tayco®

Go

installation guide

March 2017

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www. tayco. com

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installation checklist

Perform a site inspection prior to the installation date to check existing site conditions and identify constraints and limitations that could possibly cause delays or problems during the actual installation.

Site Accessibility

1. Verify existing loading facilities and proximity of loading dock to staging area.
2. Verify if receiving area is accessible by trailer.
3. Verify access to service elevators.
4. Reserve service elevators in advance, if necessary.

Site Preparation

1. Clear all obstacles that could interfere with the installation process.
2. When doing a reconfiguration, ensure that all furniture to be re-used are clear of computers, accessories, books, papers and all personal effects.
3. Ensure that all live wires and data/communications wires are disconnected prior to installation.

Furniture Plans

1. Labeled furniture plans for installation purposes are located in the hardware box. Ensure that drawings are complete and handy before beginning installation.

Waste Management

1. Establish a trash removal area separate from the product staging area.

care and maintenance

Fabrics

To remove dust particles, lightly vacuum the fabric surface. Spills and fluid should be immediately blotted. For minor fabric stains and marks use water-based fabric solvent, applying light pressure, to lift the dirt and stain. Any use of water and soaps may harm the fabric, causing water stains and damage to the fabric's contents. Do not scrub the fabric with bristle or vacuum brushes as the fabric may pill or tear and the appearance may be permanently affected. Professional steam cleaning is recommended.

Laminates

Dust laminated surfaces for regular maintenance. Clean any dirt or stain with a damp cloth. Do not use an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

Acrylic Glazing

Dust regularly to keep surfaces free of dust particles. Clean any dirt with a damp cloth. Dry the area using a dry paper cloth. The use of fiber cloths or rags is not recommended as loose particles and debris remaining on the cloth may scratch or harm the acrylic surface. Do not use other chemical cleaners or window cleaners as their chemical compositions may alter and/or permanently affect the surface appearance.

Painted Metals

Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean, dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasives.

*THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID ANY WARRANTY.

GO legs attachment

1. Position the leg driving two screws per leg using pre-drilled positioning holes on the bottom of the worksurface, (Figure 1).

2. Attach the leg driving three more screws per leg, (Figure 2).

FIGURE 1

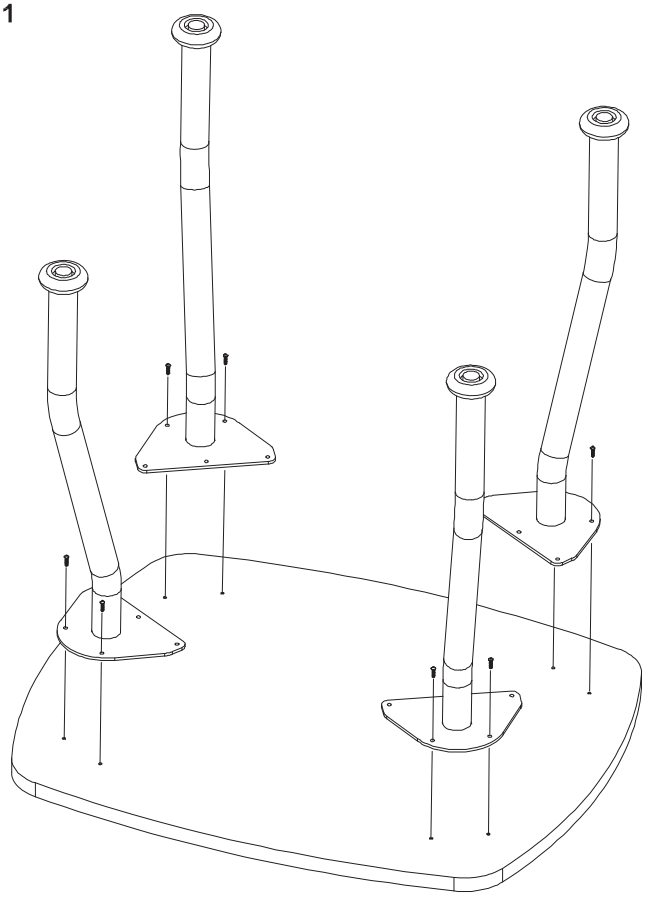
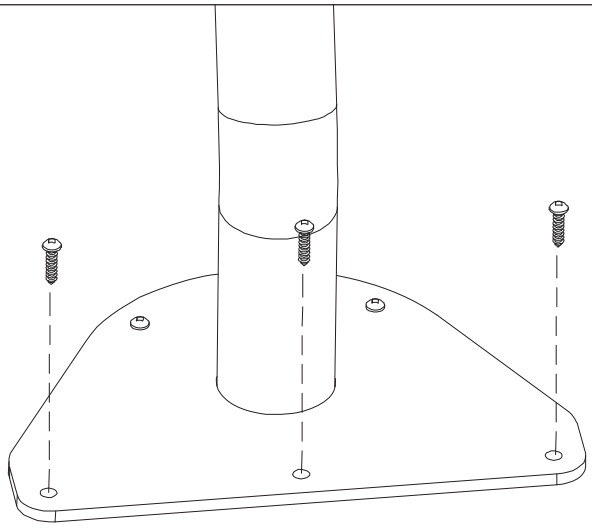
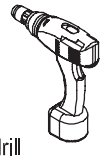
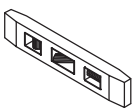
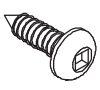


FIGURE 2



tools and hardware needed

 drill	 torpedo level	#2 Robertson long bit	 20, 11/16" oval head screw

attaching GO privacy screen to accessory bar

1. Attach the GO privacy screen to the back side of the accessory bar with 11/16-inch oval head screw using #2 Robertson bit, and attach screw caps, (Figure 1).

2. Mount the assembled accessory bar with GO privacy screen to edge of the worksurface at the specified location with the clamps provided, (Figure 2).

FIGURE 1

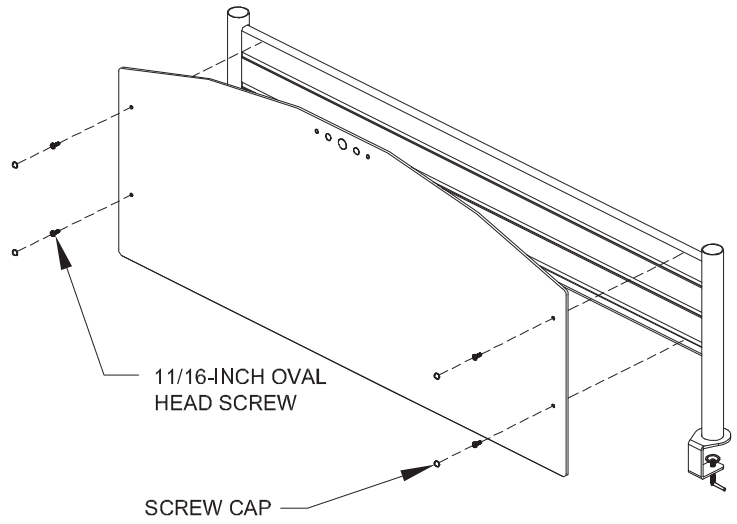
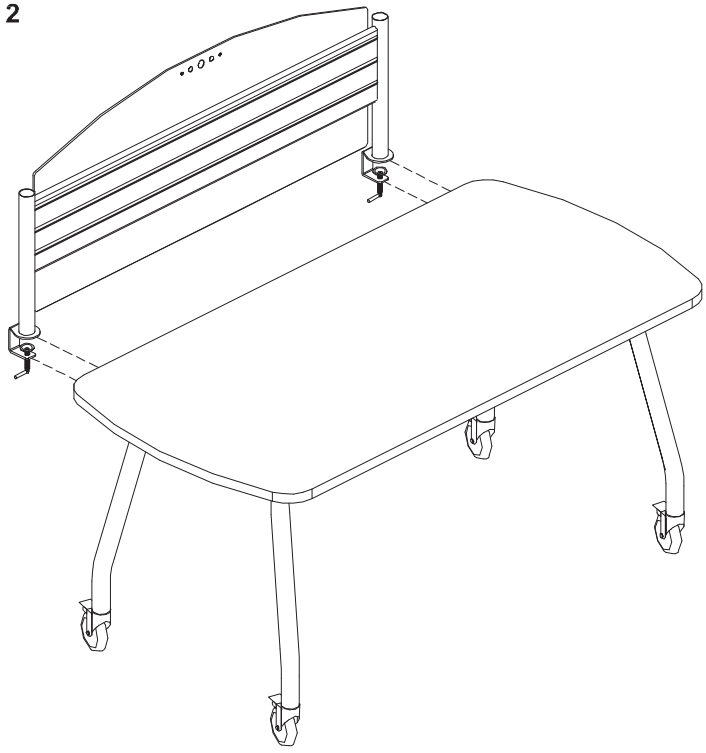
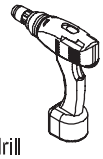
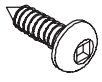


FIGURE 2



tools and hardware needed

 drill	#2 Robertson long bit	 4, 11/16" oval head screw	4, screw cap

connecting surface by ganging mechanism

1. Invert both of the table and attach part "A" and "B" of ganging mechanism to each top surface, (Figure 1).

2. Connect two surfaces by inserting of ganging mechanism parts to each other and tightening the knob, (Figure 2).

FIGURE 1

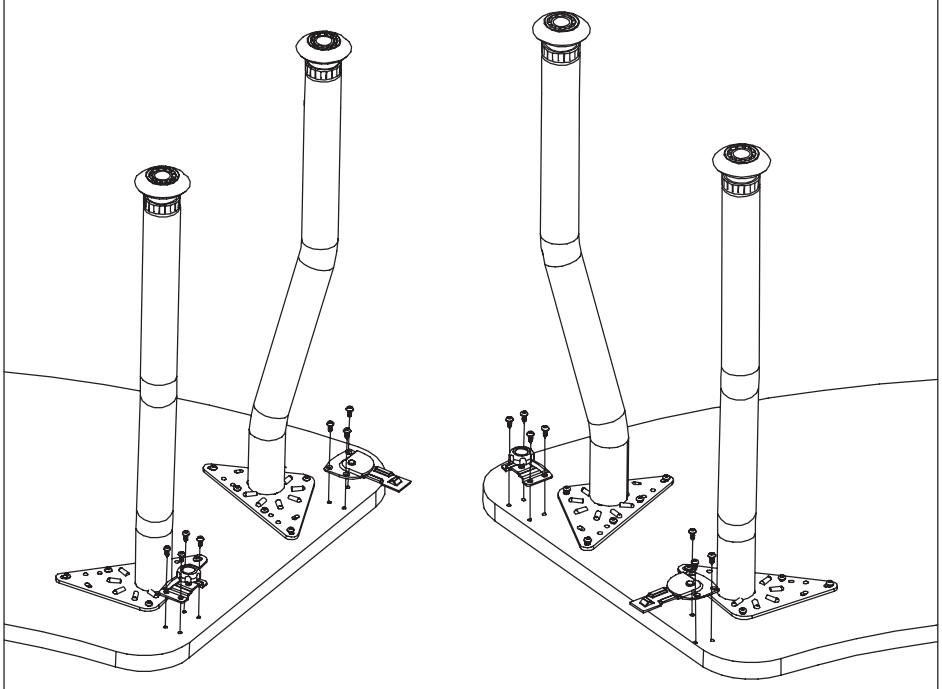
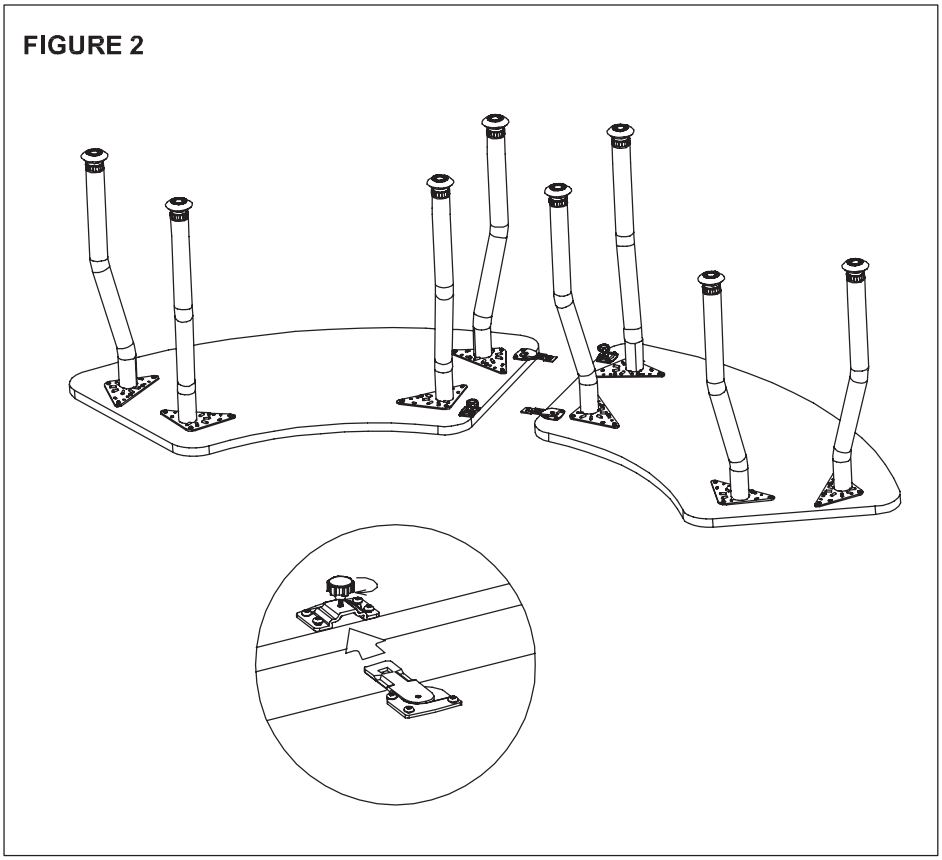


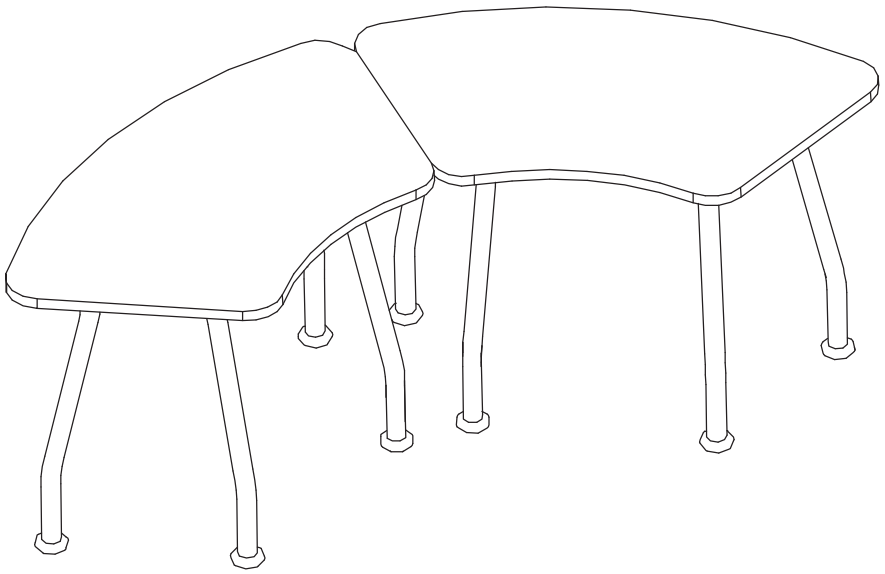
FIGURE 2



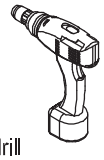
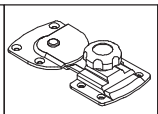
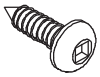
connecting surface by ganging mechanism (cont'd)

3. Lift the desks into an upright position, (Figure 3).

FIGURE 3



tools and hardware needed

 drill	#2 Robertson long bit	 2, ganging mechanism	 7, per ganging mechanism, 11/16" oval head screw

cpu holder assembly and attachment to surface

1. Attach part A to the underside of the surface with six, 11/16-inch oval head screws, using #2 Robertson bit, (Figure 1).

2. Engage the slots on part B to the protruding supports on part A, (Figure 2).

3. Position CPU holder into place. Slide and engage part C to part A, (Figure 3).

FIGURE 1

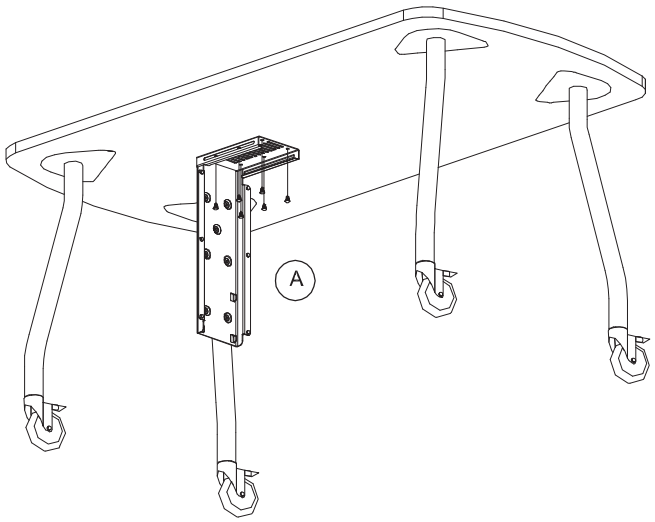


FIGURE 2

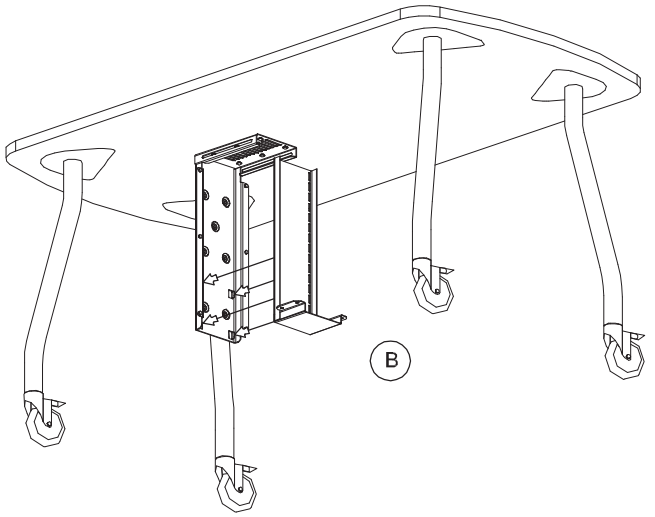
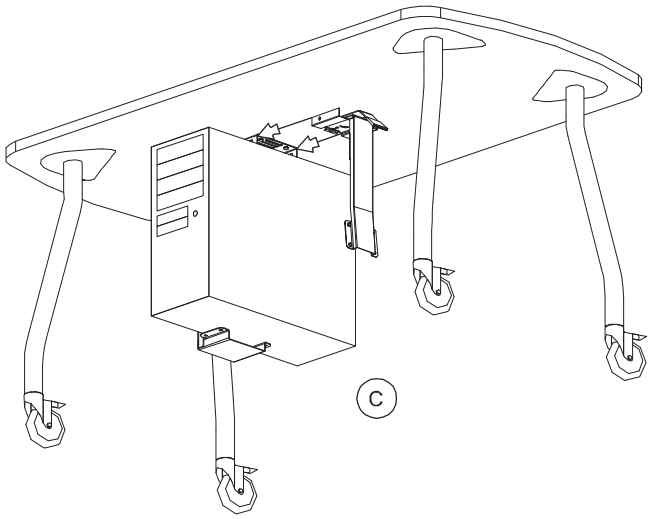


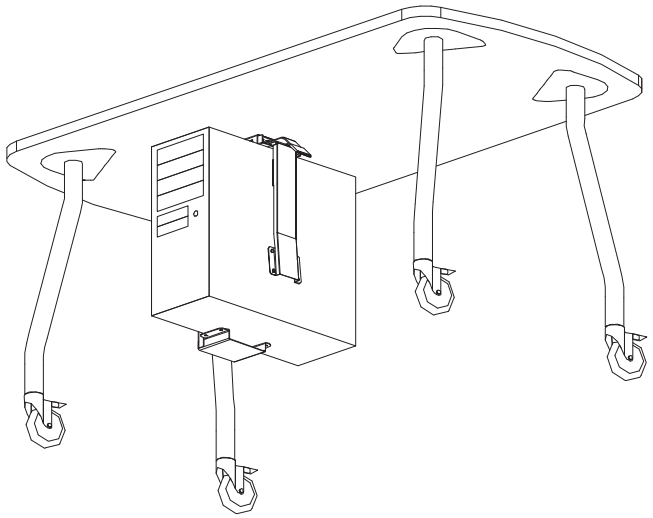
FIGURE 3



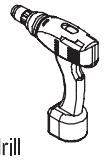
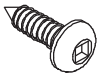
cpu holder assembly and attachment to surface (cont'd)

4. Figure 4 shows the assembled CPU holder.

FIGURE 4



tools & hardware needed

 drill	#2 Robertson bit	 6, 11/16" oval head screw

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