

STORAGE CART (DIY—Do It Yourself): REQUIRED COMPONENTS

BINS/CRATES

- Eight (8): 6 quart (5.7 L) **Sterilite**® clear bin with white snap lid (Wal-Mart)
- Five (5): 12 (11.4 L) quart **Sterilite**® clear bin with white snap lid (Wal-Mart)
- Two (2): 20 quart (19 L) **Sterilite**® clear bin with white snap lid (Wal-Mart)
- Two (2): 28 quart (27 L) **Sterilite**® clear bin with white snap lid (Wal-Mart)
- Two (2): 17.25" x 14.25" x 10.625" (43.8 cm x 36.2 cm x 27 cm) Black or Blue **Sterilite**® **Officeware**™ **1693 (1693LAB9)** interlocking legal/letter file folder crate (Wal-Mart item #007314916939)

LABELS AND FOLDERS

- One: Package of 2 $2\frac{1}{3}$ " x 3 $\frac{3}{8}$ " **Avery**® Template® 5395™ (Wal-Mart, Target, Costco or most office supplies store)
- One: Package (minimum 25) of hanging letter size green folders

STORAGE CARTS

- Two: 4 pack of 4 inch (10.2 cm) **Real Organized**™ wheels (Lowe's item #1513)
- Two: 54"H x 14"D x 36"W (137.2 cm x 91.4 cm x 35.6 cm) 4-shelf/tier chrome metal cart **Real Organized**™ (also available in white/black/brass) metal cart (Lowe's item #64014)

OR

Perfect Home® Commercial Grade (Home Depot Model #31436PS, Store SKU 564184, Internet #100656306)

Note: Home Depot and Lowe's offer free shipping on most orders greater than \$250.

OPTIONAL

Twenty: Clear or white zip ties, approximately 12"(30.4 cm) in length to hold 2 carts together (available at most retail or hardware stores)

COST AND ASSEMBLY

- Estimated cost: approximately \$250 USD + tax
- Estimated assembly time: approximately 2-3 hours

STORAGE CART ASSEMBLY INSTRUCTIONS

CART

1. THESE INSTRUCTIONS ARE PROVIDED AS ASSISTANCE FOR MEASUREMENTS AND CONFIGURATION ONLY. FOLLOW ALL ASSEMBLY AND SAFETY INSTRUCTIONS INCLUDED WITH EACH CART.
2. CAUTION: IT IS HIGHLY RECOMMENDED THAT THE STORAGE CART BE ASSEMBLED BY TWO (2) ADULTS.
3. IN NO CIRCUMSTANCES SHOULD ANYONE UNDER THE AGE OF 18 BE INVOLVED IN THE ASSEMBLY OR MOVEMENT OF THESE CARTS. TEST WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY DAMAGE OR INJURY THAT RESULTS FROM ASSEMBLY OR MOVING OF THESE STORAGE CARTS.

Note: It is recommended that you have a rubber mallet available in case you need to disassemble the cart at any point during the assembly of the carts.

Cart #1 assembly

1. Remove all components from the 1st box.
2. Take the 4 long corner rails remove the pre-installed foot levelers by unscrewing them and setting them aside (you can leave the foot levelers in if you do not plan to move your cart after assembly)
3. Screw in one wheel into the end of each long rail, carefully tightening with the wrench that is included in the package.
4. There are 32 spacers included with each cart (4 shelves, 4 corners for each shelf, 1 pair for each corner)
5. Start by placing a spacer on the lowest ring available on each leg (closest to the wheel). MAKE SURE THAT THE WORD "TOP" IS READABLE AND THE ARROW IS FACING UP. Make sure that each spacer is snapped tightly together (locked) and is at the same ring on each leg.
6. Take one shelf and turn it on its side with the "guard rail" facing down (towards the ground).
7. Insert the first leg into one of the corners of the shelf. Repeat for all 3 legs. Each corner of the shelf should slide snugly over the spacers without the spacer moving or sliding down. If the shelf is placed on upside down, it will not fit snugly over the spacers.
8. Lift the cart up so that the shelf is now upright.
9. **LOCK THE WHEELS.**
10. Carefully screw in one of the 4 short rods into each of the 4 long rods.
11. Measure from the top of each spacer (shelf corner) approximately 12 inches (30.5 cm). This should be about 12.5 rings. This will be the distance from the top of each corner on the bottom shelf to the bottom of the each spacer for the next higher shelf.
12. Place all 4 spacers (one on each leg), snapping them together and make sure they are secure.

STORAGE CART ASSEMBLY INSTRUCTIONS

13. Slide another shelf (guard rail facing down) over all spacers, assuring a snug fit and making sure that all spacers are at the same height.
14. Measure another 25" (63.5 cm) and place another set of 8 spacers (one pair on each rod) and slide another shelf over the cart rods, securing it in place.
15. Measure another 7" (17.8 cm) and place the final set of 8 spacers (one pair on each rod) and slide the final shelf over the cart rods, securing it in place. The top shelf should be flush (even) with the top of the last set of spacers.

Cart #2 assembly

1. Remove all components from the 2nd box.
2. Take the 4 long corner rails remove the pre-installed foot levelers by unscrewing them and setting them aside (you can leave the foot levelers in if you do not plan to move your cart after assembly)
3. Screw in one wheel into the end of each long rail, carefully tightening with the wrench that is included in the package.
4. There are 32 spacers included with each cart (4 shelves, 4 corners for each shelf, 1 pair for each corner)
5. Start by placing a spacer on the lowest ring available on each leg (closest to the wheel). **MAKE SURE THAT THE WORD "TOP" IS READABLE AND THE ARROW IS FACING UP.** Make sure that each spacer is snapped tightly together (locked) and is at the same ring on each leg.
6. Take one shelf and turn it on its side with the "guard rail" facing down (towards the ground).
7. Insert the first leg into one of the corners of the shelf. Repeat for all 3 legs. Each corner of the shelf should slide snugly over the spacers without the spacer moving or sliding down. If the shelf is placed on upside down, it will not fit snugly over the spacers.
8. Lift the cart up so that the shelf is now upright.
9. **LOCK THE WHEELS.**
10. Carefully screw in one of the 4 short rods into each of the 4 long rods.
11. Measure from the top of each spacer (shelf corner) approximately 19 inches (48.3 cm). This should be about 19.5 rings. This will be the distance from the top of each corner on the bottom shelf to the bottom of the each spacer for the next higher shelf.
12. Place all 4 spacers (one on each leg), snapping them together and make sure they are secure.
13. Slide another shelf (guard rail facing down) over all spacers, assuring a snug fit and making sure that all spacers are at the same height.
14. Measure another 13" (33 cm) and place another set of 8 spacers (one pair on each rod) and slide another shelf over the cart rods, securing it in place.
15. Measure another 12" (30.5 cm) and place the final set of 8 spacers (one pair on each rod) and slide the final shelf over the cart rods, securing it in place. The top shelf should be flush (even) with the top of the last set of spacers.

STORAGE CART ASSEMBLY INSTRUCTIONS

Cart #1: Bin Configuration

1. Bottom shelf:
LEFT: Green pieces (20 quart)
CENTER: Yellow pieces (20 quart)
RIGHT: Conversion Pieces (12 quart)
2. 2nd shelf (from bottom):
LEFT: crate #1 (boards #1-32, 35 in hanging green folders—1 per set of 30 boards, i.e. Board #1/#2 x 30)
RIGHT: crate #2 (boards #33, 34 in hanging green folders—approximately 5-10 per hanging folder)
3. 3rd shelf:
LEFT: Protractors/rulers/dice/sand timers (each bagged separately in 12 quart)
CENTER: Calculators (6 quart)
RIGHT: Fraction circles (12 quart)

Cart #2: Bin Configuration

1. Bottom shelf:
LEFT/CENTER BOTTOM: Multi-colored geometric shapes (28 quart)
LEFT/CENTER TOP: 3D cubes (stacked on top of multi-colored geometric shapes—28 quart)
RIGHT BOTTOM: Playing cards (6 quart)
RIGHT TOP: Coins (stacked on top of playing cards—6 quart)
2. 2nd shelf (from bottom):
LEFT/CENTER: Fraction puzzles (2 stacks of 15)
RIGHT: Blue/orange fraction pieces (12 quart)
3. 3rd shelf:
LEFT BOTTOM: Red pawns (6 quart)
LEFT TOP: Green pawns (stacked on top of red pawns—6 quart)
CENTER BOTTOM: Blue pawns (12 quart)
CENTER TOP: Dry erase cloths (stacked on top of blue pawns—6 quart)
RIGHT BOTTOM: Black markers (6 quart)
RIGHT TOP: Blue/Red markers (stacked on top of black markers—6 quart)

Final adjustments:

1. Determine which configuration you would like to use (back to back or individually). Follow the appropriate instructions under SAFETY REQUIREMENTS (#4 or #5).
2. Affix the appropriate label to each bin. These are available for download as a Microsoft WORD document in 1997-2003 format.

SAFETY REQUIREMENTS:

1. The wheels should always remain locked when not in use.
2. When rolling the cart, DO NOT grab the cart up high. Always place your hands at approximately half the height of the cart or lower.
3. Always place the heaviest bins/items on the bottom two shelves of the cart. The recommended configuration is the safest and easiest to use.
4. If the carts are used in the back-to-back configuration, then 20 zip ties should be used to secure the carts together (10 on each rod, spread evenly from top to bottom). Failure to secure the carts together may result in injury.
5. If the carts are used individually, then you should use the included plastic anchor and screw to secure the cart to a solid surface (such as a wall or other immovable object). Failure to do so may result in injury.