

Guide to Assembly & Usage

newpo Shelving Unit

Information

If in doubt, contact the supplier

Read this guide thoroughly before commencing assembly and retain for future reference

Before commencing assembly, unpack carefully and check that all components ordered are included

Assembly should be undertaken by a minimum of two competent people

Tools – Small rubber mallet, flat head screwdriver

Assess for floor fixing. Tall narrow bays may require this to ensure stability

We recommend products over 2000mm high are fixed to the wall where possible

Caution

During assembly, ensure to:

Take care during assembly and in use, particularly when lifting or stretching and when using tools

Wear appropriate safety clothing – protective gloves and footwear are recommended

Build on a suitable level floor, which is strong enough to support the load and allow adequate working space

Dispose of packaging materials responsibly

Warning

Rules for the safe use of shelving:

Ensure these instructions are retained for reference and that users are aware of the rules for safe use

Never climb on the structure or stand on the shelving

Do not lean or support ladders, steps, or other objects against shelving

Always use safety steps to reach high shelves

Do not use in damp or wet conditions

Load heavy items on the lower shelves and lighter items on the higher shelves

This product is designed for hand loading only

Ensure that the maximum load carrying capacities are not exceeded

Please refer to the loading information supplied for details



COMPONENT CHECK LIST

Component	Quantity
A Half Upright	8
B Front & Back Beam	2 per level
C Side Beam	2 per level
D Centre Support	1 per level
E MDF	1 per level
F Upright Connector	4
G Foot	4

If you have any missing components please take note of the part name and contact your supplier.

Loading information

Newpo Shelving Unit

For any other layouts, please refer to your supplier for detailed loading capacities

Shelf load capacities

Maximum permitted shelf capacities are based on UDL*. Please note that the bay capacity may limit the maximum load per shelf:

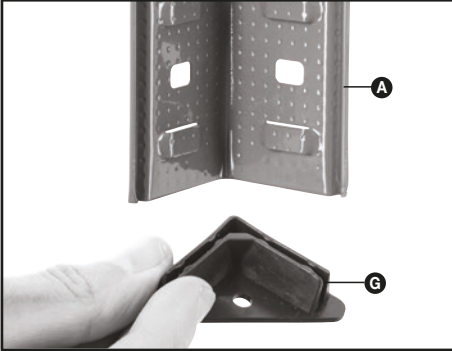
IF YOU ARE IN ANY DOUBT REGARDING LOAD CAPACITIES, PLEASE CONTACT YOUR SUPPLIER

*UDL = Uniformly Distributed Load

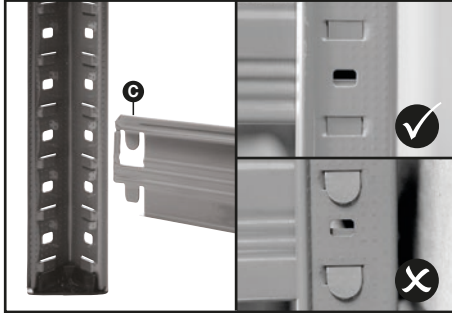
Newpo Shelving Unit	
Shelf Width mm	Capacity per shelf
900 & 1200	265kg
Shelf Width mm	Maximum load per bay
Up to 1780mm high	1325kg
Capacities are common for all standard shelf depths.	

Assembly - newpo Shelving Unit

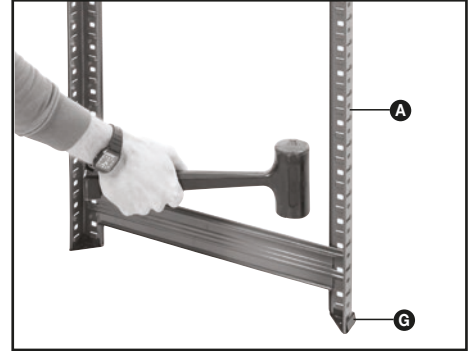
1 Place foot **G** onto bottom of two half uprights **A**



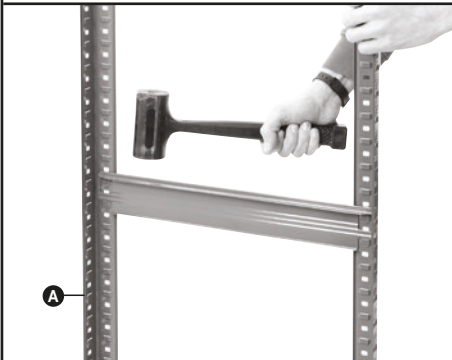
2 Insert tabs on a side beam **C** into an upright **A** at preferred height for bottom shelf. Knock into place using a rubber mallet



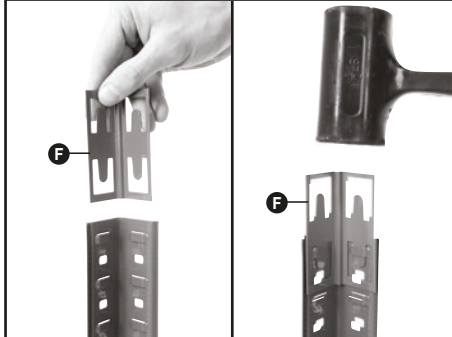
3 Knock other end of side beam **C** into second upright **A**



4 Add second side beam **C** to uprights **A** at preferred height for next shelf level



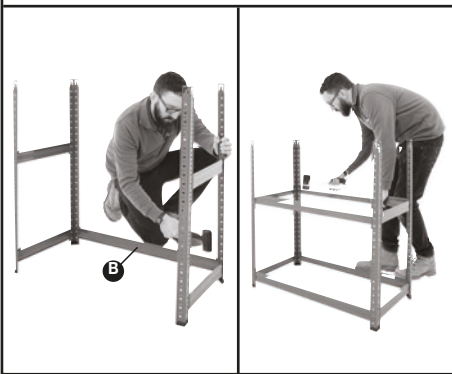
5 Insert upright connectors **F** into top of uprights **A** and knock into place using a rubber mallet



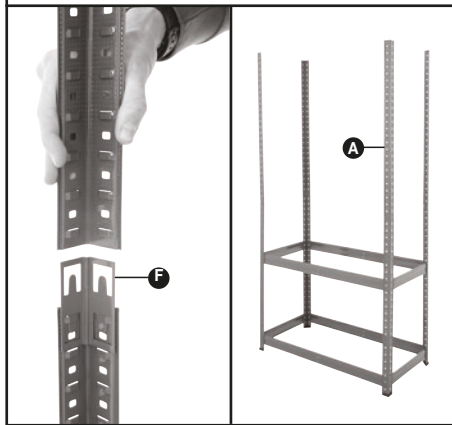
6 Repeat steps 1 to 5 to create second side frame using the original frame as the template



7 Join the two side frames together using the longer front and back beams **B**. Ensure front and back beams are positioned at same height as the side beams



8 Add other half upright **A** to the top of the upright connectors **F**



9 Add remaining side beams **C** and front and back beams **B** to uprights **A** to create the rest of the shelves at the preferred heights



10 Insert centre support beams **D** to each shelf level by bending tabs back and inserting them into the loops on the inside of the front and back beams. Use a screwdriver to ensure that the tabs are bent fully back to secure



11 Add MDF shelves **E** onto each level to complete your shelving bay



ACCESSORIES ALSO AVAILABLE

Bay Connectors

One set of 6 Bay Connectors joins 2 bays side by side or back to back for added stability

Code BC16



Bays connected side by side

HOW TO FIT BAY CONNECTORS

