

**CLEVELAND
CONTAINERS.**

MODULAR OFFICE

YOUR FLAT PACK
CONSTRUCTION GUIDE



OWN YOUR SPACE.

OFFICE INSTRUCTIONS MANUAL

Please read all of the information below before you begin assembly.

To assemble your Office, you will need a cross-point screwdriver, 13mm and 19mm socket set and a flat screwdriver.

Notes for assembly

1. For the best results, assemble your Office on level ground so as to avoid bending of the chassis and complications with the aligning of the panels.
2. On initial assembly, only hand-tighten all nuts and bolts, when assembly is complete tighten all nuts and bolts with your socket spanner.
3. Retain all parts if demounting.

Notes after assembly

1. You can return your Office back to it's original flat pack form at any time.
2. Office is not designed to be stacked when it is assembled.
3. Oil the lock / hinges regularly.

Video guides

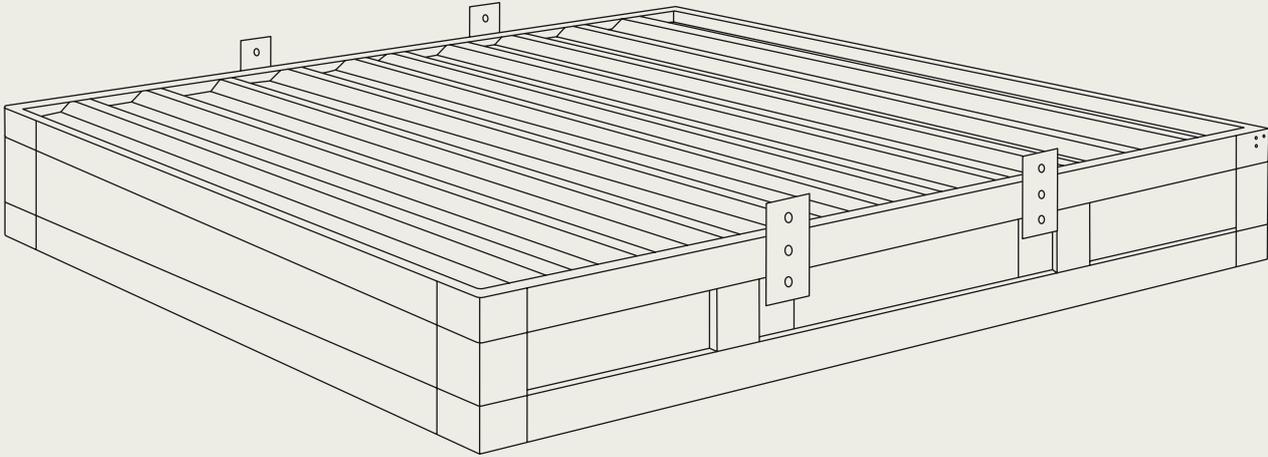
If you'd prefer to follow along with a video construction guide, you can scan this QR code or [visit our YouTube channel here](#).



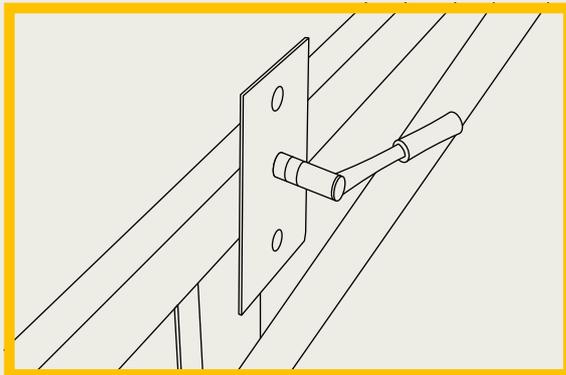
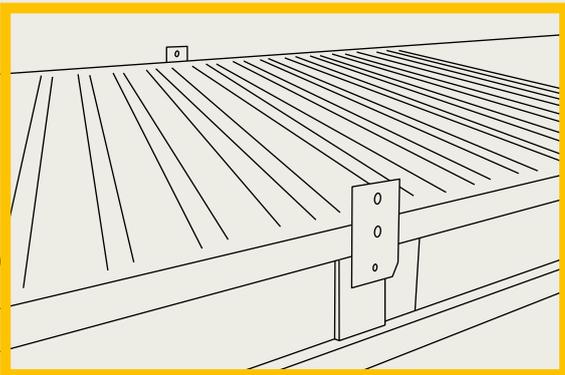
If you are experiencing any issues assembling your flat pack unit, please contact your sales representative.

1. UNPACKING

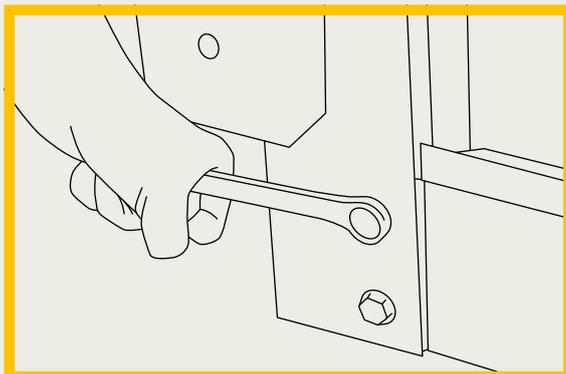
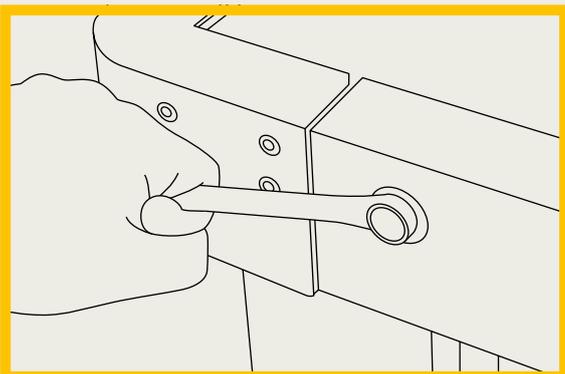
A. Your Office arrives flat-packed



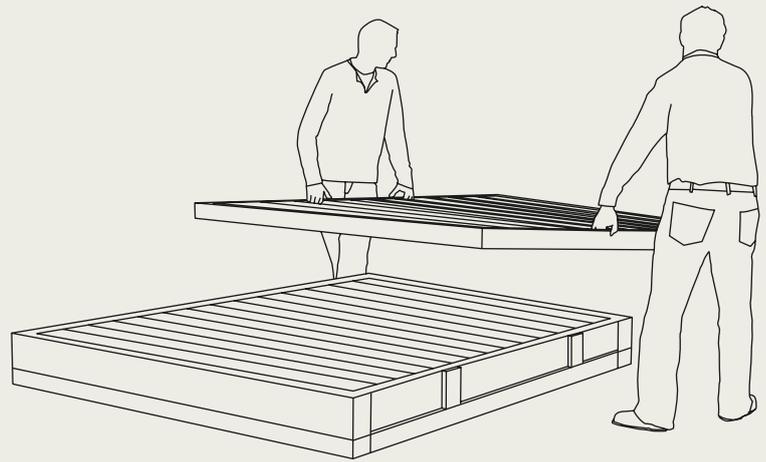
B. Remove the 4 travelling brackets by undoing the 2 bolts on each one using your 19mm spanner (retain these in case you want to return the Office to its original flat-pack form)



C. Disassemble the roof structure and corner sections by removing the travelling bolts - there are 4 on the roof joining cover, 12 along the ring beam on each long edge, and 4 on each corner section

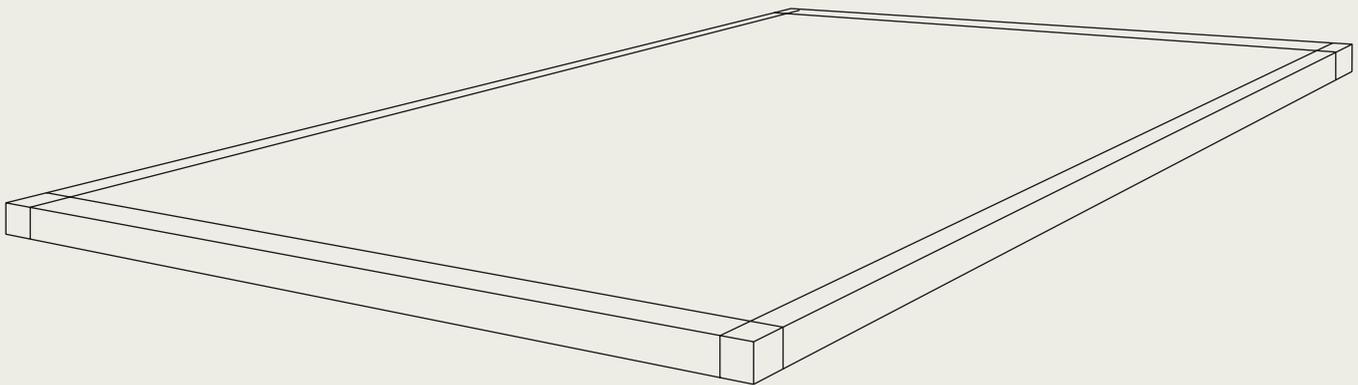


D. Remove all components from the floor chassis and stack, leaving enough space around the unit to work - discard the packing timber



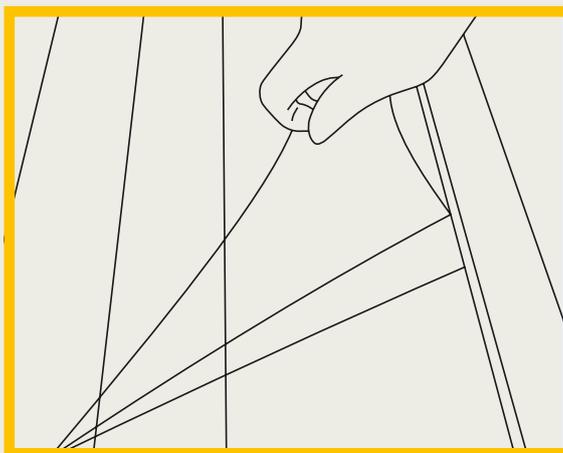
Unit Placement Note

If your unit needs moving to a new location, you may need to disassemble the floor chassis. To do this, remove the 4 bolts per long edge that hold the lower ring beam in place.



Side Panels Note

Remove the protective plastic membrane from all the side panels prior to installation



2. CORNER POSTS & FIRST WALL

A. Assemble the first corner post and slot the steel cruciform-shaped support in place, securing it to the base with two 19mm bolts



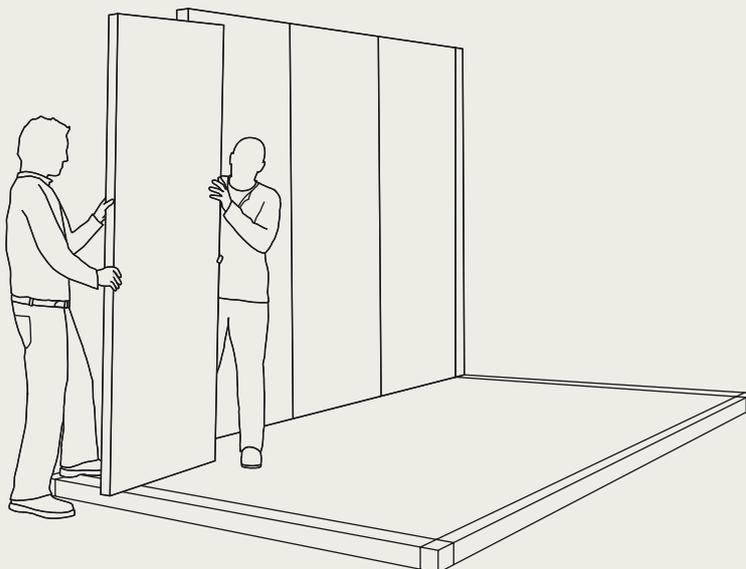
B. The outer rounded corner support section is bolted in place using four 19mm bolts



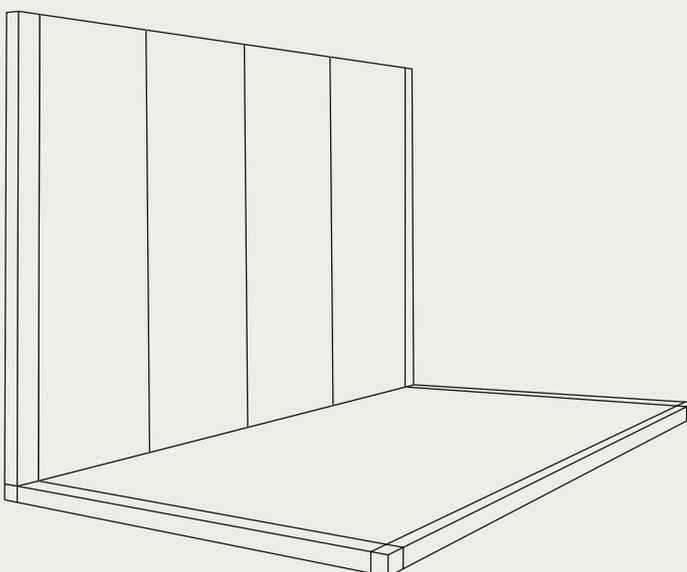
C. Slide the first wall panel into place, starting with long side of the unit - this should fit into the channel formed by the corner post pieces



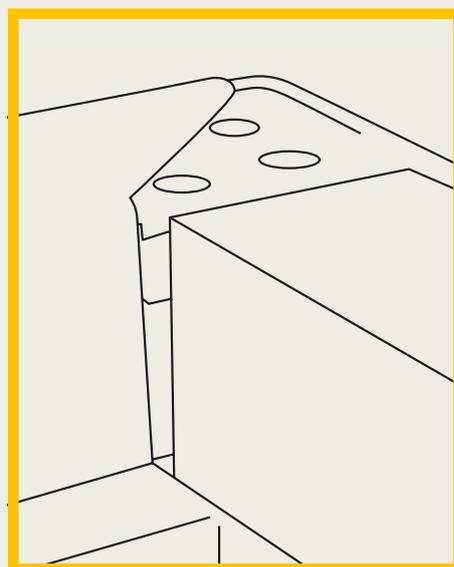
- D. Slot in the remaining wall panels to complete the back wall - these will slot in place and require no fixing



- E. Install another corner post at the end of this first wall (see parts A and B of this section)

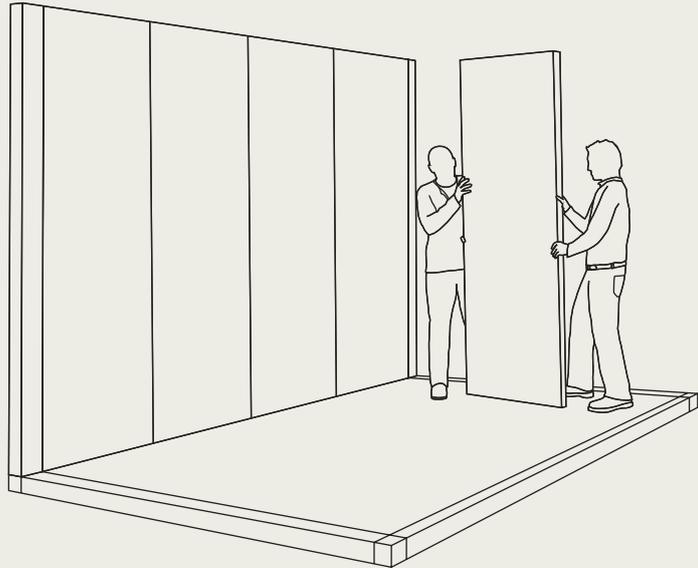


- F. Complete the wall with a long top ring beam, aligning the pin at each end with the hole on each corner post and push in place

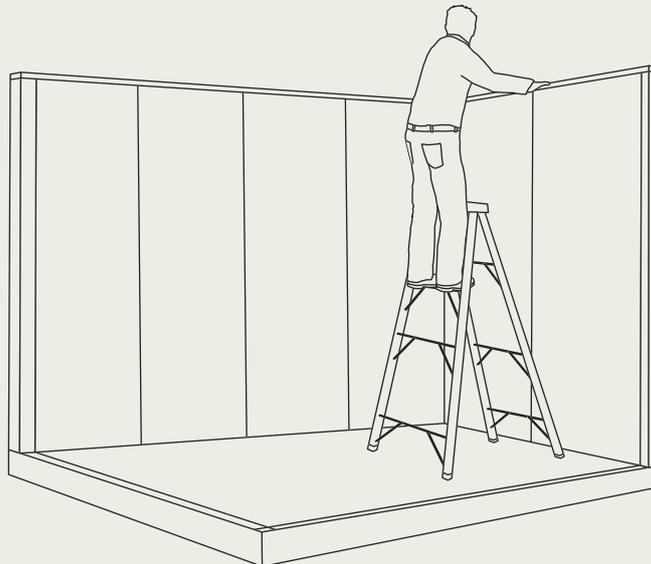


3. REMAINING WALLS

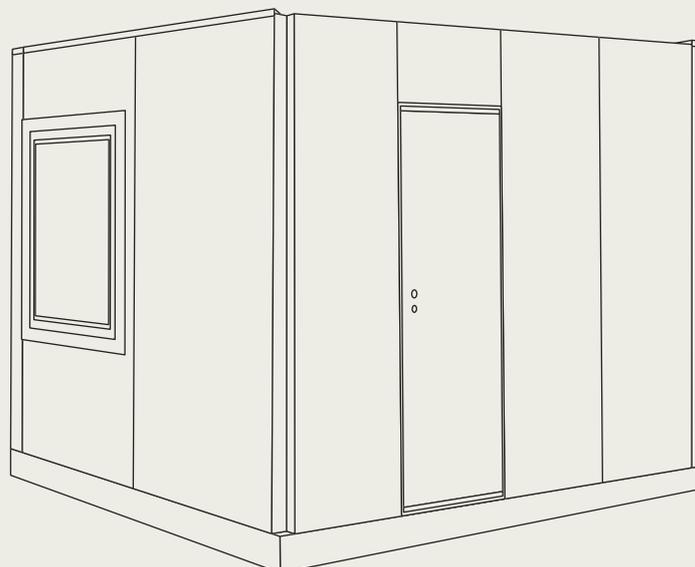
- A. Install one of the end walls using a quarter-sized panel and standard panels



- B. Install the corner section and a short top ring beam to complete the wall



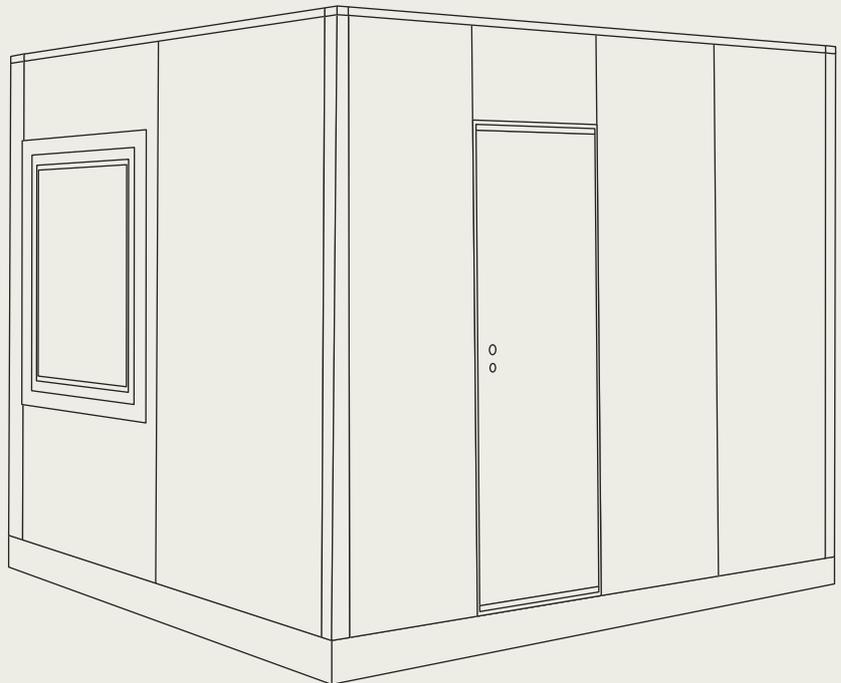
- C. Fit the remaining walls with the supplied window(s) and door, as per the previous section, slotting each panel into the desired position



- D. For the final corner, slide the steel cruciform shaped corner support in place from the top, then fit the bolts and rounded outer corner section

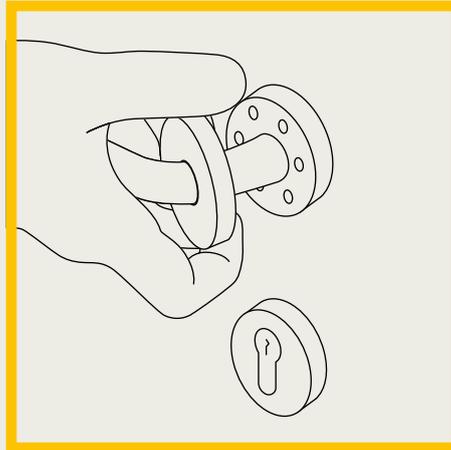


- E. Install the final short top ring beam to complete the Office outer walls

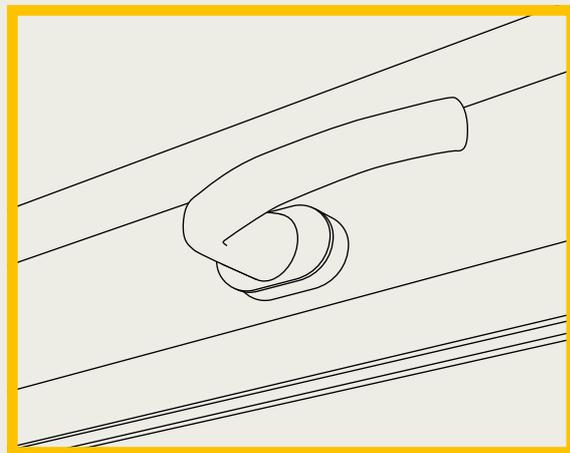
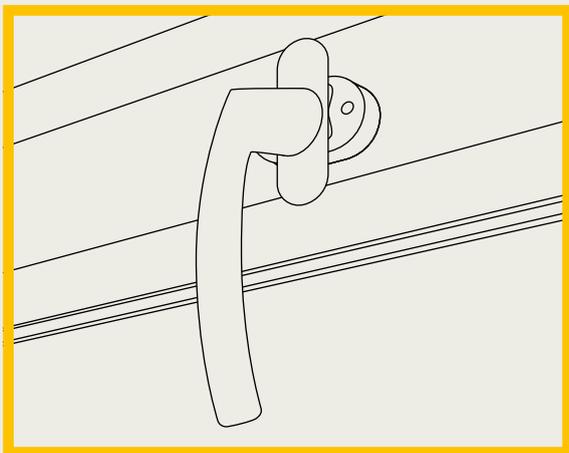


4. HANDLE FITTINGS

- A. Install the door handle using the long screw provided, snapping a vanity cover in place on each side

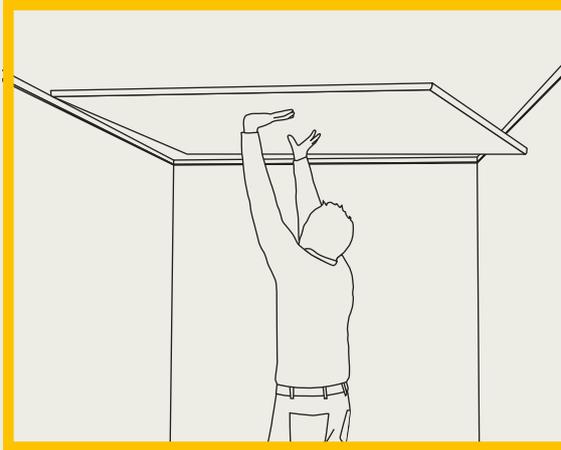


- B. Affix the window handles to each window - open the plastic covers to expose the screw holes, insert and fit the screws, then twist the plastic cover closed

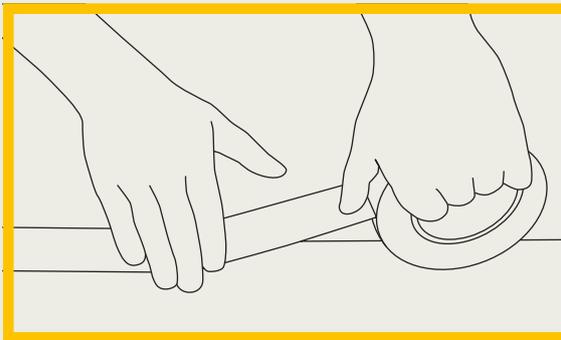


5. ROOF PANELS

- A. Fit the roof panels by lifting and slotting them into position - no fixing required



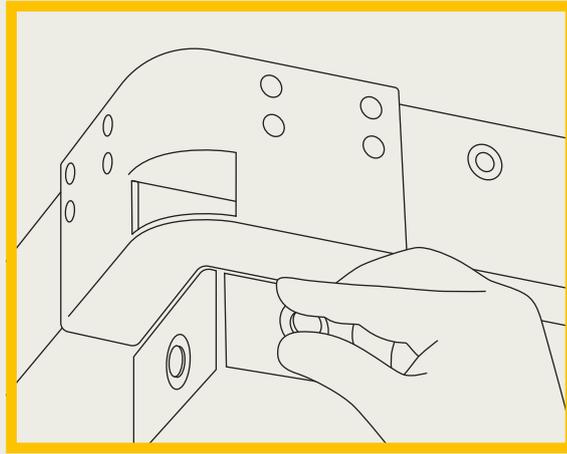
- B. Seal the roof panels using the self adhesive tape provided - apply to the external joins only



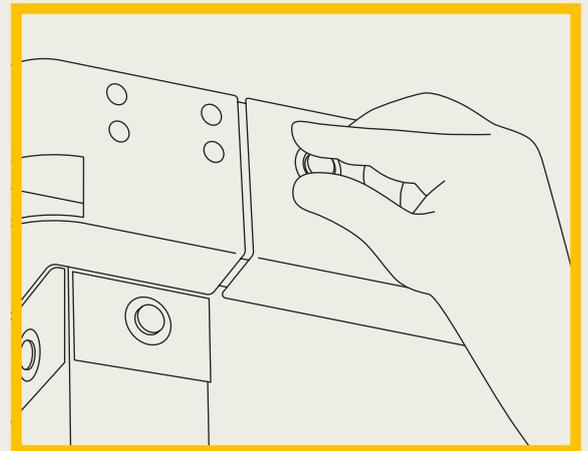
- C. Install the outer roof section by sliding the two halves into place, lifting the second half slightly to allow them to slot together



- D. Secure the top roof sections to the wall sections with 2 brackets per corner, using 13mm bolts, washers and captive nuts



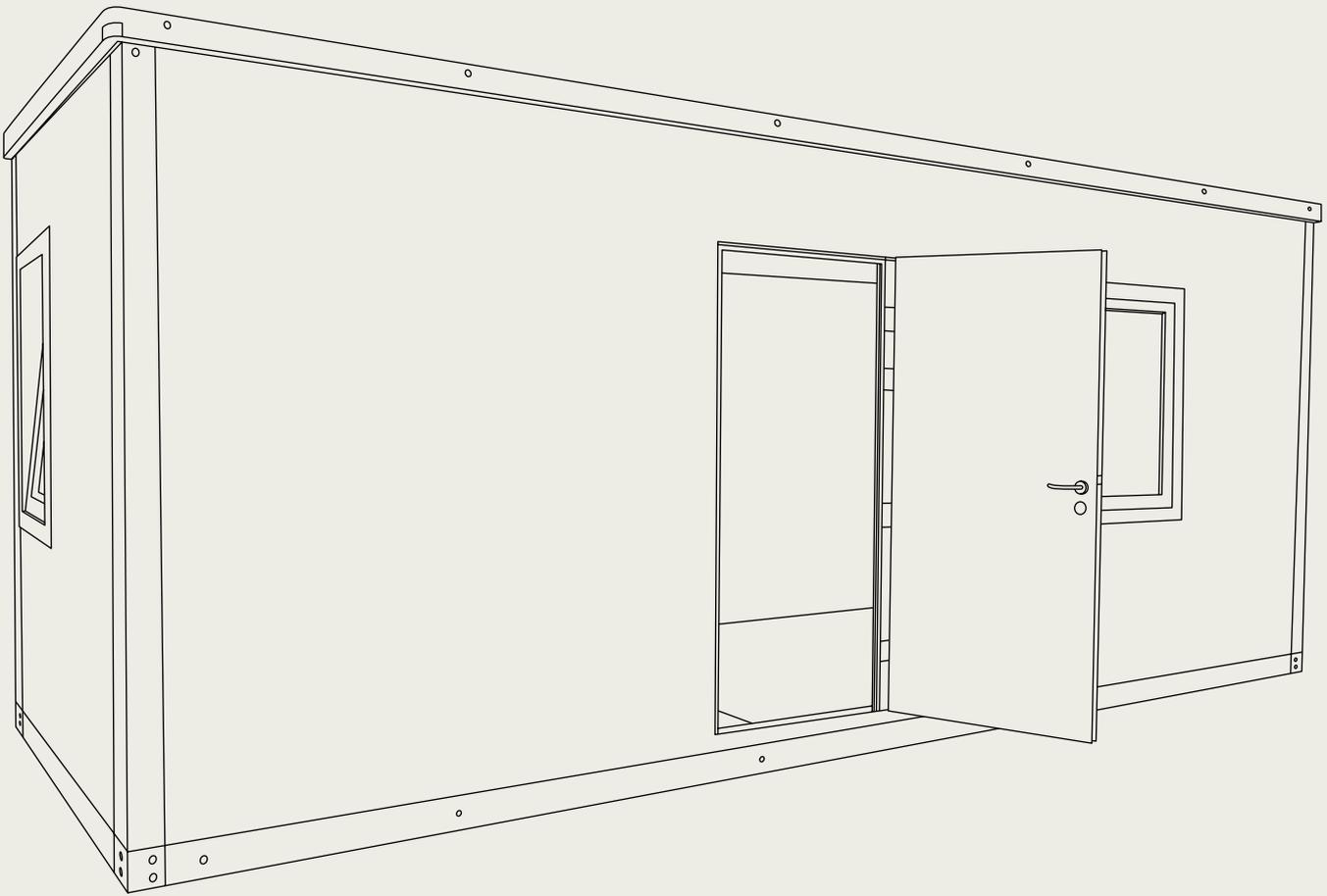
- E. Fit the top ring beams on the long sides of the Office, securing each with 13mm and 19mm bolts, each with a washer and captive nut



- E. Install the top roof joining panel using 13mm bolts, washers and captive nuts

Make sure to fully tighten all nuts and bolts before using your new container!

YOUR OFFICE IS NOW READY TO USE



**Thank you for choosing a Flat Pack
Modular Office from Cleveland Containers.**

CLEVELAND[®] CONTAINERS.

Part of the **CLEVELAND**[®] group

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