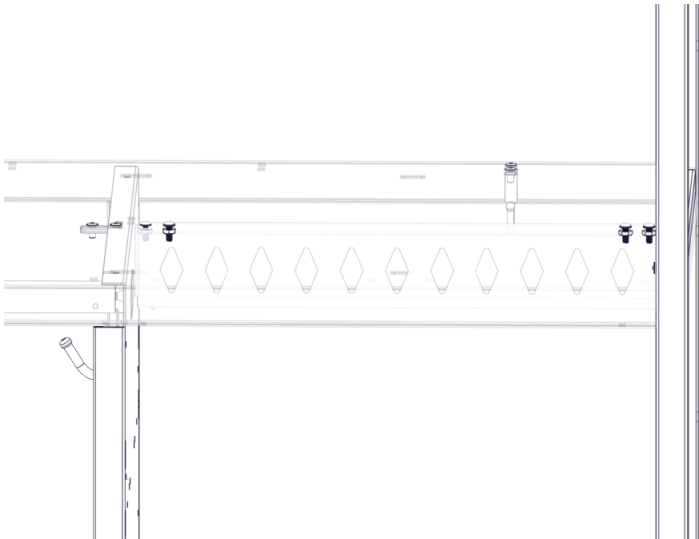
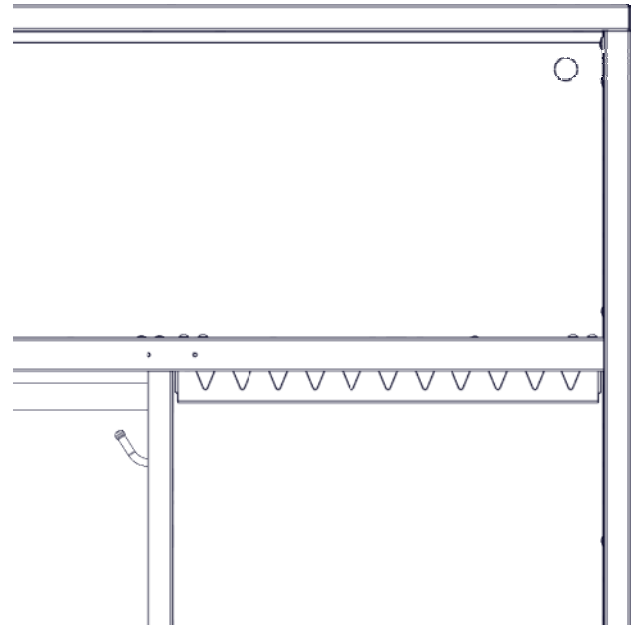
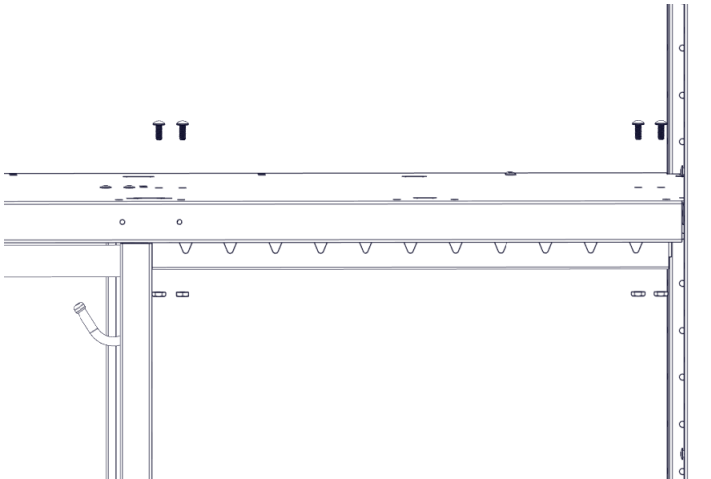
Garment Separator Installation

Step-17A Install garment separator with six nuts and bolts as shown. Four nuts and bolts are required for half width garment separators.

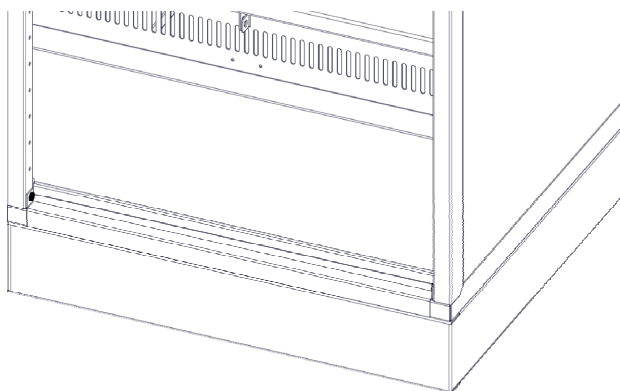
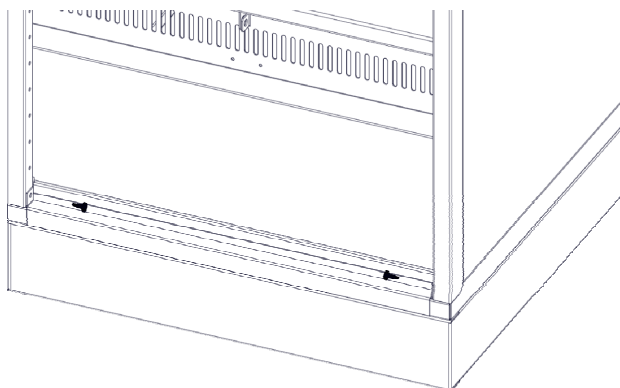
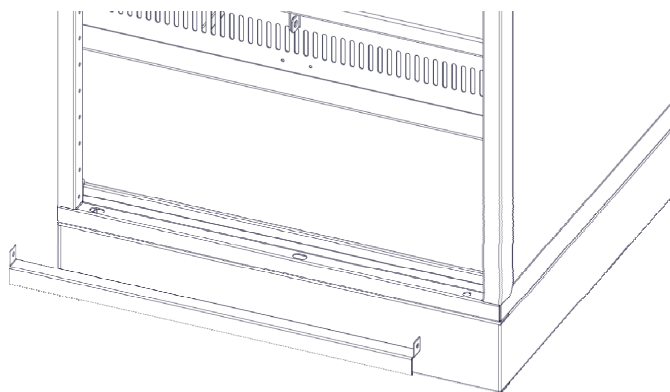


Half width installation



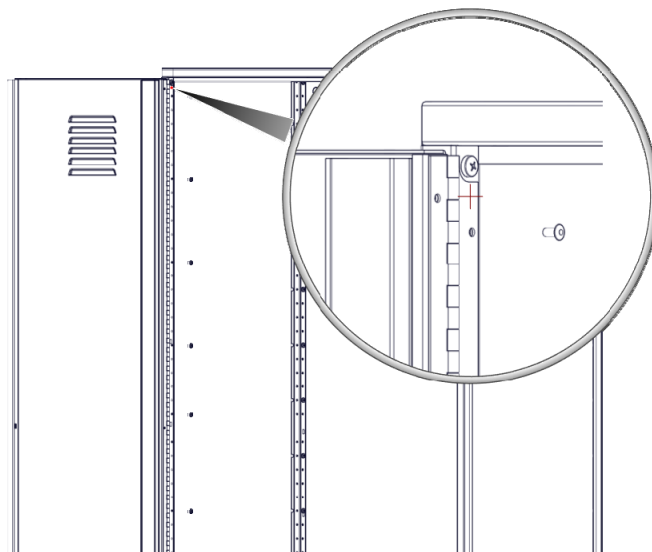
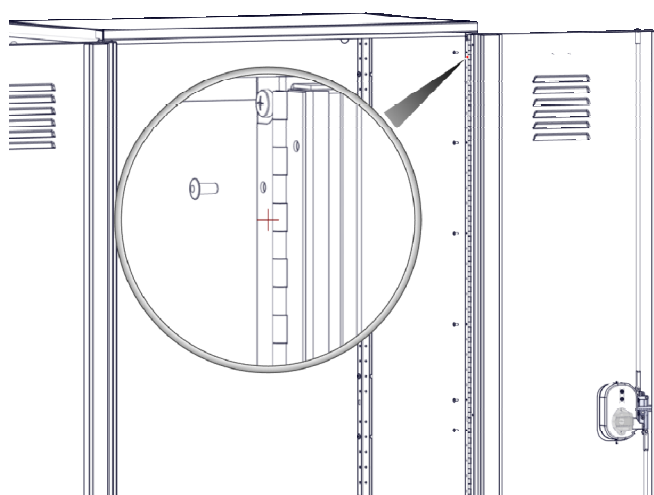
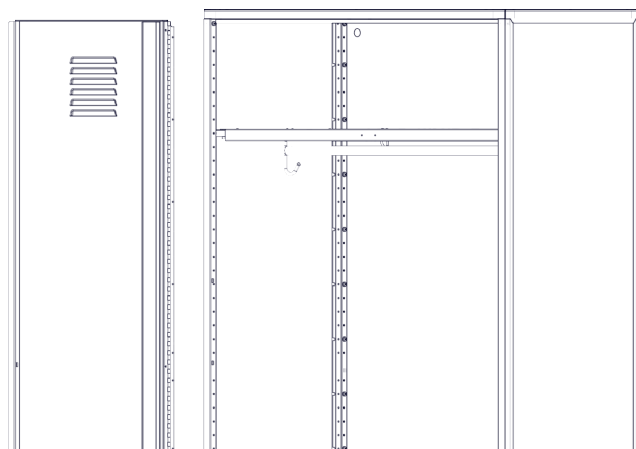
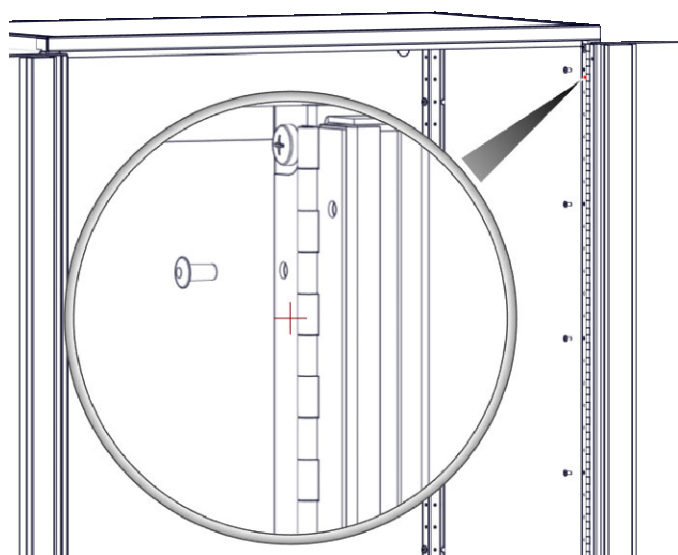
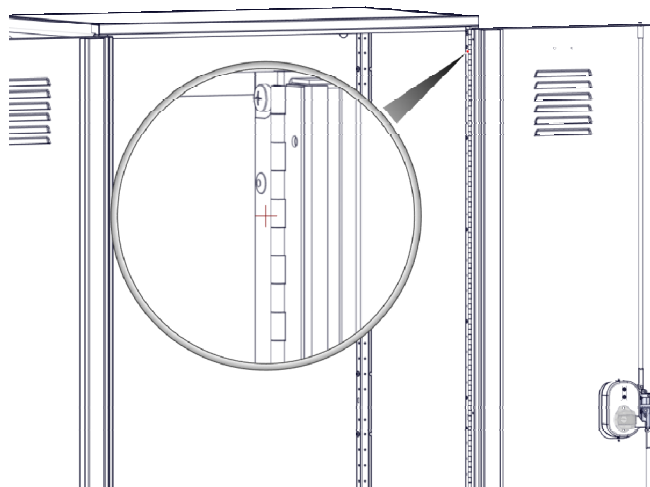


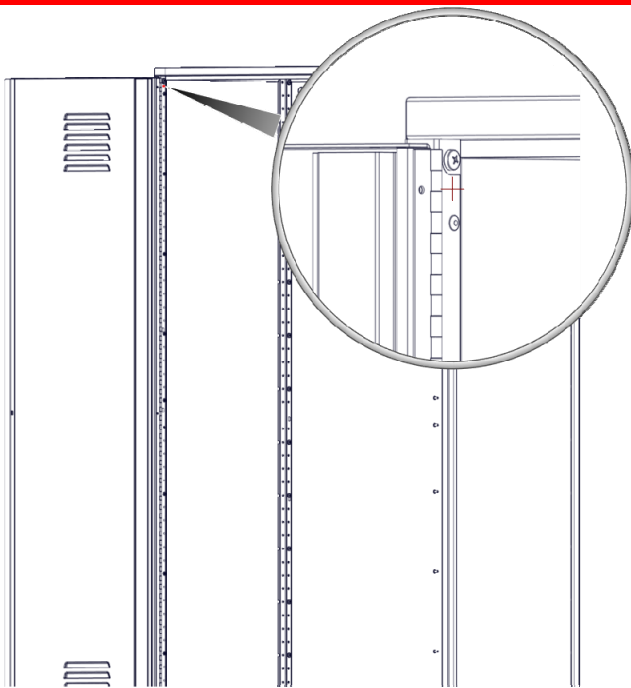
Step-18A- Front cover channel installation.
Place front cover channel in the correct position and
then attach using two 8709 screws.



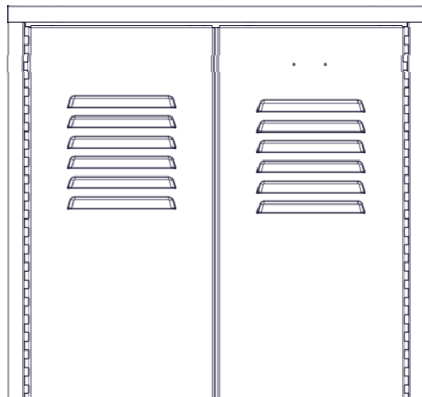
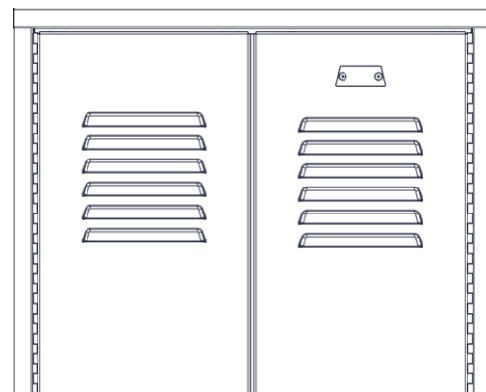
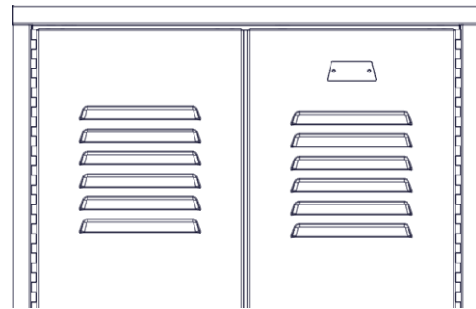
Step-19A- Install all internal accessory components prior to door installation.

Before installing door/s ensure hinges operate freely – paint binds up the hinges and they need to be broken loose. You could have a single or a double door. Install door/s using 8619 rivets at each hole location on hinge. Align doors at the top with the hinge cutout just under the screw that holds the locker top. If you have a single door install rivets on right side using process below.

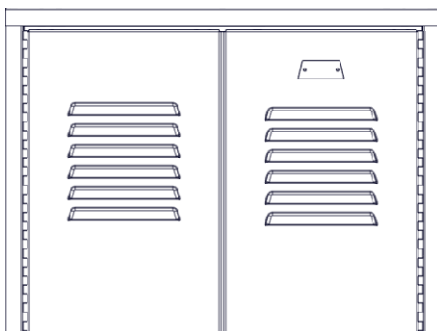




Step-19B Install number plate using 8671 rivets as shown.

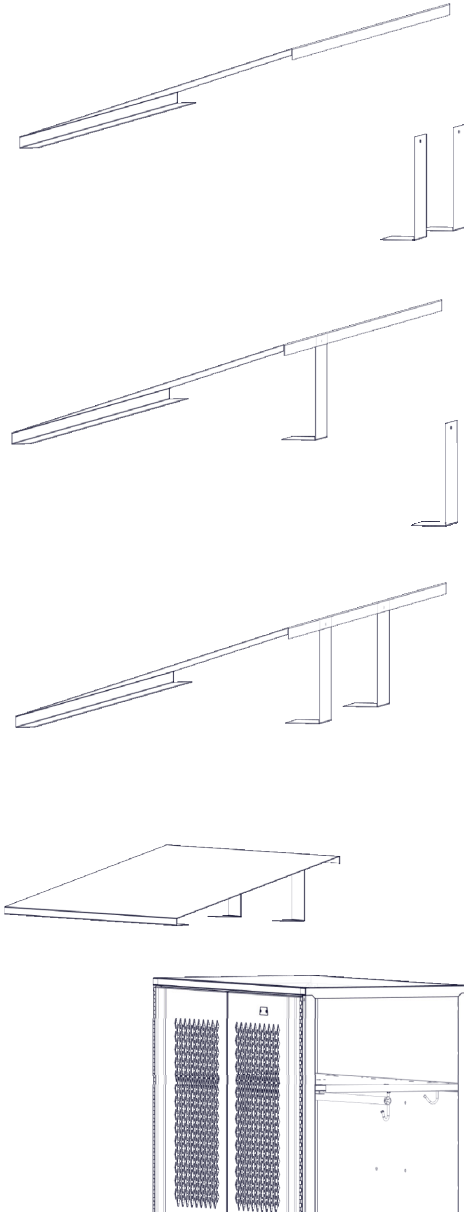


Door assembly is now complete. Anchor lockers to the floor and wall so they are plumb and level before use to ensure proper function.

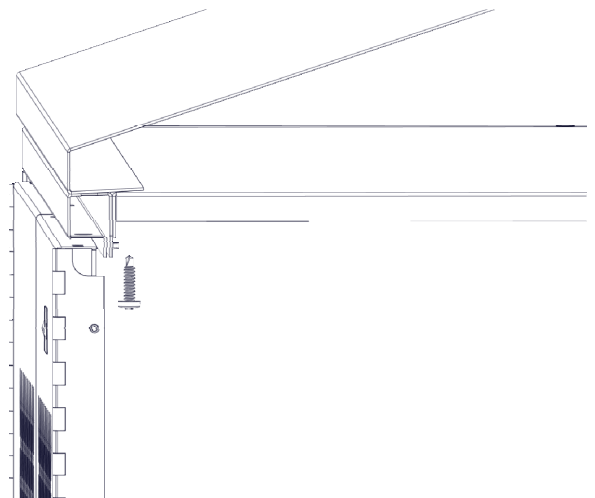
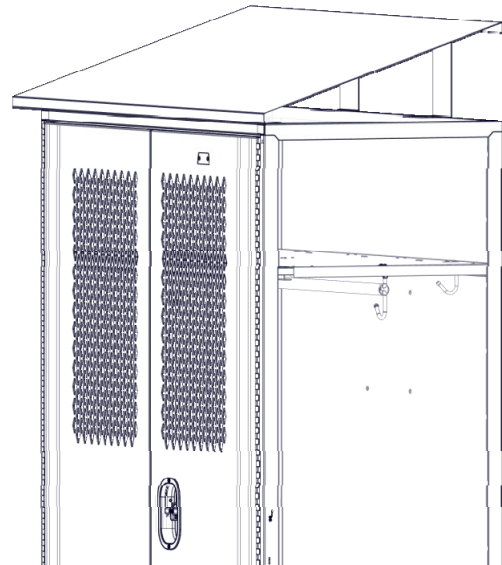


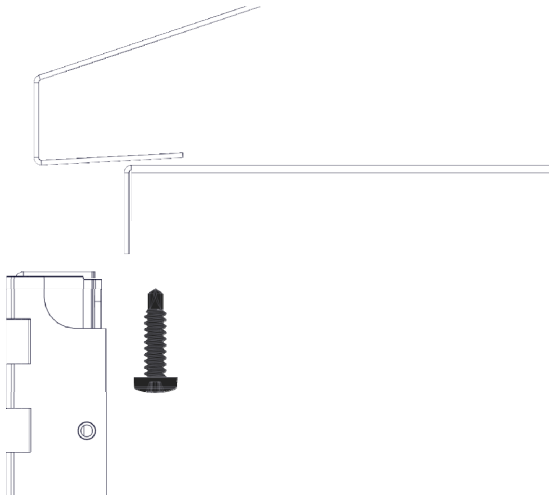
Step-20A Slope hood installation

Attach rear hood supports to slope hood.

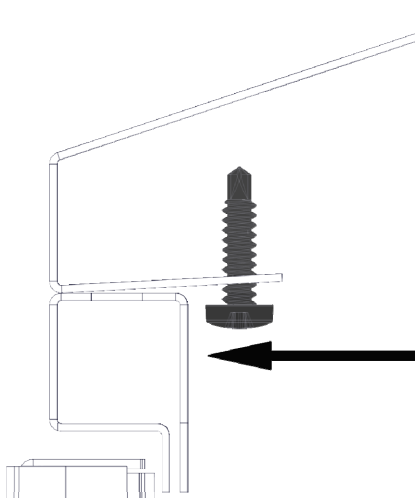


20B Align slope hood flush with the top frame channel on lockers and fasten with self-tapping screws (1" length)

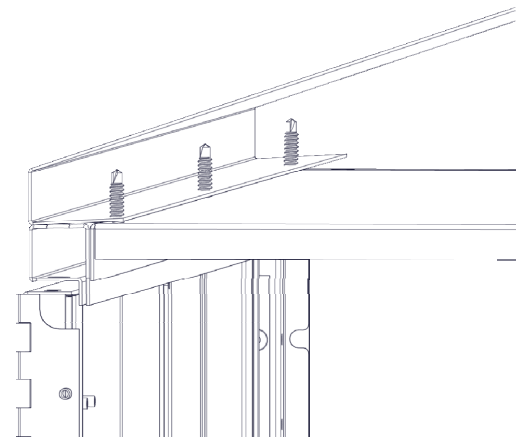
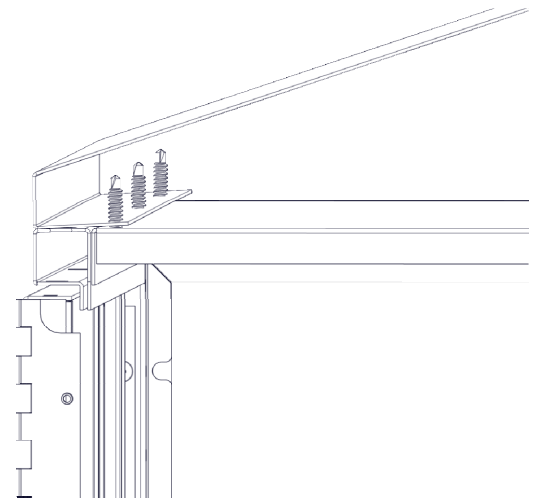
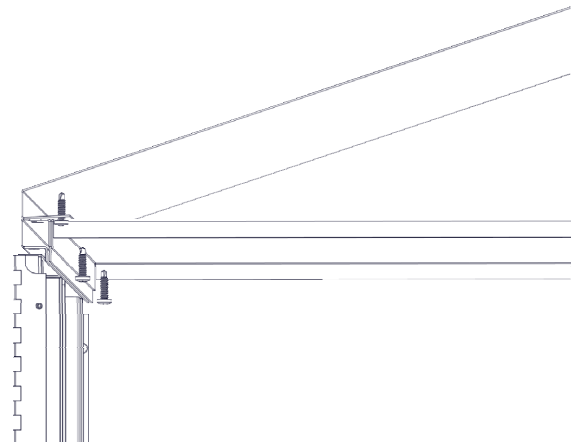




20C. Place self-tapping screw as close to the front channel as the screw head will allow. This will ensure penetration through the slope hood flange.

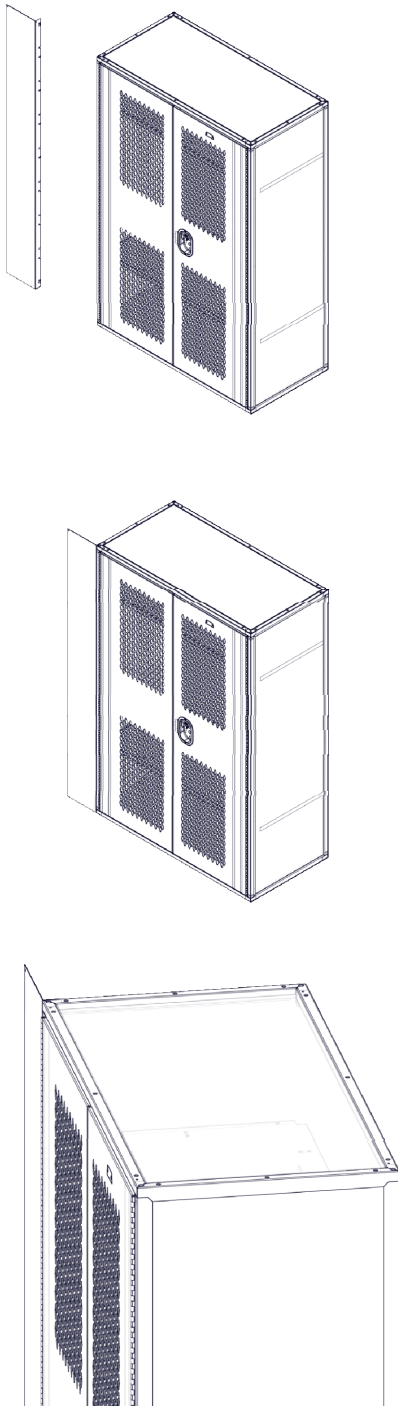


20D. Add self-tapping screws approximately every 12 inches to fasten slope hood securely.

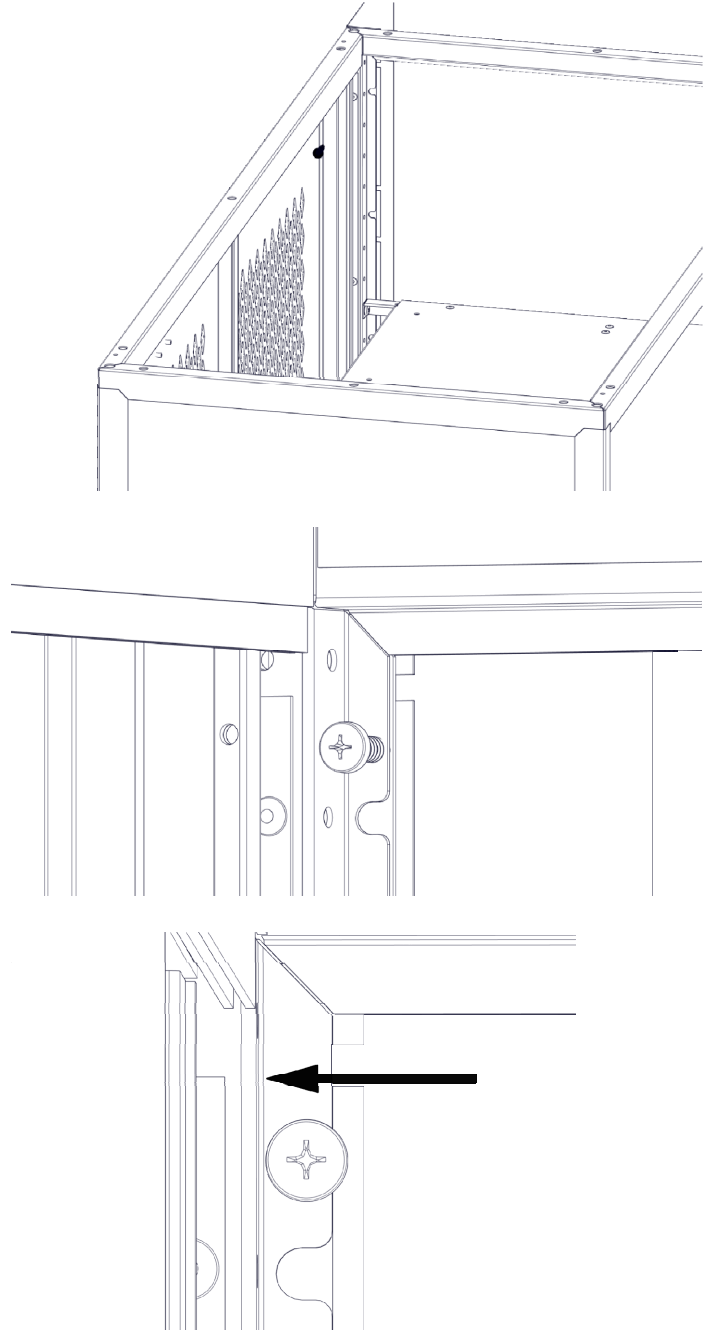


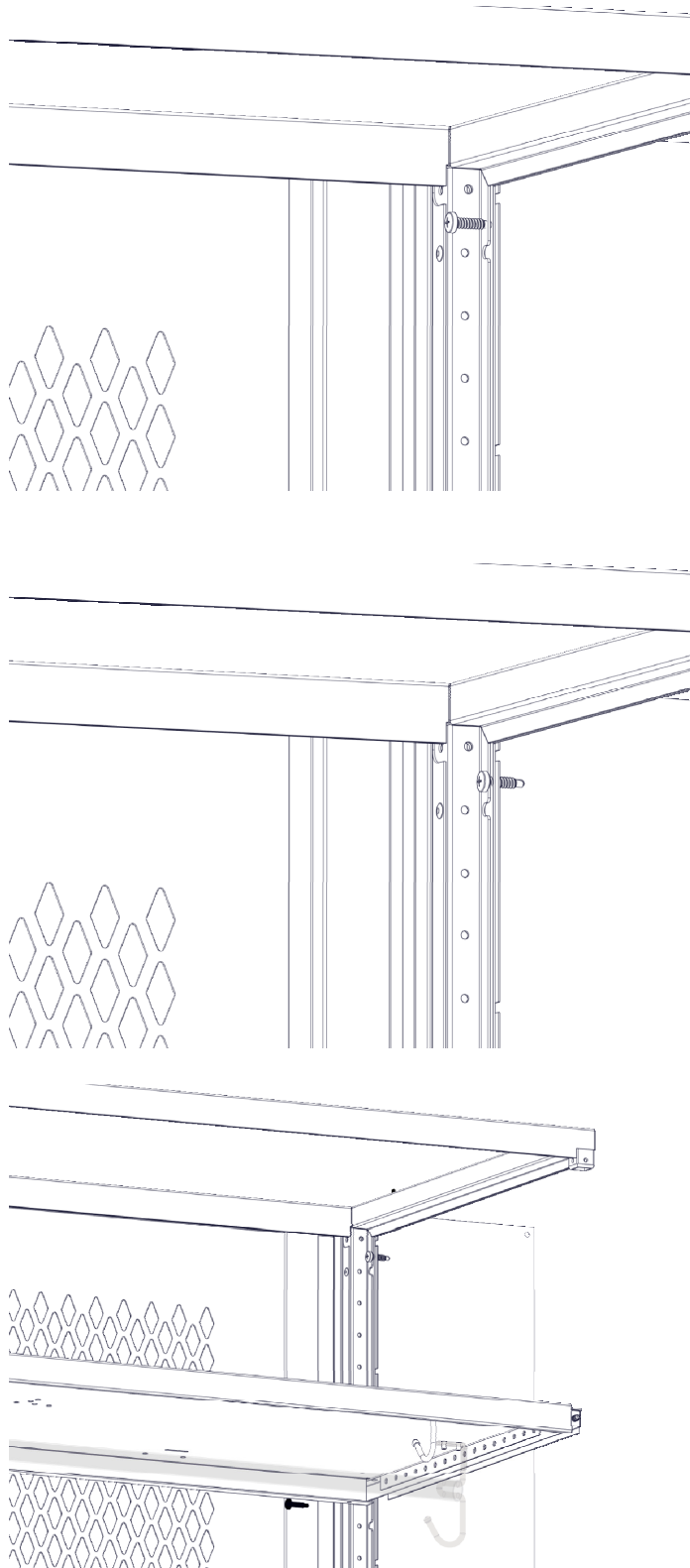
Step-21A Installation of vertical filler

Align the vertical filler flush with the face of the vertical channel on the locker. Align filler top to bottom with the locker.

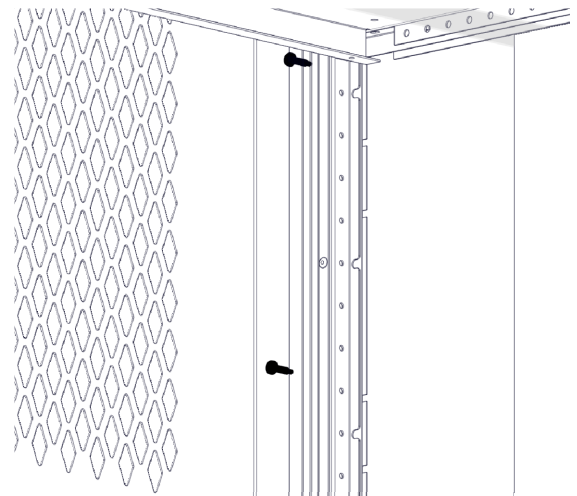
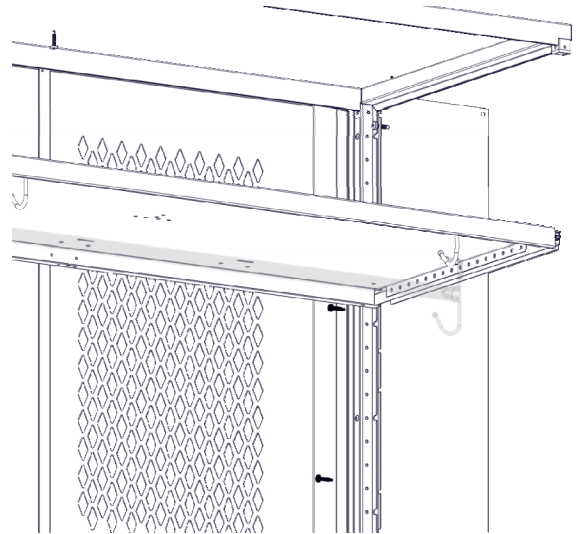


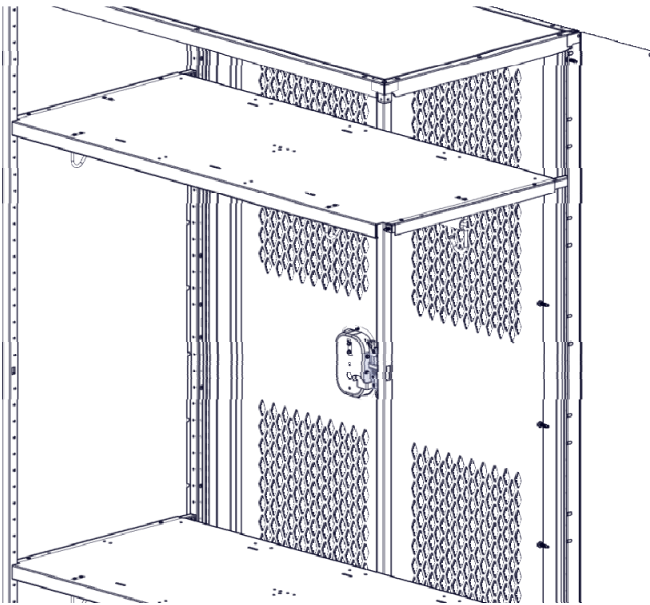
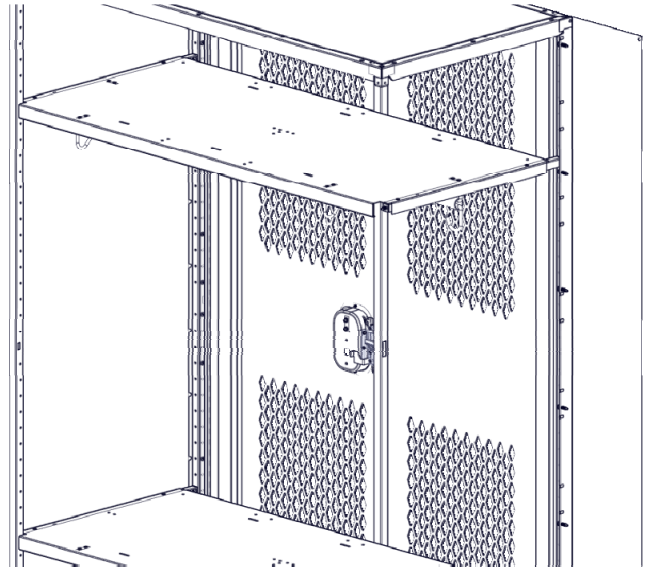
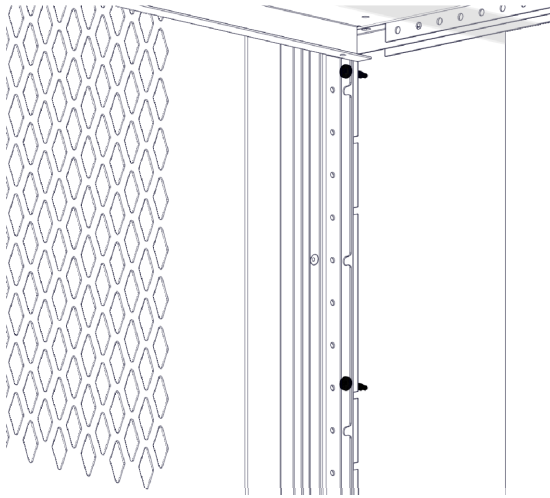
21B Use self-tapping screw to go through the flange of the vertical channel on the locker and into the flange of the vertical filler. The screw head should be, as close to the box channel as screw head will allow.



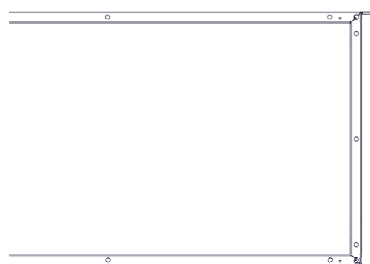
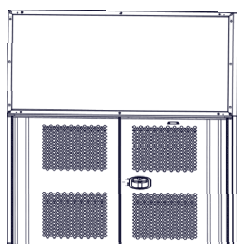
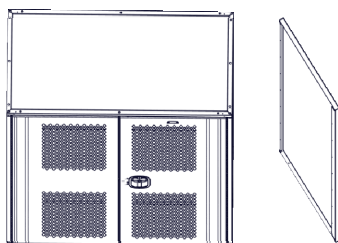


21C. Add additional self-tapping screws about every 9-12 inches to fasten filler to locker securely.

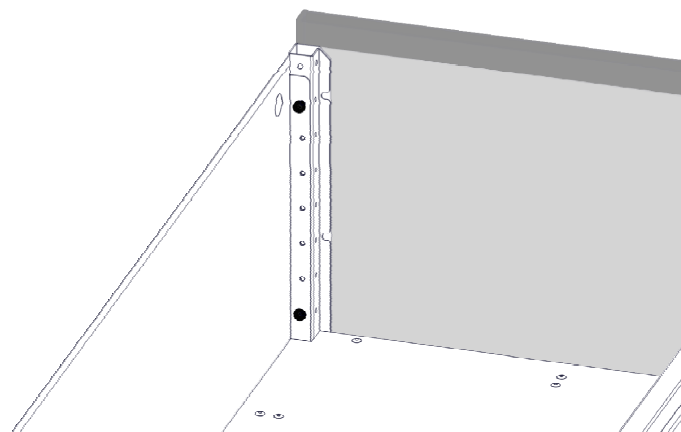
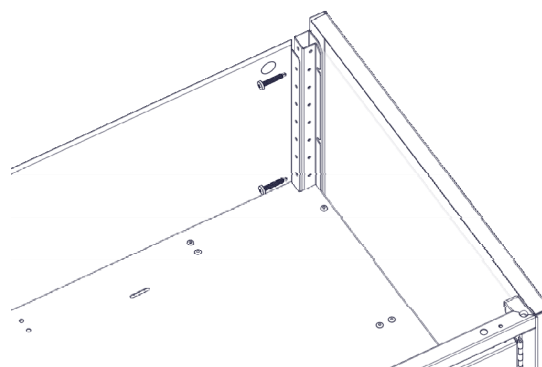
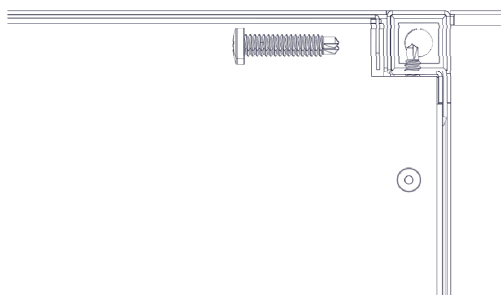


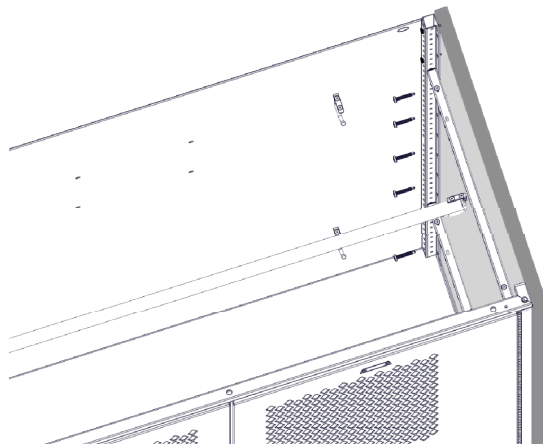


STEP-22A Installation of boxed finished end panels, finished end panels, or boxed end panels (FEP). Align FEP front to back and top to bottom against locker side.

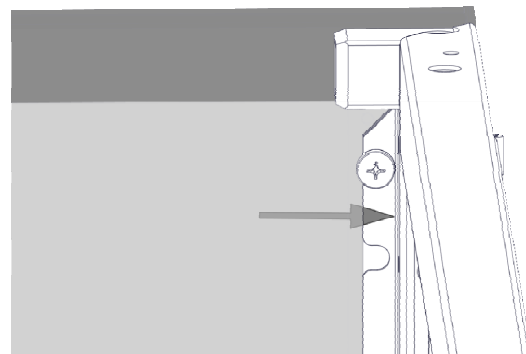
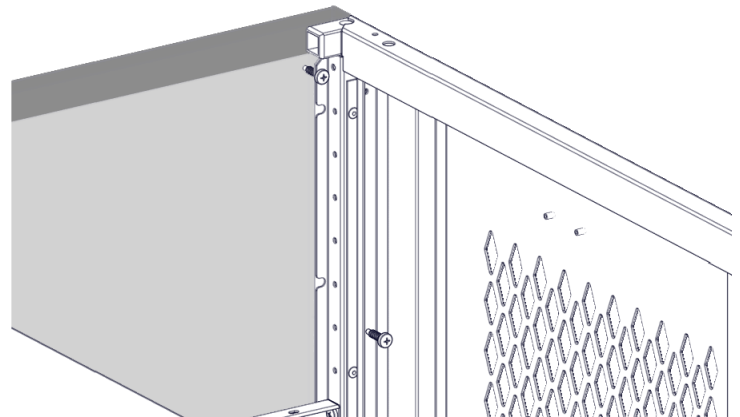
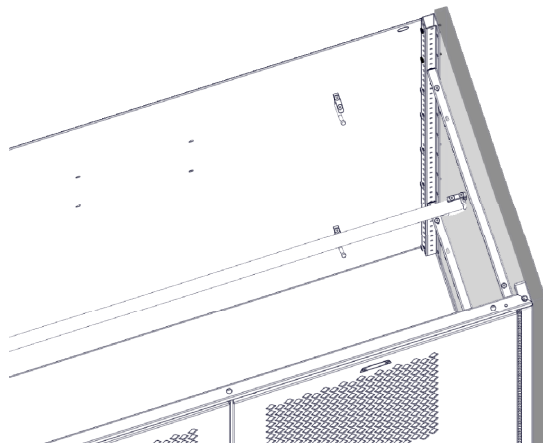
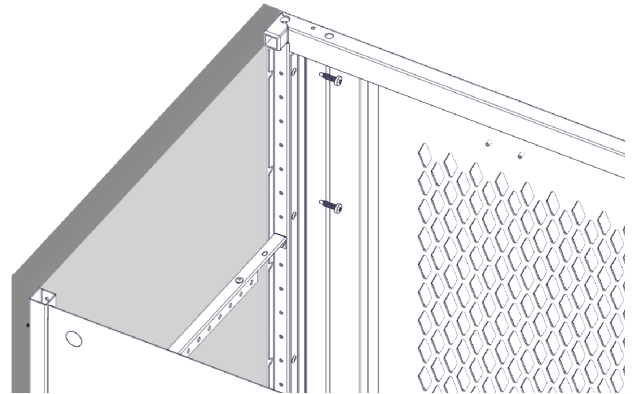


Step-22B Using 1.5 inch self-tapping screws go through the vertical frame channel at the rear of the locker and into the flange of the FEP. Use existing holes in the back and vertical channel for pilot holes. Screws spacing is 9-12 inches. Note Hold FEP firmly in place when installing self-tapping screws.





Step-22C Use 1 inch self-tapping screws to anchor FEP in the front. Install screws through flange on the vertical channel as shown below. Note install screw as close to vertical channel as screw head will allow.



Step-22D Install remainder of one-inch self-tapping screws between 9-12 inches apart all the way down.

