PART 1 GENERAL

1.01 SECTION INCLUDES:
The work of this section shall include all labor, materials, equipment accessories and services necessary and required to complete the remanufacture of Herman Miller Action Office and Encore Modular Furnishings as indicated or specified.

1.02 SUBMITTALS
A. Submit Product Data Sheets, shop drawings including location/layout plan, and cleaning and maintenance instructions.
B. The requirements unique to Herman Miller system are identified in the manufacturer's "Standard Specification for Herman Miller Modular Furnishings Remanufacture" document as published by the manufacturer. A copy of this specification shall be submitted. Compliance with these recommendations and specifications is required.
C. Submit samples of each material and component being refurbished to indicate color, finish, texture and workmanship. Samples shall be of sufficient size to include finished edge with applicable trim applied.

PART 2 PRODUCTS

2.01 MATERIALS
A. Provide new or remanufactured Herman Miller Action Office and Encore products, in accordance with contract document requirements, unless otherwise specifically indicated for an individual project.
B. The contract documents provide the component list, quantities, colors and finishes to be provided for each specific project.
C. Provide remanufactured components, complete with all required parts, according to Herman Miller Action Office or Encore Inspection Checklists.

PART 3 EXECUTION

3.01 APPLICATION
A. Repair or replace all damaged or missing parts as specified on Inspection Checklists.
B. Remanufacturing Action Office and Encore panels.
   1. Disassemble and check hardware and parts to determine and accomplish needed repair or replacement.
   2. Repaint hanger frame and shell.
   3. Repaint top cap or replace as necessary.
      a. Secure loose threads of panel base with cloth tape, stapled in place.
      b. Apply fabric so grainline is consistent with original manufacture.
   7. Increase size of, or relocate hanger frame screws as necessary, in order to insure tight fit in pilot holes.
   8. Reroute channel in panel top as necessary to accommodate top cap.
   9. Completely reassembly of panel to comply with Inspection Checklist.
C. Remanufacturing Glazed Panels and Door Panels
1. Disassemble and check parts to determine and accomplish replacement and repair as needed.
2. Repaint hanger frames, shells, door frames, door jambs, glazing trim, frame weldment and trim glazing.
3. Repaint top cap or replace as necessary.
4. Reassemble in accordance with Inspection Checklist.

D. Remanufacturing Panel Hardware
1. Check condition of parts to determine and accomplish needed replacement.
2. Repaint metal parts of end caps, connectors, hinges and wall hanger strips.

E. Remanufacturing Flipper Doors
1. Disassemble and check parts to determine and accomplish needed replacement or repair.
2. Repaint inside and outside surfaces not receiving fabric.
3. Remove existing fabric, tape, lock assembly and retainer strips from flipper doors.
4. Re-cover flipper doors with new fabric, replacing retainer strips as necessary.
   b. Apply fabric so grainline is consistent with original manufacture.
5. Confirm lock is installed correctly to allow change-out of lock plug without damage to lock.
6. Reassemble unit to comply with Inspection Checklist.

F. Remanufacturing End Panels
1. Remove and check condition of parts where applicable, determine and accomplish replacement as needed.
2. Replace end panel if inserts are loose or missing.
3. Repair minor dents and scratches.
4. Repaint all sides.
5. Reinstall parts, as applicable, in accordance with Inspection Checklist.

G. Remanufacturing Shelves
1. Remove dents and scratches.
2. Straighten metal.
3. Repaint all sides.

H. Remanufacturing Lateral Files
1. Disassemble and check condition of parts to determine and accomplish replacement or repairs as needed.
2. Remove dents and scratches, repair and straighten bin and bin cover.
3. Repaint bin and bin cover inside and outside.
   a. Replace damaged edge trim where applicable.
4. Relaminate or replace drawer front, as necessary.
   a. Replace damaged edge trim where applicable.
5. Reassemble to comply with Inspection Checklist.

I. Remanufacturing Counter Caps and Worksurfaces
1. Repaint supports where applicable.
2. Check condition of parts to assure replacement as needed.
3. Cut and drill as necessary.
4. Relaminate as necessary.
5. Replace damaged edging as necessary.

J. Remanufacturing Adjustable Keyboard Pad and Mechanism
1. Disassemble and check condition of parts, replacing as needed.
2. Repaint mechanism.
3. Relaminate keyboard pad and replace vinyl edge or replace pad as specified.

K. Remanufacturing Tackboards
1. Remove clip, and check for replacement if needed.
2. Remove cardboard backsheet, reuse or replace as necessary.
4. Repair substrate as necessary.
   a. Apply fabric so grainline is consistent with original manufacture.
6. Install mounting screws into original pilot holes, insuring tight fit.
   a. Insure mounting screw heads are compatible with mounting brackets.

### 3.02 QUALITY CONTROL

A. Protect remanufactured product to avoid the following product problems and assure no damage occurs.
   1. Racking and distortion of flipper doors
   2. Loosening, misalignment or loss of small parts and screws

B. Inspection Checklists
   1. Inspect remanufactured components to assure compliance with the Inspection Checklists
      provided as an attachment to this section.

**END SECTION**