tayco®

Kubo
Personal Tower
installation guide

June 2026

for more information, contact Installation Service
toll-free I 1.800.675.4092
Mon - Fri I 8:30 am – 5:00 pm EST
www.tayco.com

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 pull or tear and the appearance may be permanently affected. Professional steam cleaning is recommended.

MESH

To remove dust particles, clean with a damp cloth. Do not use an excessive amount of water. For minor stains and marks, use water-based fabric solvent, applying light pressure, to lift the dirt and stain.

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 Zep Heavy-Duty Citrus Degreaser® , Cabinet Magic® or Countertop Magic®.

ACRYLIC TILES AND PANELS

Dust regularly to keep surfaces free of dust particles. Cleaning of acrylic products were tested on uncoated sheets. Clean any dirt or stain with a damp microfiber cloth. Dry the area using a dry microfiber cloth. The use of paper cloths, 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, window cleaners, or disinfectants as their chemical compositions may alter and/or permanently affect the surface appearance. Generally speaking soap and water, pharmacy grade hydrogen peroxide, household grade bleach, and isopropyl alcohol - diluted with water at 30% strength work best as disinfectants on acrylic. When disinfecting or sanitizing acrylic proper procedures should be taken along with the use of personal protective equipment.
*Because manufacturers sometimes change their formulas without notification, compatibility in perpetuity can not be presumed. These suggestions are based on information we believe to be reliable. They are offered in good faith, but without guarantee as conditions and methods of use are beyond our control.

TEMPERED GLASS

Wipe tempered glass with a mild soap or detergent and lukewarm water. Use a clean soft cloth, applying only light pressure. Rinse with clean water and dry by blotting with a damp cloth.

VINYL / EDGE TRIM

To remove minor scuff marks and general dirt from bases and connectors, use warm water and a soft cloth. Do not use harsh abrasive cleaners, as they may cause permanent scratches on the surface.

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.

POLISHED CHROME

Maintain the luster on polished chrome products by gently cleaning with liquid soap and warm water solution. Gently dry and polish the chrome with a clean, soft cloth or rag that is free of any abrasive debris. To buff and polish further, use a commercial chrome cleanser and/or polish to enhance the shine and look. Do not use abrasive cleaners or products, as they may permanently alter the surface appearance.

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 hazard.
- Always load the heaviest files in the bottom drawer.

HEAVY LOAD

- Some products must be anchored to wall to ensure stability & safety.
- It is the owner and installers responsibility to ensure that the wall type and construction is of sufficient strength to carry the 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 size and empty weight of its products only. As 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 top, 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 in 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 in 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.

PET CARE

Blot spills from fabric quickly. Wipe with a damp cloth. Avoid rubbing and excessive amounts of water as this will affect the finish. Use carpet or upholstery shampoo as directed. Blot with a clean dry cloth after each application of solution.

Kubo Personal Tower Installation

Installation Note: A minimum of two people is required to perform this installation.

STEP 1: Position the personal tower and ensure it is level. If necessary, adjust the glides.

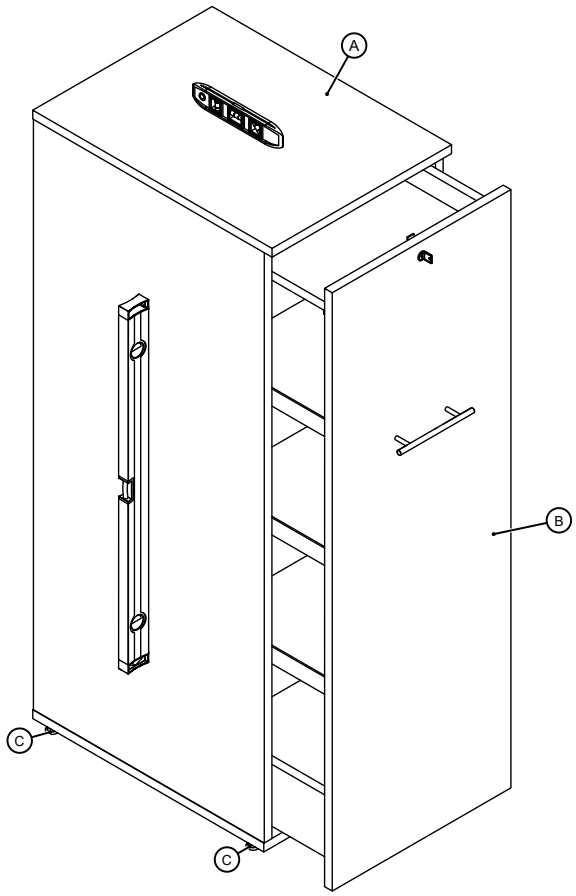
Important Notes:

Ensure that the Kubo Personal Tower is level, as improper leveling can affect the operation of the drawer and lead to issues with opening and closing. The most important aspect is leveling the unit from back to front.

- If the back is higher than the front, the drawer will tilt toward the floor. As you extend the drawer, the caster will make contact with the ground and push upward. This added pressure on the caster can cause the drawer slides to bind and jam.
- Conversely, if the front is higher than the back, the drawer will slant upward. In this case, extending the drawer becomes more difficult, as you will be pulling against gravity. If the caster is not sufficiently extended to allow the drawer to hang forward, the slides may also tilt, which can lead to binding and jamming.
- After ensuring the unit is properly leveled, proceed to shim the caster if needed.

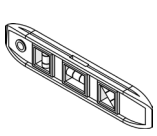
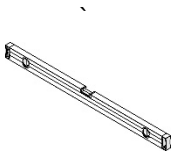
STEP 2: Test the personal tower by pulling out the drawer. Apply weight by pressing down on the drawer to check for tipping of the personal tower and for a gap between the caster wheel and the floor.

STEP 3: If you notice a gap between the caster wheel and the floor, add shims one at a time until the caster wheel is in contact with the floor and there is no tipping. For detailed instructions on adding shims, please refer to the section on how to add the shim to the caster.



(A) Personal Tower Body
(B) Personal Tower Drawer
(C) Glides

Tools and Hardware Needed

				
Torpedo Level	Carpenter's Level			

Installation Note: A minimum of two people is required to perform this installation

To add shims to the caster

STEP 1: Close the drawer, but do not close it completely.

STEP 2: Tilt the cabinet sideways.

STEP 3: Unscrew the caster (1) and remove the shims (2) from the drawer, as shown in Figure 1.

STEP 4: Add one shim, making sure its holes align with the caster's holes (1). Then, reattach the caster (1) to the caster bracket (3) with the shim in place and check that the caster wheel is touching the floor, as shown in Figure 2.

STEP 5: If there is still a gap, repeat Steps 1-4.

STEP 6: Once everything is properly aligned, securely replace the remaining shims in their original positions, as shown in Figure 3.

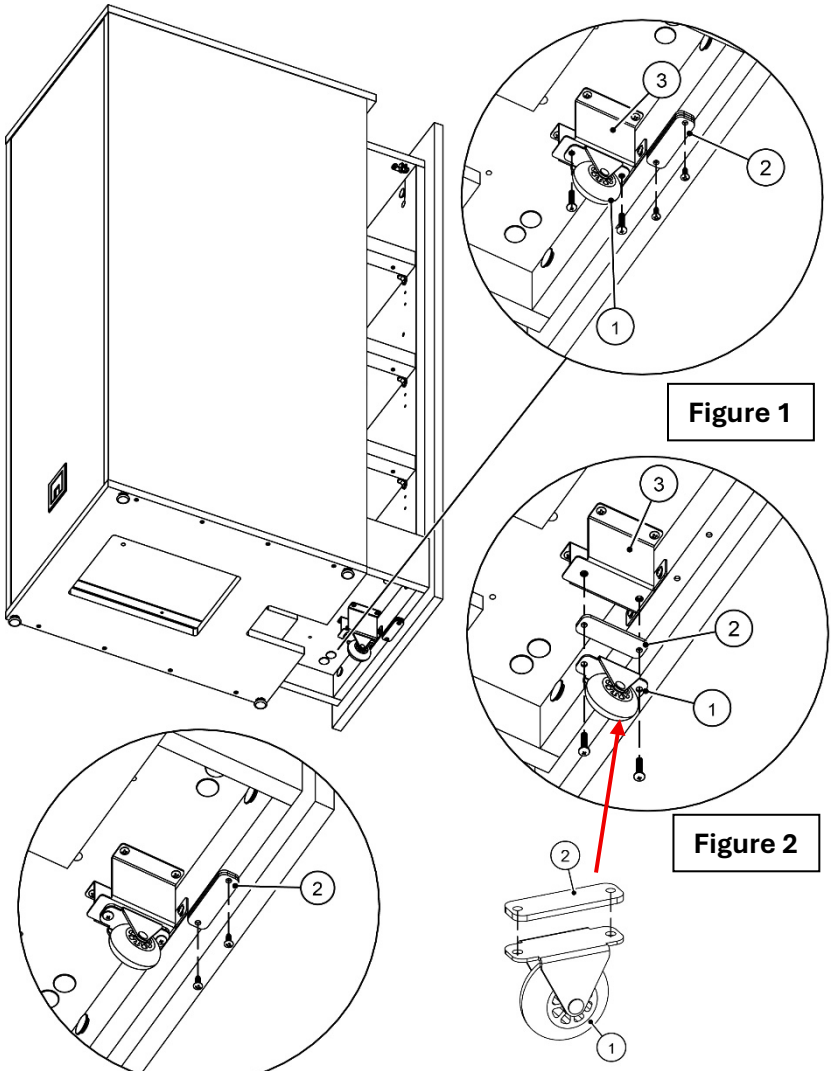


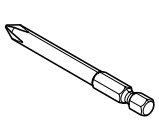
Figure 1

Figure 2

Figure 3

(1) Caster Wheel
(2) Shim
(3) Caster Bracket

Tools and Hardware Needed

				
Drill	Phillips Bit			

Installation Note: A minimum of two people is required to perform this installation

To change the Handedness of the Drawer Side.

STEP 1: Pull the top of the upper drawer side (4) to disengage it from the knuckle catches (9), as shown in Figure 4.

STEP 2: Lift the upper drawer side (4) and set it aside.

STEP 3: Uninstall the knuckle catches (9) by unscrewing the screws and place them aside, as shown in Figure 5.

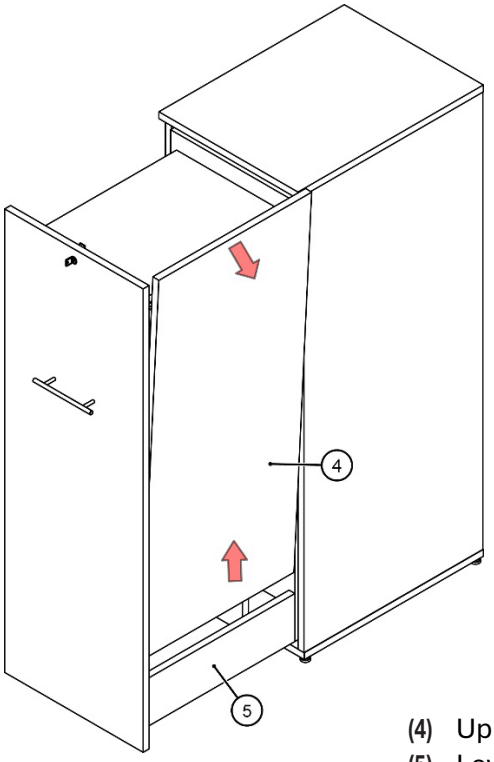


Figure 4

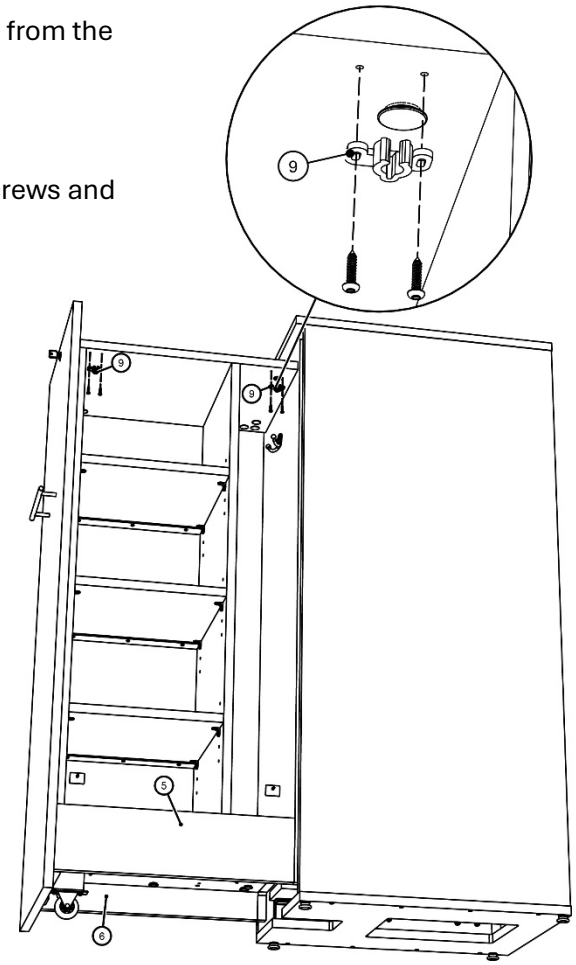
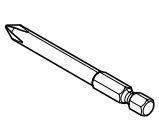


Figure 5

(4) Upper Drawer Side
(5) Lower Drawer Side, Right Hand
(6) Lower Drawer Side, Left Hand
(9) Knuckle Catch

Tools and Hardware Needed

				
Drill	Phillips Bit			

Installation Note: A minimum of two people is required to perform this installation

STEP 4: Peel off the fast caps (10) and stick them over the holes where the knuckle catches (9) were removed, as shown in Figure 6.

STEP 5: Reinstall the knuckle catches (9) by screwing the screws into the holes where the fast caps (10) were previously placed, as illustrated in Figure 7.

STEP 6: Position the upper drawer side (4) on top of the lower drawer side (left-hand/right-hand) by aligning the knuckle strikes (8) with the knuckle catches (9), as shown in Figure 8.

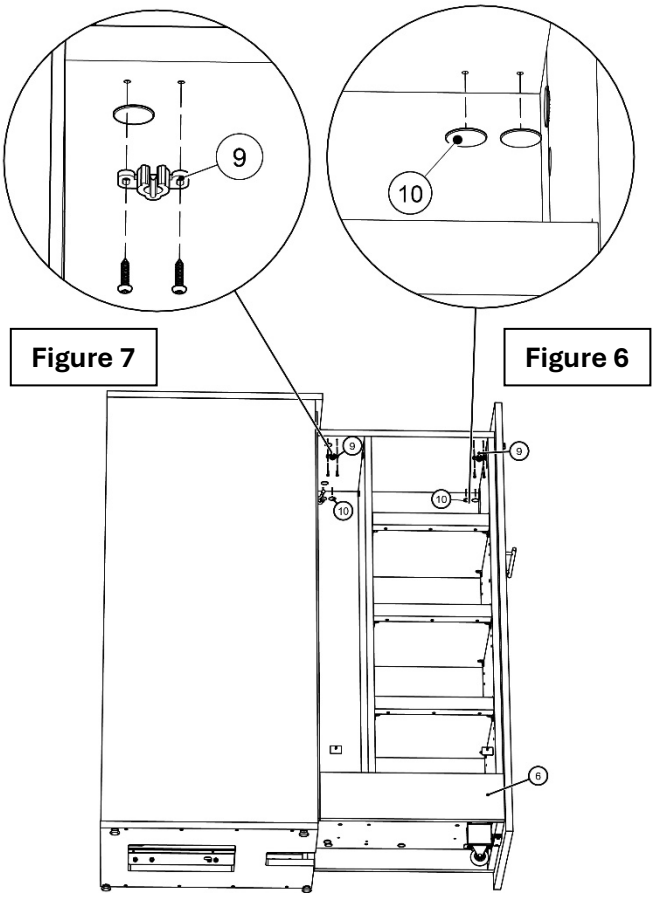


Figure 7

Figure 6

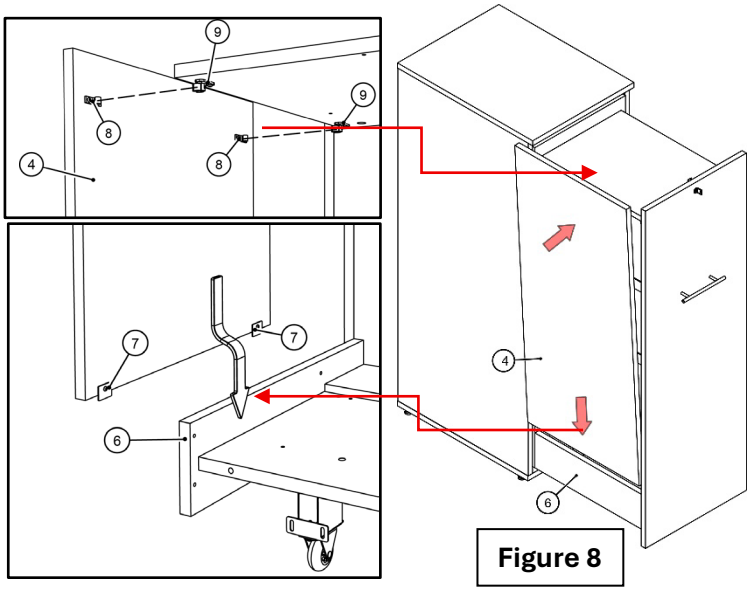
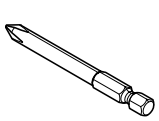


Figure 8

(4) Upper Drawer Side
(6) Lower Drawer Side, Left Hand
(7) Screw-in Plate
(8) Knuckle Strike
(9) Knuckle Catch
(10) Fast Cap

Tools and Hardware Needed

				
Drill	Phillips Bit			

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