

End of Product Life

Tables

DIVISION TWELVE



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Document Disclaimer:

This document will be reviewed, updated periodically, and is subject to change without notice. Division Twelve is not responsible for slight deviations in the data and information contained in this document. Product recyclability and material content data is calculated using base models only. Textiles and associated weights are not accounted for in the analysis. Criteria for recyclability has been assessed against available recycling facilities in at least 6 of the 10 U.S. EPA regions. Average recyclability is based on individual component weights. Some Division Twelve parts are adhered together which can present challenges when disassembling.



End of Product Life Introduction

Tables are the foundation for every time we meet and share. They compliment our seating collection and facilitate collaboration and connectivity. Once your Division Twelve table or component reaches the end of its life, the whole product doesn't have to end up in a landfill. Many of the parts and materials still have value, and can be repaired, replaced, or recycled to avoid an afterlife as waste.

This document provides instructions for component disassembly that can be applied to our Tables collection. A detailed breakdown of components and the materials they are made of for each product follows the instructions, as well as an outline of how to recycle these components after disassembly. Disassembly should take between 5 - 25 minutes depending on the product and model. Safety glasses and safety gloves are recommended throughout the disassembly process.

Repairability and Recyclability

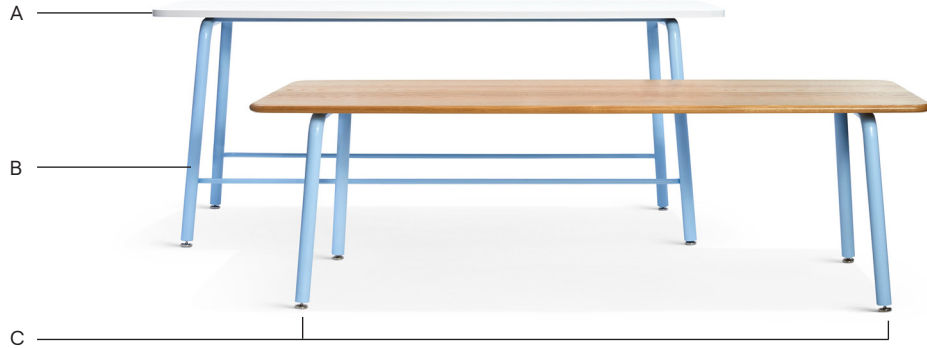
Division Twelve products are made to last a long and useful life with components that are designed with modularity and repairability in mind. We take pride in the extra steps that we take to ensure our parts are indeed replaceable and this is supported by our 10 year Warranty Policy. (see our Warranty Policy for more details).

Depending on the specific model and manufacturing date, product parts can generally be easily repaired or replaced at home using standard tools. For more details about your specific product, please contact our Warranty department.

The following are our standard components and general information on replaceability. For product specific details, please refer to the Materials & Components Table on page 8.

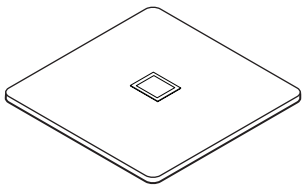
Anatomy of a Product

- A. Tabletop
- B. Table Base
- C. Glides



Standard Components

Tabletop



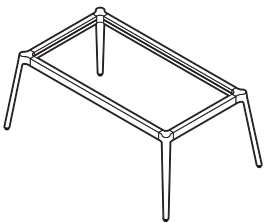
Depending on specific model and unit, tabletops are generally replaceable.

Glides



Depending on specific model and unit, glides are generally replaceable.

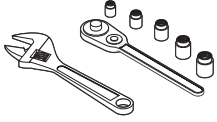
Table Base & Legs



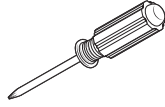
Depending on specific model and unit, bases are generally replaceable.

Tools Required

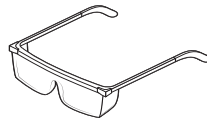
Adjustable Wrench or Socket Set*



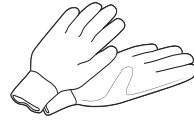
Screwdriver*



Safety Glasses



Safety Gloves

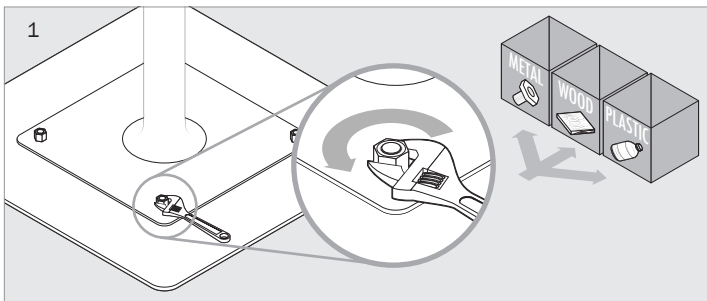


*To determine the screwdriver types and bits required for each product refer to the Materials and Components Table on page 8.

Disassembly

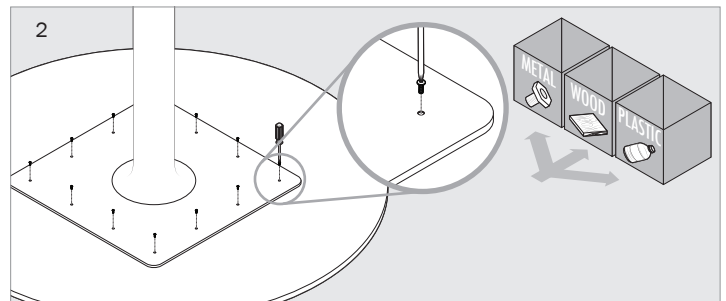
Center & Wire frame bases

OPTION 1: Bolted in place



Flip the table upside down. Locate the bolts and remove using a wrench. Separate materials and refer to page 7 for recycling details.

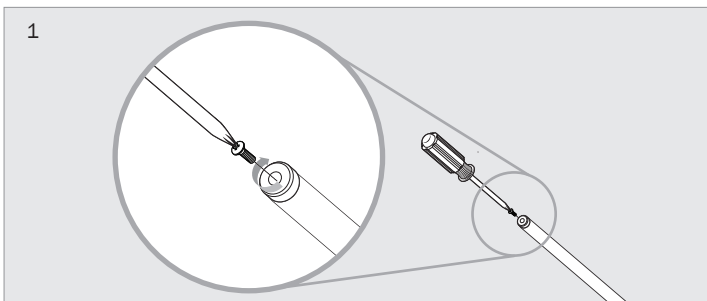
OPTION 2: Screwed in place (including Trumpet bases)



Flip the table upside down. Locate the screws and remove using a screwdriver. Separate materials and refer to page 7 for recycling details.

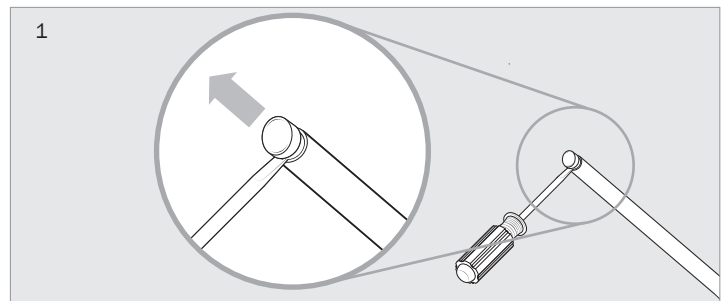
Removing glides

OPTION 1: Visible screws

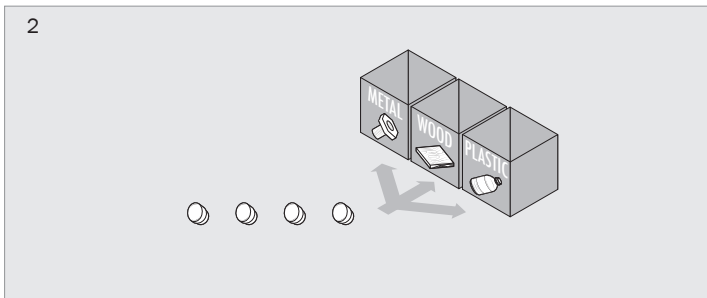


Turn the table over and rest the tabletop on the ground so that the legs are pointing up. If a screw is visible, use a corresponding screwdriver to remove the screw and bumper. If a screw is not visible, see Option 2.

OPTION 2: Screw is not visible



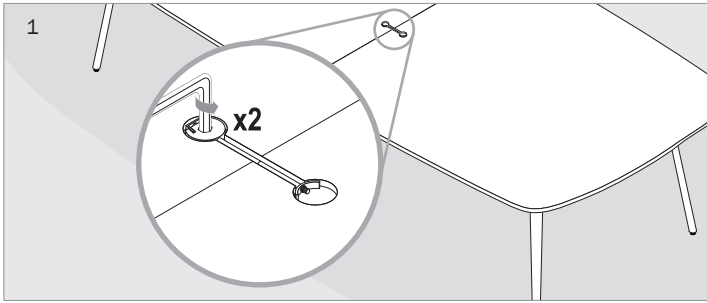
If a screw is not visible, remove the glides using needle nose pliers, a slot screwdriver and/or a mallet to wedge between the frame and plastic part to 'pop' the plastic glide off.



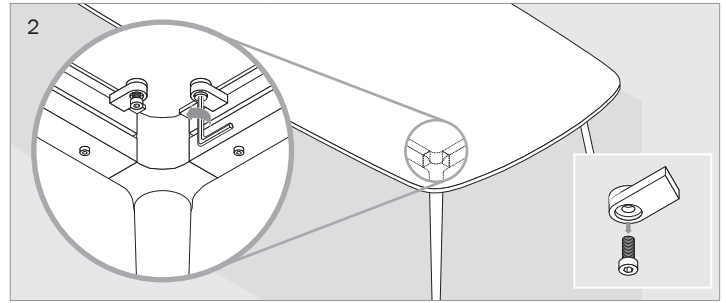
Separate the tabletop, legs, plastic glides and screws and refer to page 7 for recycling details.

4-leg Table Disassembly

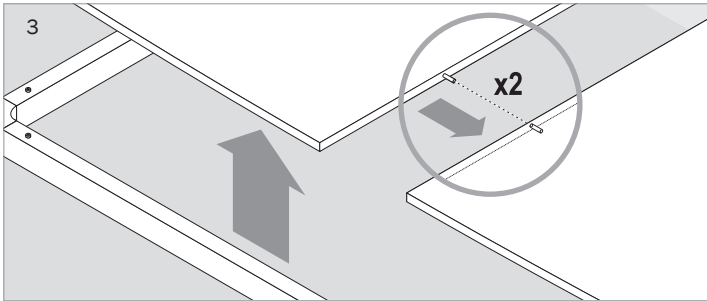
Removing the table top



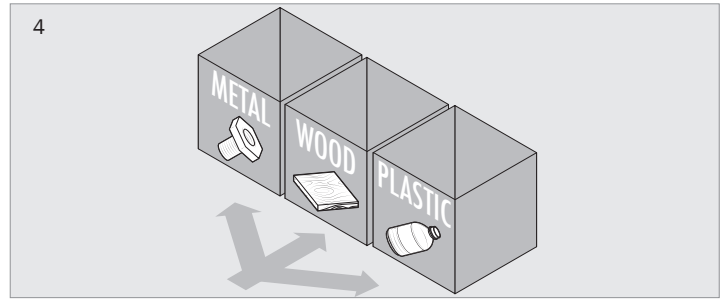
For two piece table tops: with the table standing upright on the underside of the table in the center, use a screwdriver to remove the visible bolts holding the zip bolt that connects the two halves.



Within the mounting clips located in the four corners on the underside of the table, remove the set of two bolts that hold the top in place on the base. Remove the bolts from the mounting clips and set aside.

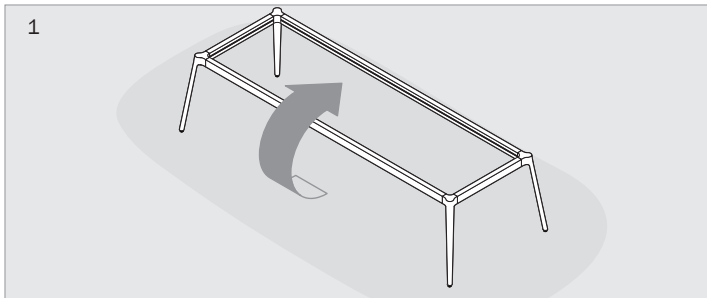


For a single piece table top, lift the top off the base and set aside. For a two piece top, slide the two halves apart before lifting off the base as shown in the illustration above.

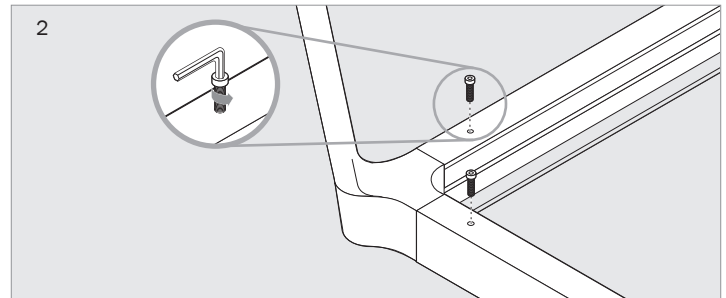


Separate materials and refer to page 7 for recycling details.

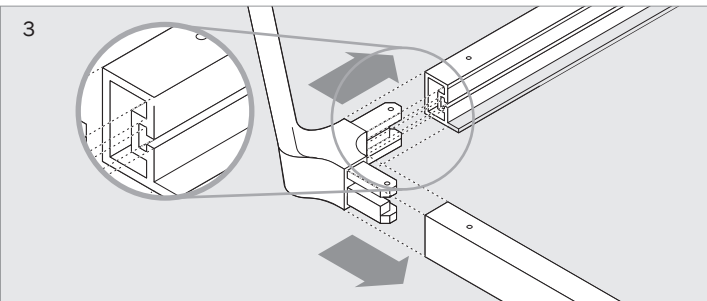
Disassembling the 4-leg base



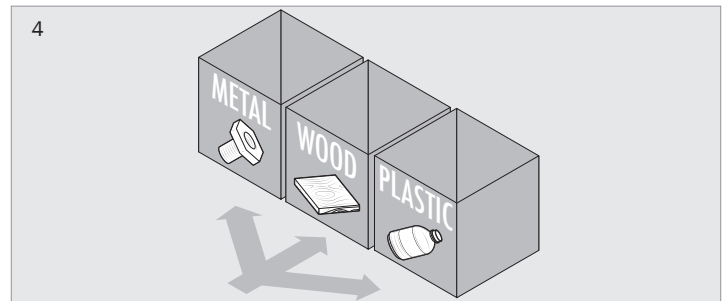
Flip the base upside down.



Using a corresponding screwdriver, remove the screws holding the extrusions to the legs.



Slide the base extrusions from the leg.



Set the legs and extrusions aside and refer to page 7 for recycling details.

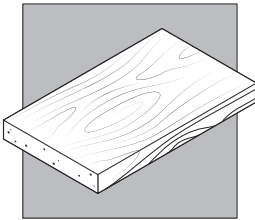
Recycling the Disassembled Product

Our goal is Closed-Loop Manufacturing, and this extends to our product's end of useful life. Through our Design for Environment (DFE) program, we ensure that we design our products with high quality, long-lasting materials. We also aim to design them to be easily disassembled, and that the materials are recyclable across all municipalities.

Our efforts, along with the efforts of many municipalities across the globe have taken great strides towards environmentally responsible materials management. Still, some materials may or may not be fully recyclable in certain areas. The recyclability of a material depends on the volume available, whether there is an end market for the material, purity of the material (avoid coatings, mixed materials, etc.), and availability of recycling infrastructure (is there a collection method, a processing facility, etc.).

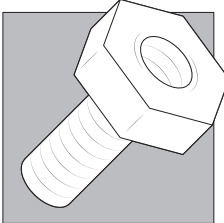
The following outline provides some basic information regarding the most common Division Twelve materials. For more information regarding recyclable materials in your area, please contact your local municipality or recycling company.

WOOD



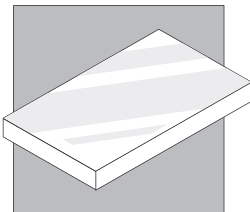
Type:	Hardwood, Plywood, MDF
Recyclability:	Recyclable
Value:	\$0 – \$1/board foot USD
How to recycle:	Contact local recycling companies or your local municipality.

METAL



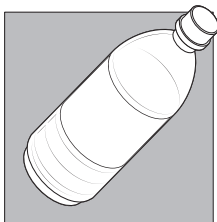
Type:	Steel, Aluminum, Zinc
Recyclability:	Recyclable
Value:	Steel \$0.50/lb. – \$0.60/lb. USD Aluminum \$0.65 – \$0.95/lb. USD Zinc \$0.42 – \$0.71/ lb USD
How to recycle:	Contact local scrap metal dealers, recycling companies or your local municipality.

GLASS



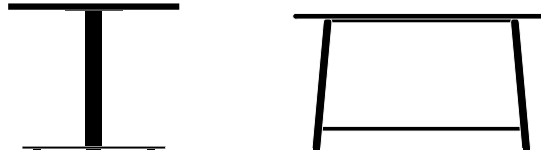
Type:	Tempered Glass
Recyclability:	Not commonly recyclable
Value:	Glass \$1.00 – \$5.00/lb. USD
How to recycle:	Contact local scrap glass dealers, recycling companies or your local municipality. Syz glass with MDF tabletops cannot be disassembled.

PLASTIC



Type:	Acetal (POM), Acrylonitrile Butadiene Styrene (ABS), Nylon (PA), Nylon 6 (PA6), Polycarbonate (PC), Polyethylene (PE and PE-HD), Styrene Butadiene/K-resin (SB), Thermoplastic Elastomer (PO-PE), Urethane (UR), Vinyl (V).
Recyclability:	ABS, PA and PE – Widely recyclable PA6, PC, PE-HD, PO-PE, SB, UR, and V – Not commonly recyclable.
Value:	Value: \$0.06/lb. – \$0.35/lb. USD
How to recycle	ABS, PA and PE – Contact recycling companies or recycle through your municipality (if accepted) PA6, PC, PE-HD, PO-PE, SB, UR, and V – Contact local recycling companies.

Materials and Components



Possible Components	FUNK	HECTIC
Table Top	↻ Hardwood or laminated MDF	↻ Hardwood or laminated MDF
Base Material	↻ Steel	↻ Steel
Power Option	N/A	N/A
Glides	N/A	↻ Plastic (PA)
Casters	Nylon and Steel	N/A
Mechanism	N/A	N/A
Disassembly Screwdriver(s)	5/32" Hex Key	5/32" Hex Key
Average Weight (kg)	26.60	64.55
Average Recyclability*	98.60 %	97.40 %

* See Document Disclaimer (p 2)

↻ Component Replaceable