

36884 – Compact Healdswood Shelf

Assembly Instructions

Components:	Part	Name	Qty	Part	Name	Qty	Part	Name	Qty	Tools Required
	A.	Side Panel	2	B.	Back Panel	1	C.	Bottom Shelf	1	Allen Key
	D.	Middle Shelf	1	E.	Top Shelf	1	F.	40mm Hex Countersunk Screw	21	

1. Check you have all the components. Adult assembly required.		2. Position parts A & B as shown. Fix in place using 3x 40mm screws as indicated.		3. Position part A as shown. Fix in place using 3x 40mm screws as indicated.	
4. Position part C as shown, ensuring the pre-drilled holes line up. Fix in place using 4x 40mm screws as indicated.		5. Position part D as shown, ensuring the pre-drilled holes line up. Fix in place using 4x 40mm screws as indicated.		6. Position part E as shown, ensuring the pre-drilled holes line up. Fix in place using 4x 40mm screws as indicated.	
				7. Fix the shelves in place from the back using 3x 40mm screws as indicated.	



8. Enjoy. Display items not included.

Email us your Bright  Ideas
ideas@cosydirect.com

36884 – Compact Healdswood Shelf is now complete.

If you have purchased 50836 – Mobile Compact Healdswood Shelf, please continue onto the next page to attach the wheels to your unit.

50836 – Mobile Compact Healdswood Shelf

Assembly Instructions

Components:		Part	Name	Qty	Part	Name	Qty	Part	Name	Qty	Tools Required
		A.	Compact Healdswood Shelf	1	B.	Castor Wheel	2	C.	Lockable Castor Wheel	2	Electric Drill
		D.	Wooden Disc - Edge	2	E.	Wooden Disc - Centre	2	G.	15mm Screws	12	

1. Check you have all the components. Adult assembly required.	2. Position part A and one of parts C and D as shown.	3. Ensure the wheel has space to rotate 360 degrees and is placed at the edge of part D. Fix in place using 4x 15mm screws as indicated.	4. Position one of parts B and E together as shown, ensuring the wheel can rotate 360 degrees. Fix in place using 4x 15mm screws.
5. Repeat steps 2-4 with the remaining parts B, C, D and E.	6. Done. Enjoy!		

Indoor Wooden Products

Installation

- For any self-assembly products, ensure that it is fully and correctly assembled by following the instructions that are provided with the item. Please contact Cosy if you do not receive these instructions prior to assembly as Cosy is not liable for damage caused by incorrect assembly. Small parts such as screws, rivets, nuts, bolts and washers need regular checks to ensure they are securely in place as part of your care and maintenance routines.
- Indoor wooden products can be heavy and must be moved and handled correctly when building and siting them. They should be moved by at least two people using best practice manual handling techniques and procedures.

Safety

- As many of the products we supply are classed as 'toys' children should be appropriately instructed and supervised at all times when using them.
- As with any new piece of equipment or new children using existing equipment, a risk benefit assessment needs to be undertaken and rules for use clearly communicated to ensure maximum fun in the safest way.
- Point out obvious specific risks relating to individual products and rules of use.
- Identify which products may need higher levels of supervision and store them in an area to be treated differently.
- If you are using these products outdoors be aware that the risk will increase relating to certain weathers such as increased slippiness, manage accordingly.
- Inform the participants that as some items are heavy or long, they should not be carried or held above head height and that some should ideally be moved using two people to ensure that no injuries occur.
- Ensure all supervisors are risk awareness trained and there is a sufficient level of supervision at all times.

Maintenance

- All treatment on the play equipment **MUST** be re-applied 6-12 months after purchase to help prolong its life.
- Please ensure that any stains or paints used are child-friendly and non-toxic.
- If the blackboard paint begins to deteriorate, you can refresh this by sanding off the spoiled paint and reapplying over this area. You can purchase this paint directly from Cosy or any respectable hardware retailer.
- Feel free to sand any edges that become rough or splintered and wire brush any mould or moss to keep the product useable and clean.
- If your product has doors, ensure that at the end of each session, the doors are completely closed with all latches used where applicable to help lessen any warping over time.
- Some of these products can be used outside, but they must be stored indoors at the end of the day.
- Check play equipment daily after use for breaks and hazards such as cracks and splinters.
- We recommend that all products are checked and maintained regularly to ensure they are kept in pristine condition.