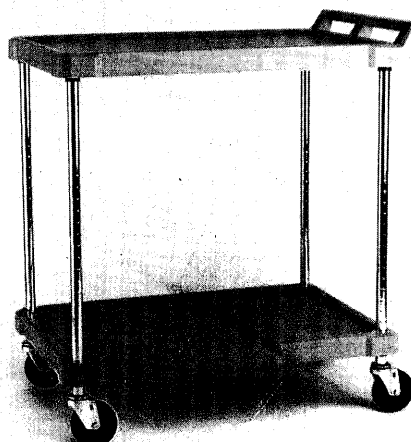


BC Series Utility Cart

ASSEMBLY INSTRUCTIONS



3-SHELF UNIT



2-SHELF UNIT



3-SHELF UNIT WITH END PANELS



3-SHELF UNIT WITH 3
SIDED ENCLOSURES



InterMetro Industries Corporation
North Washington Street
Wilkes-Barre, PA 18705
(717) 825-2741

**ASSEMBLY
INSTRUCTIONS**
For BC Series Utility Cart

BC Series Utility Cart

LIST OF COMPONENTS

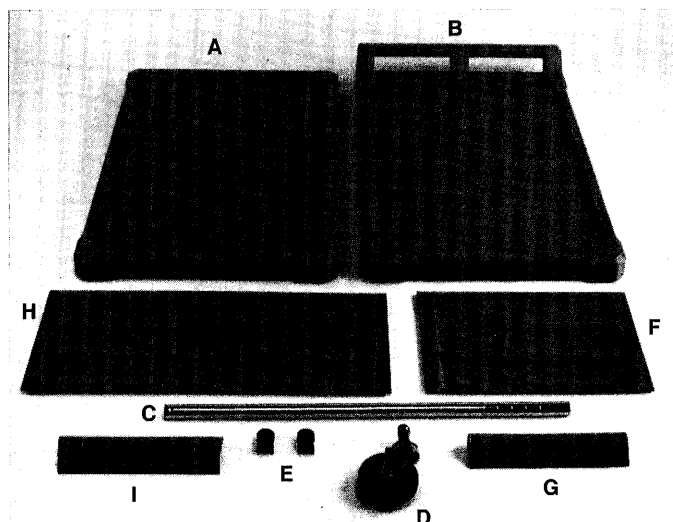
For Assembly of
BC Series Utility Cart

2-SHELF UNIT

Item	Description	Qty.
A.	Flat Shelf	1
B.	Handle Shelf	1
C.	Post	4
D.	Caster	4
E.	Split Sleeve	8 pr.

3-SHELF UNIT

Item	Description	Qty.
A.	Flat Shelf	2
B.	Handle Shelf	1
C.	Post	4
D.	Caster	4
E.	Split Sleeve	12 pr.



3-SHELF UNIT WITH 3 SIDED ENCLOSURE PANELS

Item	Description	Qty.
A.	Flat Shelf	2
B.	Handle Shelf	1
C.	Post	4
D.	Caster	4
E.	Split Sleeve	12 pr.
F.	End Panel	4
G.	Single Sided Extrusion	4
H.	Back Panel	2
I.	Double Sided Extrusion	4

3-SHELF UNIT WITH END PANELS

Item	Description	Qty.
A.	Flat Shelf	2
B.	Handle Shelf	1
C.	Post	4
D.	Caster	4
E.	Split Sleeve	12 pr.
*F.	End Panel	4
*G.	Single Sided Extrusion	8

*Items "F" and "G" supplied as one-piece construction on BCE1627 only.

ASSEMBLY INSTRUCTIONS

For BC Series Utility Cart

1. Unpack carton to confirm amount and identity of components.

2. Place caster in the bottom of post (FIRST GROOVE IS LOCATED AT 2 1/8" [5.4 cm] FROM END) (Fig. 1).

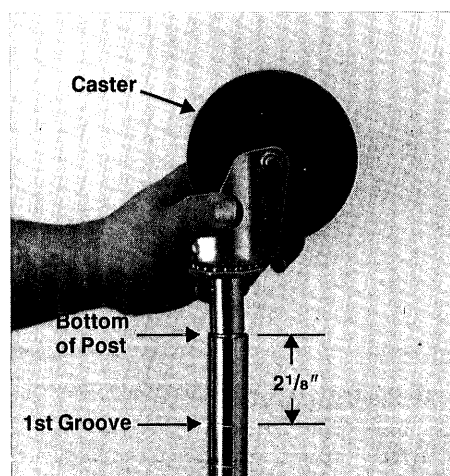


Fig. 1

3. Place a wooden block on the floor. Lift both post and caster approximately 5" to 6" above block and tap assembly until caster stem seats. (Bottom of post contacts top of caster swivel) (Fig. 2).

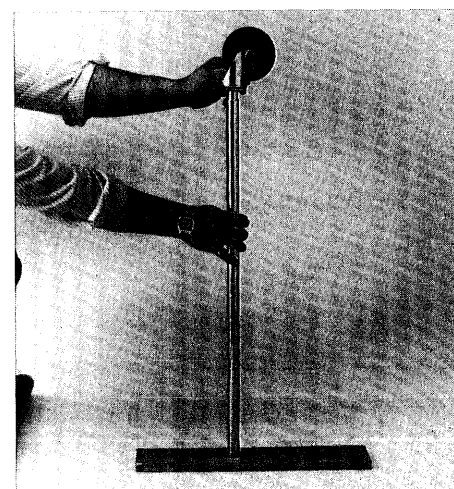


Fig. 2

4. Take four pair of split sleeves and place one pair on the first groove up from the bottom of each post (Fig. 3). Make certain that the bead of the split sleeves fits securely into the groove of the posts.

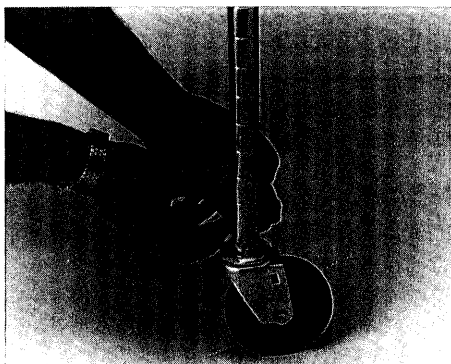


Fig. 3

5. Take one of the flat shelves and standing it on its long side, insert a post from the underside of the shelf into each corner (Fig. 4). Carefully reverse the shelf and repeat this operation for the other two corners.

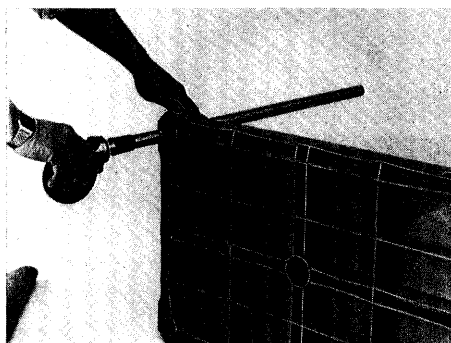


Fig. 4

6. Stand the unit upright and apply pressure at **each** corner to seat the shelf securely and evenly on the posts (Fig. 5).



Fig. 5

7. If a 2-shelf unit is being assembled proceed to step #16. If a 3-shelf unit (without end panels or enclosures) is being assembled proceed to step #10.

8. For a 3-shelf unit with end panels, take a pair of single sided extrusions and slide over posts (Fig. 6 and Fig. 7). Position a short end panel over extrusion and slide down into the extrusions (Fig. 8). For BCE1627 see Fig. 8A.

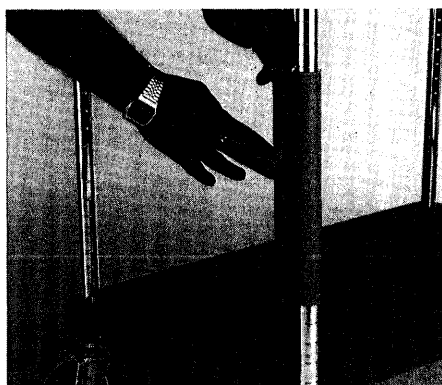


Fig. 6*

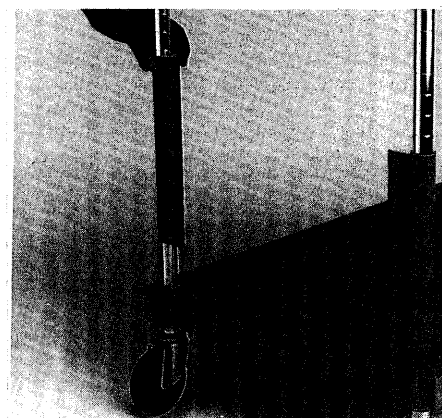


Fig. 7*

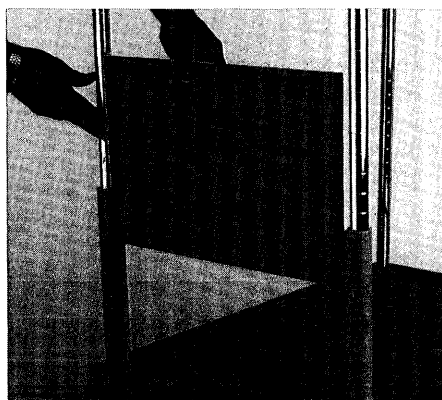


Fig. 8* BCE2030 & BCE2636 MODELS

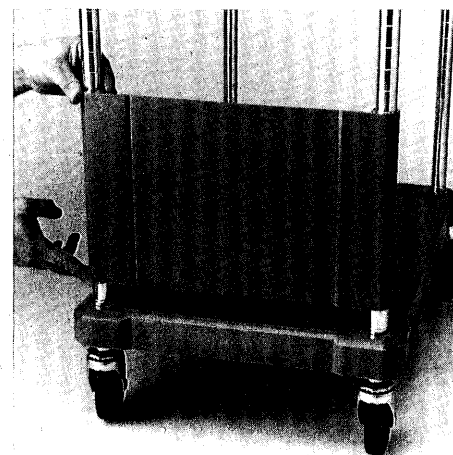


Fig. 8A

9. Repeat on opposite end.

10. If equally sized compartments are desired or end panels are being used, count down fourteen grooves from the top of each post and place sleeves on each of these grooves. Without end panels, middle shelf can be varied to suit your application.

11. Take a flat shelf and seat on sleeves as per step #6 (Fig. 9).

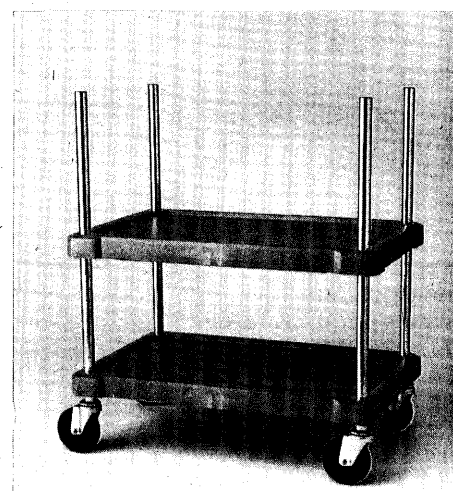


Fig. 9

*FOR BCE1627 MODELS, ONE-PIECE ENCLOSURE IS PROVIDED.

12. If end panels are being used, install in the same manner as step #8 (Fig. 10).

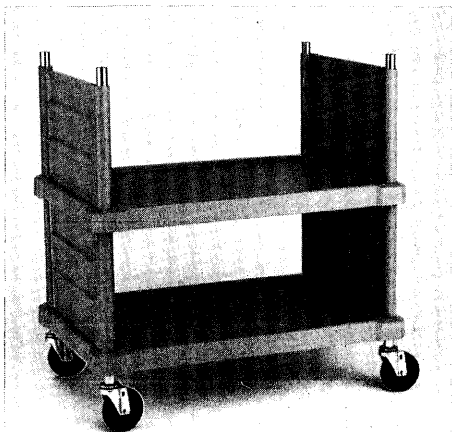


Fig. 10

13. For a 3-shelf unit 3 sided enclosure, take one single sided extrusion and one double sided extrusion and install to one end of unit. Repeat for opposite end. Insert end panels as per step #8 (Fig. 7 and Fig. 8). Insert the long back panel in the same manner as the end panels (Fig. 11).

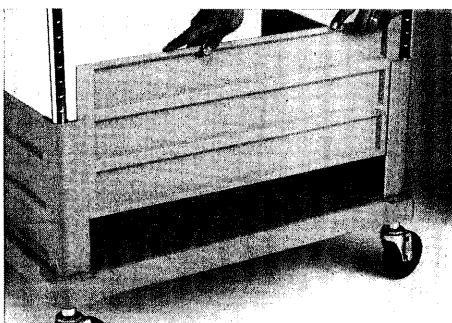


Fig. 11

14. Install split sleeves and shelf as step #10.

15. Repeat step #12 for the remaining enclosure parts (Fig. 12).



Fig. 12

16. Place the last 4 pair of sleeves on the top groove of each post. Lower the handle shelf onto sleeves and seat as per step #6 (Figs. 13, 14, 15 and 16).

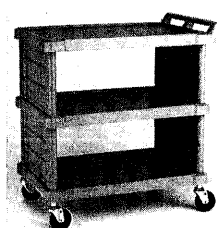


Fig. 13

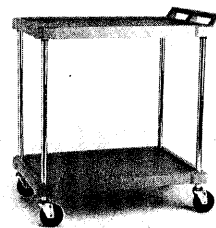


Fig. 14



Fig. 15

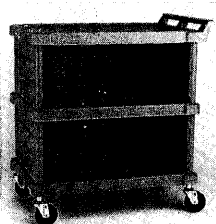


Fig. 16

17. Check all shelves to insure corners are locked onto the sleeves. Re-seat if separation occurs.

CLEANING INSTRUCTIONS

The cart shelves are constructed of a polyethylene polymer. The following are recommended cleaning methods:

LIGHT SOIL

If routine (daily) cleaning is practiced, a mild soap and warm water should be sufficient to keep the unit clean.

HEAVIER SOIL

If cleaning has been postponed, solvent or emulsion type cleaners that can be applied with bare hands and a soft brush will give excellent results. Such cleaners are available under various brand names and detergent suppliers can recommend materials appropriate for use on plastics.

EXTREME SOIL

Abrasive type cleaners should only be used when absolutely necessary, and the manufacturer's instructions must be carefully followed. Every effort should be made not to allow the unit to reach the condition where this type cleaning is required.

AFTER EACH CLEANING, THE UNIT SHOULD BE WIPED DRY WITH A CLEAN SOFT CLOTH.

Distribution Centers

Pennsylvania
Headquarters
Wilkes-Barre, PA 18705
717-825-2741
FAX: 717-825-2852

California
9393 Arrow Highway
P.O. Box 747
Cucamonga, CA 91730
909-987-4731
FAX: 909-989-6637

Illinois
2303 South Mt. Prospect Road
Des Plaines, IL 60018
708-298-2424
FAX: 708-298-2429

Texas
Shady Willow Business Center
2505 Willowbrook, Suite 209
Dallas, TX 75220
214-358-5362
FAX: 214-353-9016

Georgia
1500 Pope Drive
Douglas, GA 31533
912-384-6040
FAX: 912-384-1443

Canada
Metropolitan Wire (Canada) Ltd.
3155 Orlando Drive
Mississauga, Ont., Canada L4V1C5
905-676-9890
FAX: 905-676-9262



InterMetro Industries Corporation
North Washington Street
Wilkes-Barre, PA 18705
(717) 825-2741

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