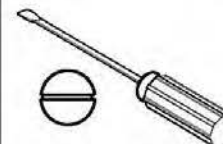
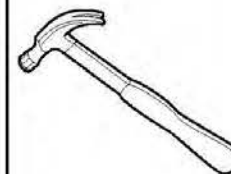
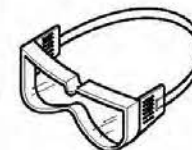


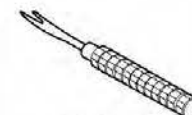


If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you. (Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500) Or visit our website: [www.steelcase.com](http://www.steelcase.com)

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T-10, T-15, T-20,  
T-25, T-30 & T40  
TORX



SEAM PULLER

## Remove Seat

1. Turn back tension knob counterclockwise until the end is reached making it easier to recline the back.
2. Lay chair down with the control knobs pointing up. Depress seat catch spring located under seat. Rotate seat depth knob clockwise until seat stops moving forward.
3. Set chair up. Pull seat off.



Seat Catch Spring

Seat Depth Adjust Knob

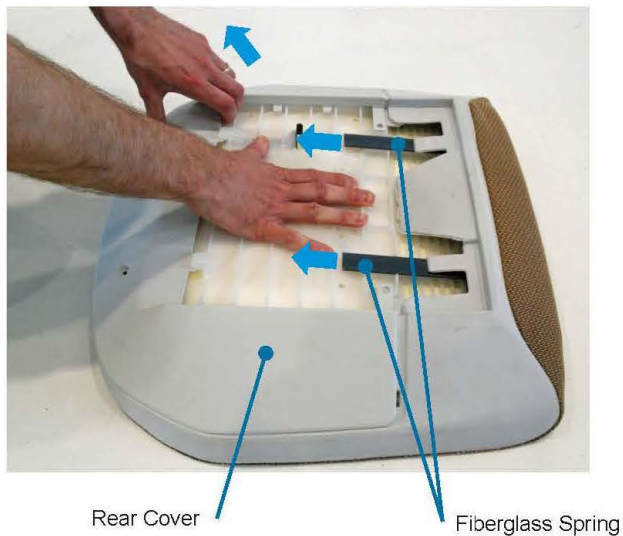
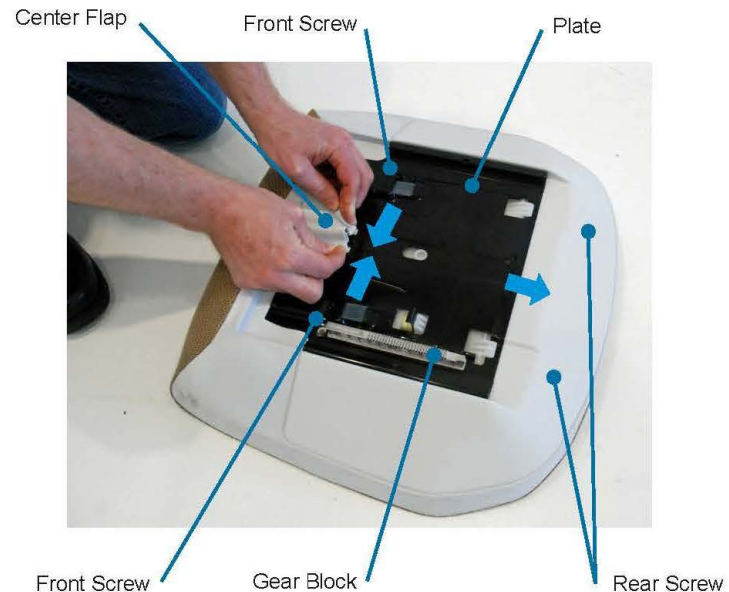


Back Tension Knob

**NOTE:** Components identified with material type in (parenthesis) are recyclable.

## Disassemble Seat

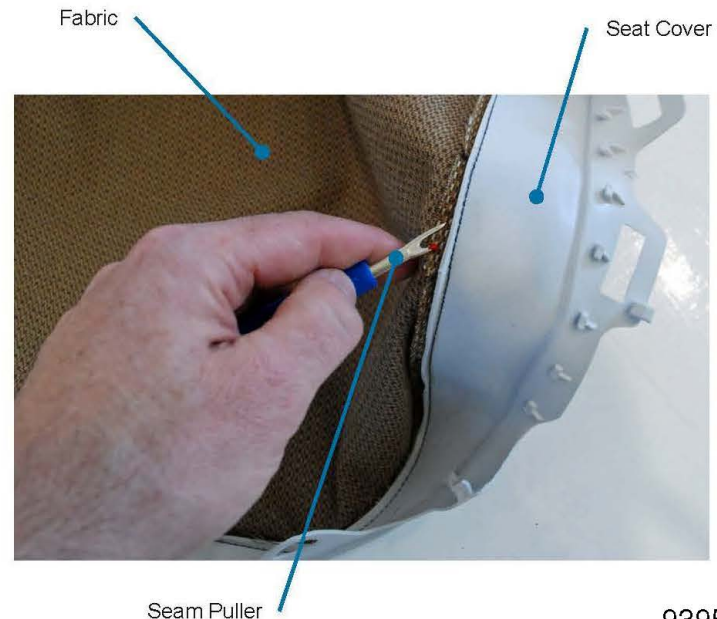
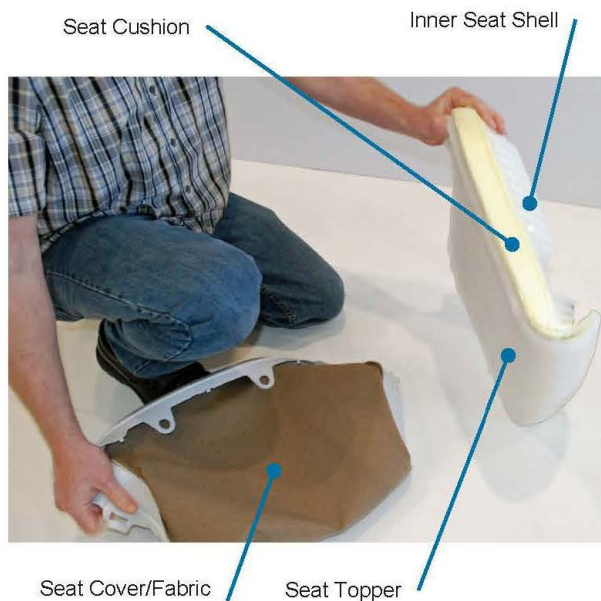
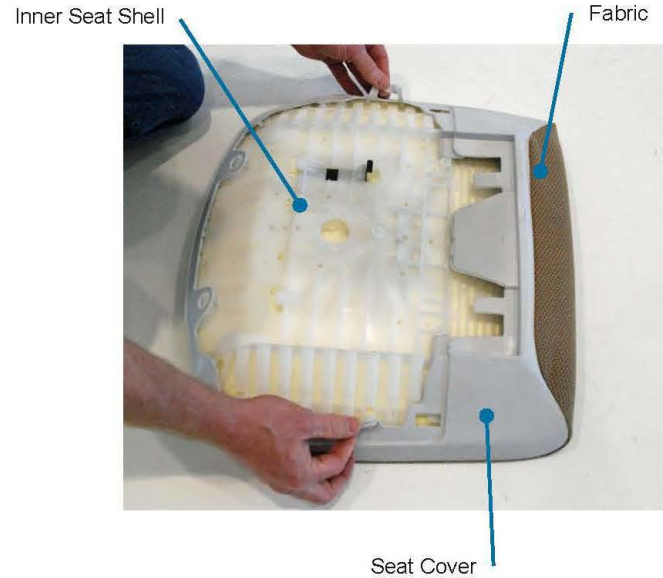
1. Pinch center flap together to unhook. Remove two (2) front screws (steel) with a Torx T-30 driver. Remove two (2) rear screws with a Torx T-20 driver. Slide plate towards the back to remove.
2. Flip plate (steel) over and remove three (3) screws (steel) with a Torx T-20 driver. Remove gear block (aluminum.)
3. Slide two (2) fiberglass springs (scrap) towards back to remove.
4. Remove rear cover (polypropylene) by grabbing rear corner and pulling up and away.





## Disassemble Seat Cushion

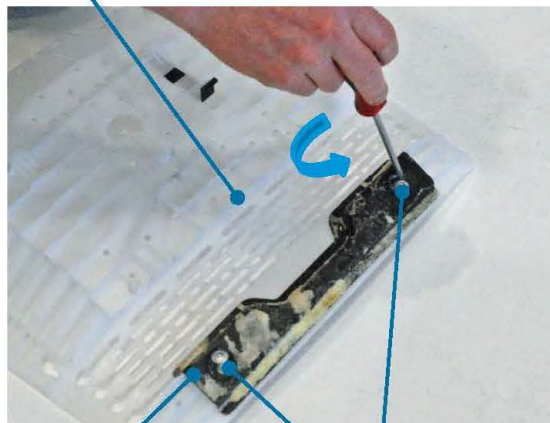
1. Un-hook seat cover from inner seat shell all around perimeter.
2. Pull inner seat shell with stuffing out of the seat cover/fabric upholstery.
3. Separate the seat topper (polyester), seat cushion (polyurethane foam) and the inner seat shell.
4. Use a seam puller to separate the fabric (scrap) from the seat cover (polypropylene).



## Disassemble Inner Seat Shell

1. Remove two (2) bracket screws (steel) using a Torx T-30 driver. Remove thigh bracket (steel).
2. Slide seat catch spring (steel) out of inner seat shell (polypropylene).

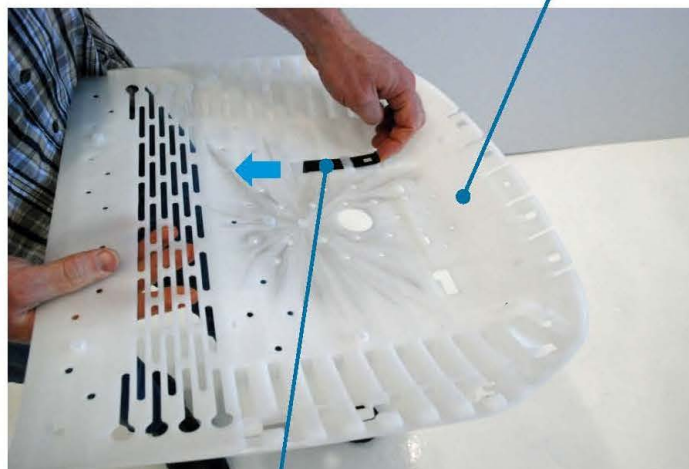
Inner Seat Shell



Thigh Bracket

Bracket Screw

Inner Seat Shell



Seat Catch Spring

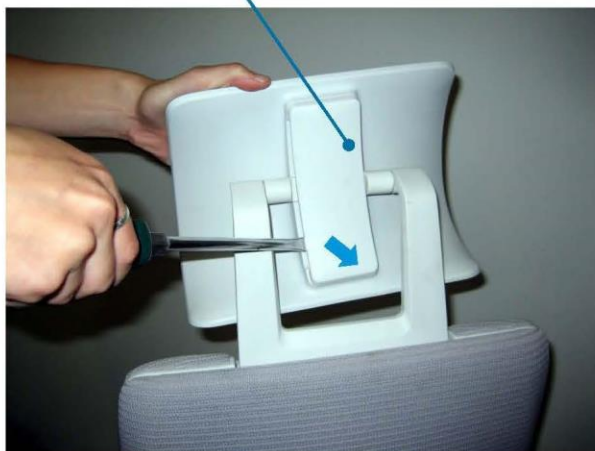
## For Chair with Headrest

1. Slip a large screwdriver between headrest cushion and shell. Pry forward to disengage the snaps on back of cushion. (There are 2 snaps on each side, top and bottom.) Totally separate and remove the cushion (scrap).
2. Pop off back cover using a large screwdriver (acetal).
3. Slip large screwdriver between upper back cushion and outer back shell. Pry outward to disengage "T" clips. Work from one lower corner up, across the top and down to the other lower corner. Totally remove the upper back cushion (scrap).

Headrest Cushion      Shell



Back Cover



Upper Back Cushion



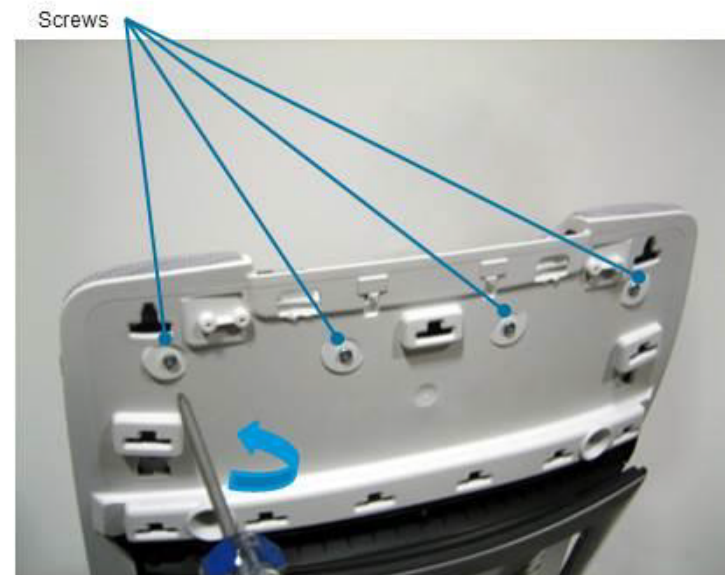
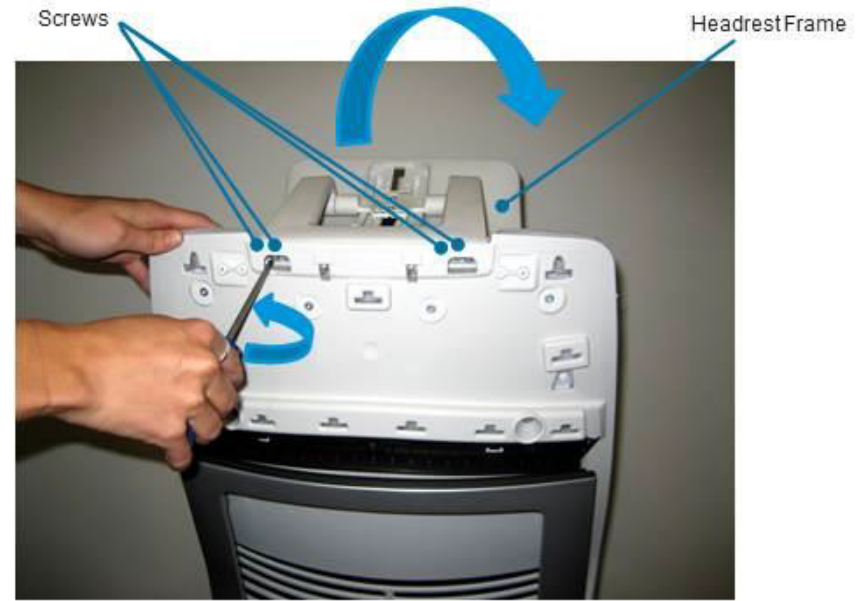
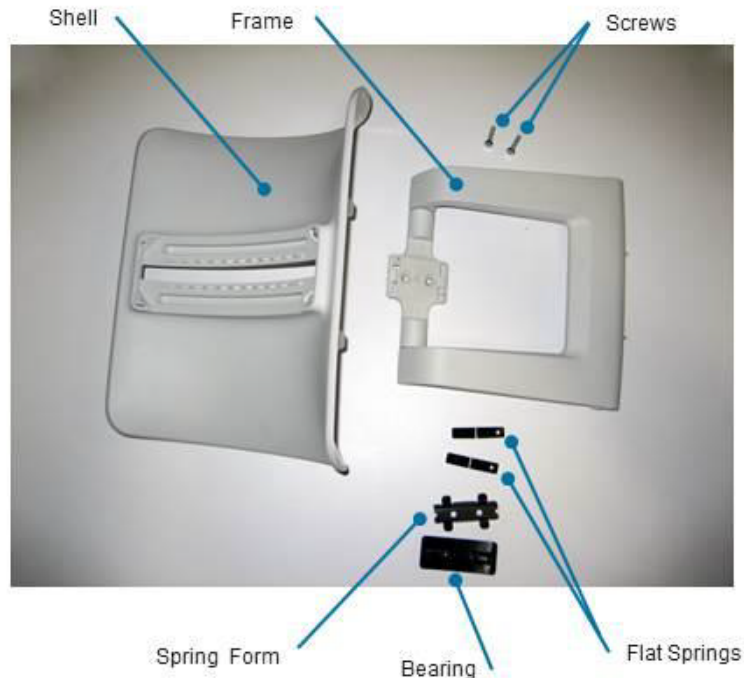
Outer Back Shell



## For Chair with Headrest (continued)

4. Rotate headrest frame forward to access screws. Remove (4) screws (steel) with a Torx T-15 driver. Remove headrest frame.
5. Remove center (2) screws (steel) from back of headrest frame. Flip frame over and remove (2) flat springs (steel). Recycle the shell (nylon) the bearing (nylon) and the spring form (steel). The frame is scrap.
6. Remove (4) more screws (steel) from outer back shell to loosen cushion.

(Continue to Remove Back Cushion)



## Remove Back Cushion

1. Slip fingers between cushion and outer back shell in the center of the back on both sides. Lift cushion up and forward to unhook from top of back. Cushion will still be attached at bottom with bungees.
2. Lay cushion down. Detach two (2) rubber bungees (scrap).

Back Cushion



Outer Back Shell



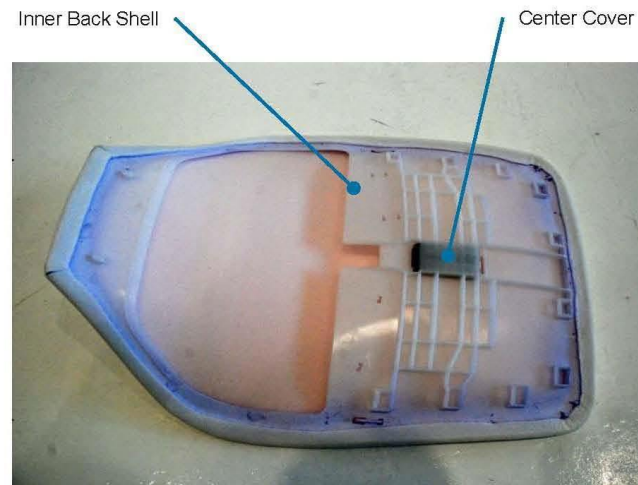
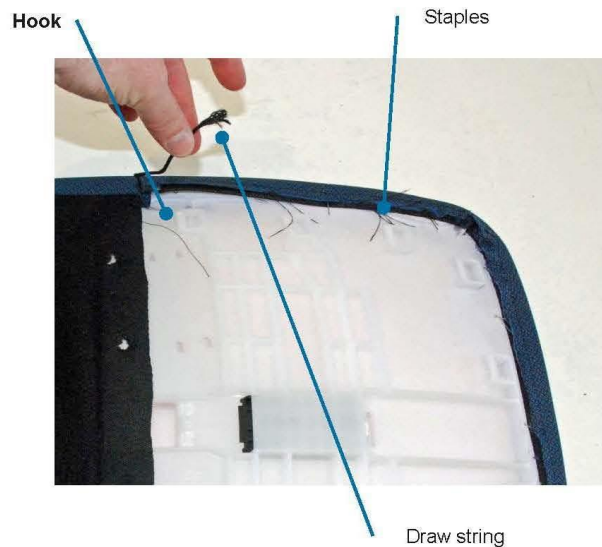
Rubber Bungee





## Disassemble Back Cushion

1. Use a small, regular screwdriver to pry up the staples (steel) around the top perimeter of the back cushion.
2. Un-tie drawstring from the hooks on the inner back shell in two (2) places.
3. Pull inner back shell with stuffing out of the back fabric upholstery (scrap).
4. Separate the back topper (polyester), back cushion (polyurethane foam) and the inner back shell.
5. Un-snap the center cover (acetal) from the inner back shell (polypropylene).
6. If your chair has a lumbar support pad (polypropylene) it would come loose when the center cover is removed. (Not shown)

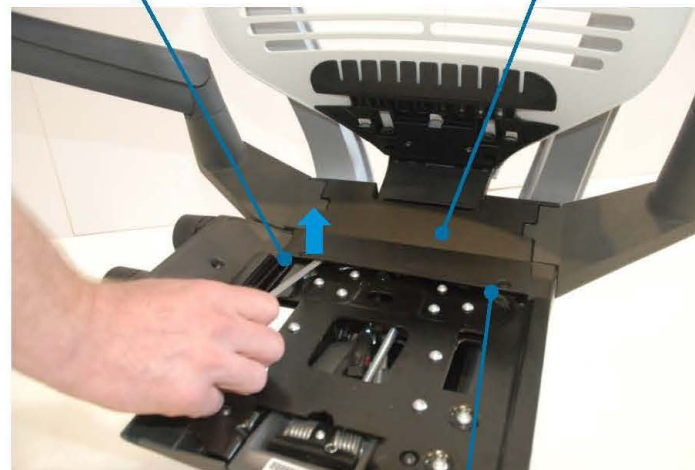


## Remove Arms

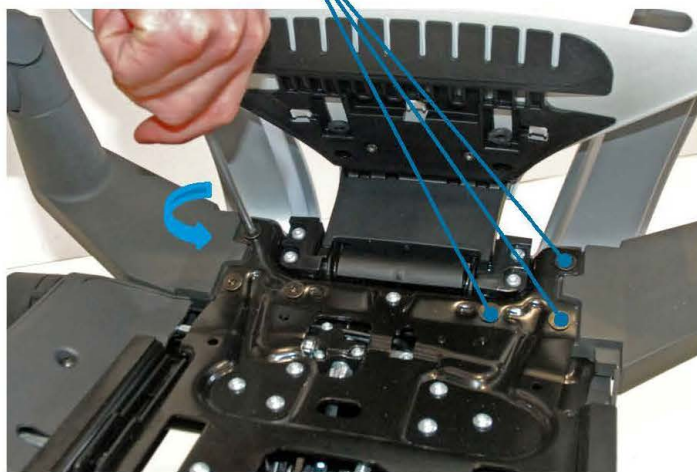
1. Pry up cover (polypropylene) that goes between the arm attachments and remove.
2. Remove two (2) pine tree fasteners (nylon) from cover.
3. Remove three (3) screws (steel) per arm with a Torx T-30 driver.
4. Slide arm out of each side.

Pine Tree Fastener

Cover



Arm Screw



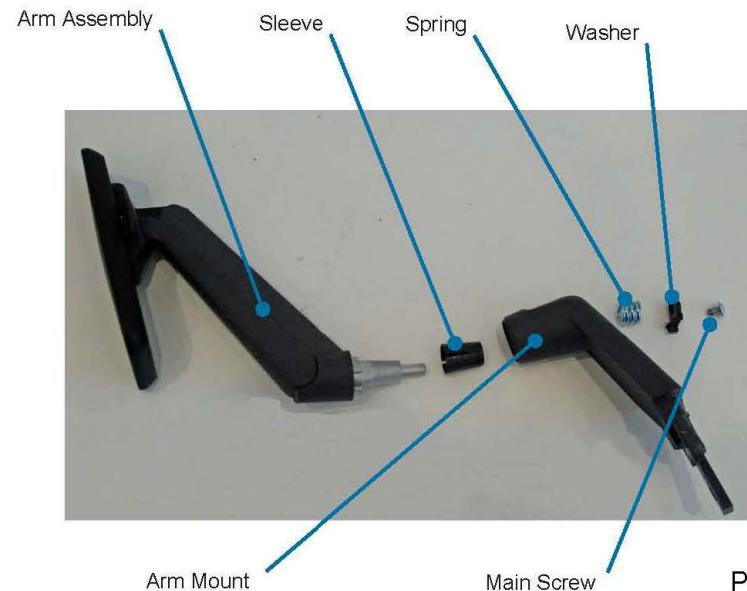
Arm

Pine Tree Fastener



## Disassemble Arm

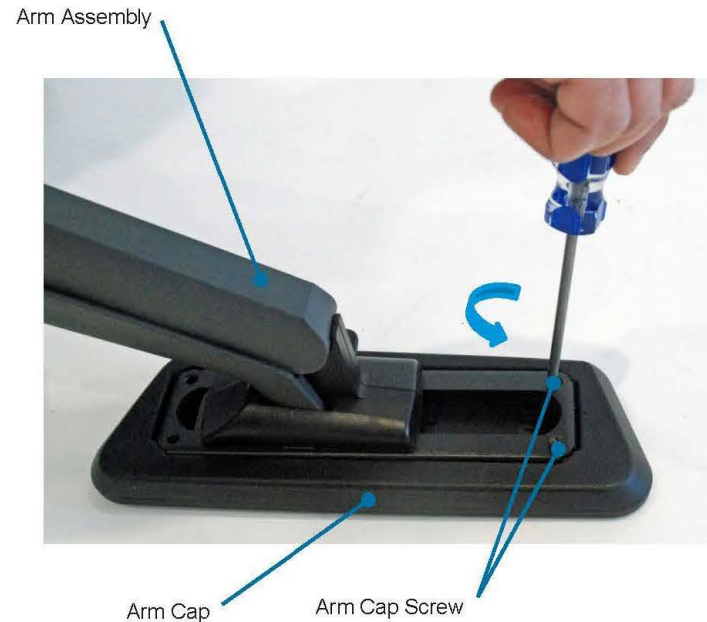
1. Pry bottom cover (acetal) off from bottom of arm. Remove two (2) retaining clips (steel) from bottom cover.
2. Remove main screw (steel) with a Torx T-30 driver.
3. Slide apart arm assembly, sleeve (acetal), arm mount (nylon), spring (steel), and washer (acetal).
4. Repeat for other arm.





## Remove Arm Caps

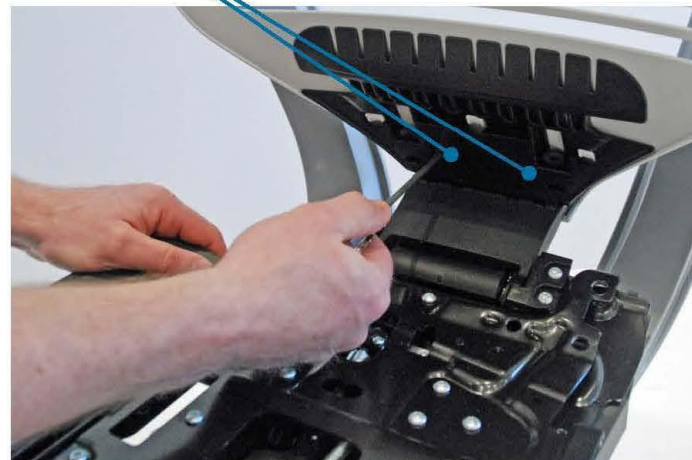
1. Remove two (2) arm cap screws (steel) using a Torx T-10 driver.
2. Separate arm cap (scrap) from arm assembly.
3. Pry off pivot cap (polypropylene).
4. Top forearm cap (polypropylene) and bottom forearm cap (polypropylene) can also be pried off by starting at pivot cap end. Note the top cap comes off easier with arm adjusted down. Bottom cap comes off easier with arm adjusted up.
5. Remainder of arm assembly is metal scrap.
6. Repeat for the other arm.



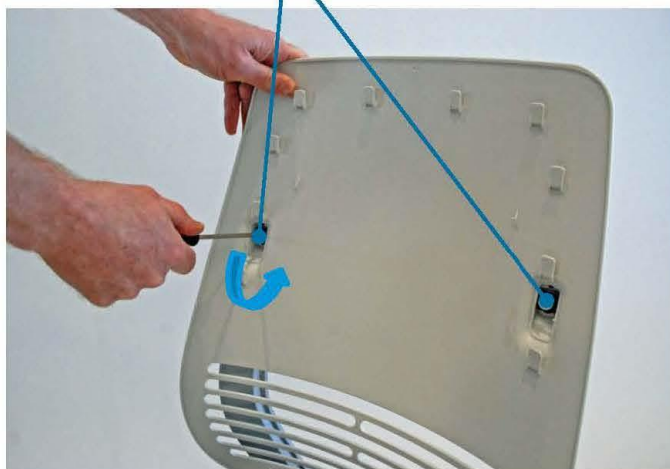
## Remove Outer Back Shell

1. Remove two (2) screws (steel) from bottom of outer back shell using a Torx T-25 driver.
2. Remove two (2) screws (steel) from upper back using a Torx T-25 driver. Remove square bearings (acetal) from around screws.
3. Detach outer back shell (polypropylene).
4. Un-snap two (2) pivot covers (acetal).  
If your chair has a headrest, remove four (4) screws (steel) and the two (2) headrest hinges (steel).

Lower Back Screw



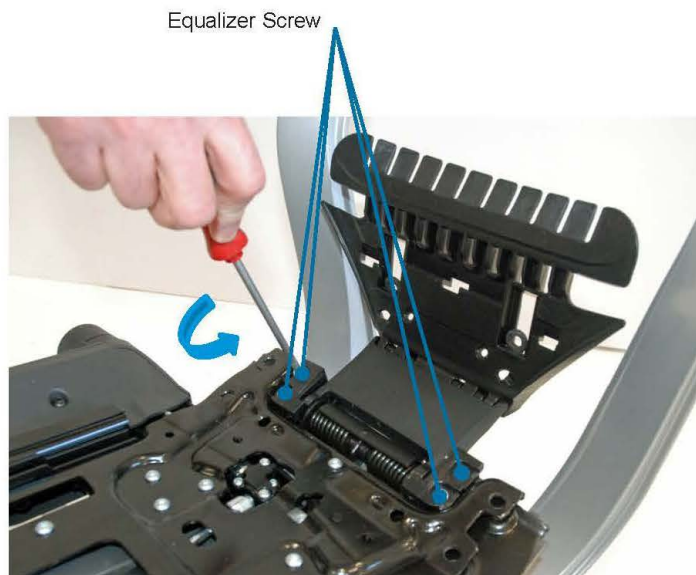
Upper Back Screw With  
Square Bearing



Pivot Cover

## Remove Core Equalizer

1. Step on base and push back on top of back frame. This releases tension on the equalizer.
2. Remove four (4) screws (steel) from equalizer with a Torx T-30 driver.
3. Set equalizer aside (scrap).





## Remove Back Frame

1. Turn chair upside down and pry up bottom cover (polypropylene) to remove.
2. Remove two (2) screws (steel) from back frame with a Torx T-40 driver.
3. Turn chair upright. Rock frame forward to release.
4. From bottom of back frame, remove two (2) screws (steel) with a T-25 driver. Slide plate (acetal) off from bottom of back frame (nylon).

Bottom Cover



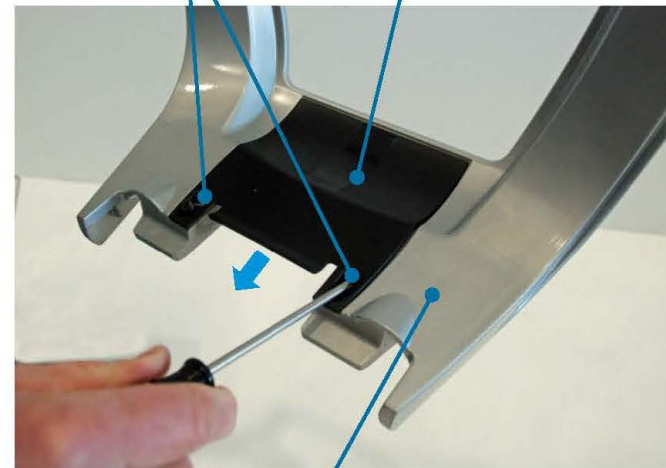
Back Frame Screw

Back Frame



Screw

Plate



Back Frame

## Remove Casters and Base

1. Turn chair upside down.
2. Remove five (5) casters by holding onto caster (scrap) and hammering down on base leg.
3. Remove base (nylon) from stand pipe by pulling up on base and hammering down on center of stand pipe.
4. Stand pipe with control mechanism to go into metal recycle bin.

