

# RETROFIT DOOR INSTALLATION PROCEDURE

## IF INSTALLING TO A MOBILE UNIT SKIP TO STEP 7

### STEP 1: Drilling holes for the top and bottom brackets.

1a.) Clamp or strap the supplied drill fixture bracket to the top of the side panel tube as shown in the photo below. Use the supplied 5/16" transfer punch and punch each hole on **BOTH** sides of the bracket. Repeat this step for all the side panels top and bottom. Next, remove the drill fixture and use the supplied 1/8" drill bit and drill each punch, follow this up by using the supplied 5/16" bit for the final hole. Do not drill through the drill fixture.

**NOTE: DRILL ONLY ONE WALL OF THE TUBE AT A TIME FOR BOLT ALIGNMENT. DO NOT DRILL THROUGH BOTH WALLS FROM ONE SIDE.**



### STEP 2: Install all the bottom Brackets

2a.) Install all the bottom brackets as shown in the photo below using the four supplied 1/4-20 x 2" bolts, eight 1/4" flat washers and four 1/4" nylock nuts.



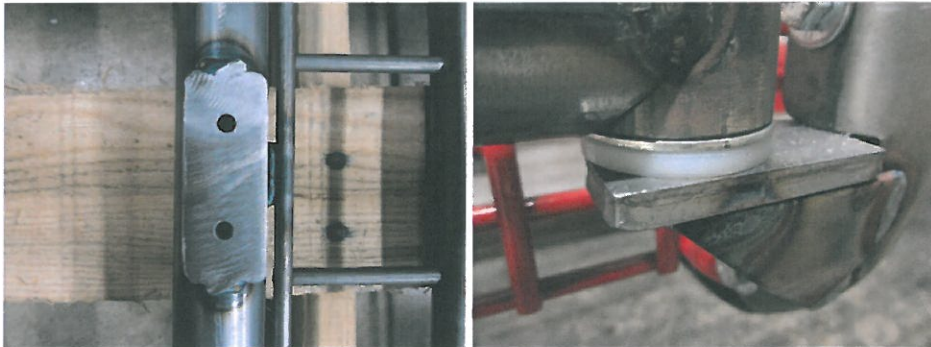
**STEP 3: Install all the top brackets**

**3a.)** Install the top bracket using only one of the supplied 1/4-20 x 2" bolts as shown below in the photo. Install only the bolt that goes through the front vertical tube on the side panels. Repeat this for all the top brackets. The remaining bolts will be installed during step 6 while installing the top.



**STEP 4: Install door**

**4a.)** Install the door with the supplied 1-1/4" nylon washers and 3/8" shoulder bolts. Make sure the hasp plate is visible and on the left side of the door. Use two nylon washers, one for the top and one for the bottom. Use the supplied 3/8" shoulder bolts to fasten the door.



**4b.)** Install the supplied hasp drill fixture to the door plate as shown in the photo below using the 1/4" x 3/8" button head screws.



**4c.)** With the door secured in the closed position use the supplied 5/16" drill bit and drill a hole through the side tube using the guide fixture. **DO NOT DRILL INTO THE DOOR.**

**4d.)** Remove the drill fixture and install the hasp to the side tube. Feed the supplied 5/16 x 2" shoulder bolt through as shown in the photo below. Install the supplied 5/16" nylock nut and tighten.



**4e.)** Install the wire latch assembly using the supplied 1/4" x 3/8" button head screws as shown below in the photo. Hand start the screws, shut the door to adjust position then tighten the screws.



#### **STEP 5:**

Repeat steps 4a.) through 4e.) for each locker opening.

### **STEP 6: Top installation**

**6a.)** Position a top on the far right locker opening and use three of the supplied 1/4-20 x 2" bolts, six of the 1/4" flat washers (1) on each side and three of the 1/4" nylock nuts. Using this hardware secure the right side of the top only.

**6b.)** Position a top on the adjacent locker opening to the left of the first opening. Using three of the supplied 1/4-20 x 2" bolts feed them along with a 1/4" washer through the right side of this top and through the left side of the top in the adjacent opening to the right. Add another 1/4" washer to the other side and secure with a 1/4" nylock nut. Repeat for remaining openings.

**6c.)** The left end opening of any locker run will have a left side kit which will include a mounting bracket without the hinge plate and the hardware to finish fastening the top hood into place. For the left end of mobile units two left side kits are needed, one on top to fasten the top hood, and one on the bottom to keep all side panels level when reassembling the base.



### **STEP 7: ADDING RETRO FIT DOORS TO MOBILE UNITS**

**7a.)** Find a clear large area and place a mat or cardboard down and lay the mobile unit on its back. Proceed using the following steps:

Remove the casters

Remove the #14 screws that are installed up through the base into the side panels.

Loosen the 1/4-20 x 5-1/2" bolts that are installed up through the base into the side panels.

Remove the base from the unit.

**7b.)** Now proceed from step (1) through (6c). Once completed reinstall the base and casters.