



Due Date: _____

Completed By: _____

Completed On: _____

Retain in Communications binder until action is complete. Then discard.

Installing Tabletop Dividers

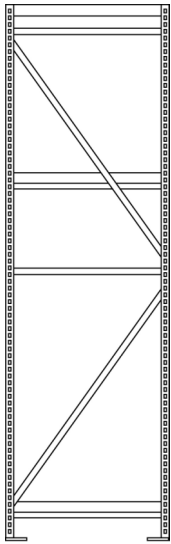


Diagram 1: Side View

OVERVIEW

The 250 stores with the highest glass tabletop sales will receive dividers for the Penco stockroom shelving unit that houses their tabletops. This change is for the safety of our associates, as the new dividers will limit the weight of leaning glass when tabletops are stocked or removed.

ESTIMATED INSTALLATION TIME: 2-3 hours

ACTION

Follow the instructions below to install the new dividers. Two people will be needed for the installation.

SHIPMENT CONTENTS (4 BOXES):

- 3 Wood Divider Walls (individually packaged)
 - 12 L-shaped Braces (4 per divider)
 - 1 pkg. Phillips Head Wood Screws
 - 1 pkg. #10 Hex Head Metal Screws
- ← Packaged together in one box

TOOLS NEEDED:

- Power Drill
- 5/16" Socket drill attachment
- Phillips Head Drill Bit
- Level
- Tape measure or yardstick
- Black marker
- Gloves
- Extension cord (if necessary for drill)

STEPS FOR INSTALLATION:

1. Determine the shelving location where tabletop dividers will be placed. Ensure that the designated shelving location is assembled like the side view shown in Diagram 1. Contact your regional manager if additional shelving pieces are needed in order to begin installation. Clear the area to provide adequate room for assembly.
2. Using a tape measure (or yardstick), divide the designated shelf area into four equal sections as described below and shown in Diagram 2:
 - a. Measure along the bottom of the shelf and mark the halfway point to create two equal sections. This creates your centerline.
 - b. Measure from the centerline to the left side of the shelf and mark the halfway point.

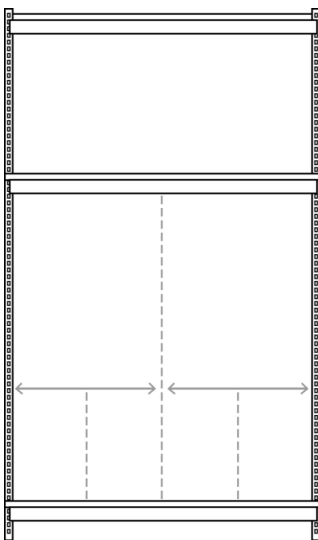


Diagram 2: Front View

SALES AND SERVICE

PEOPLE MANAGEMENT

MERCHANDISE MANAGEMENT

VISUAL MERCHANDISING

ADMINISTRATION

Installing Tabletop Dividers (continued)

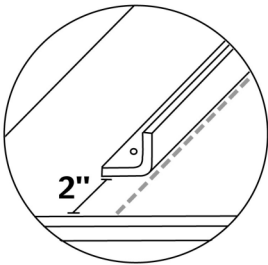


Diagram 3a: Positioning the first L-brace

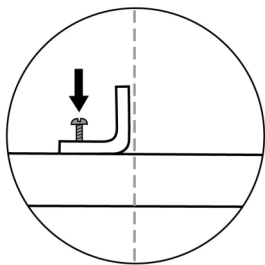


Diagram 3b: Attaching the brace to the shelf

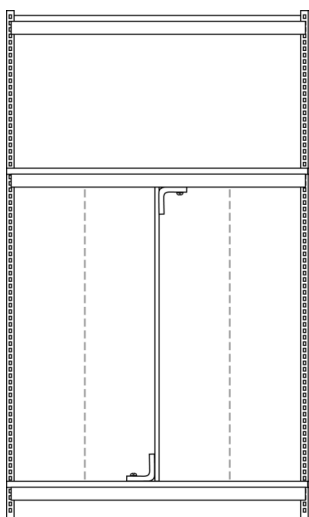


Diagram 4a: Positioning the top brace

- c. Measure from the centerline to the right side of the shelf and mark the halfway point.

You should now have three marks, which divide the shelf into four equal sections. These marks show the placement of the wood divider panels.

3. Place one L-shaped brace on the left side of the centerline, approximately 2 in. back from the front edge of the bottom shelf (Diagram 3a). Attach the brace with Hex Head Metal Screws, starting from the front of the shelf and working toward the back (Diagram 3b). (**Note:** There are holes in the brace but not in the shelf, so you will have to drill through the metal shelf.) Screws should be placed in at least every other hole of the brace.
4. Insert a wood divider into the shelf and place the bottom of it against the right side of the brace. Using your level, adjust the wood divider until it is perpendicular to the shelf.
5. While one associate holds the wood divider in place, another associate should position a second brace on the upper right side of the wood divider, against the underside of the upper shelf. **Unlike the bottom brace, which was positioned 2 inches from the front edge of the shelf, the top brace should be flush with the front edge of the shelf.** This will allow four of the holes in the brace to line up with the raised channels on the bottom surface of the upper shelf. **Drill Hex Head Metal Screws into only these four holes.** Diagram 4a shows a properly-positioned wood divider and top brace. (Braces are not drawn to scale.)
6. Use Philips Head Wood Screws to attach the wood divider to the braces (Diagram 4b, next page). Screws should be placed in at least every other hole of the brace.
7. Attach braces to the top left and bottom right sides of the wood divider so that there are braces on each side of the divider at the top and bottom (Diagram 5, next page).
8. Repeat steps 3 through 7 for the remaining two wood dividers, aligning them with the marks created in step 2. Diagram 6 (next page) shows the final result, with all three dividers in place.

If your store is unable to complete this installation, please call your Property Management contact so an outside person can be hired to complete the installation.

DUE DATE FOR COMPLETION:

Please have this installation completed by August 31, 2001.

SALES AND
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August 8, 2001

Installing Tabletop Dividers (continued)

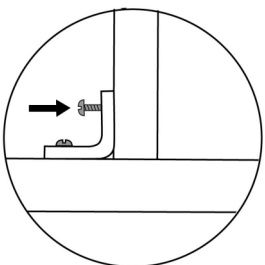
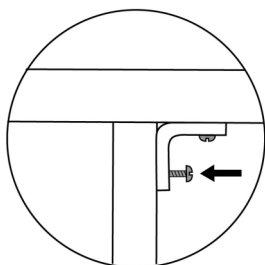


Diagram 4b: Attaching the wood divider

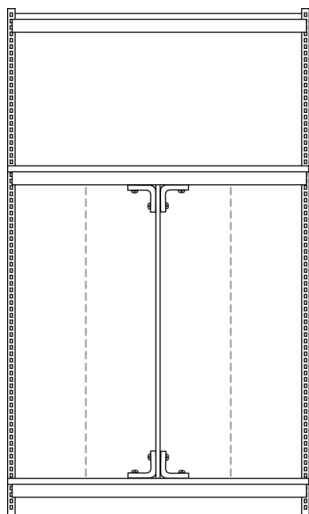


Diagram 5: A completed divider

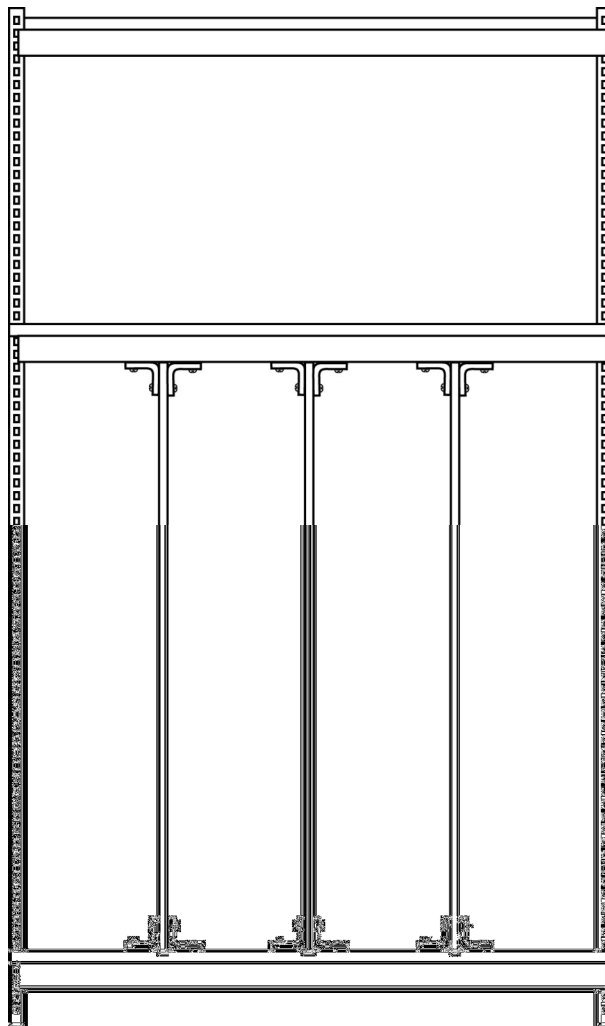


Diagram 6: All dividers in place

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