



Metro Collaborate

installation guide

November 2022

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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.



Caution

Load Bottom Drawer First

- Operate one drawer at a time.
- Units may tip if loaded incorrectly.
- Units should be attached to a wall or other furniture to reduce tipping hazards.
- Always load the heaviest files in the bottom drawer.

Heavy Load

- Some products must be anchored to the wall to ensure stability & safety.
- It is the owner and installer's responsibility to ensure that the wall type and construction are of sufficient strength to carry loads of any wall-mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage and/or personal injury.
- Tayco can provide the size and empty weight of its products only. A wall blocking is considered a building construction process, Tayco cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

Instability Hazard

Mobile items on casters such as flip tops, personal and movable tables of any type, and storage items of any type may present an instability hazard if not secured correctly while in use or storage. Flip-top tables or training tables of any type are inherently more unstable when folded. Tayco provides the following guidelines & warnings when using mobile products:

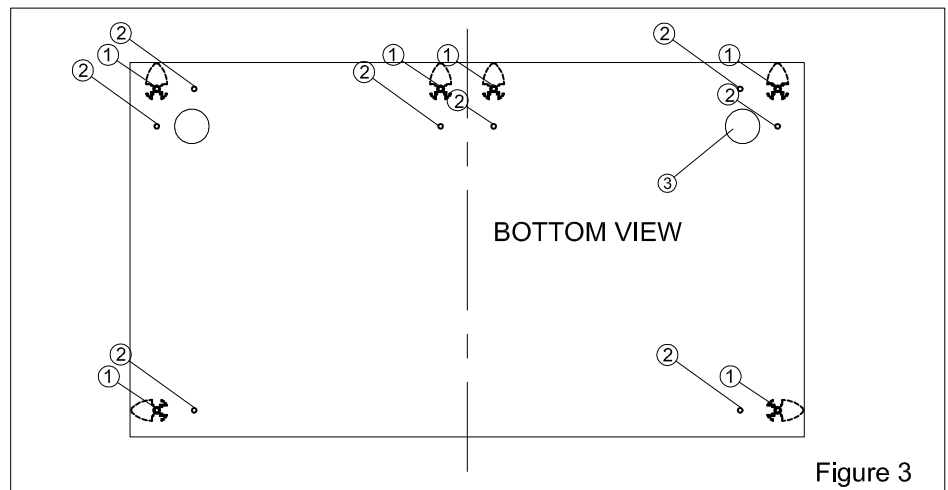
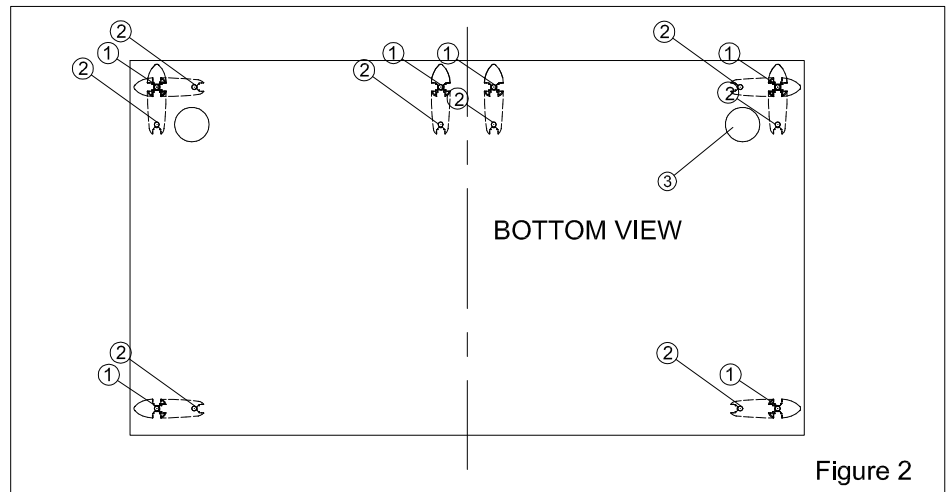
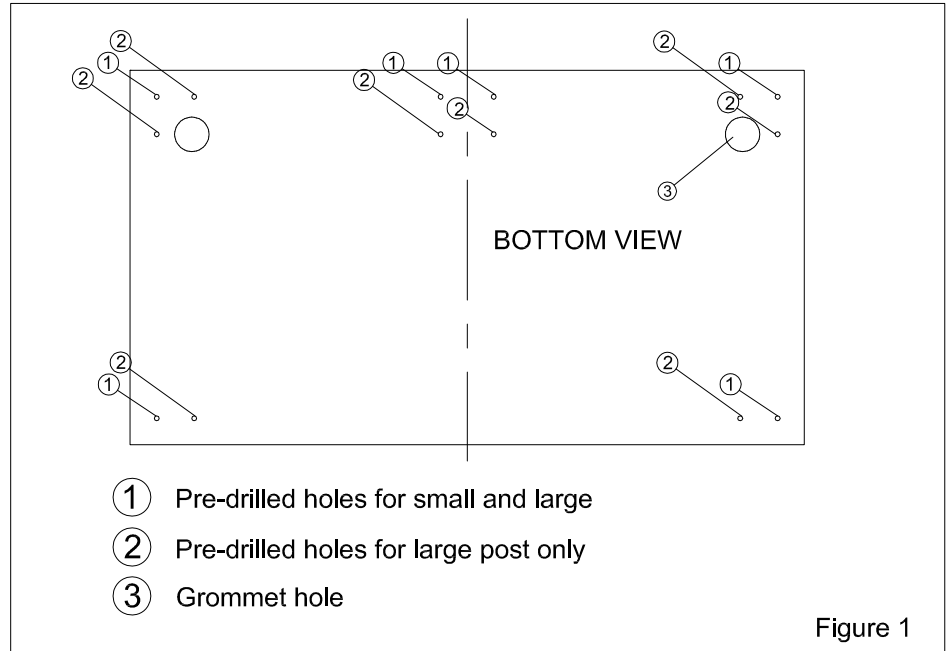
- Lock casters immediately after moving. Do not leave the casters unlocked when in use or storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. Exercise strong caution while moving these items.
- Use caution when abrupt level changes in the floor are present (such as a doorway or room threshold) as caster failure or tipping may result.
- Do not stand, sit or lean on mobile items for support. They are not intended for this use and personal injury or property damage may result.
- Mobile units that feature height-adjustable elements must be lowered to the minimum compressed height when moving to prevent instability. It is also recommended the user remove all computer equipment or other accessories to prevent possible weight imbalance or damage to equipment.
- Failure to follow the guidelines above may result in property damage or personal injury.

workspace definition

1. Pre-drilled locations, Figure 1.
2. Figure 2 shows how to position the large posts.
3. Figure 3 shows how to position the small posts.

IMPORTANT NOTES:

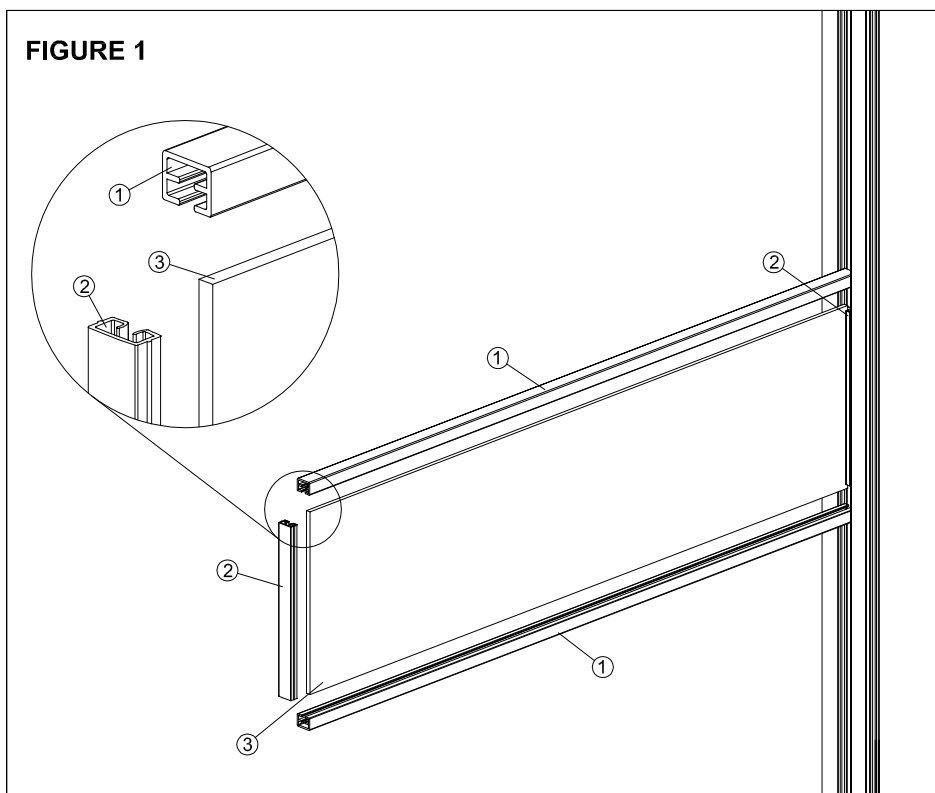
1. Do not drill all the pre-drilled holes, drill only where required as per furniture layout configuration.
2. Check the layout for post positioning, see figures 2 & 3.
3. Large posts are for hutches only.



screen definition

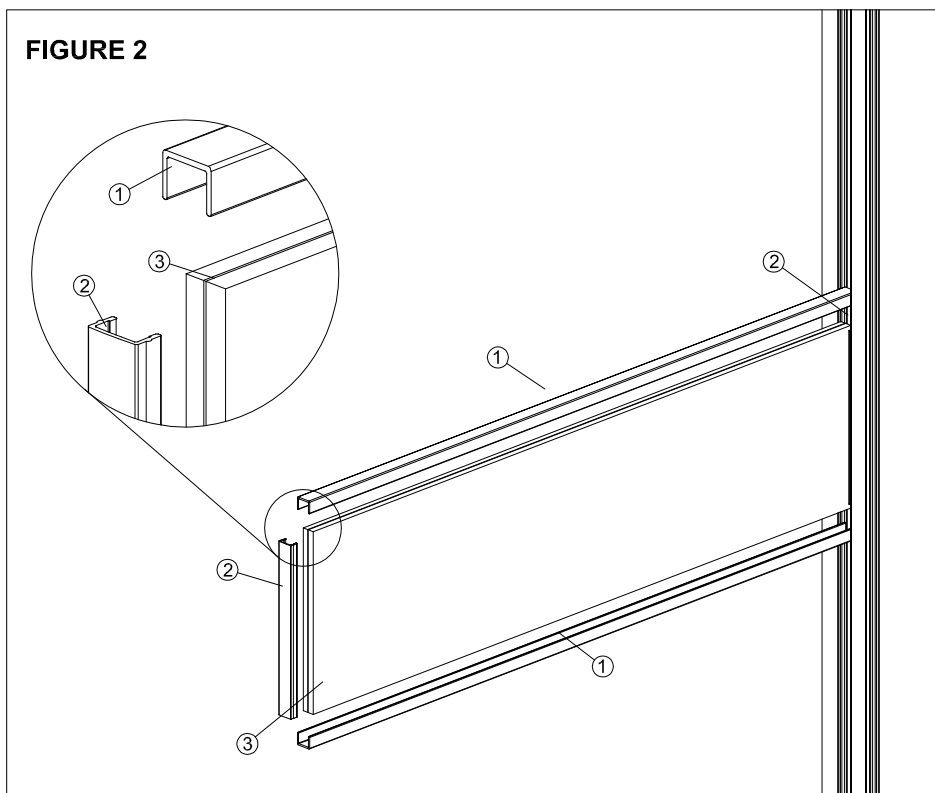
GLAZED SCREEN

1. Glazed screen extrusion
2. Glazed screen gasket
3. Glazed screen



FABRIC SCREEN

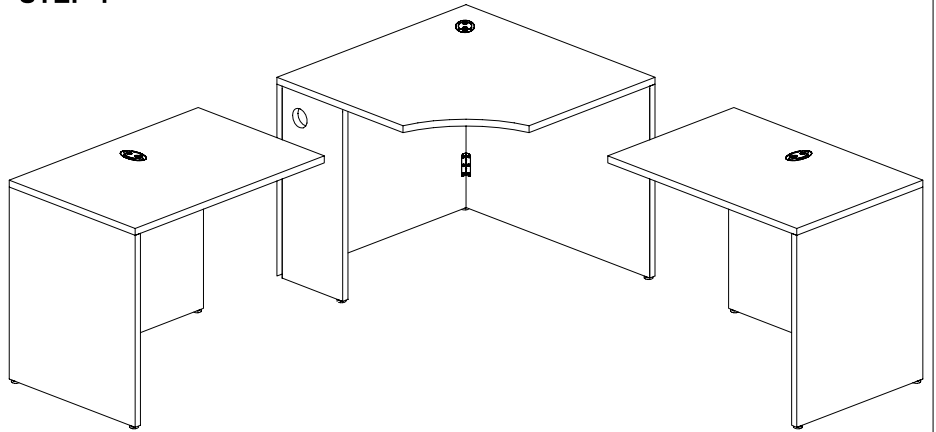
1. Screen extrusion
2. Screen gasket
3. Fabric screen



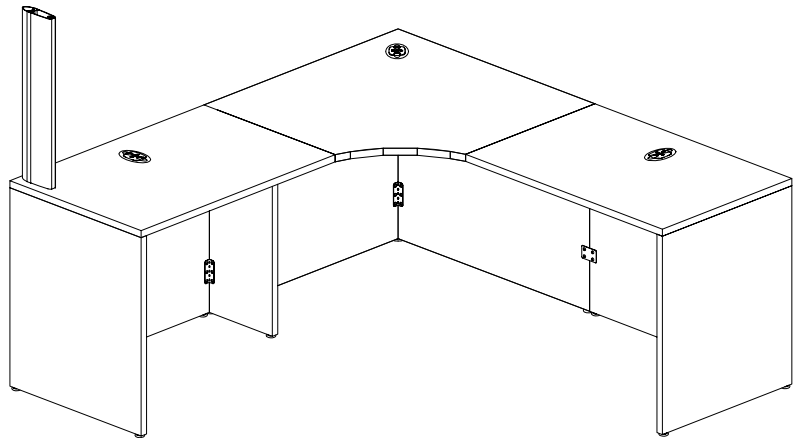
installation sequence

1. Assemble / join the bridges, desks, and return worksurfaces together. Refer to METROPOLIS INSTALLATION GUIDE.
2. Install the post at the worksurface accordingly. Start from the end of the station and work outwards.
3. Install screens.
4. Follow steps 2 and 3 to install the other posts and screens.

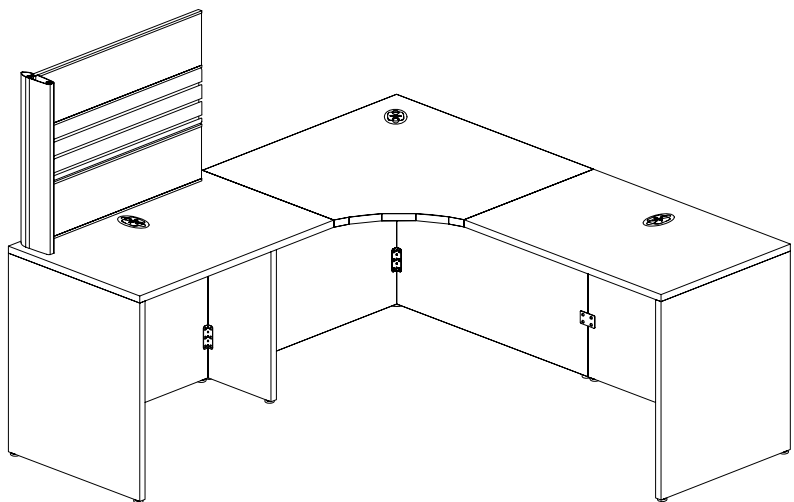
STEP 1



STEP 2

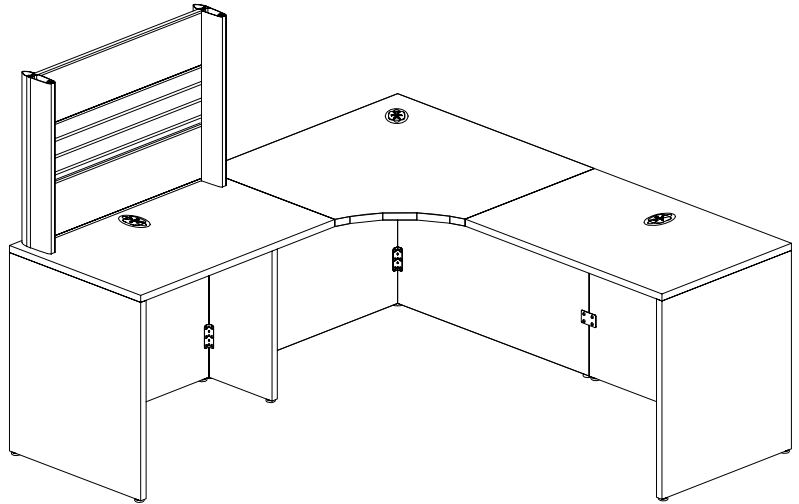


STEP 3

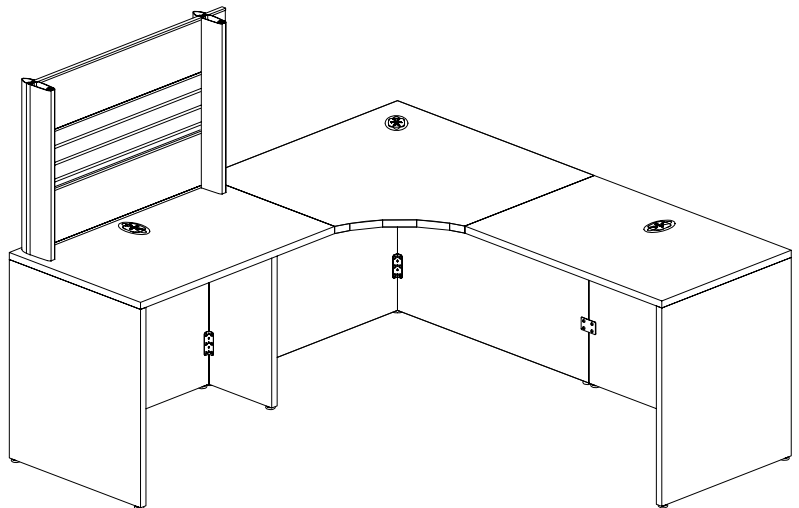


installation sequence (cont'd)

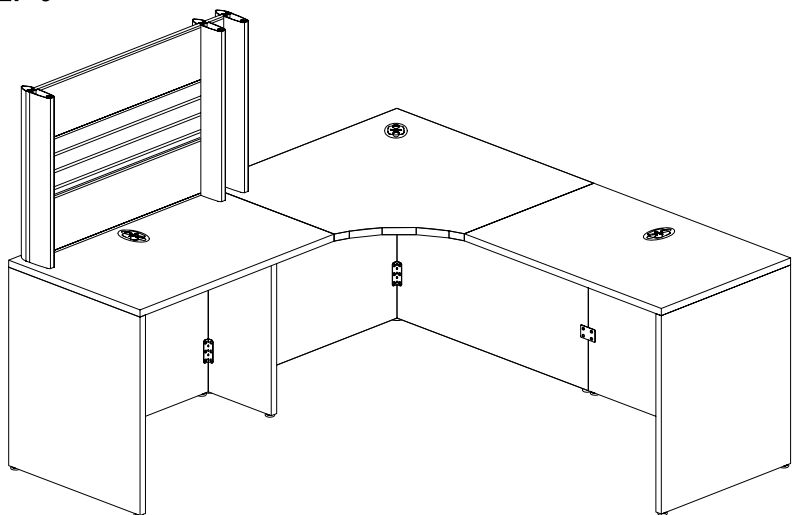
STEP 4



STEP 5

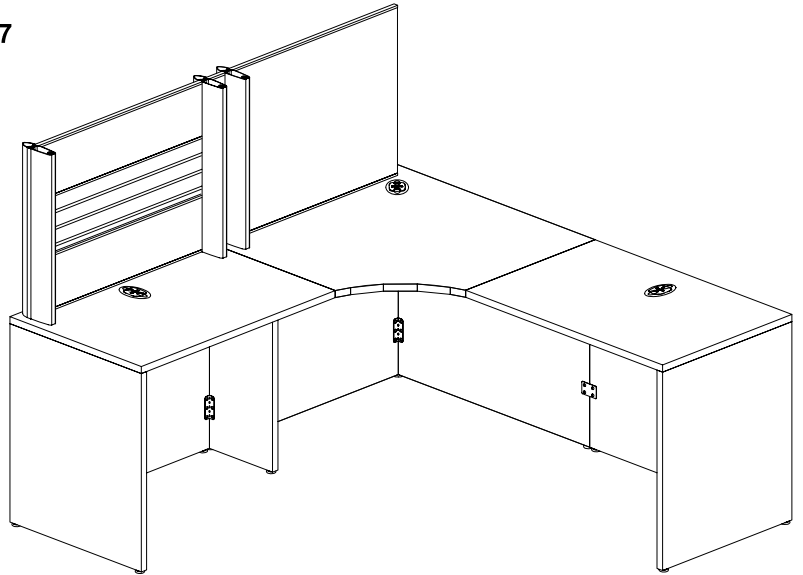


STEP 6

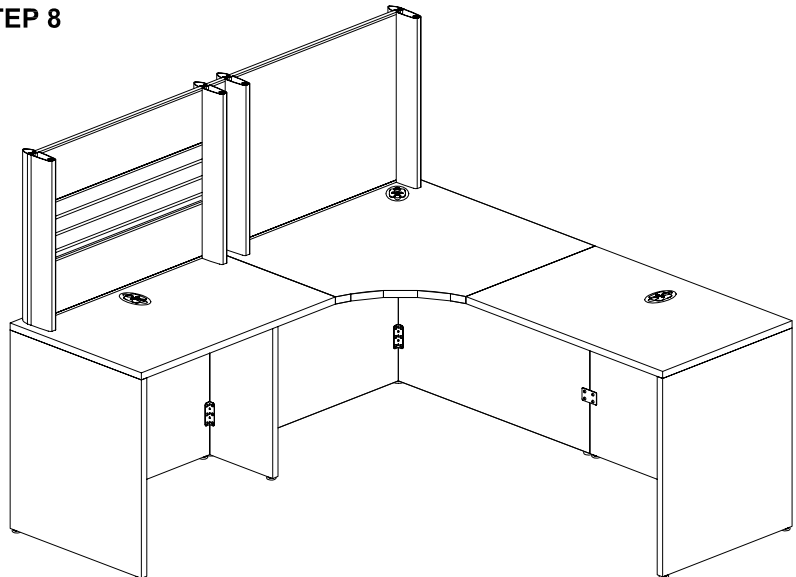


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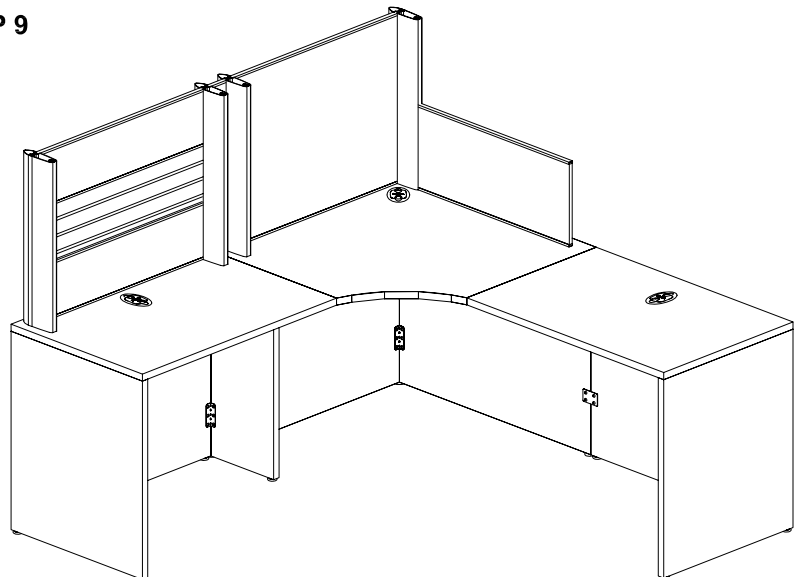
STEP 7



STEP 8

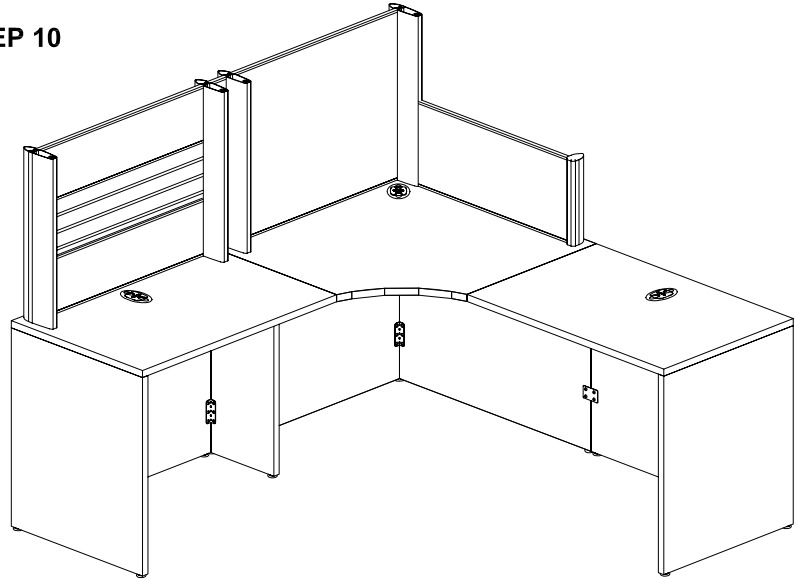


STEP 9

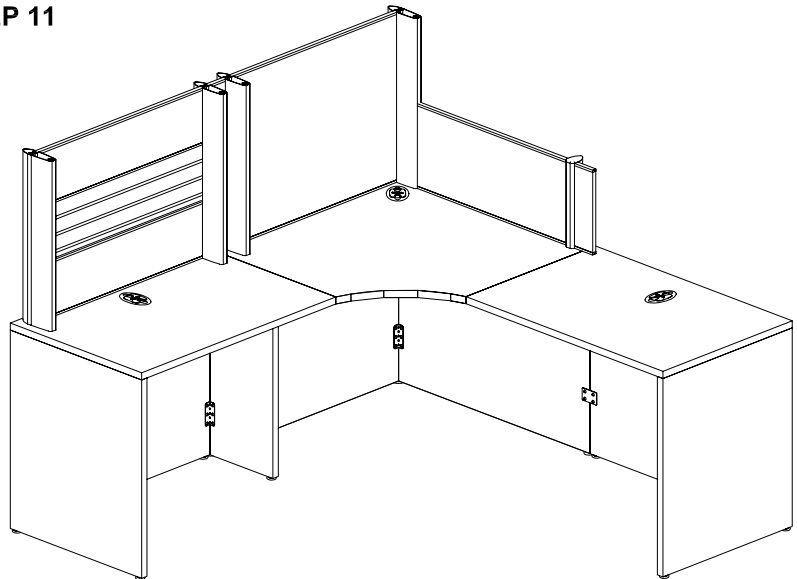


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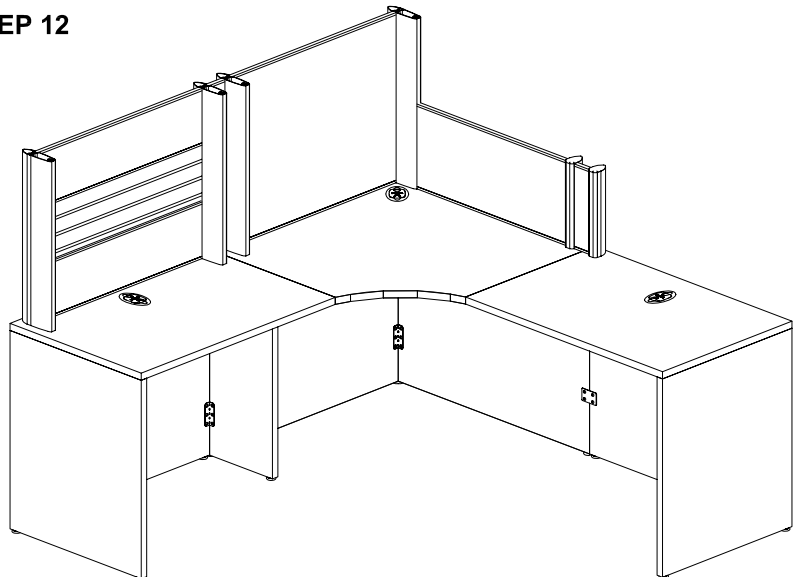
STEP 10



STEP 11

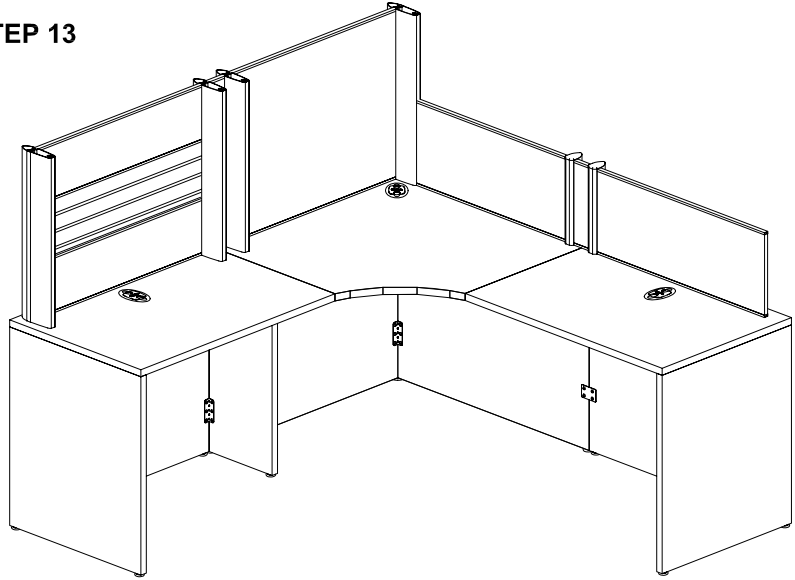


STEP 12

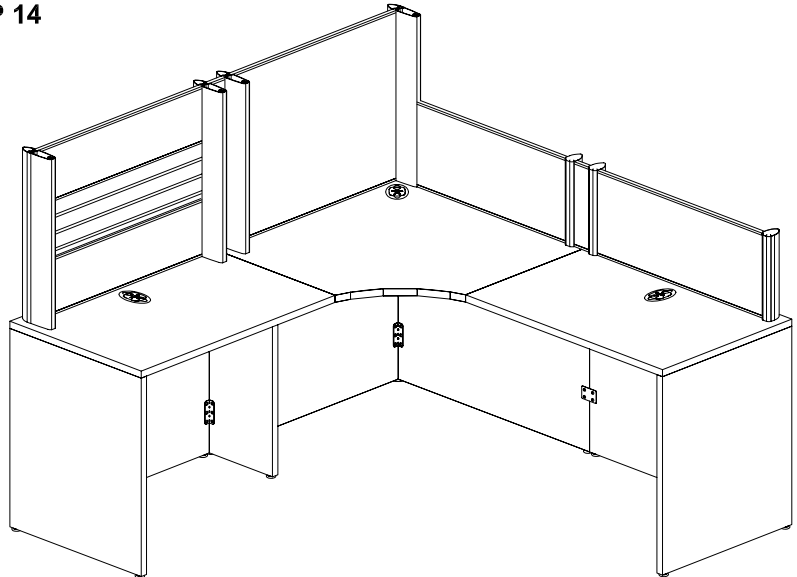


installation sequence (cont'd)

STEP 13



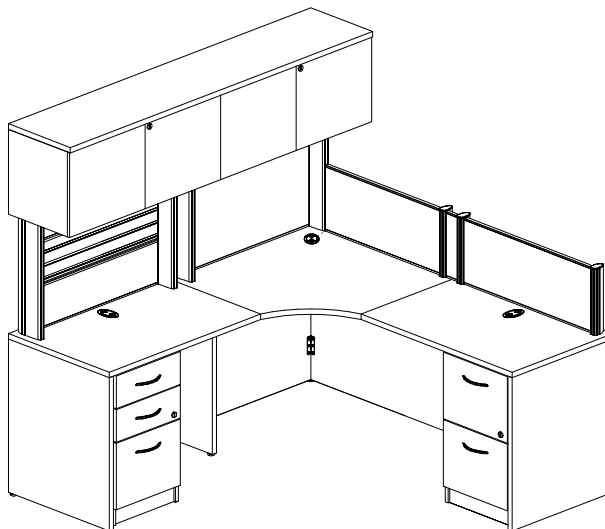
STEP 14



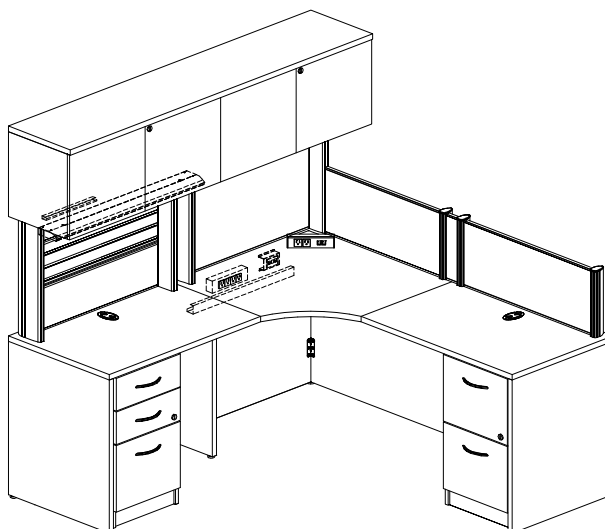
installation sequence (cont'd)

4. Install the storage hutches and pedestals.
5. Mount electrics, wire managers and the power / data boxes.
6. Install work organizers and accessories.

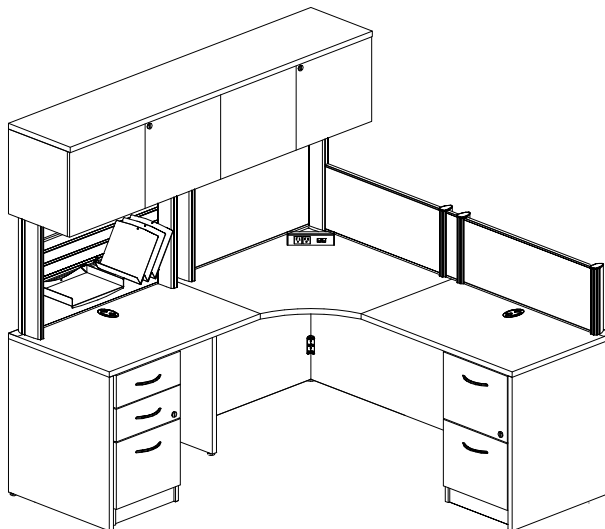
STEP 4



STEP 5



STEP 6



connecting adjoining surfaces without overhead storage

1. Identify the adjoining worksurface units without large posts and overhead storage units.
2. Position the straight return beside the 5-sided corner; level and adjust glides if necessary, (Figure 1).
3. Attach the surfaces together with the intermediate cantilever arm and two mending plates using 1-inch oval head screws. (Figure 2).

FIGURE 1

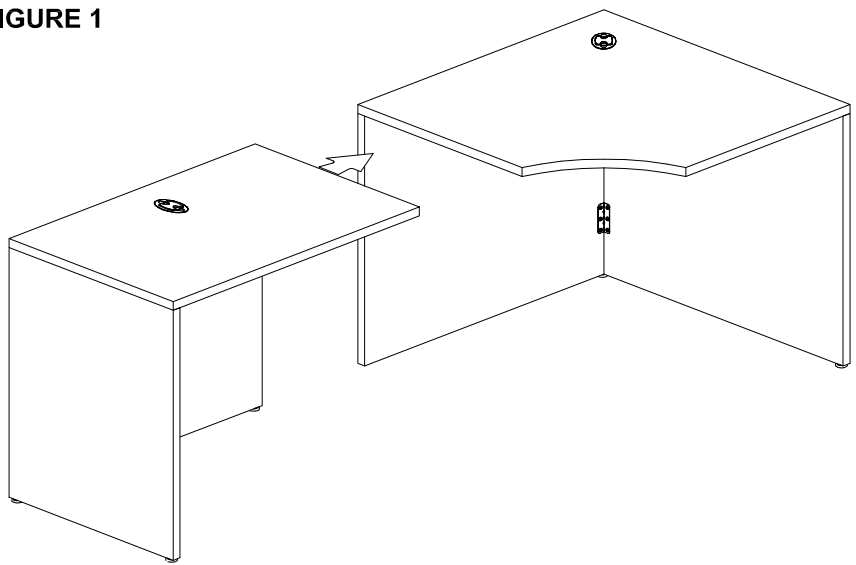
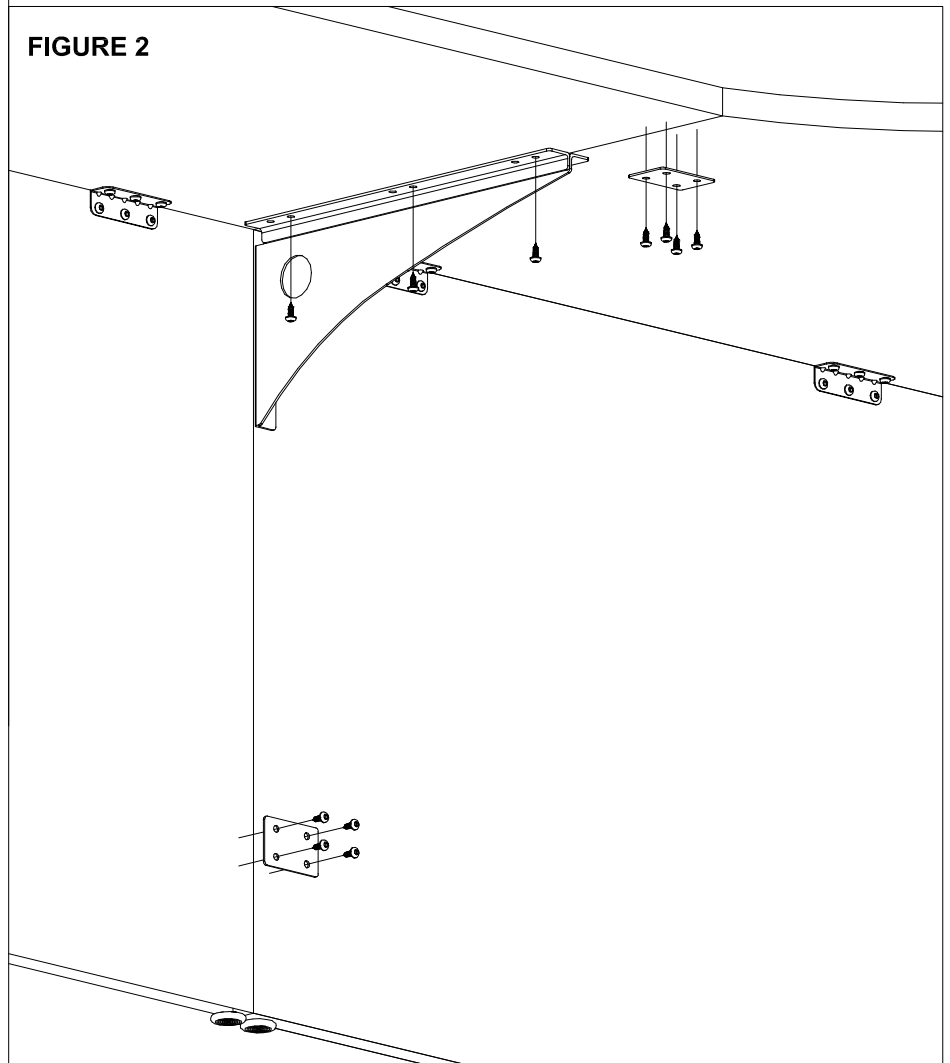
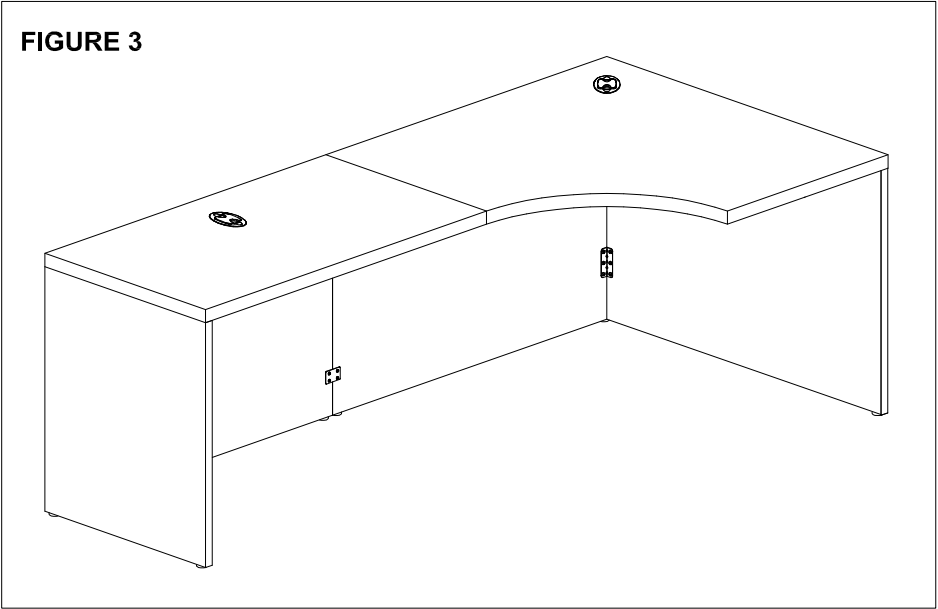


FIGURE 2

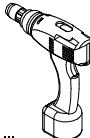
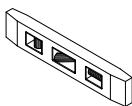

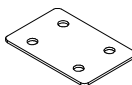
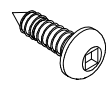


connecting adjoining surfaces without overhead storage (cont'd)

3. Figure 3 shows the two parts assembled.



tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 2, mending plate	 16, 1" oval head screw
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connecting adjoining surfaces with overhead storage

1. Identify the adjoining worksurface units with large posts and overhead storage units.
2. Position the straight return beside the 5-sided corner; level and adjust glides if necessary, (Figure 1).
3. Attach the surfaces together with two mending plates and a 6-hole metal bracket using 1-inch oval head screws. Attach the modesties with two 6-hole metal brackets using 1-inch oval head screws, (Figure 2).

FIGURE 1

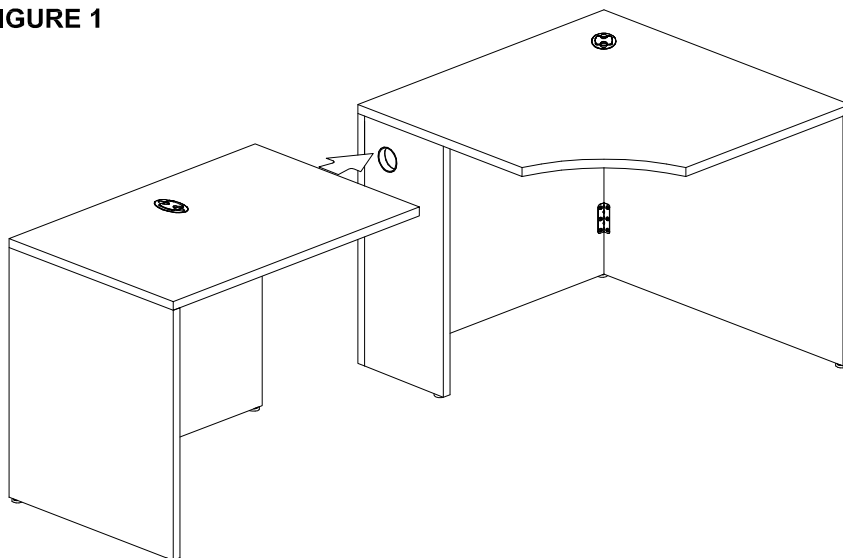
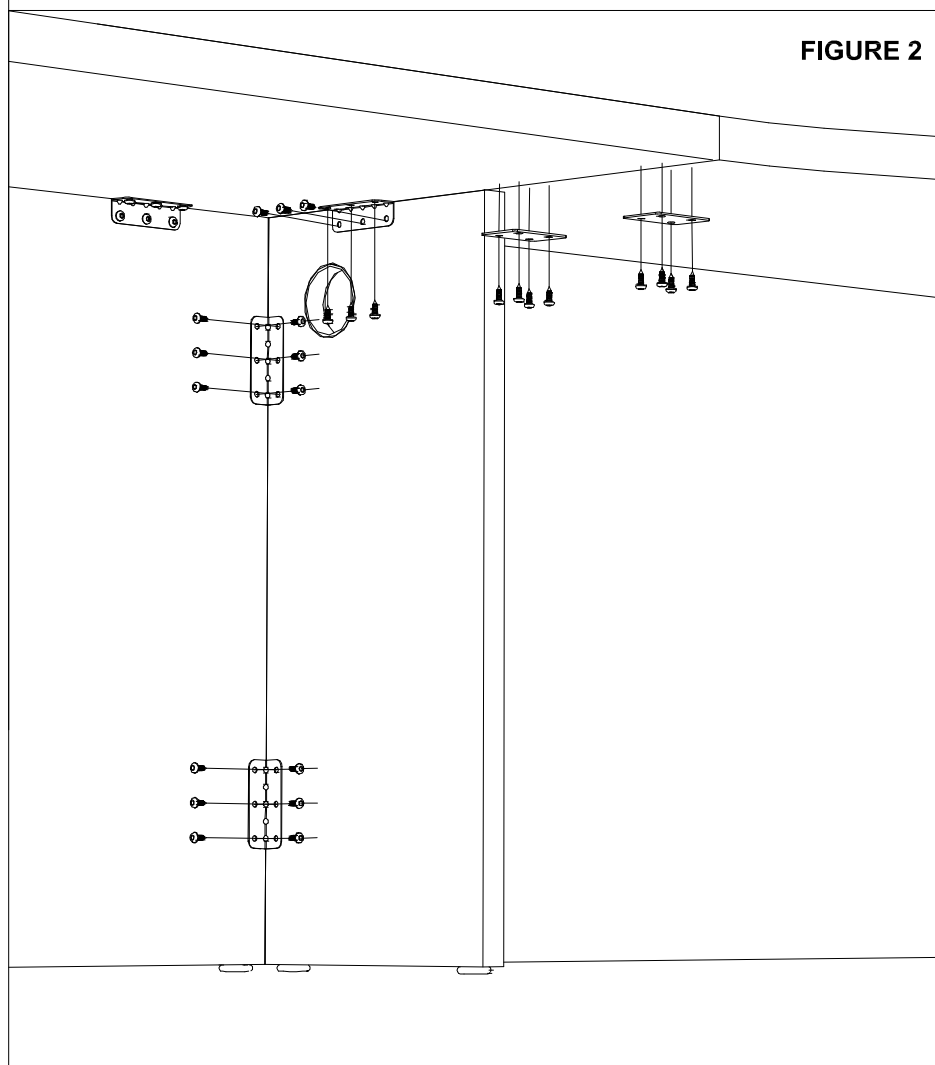
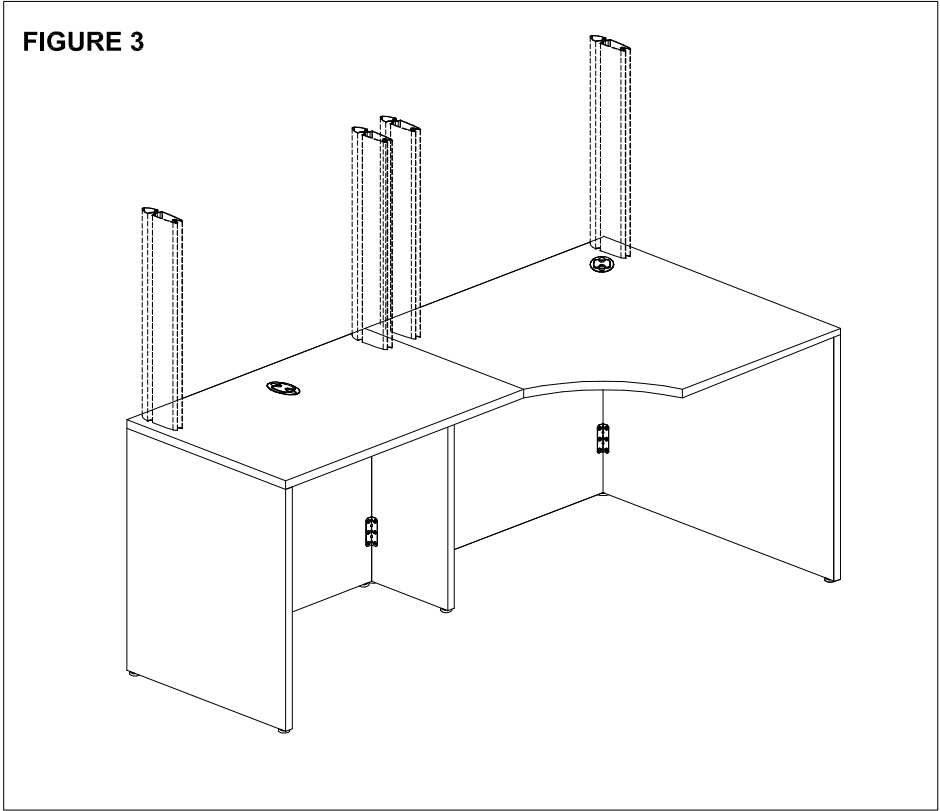


FIGURE 2

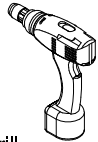
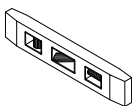

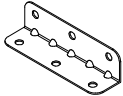
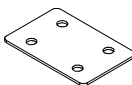
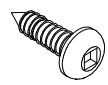


connecting adjoining surfaces with overhead storage (cont'd)

3. Figure 3 shows the two parts assembled.

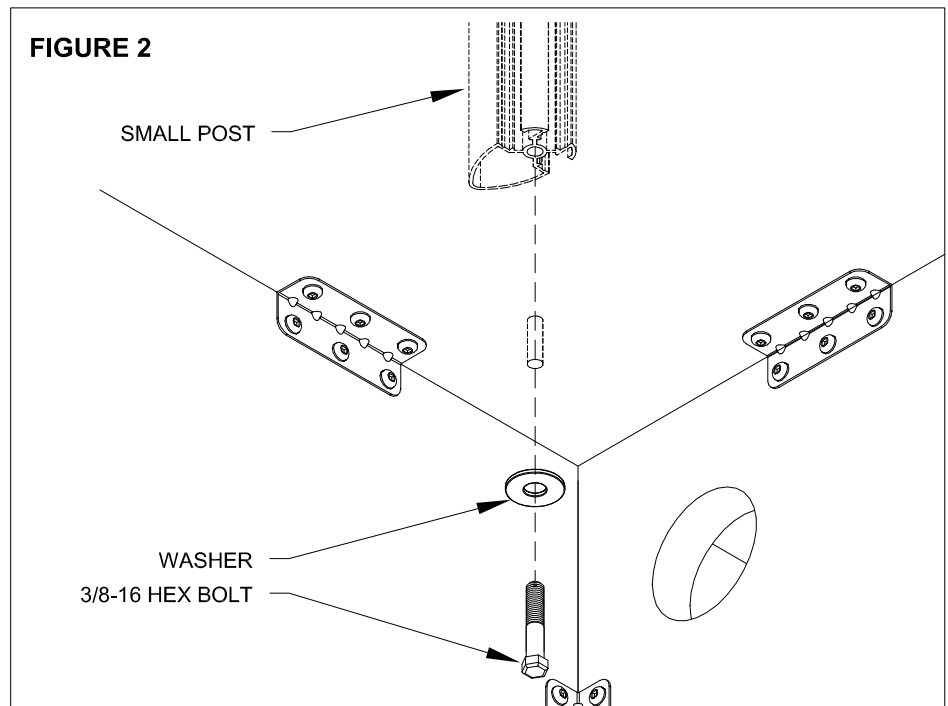
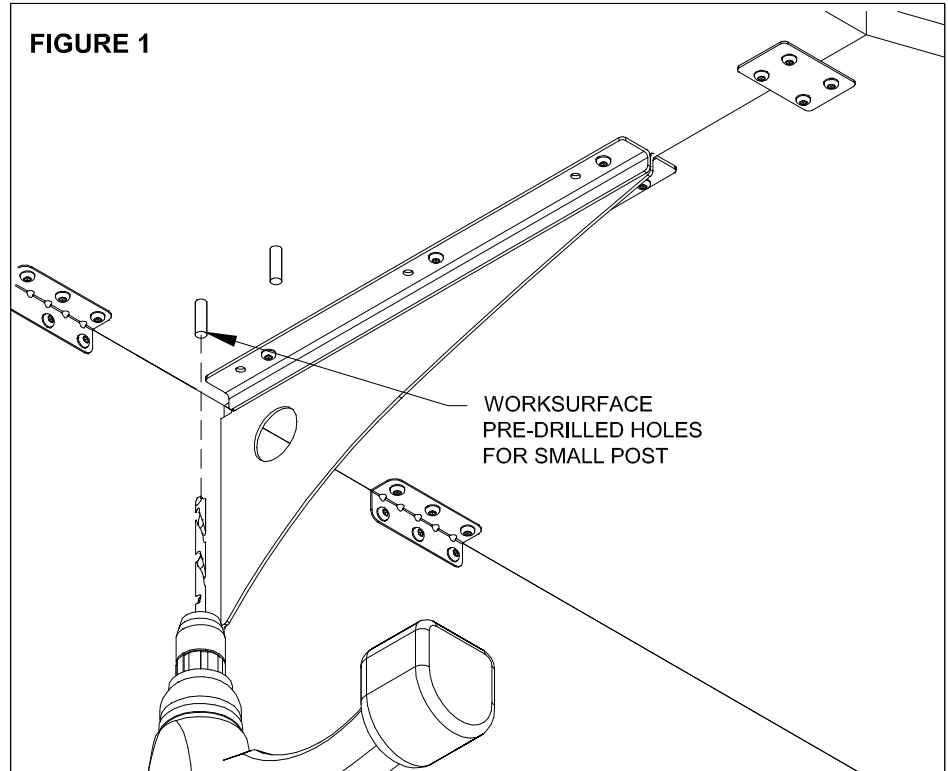


tools & hardware needed

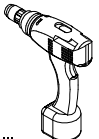
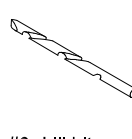
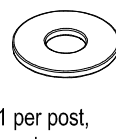
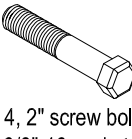
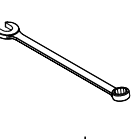
					
drill	torpedo level	#2 Robertson long bit	3, 6-hole metal bracket	2, mending plate	26, 1" oval head screw

small post to surface

1. Drill through the pre-drilled holes for the small post on the worksurface using #8 drill bit, (Figure 1).
2. Secure the small post to the worksurface with a 3/8-16 hex bolt with washer, but do not tighten, (Figure 2).

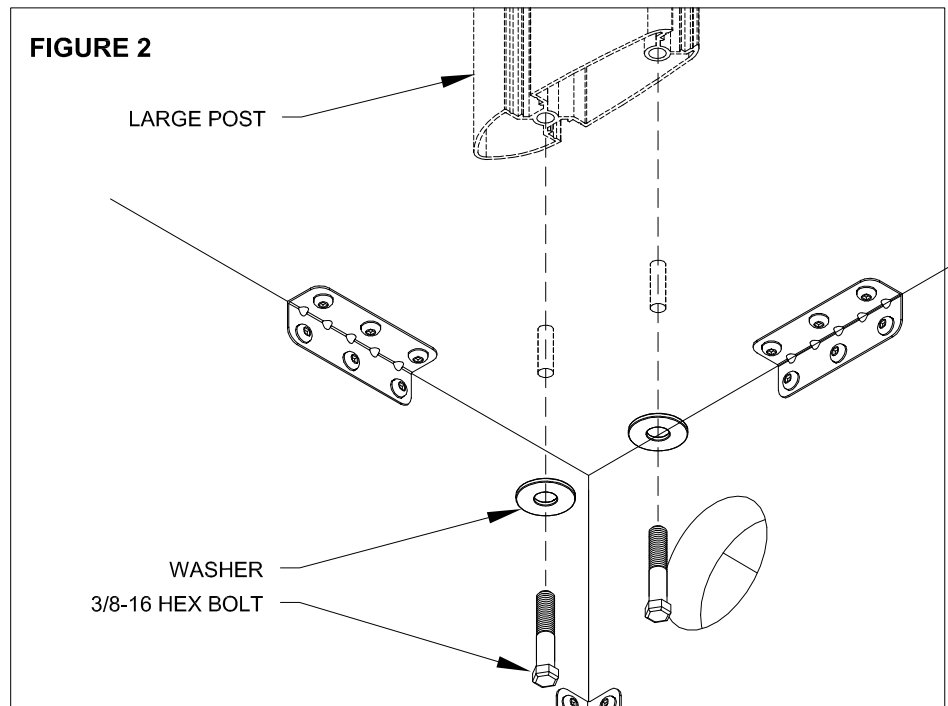
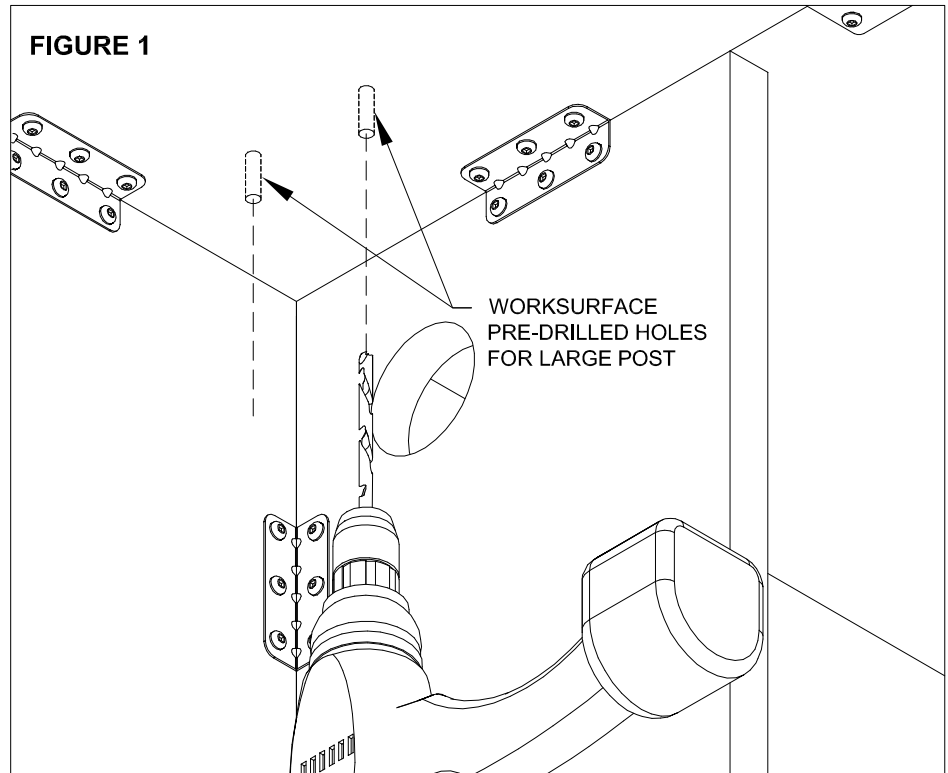


tools & hardware needed

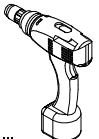
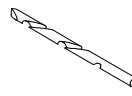
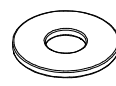
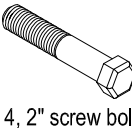
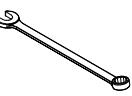
				
drill	#3 drill bit	1 per post, washer	4, 2" screw bolt 3/8"-16 socket	box wrench

large post to surface

1. Drill through the pre-drilled holes for the large post on the worksurface using #8 drill bit, (Figure 1).
2. Secure the large post to the worksurface with two 3/8-16 hex bolt with washer, but do not tighten, (Figure 2).

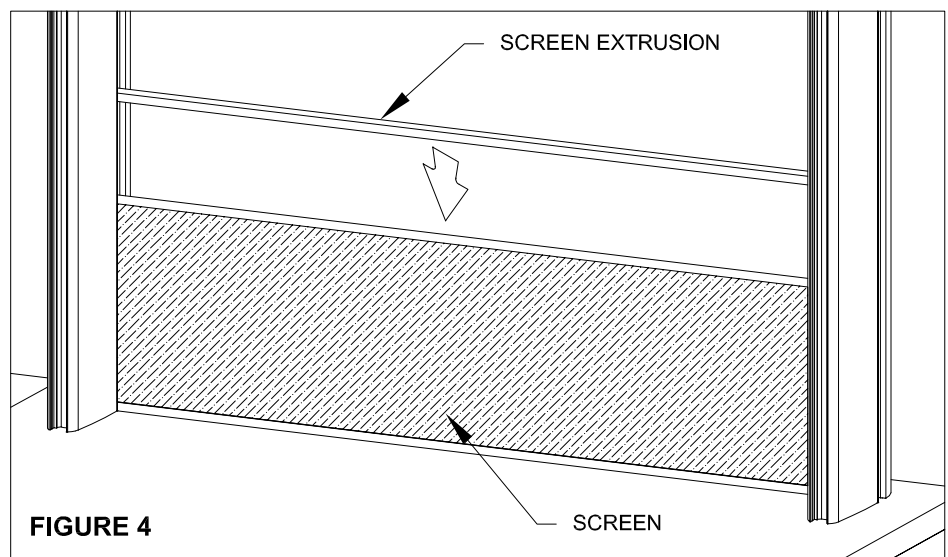
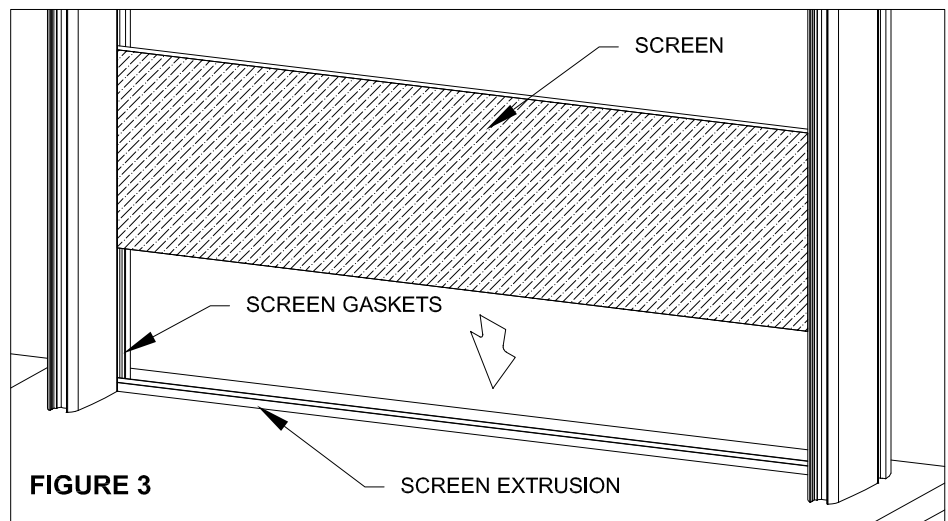
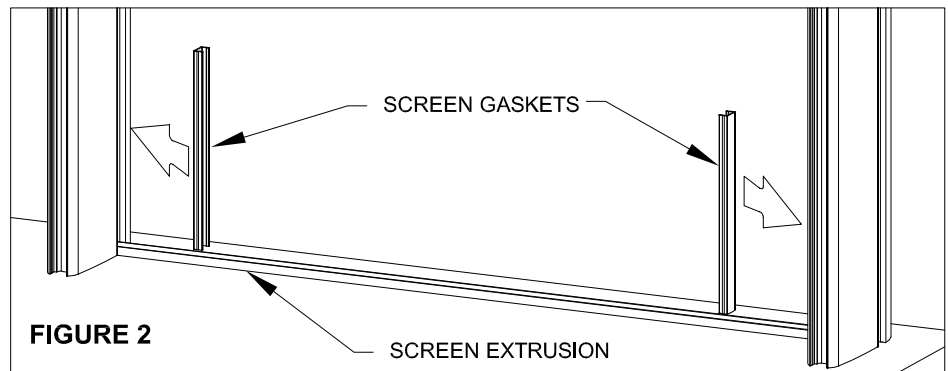
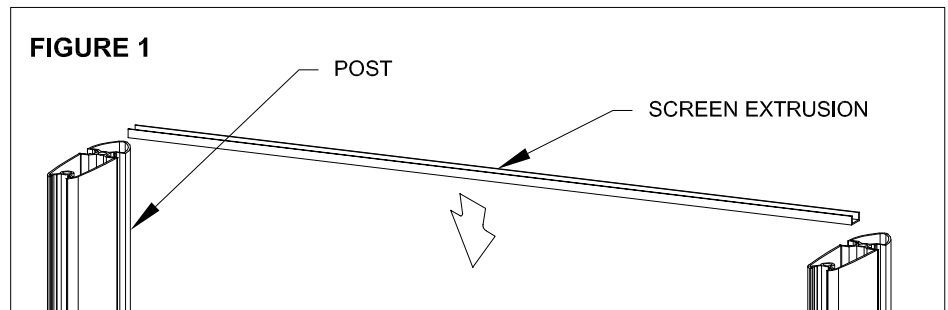


tools & hardware needed

				
drill	#3 drill bit	2 per post, washer	4, 2" screw bolt 3/8"-16 socket	box wrench

screen installation

1. Make sure the posts are not tightly secured to the worksurface.
2. Slide the screen extrusion in between the posts, (Figure 1).
3. Insert the appropriate screen gaskets to the post grooves, (Figure 2).
4. Slide the tile into the screen gaskets within the posts, (Figure 3).
5. Slide the screen extrusion on top of the tile, (Figure 4).
6. Repeat steps 2-5 until all screens are in position and use the post top cap for small posts.
7. Tighten the post bolts using the box wrench after all screens are installed in the unit.



NOTE:

- > Accessory tiles do not require tile gaskets and tile extrusions.

counter top installation

1. Identify the location where the counter top is located and replace the post top cap with the post cap with hole, (Figure 1).
2. Secure the counter top with the threaded counter top cap, hand tighten all caps, (Figure 2).

FIGURE 1

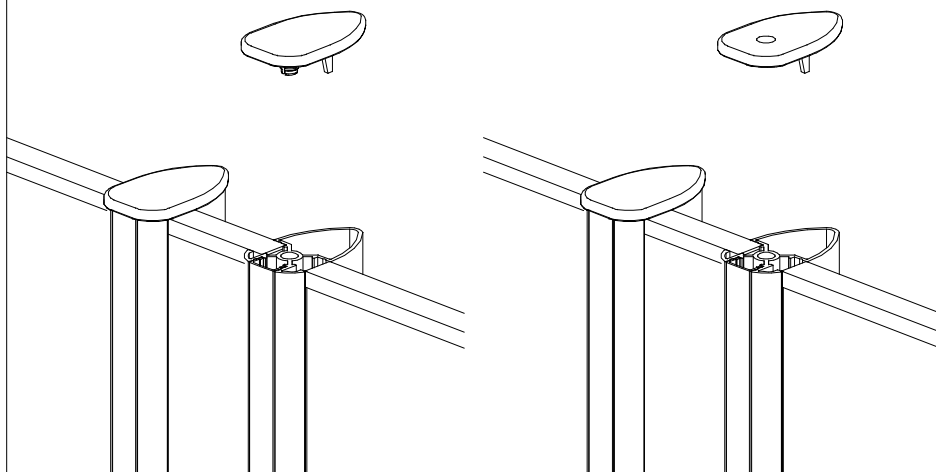
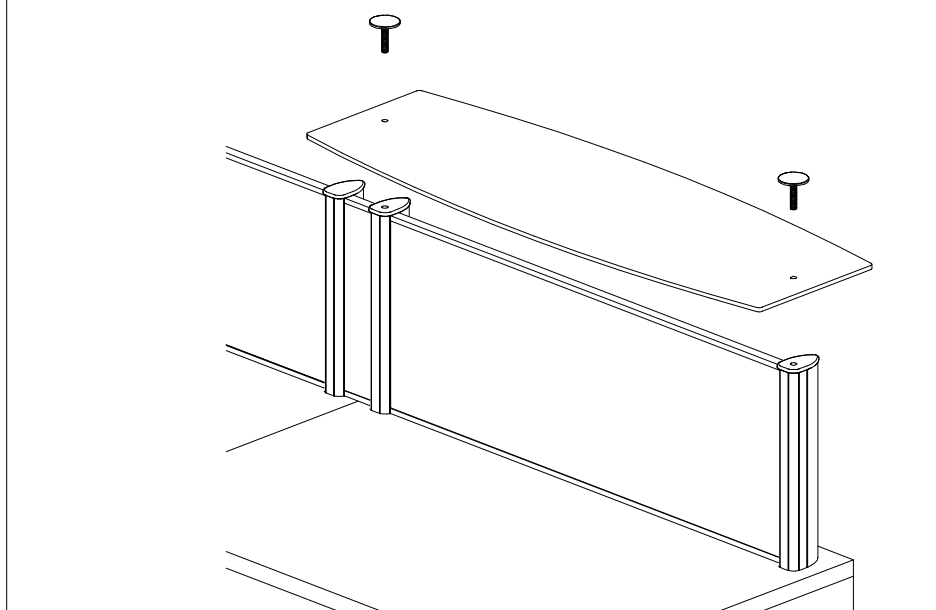


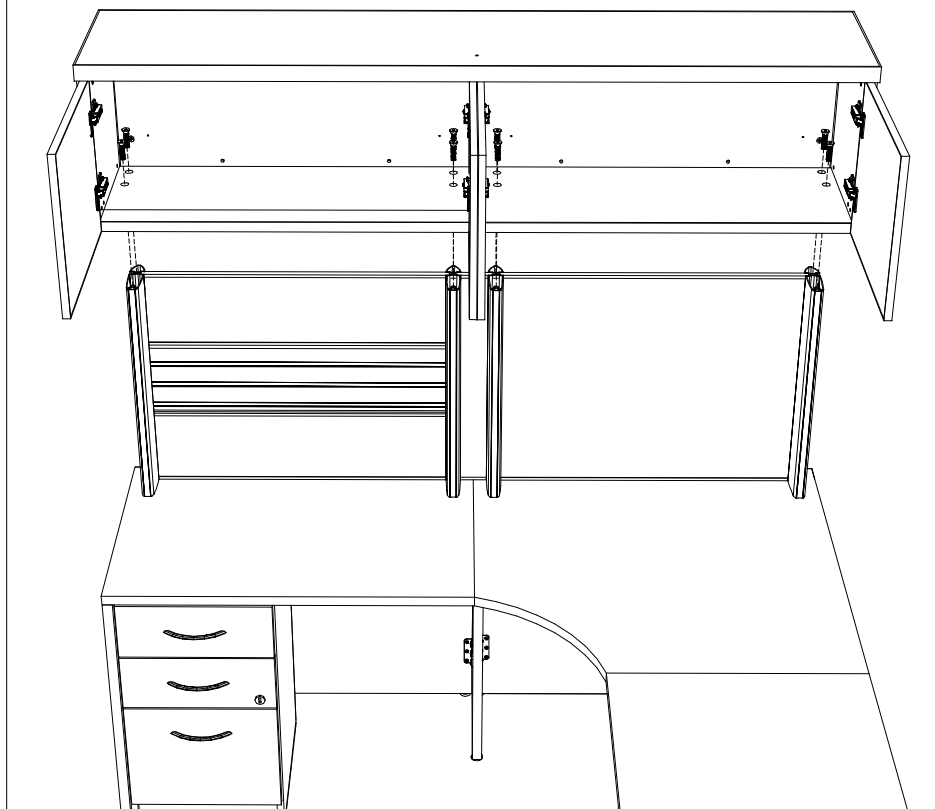
FIGURE 2



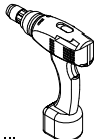
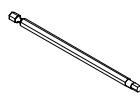
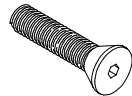

hutch to post installation

1. Align the hutch holes to the large posts and secure with two - 2 inches screw bolt 3/8 inch-16 hex head, (Figure 1).
2. Stick the fast caps to the exposed screw heads.

FIGURE 1



tools & hardware needed

			
drill	6" hex bit	4, 2" screw bolt 3/8"-16 hexhead	4, fast cap

task light attachment to hutch

1. Remove the diffuser and fluorescent bulb, (Figure 1).
2. Secure the task light body to the bottom of the hutch with two, 11/16-inch screw using #2 Robertson bit, (Figure 2).
3. Re-install the fluorescent bulb and diffuser.

FIGURE 1

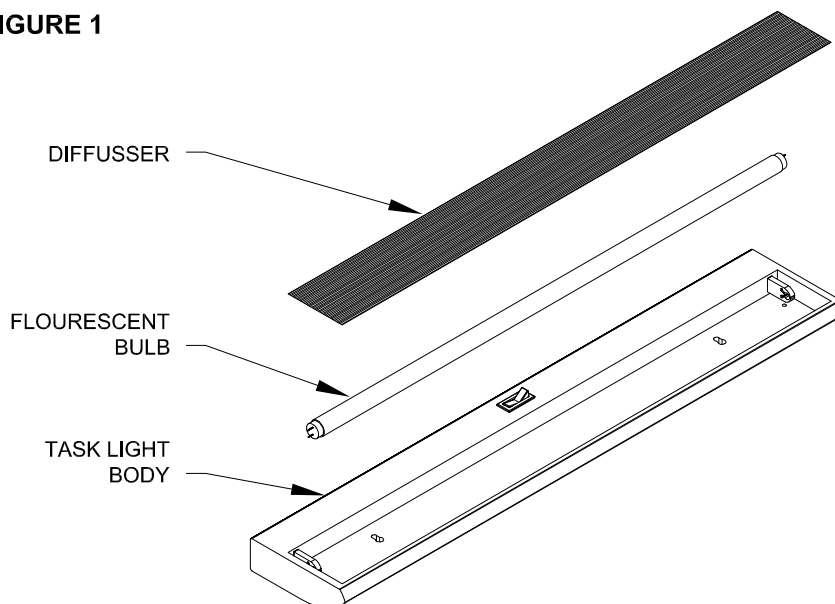
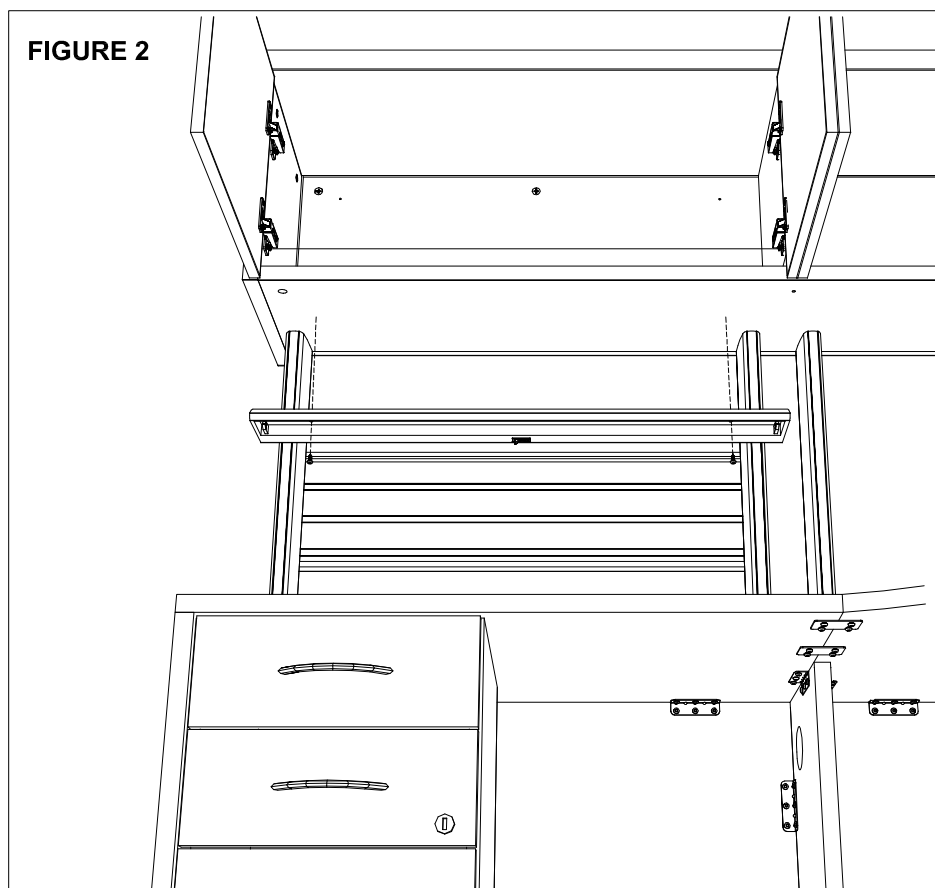
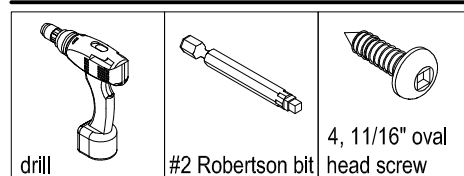


FIGURE 2

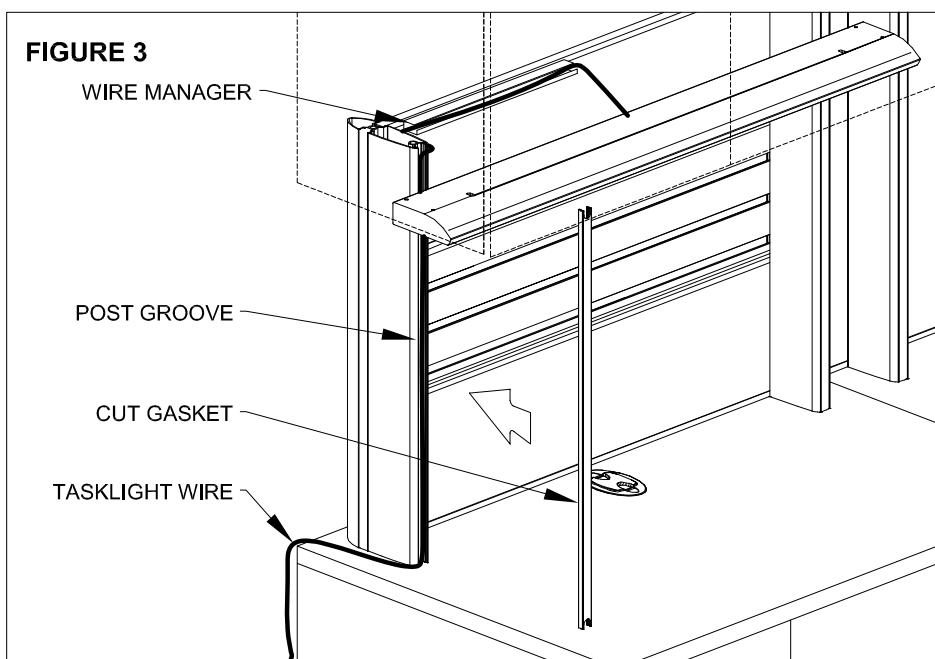
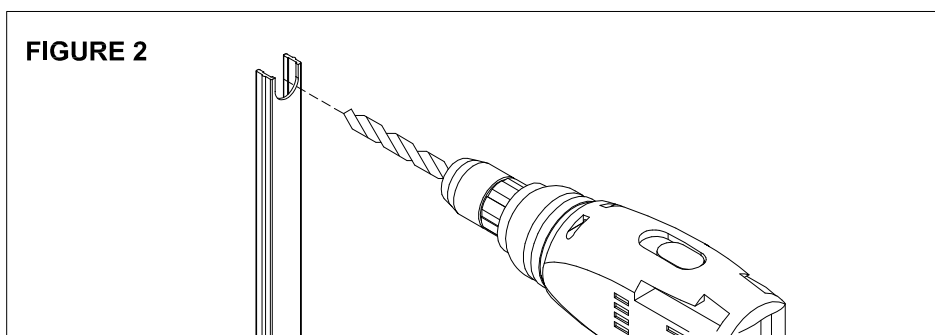
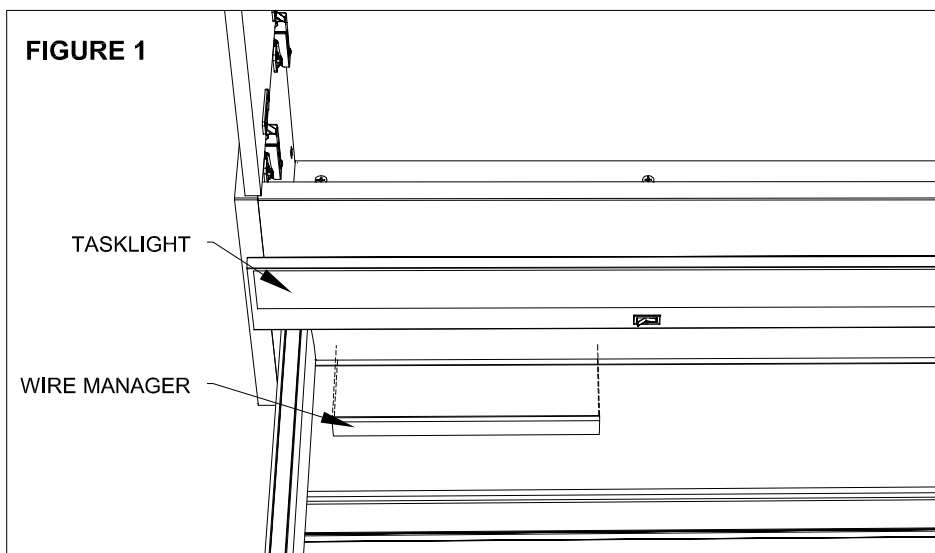


tools & hardware needed



tasklight wire management

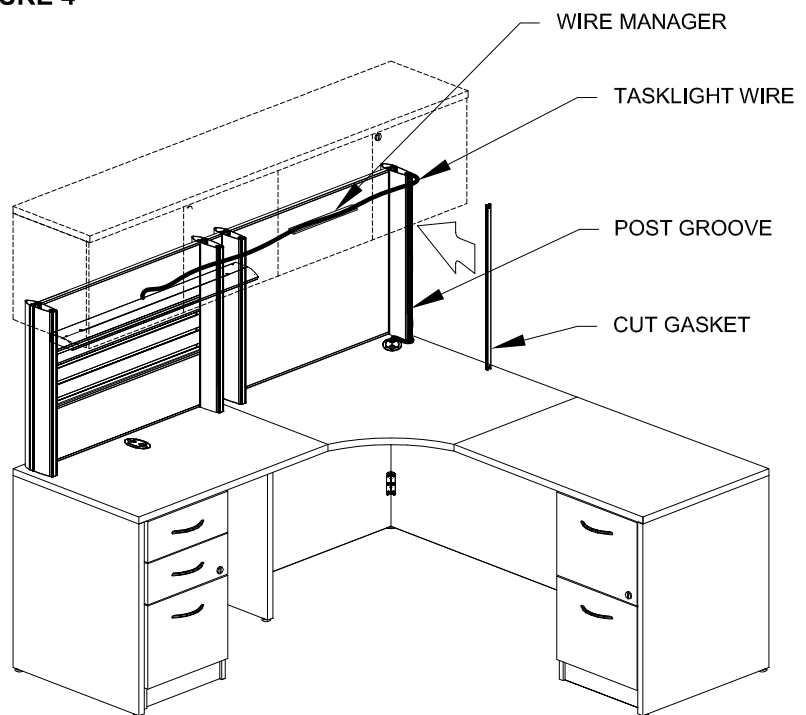
1. Attach the wire manager behind the tasklight, using double-sided tape, (Figure 1).
2. Drill a hole on both ends of the gasket and cut to a "U" shape, (Figure 2).
3. Insert the tasklight wire in the wire manger and into the post and re-place gasket to the post, (Figure 3).



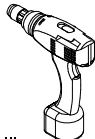
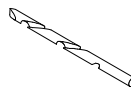
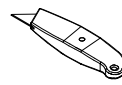

tasklight wire management (con't)

4. Figure 4 shows a station, with the tasklight wire guided to the 5-sided corner workspace grommet hole.

FIGURE 4

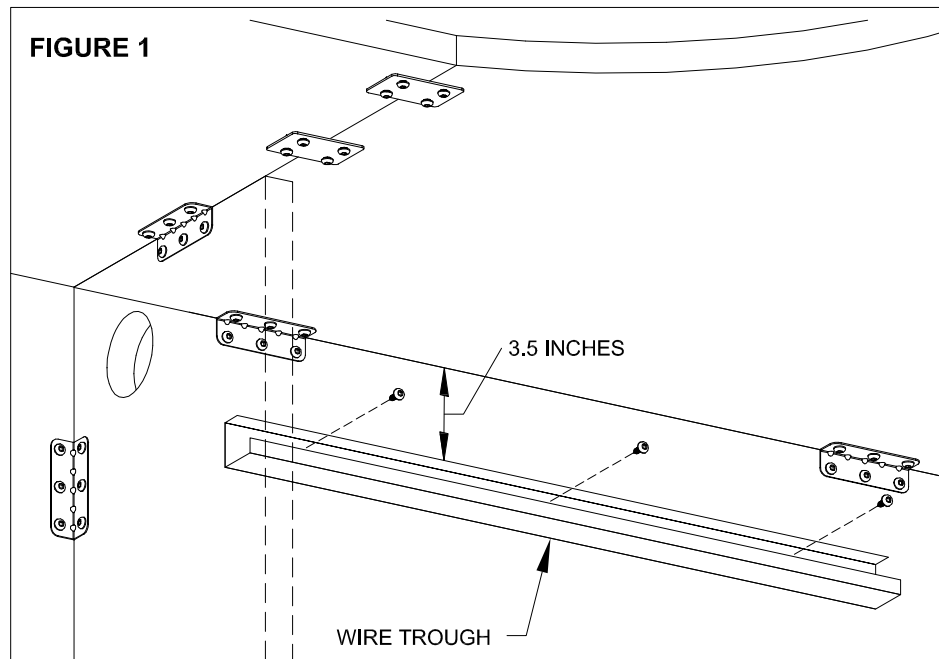


tools & hardware needed

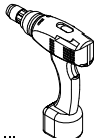
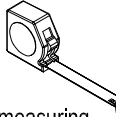

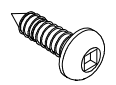
			
drill	#3 drill bit	utility cutter	double-sided tape

wire trough installation

1. Measure 3 1/2 inches from the bottom of the worksurface and secure where the wire trough is located secure with three 11/16-inch oval head screws, (Figure 1).

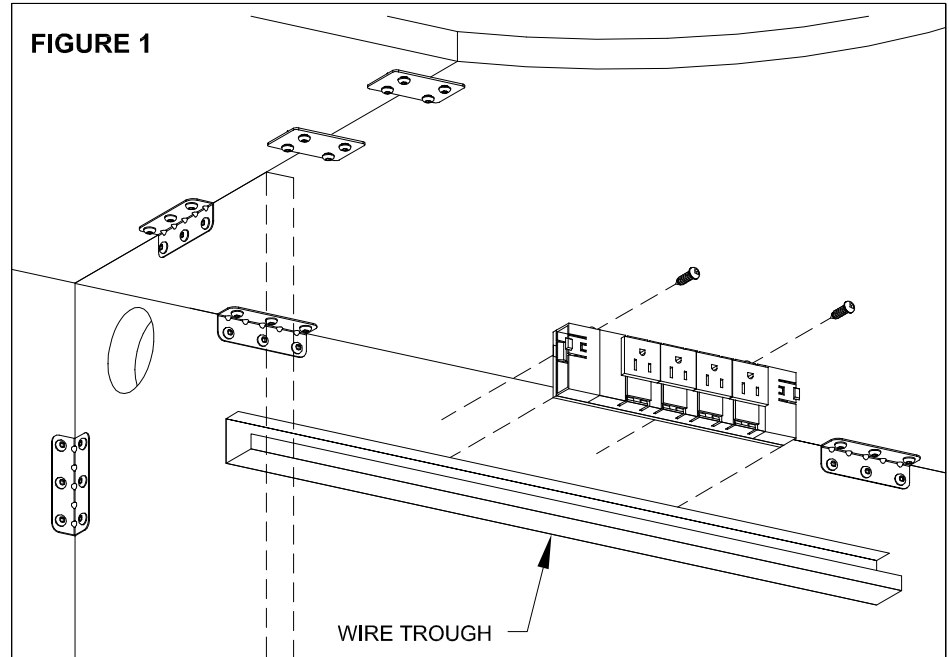


tools & hardware needed

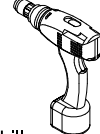

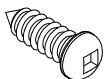
			
drill	measuring tape	#2 robertson long bit	4, 11/16" oval head screw

power box installation

1. Position the power box above the wire trough and secure with two #6, 1-inch oval head screws, (Figure 1).

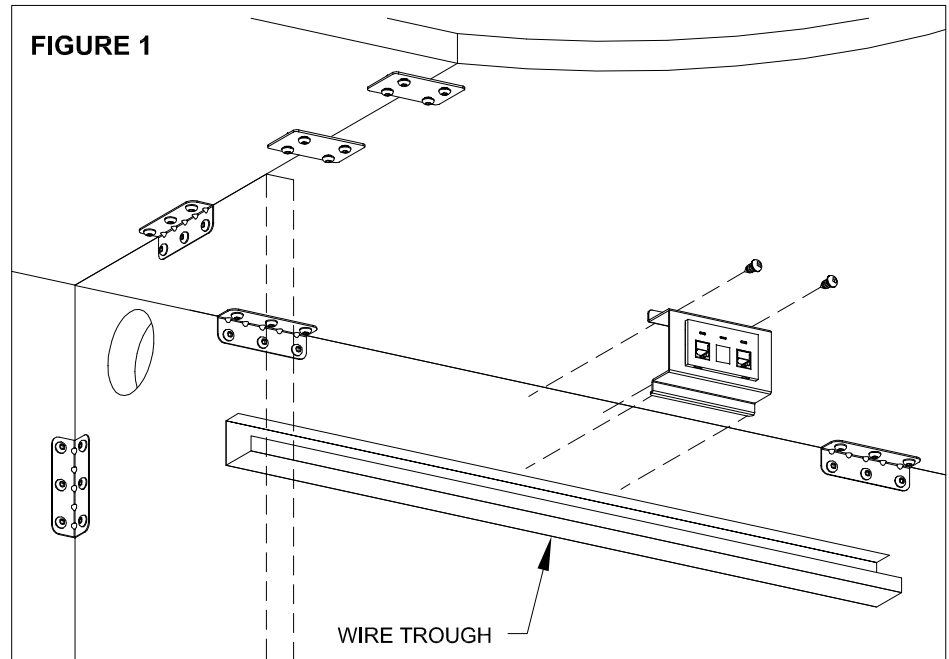


tools & hardware needed

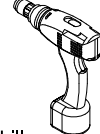


 drill	 #2 robertson long bit	 2, #6; 1" oval head screw
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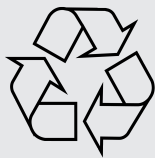
data box installation

1. Position the data box above the wire trough and secure with two #6, 5/8-inch oval head screws, (Figure 1).



tools & hardware needed

 drill	 #2 robertson long bit	 2, #6; 5/8" oval head screw
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