

# *Chameleon Chair*®

## C O L L E C T I O N



MANUAL FOR THE CARE OF CHAMELEON CHAIRS & SOFT GOODS

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## **INTRODUCTION**

This manual is intended to provide information about the use, care and proper maintenance of the Chameleon system of chairs, dollies and soft goods. Once you understand the basics about the Chameleon chair system you will be able to utilize its features to save time and maintain goods in long and continued use.

### **Purpose Statement**

To Review Chameleon Chair Collection's Established Installation Best Practices

To Establish Quality Control Protocol in areas of Warehouse, Installation and Chair Care

To Designate a Point Person or Team to Oversee Quality Control

To Answer Questions Regarding Care and Use of The Chameleon Chair and Dolly System

To Avoid Damage to Product and Staff

## **SAFETY & CARE INSTRUCTIONS MANUAL**

Remember safety is always first. When in doubt ask or call us.

The Chameleon Chair is a versatile, durable chair specially designed for easy handling and user friendly upkeep, in the party rental business.

Follow these simple instructions., Spend a few more seconds and you'll keep the chair in good condition and get years of trouble free, low maintenance use out of them.

The Chameleon Chair is an integral part of the Dolly System. The Chameleon Dolly is specially designed to transport and facilitate the handling, transport, storage and maintenance of the chairs.

## **INSTRUCTION VIDEO REFERENCE**

Chameleon Chair Collection Reference Materials Library, is a great place to refer to for step by step instruction videos on:

- How to dress and undress a Chameleon Chair
- Basic maintenance of chair feet, dollies and cleaning of white cushion blanks
- Correct way to transport Chameleon Chairs and cushions

To access the Reference Materials Library please contact Chameleon Chair to establish login and password for:

[www.chameleonchair.com/library](http://www.chameleonchair.com/library)

### **Safety**

Safety measures should be taken at all times when moving and unloading The Chameleon Chair and Dolly System.

Safety tips and procedures are found throughout the manual.

## **CHAIR AND DOLLY CONSTRUCTION**

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Lower Frame:	Tubular steel (14 Guage/.065mm)
Back:	Solid and cold rolled sheet steel sections
Front Feet:	Machined solid steel ( <u>Act as counterweight to stabilize chair</u> )
Front Foot Cap:	Nylon (protect floors)
Rear Feet:	Nylon (available in matching colors to chair frame; protect floors)
Top Cap:	Nylon
Bumper:	Nylon
Cushion:	Composite wood base, HR (1840 foam), ¾ oz Dacron,
Fabric:	Polyester / other synthetic blends (In compliance with flammability standards of California Bureau of Home Furnishings 2007)
Liners:	Poly foam felt liner with nylon zippers
Topper:	Non-flammable (synthetic blend) Cloth Back

## **Chair Nomenclature**

Front Leg	Velcro – loop
Front Foot	Velcro - hook
Front Foot Cap	Back perimeter bar
Top Caps	Back straps
Rear Leg (tapered)	Back cross brace
Rear Foot	Weld joints
	Seat Cushion
Seat Cross	Seat Cushion Velcro
Tube Crimp	
Bumper	Liner (foam)
Velcro Bar	Liner zipper
Velcro (side bar)	Topper, front and back
Velcro (front bar)	Topper- zippers

## THE CHAMELEON CHAIR

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Fanfare Silver



Two Tone Fanfare



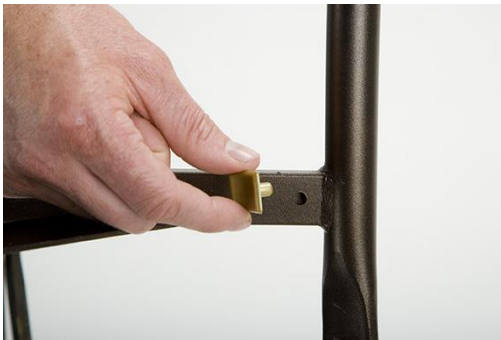
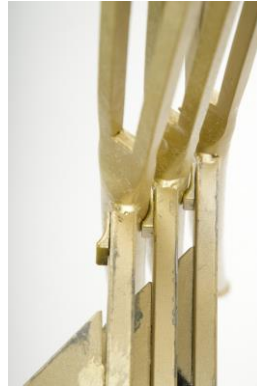
The Chameleon chair is a remarkably versatile stacking chair designed to meet the ever-changing demands of the party and special events market. It is ergonomically engineered for comfort and style. The Chameleon Chair® Collection includes metallic and covered backs as well as seat cushions in a variety of colors, fabrics and patterns. The chairs are delivered in a custom storage and transportation dolly that efficiently transports 36 chairs and cushions.

The Company offers eight different metal back chair styles that can be used as designed or underneath a wide variety of covered backs. The chair's back is first covered with a custom-made liner. Once the liner is installed, a decorative cover is put on over it to give the chair a sleek, upholstered and tailored look. The company plans to introduce new designs responsive to industry trends.

## **STACKING THE CHAIR**

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- Bumpers are critical in keeping chairs in alignment within a stack.
- Bumpers will assure a well balanced stack of chairs.
- Bumpers will prevent damage to chair as well as dolly.
- Bumpers will make chair stacking easy.
- Make sure each chair always has its two bumpers. Replace broken or missing ones as necessary. Note: The thick part of the bumpers should be facing the front of the chair (see below).



## **QUICK CHAIR FRAME INSPECTION**

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Routinely perform these checks

- The Chair Caps, nylon parts are all on the chairs and none are missing.
- The Chair does not wobble from left to right or back to front.
- Front Leg bending at the Cross Bar.
- Paint damage on chair legs.
- Loosened Velcro.( tamp down frayed edges, eliminate air bubbles)
- No sharp edges due to mishandling or damage.
- 

## **SOME COMMON PROBLEMS**

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- Missing caps- replace.
- Lifting / missing Velcro - secure down /replace as necessary.
- Broken weld connections – set aside and return to Chameleon Chair.
- Bent front leg(s). Return to Chameleon Chair for alignment in jig.
- Missing bumper(s)-replace.

## REAR FOOT

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- Rear Foot is a custom injection molded nylon part.
- Protects floors and maintains level position of chair
- Match color of rear foot to chair frame
- Use rubber mallet to knock Rear Foot into place (as shown)
- Note direction & slope of Rear Foot (as shown)



## FRONT FOOT CAP

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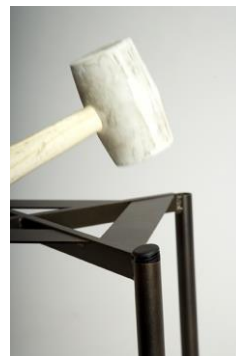
- Front Foot Cap is a custom injection molded nylon part
- Replace broken caps as necessary (as shown)
- Match color of cap to frame
- Set chair (upside down) atop table. Position cap atop foot, knock into place with rubber tipped mallet (as shown)



## REPLACING TOP CAPS

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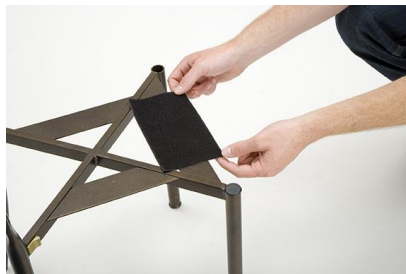
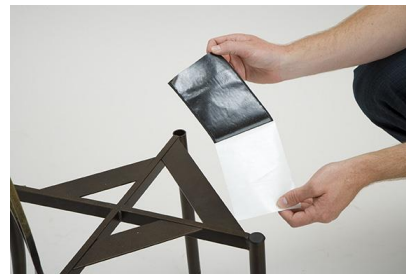
- Top caps are nylon. They are always in black color.
- Use rubber tipped mallet to push all the way in.
- Make sure cap sits flush with Velcro ( uneven placement causes Seat cushion not to adhere properly)



## REPLACING VELCRO

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- Routinely check Velcro on lower frame as well as cushions.
- Routinely Spot check Seat Cushions by placing them on Chairs to make sure they are adhering properly to Chair Frames.
- Apply adequate pressure above the Cushion to assure positive contact between Velcro Loop and Hook and ensure cushions are staying on the chairs.
- Apply Velcro correctly as shown. Eliminate air bubbles by burnishing down well. Apply "band-aid" if necessary
- See diagram below





## THE DOLLY

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- The Chameleon Dolly is a four wheel transport vehicle specifically designed for the Chameleon Chairs.
- The Chameleon Chair Dolly and Chameleon Chairs are an integral system meant to be used together.
- A loaded Dolly can store and transport thirty-six (36) chairs, in stacks of six as well as thirty-six (36) cushions. It can also hold, atop the chairs, individual Liners and Toppers.
- The Chameleon Dolly is the preferred transport vehicle for the Chameleon Chair. It is the safest, most efficient way to transport the chairs. Each Dolly comprises of the following components:
  - A. LOWER RUNG
  - B. MIDDLE RUNG (adjustable)
  - C. CUSHION BASKET (adjustable)
  - D. FOUR WHEELS
- Always follow these simple instructions to maintain Dolly & Chairs in good condition. Spend a few more seconds to prepare and care for the Dolly & you will benefit from years of low maintenance use.
- Irrespective of whether chairs are to be used 'Exposed Back' or covered with Toppers, the chairs must be protected with a Liner especially during transport. Liners provide necessary cushioning between chairs, and are generally installed on every other chair.
- It is very important to train personnel in the proper handling of the Chairs and Dollies. Knowing how to handle and operate the Dolly properly will assure safety and prolong life of the products.
- Inspect the Dolly frequently. We recommend one visual inspection upon return from each job as Dolly is being brought in from the truck as well as a periodic maintenance check ( min. once every month)
- Separate and set aside damaged Dollies. Notify us immediately in writing about it. Arrangements will be made to pick the damaged Dollies up and repair/return or replace.

## THE DOLLY

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### QUICK DOLLY INSPECTION STEPS

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- Make sure Dolly is level, with all elements vertical and straight. Leaning dollies are defective and will sustain damage!
- Make sure wheels are correctly in position - check for excess wear on tires, loose nuts and non-vertical wheels. Remove excess debris from wheels and Rigs.
- Perform a visual inspection for signs of weakened welds, broken joints and deformed members.
- Set aside damaged Dollies. Do not use them.
- Lift up all hinged parts and check that hinges are operating correctly. Look for signs of weld breakage- they may happen at the hinge welds.

**DO NOT WELD/REPAIR DOLLIES! SET THEM ASIDE. REPORT TO US IMMEDIATELY.**

### CAUSES OF DAMAGE TO DOLLY FRAME

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- Unrestrained rolling Dollies can be dangerous projectiles and can damage everything else in their path!
- Rolling around on the truck & falling is most common reason for dolly damage.
- Loaded Dollies weigh approximately 800 lbs. In transit they are a heavy moving vehicle. Handle with much care.
- Dolly must be restrained by heavy duty straps securely attached to truck cab side rails.
- Improper Chair placement on Dolly can cause misaligned and damaged chairs.
- Excessive weight beyond allowable specifications; i.e., nothing should be placed on a dolly except chairs and cushions.
- Dropping Dolly on its side.
- Rolling Dolly across uneven ground.
- Hitting against hard objects, always map out your path and know where you're headed; go slow and keep watching.
- Forcing through restrictive openings – such as low doorways etc.
- Leaning a Dolly or driving it over a lateral incline is dangerous as the dolly could tip over! Find another path!

## **CORRECT STACKING OF CHAIRS ON DOLLIES**

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- Step 1 Visual Inspection of Dolly Frame (see dolly inspection above)
- Step 2 Check Wheels on Dolly
- Step 3 Lift Basket
- Step 4 Support Basket in position with lateral support bar  
Check basket stability before proceeding
- Step 6 Lift and hook middle support bar. (Avoid hitting chairs against metal elements.)
- Step 7 Stack chairs in groups of six, lift onto lower support bars, Liners should be placed on every other chair
- Step 8 All three stacks of six should be completed before moving to upper bracket



Step 1



Step 2



Step 3



Step 4



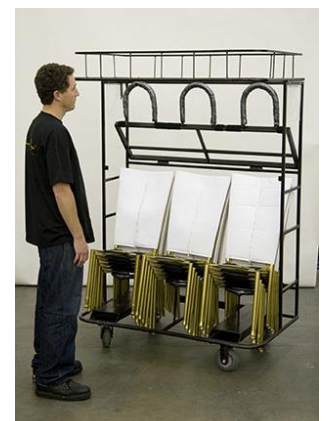
Step 5



Step 6



Step 7



Step 8

## CORRECT STACKING OF CHAIRS ON DOLLIES

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- Step 9 Place six cushions on three stacks of chairs (Velcro side facing each other)
- Step 10 Lift stack of three chairs. Bending at the knee will reduce back strain.
- Step 11 Place the three chairs, upside down, onto the middle support bracket
- Step 12 Continuing add three additional chairs to each stack on middle bracket
- Step 13 Place two cushions each in between the legs on each of the three upper stacks Velcro side facing.
- Step 14 Place 3 Bags of 7 cushions each onto the upper basket. Cushions must always have Velcro side facing each other.
- Step 15 Place three remaining cushions on lower back frame of Dolly, Velcro facing out.
- Step 16 Wrap entire Dolly securely and tightly with shrink wrap to hold chairs in place



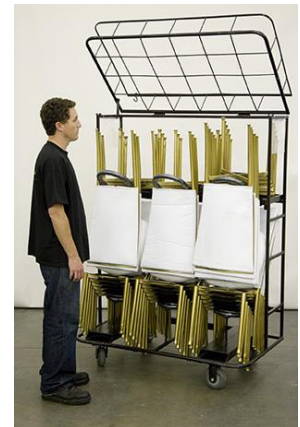
Step 9



Step 10



Step 11



Step 12



Step 13



Step 14



Step 15



Step 16

## **THE IMPORTANCE OF DOLLY PROTECTION**

- \* HOSING PROTECTION IS PROVIDED AT CRITICAL LOCATIONS ON THE DOLLY TO PROTECT THE CHAIRS.**
- \* HOSE SEPARATES AND CUSHIONS THE CHAIRS AT THE MOST VULNERABLE POINTS WHERE DAMAGE CAN OCCUR.**
- \* HAVING GOOD HOSE PROTECTION MEANS DOLLIES AND CHAIRS CAN BE HANDLED WITH EASE AND SPEED WITH KNOWLEDGE THAT CHAIRS ARE NOT GOING TO BE DAMAGED.**
- \* ALWAYS MAINTAIN THE HOSE PROTECTION IN GOOD CONDITION AND IF REPLACEMENT IS NECESSARY TO PREVENT DAMAGE TO CHAIRS PLEASE CONTACT DISTRIBUTION CENTER.**

- Routinely check Dolly Protection points. Duct tape should be secure tightly around hose.
- Avoid transporting chairs on a Dolly with worn or damaged Protection. It may result in damage to chairs.
- Keep duct tape in tool bags on all jobs in order to perform on the spot replacement if necessary. Personnel should be trained to correctly remove old duct tape and replace with new. Remember all it takes is one trip for the chairs to sustain damage and require costly repairs.
- Maintain a frequent inspection for torn hosing and tape. Replacement is necessary before problem goes too far.
- If hose is torn or damaged please don't attempt to replace. Contact the Distribution Center for repair.

## **WHEELS INSPECTION AND REPLACEMENT**

- Dolly wheels are of custom Durometer denotes softness, Polyethylene.
- They roll with ease across hard as well as soft surfaces.
- Wheels will not mark floors. If you see evidence of marking notify us at once. Provide pictures of marking.
- Check for loose wheels routinely.
- The wheels come with bolts and lock nuts.
- Tighten wheel Nuts to secure wheel in place. Even though Wheel nuts are locked in position they will sometimes come loose. A simple tightening will restore wheel into position.
- Replace damaged wheels (Wheels showing tears or excessive wear) as necessary.
- Notify Distribution Center to provide you with wheels and parts as necessary.
- Always visually inspect and test a dolly which has been furnished w/ new wheels to make sure it's road worthy.
- Remove debris from wheels and rigs.
- Remember a Dolly is a vehicle. It requires care/caution in its operation with particular emphasis on safety.

## **LOADING DOLLIES ON A TRUCK**

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Chameleon Chair Dollies are designed to maximize space on the truck as well as the warehouse. Loading a Dolly on a lift gate requires care and patience follow these steps.

- Always use a ramp or the lift gate to load Dolly onto truck.
- Two persons must always guide dolly loading onto trucks.
- Push Dolly with Fixed wheels leading, adjustable wheels should be closest to you.
- Lift gate 'on ramp' must be close to ground, provide proper slope for rolling wheels onto lift gate panel. Roll Dolly on to lift gate with fixed wheels first, then rotate the Dolly as necessary to position properly on lift gate.
- Do not lift the wheels of the Dolly manually unto the lift gate.
- Do not begin lift gate up and down operation until Dolly is properly positioned.
- Only lift one loaded Dolly on the lift gate at a time, with one person on the lift gate holding it in position and one person on the ground and ideally one person in the truck.
- Start moving the Dolly when the lift gate has fully stopped and not before.
- Roll the Dolly, with fixed wheels leading, onto the cab only when lift gate has stopped. Fill up the back of the truck widthwise. Secure each Dolly with heavy duty straps the cab side rails as you go. 3 Dollies side by side = 1 Strap
- Utilize all the available space- 15 Dollies fit inside a 24 foot truck cab.
- Avoid slamming Dollies into one another- with two people you'll have good control and quick results.
- Air ride trailer required on all Semi Tractor Trailer deliveries.
- Store miscellaneous loose material (such as extra cushions and bags of liners etc.) at the roll up door end of the cab.
- Follow the same procedures for unloading Dollies.

## **DAMAGE REPAIR PROCEDURE**

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UNLESS YOU HAVE PROPER INSTURCTION YOU MUST NOT ATTEMPT TO:

- Repair broken welds or joints on any part of Chameleon Products.
- SET ASIDE ALL DAMAGED PRODUCTS AND NOTIFY US IMMEDIATELY.

## **COMMON SENSE**

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- A Dolly is moving vehicle. Drive it safely!
- Break down of chairs at the end of an event is usually the time when damage most often happens. Take all necessary precautions to make sure Dollies are loaded and driven properly.
- Avoid exerting pressure on Dolly. If you have to exert force then something is wrong. Check and eliminate the obstacle.
- Investigate the path of dolly travel. Check for and make note of obstacles. Plan ahead!
- Watch the bulk of the Dolly as it moves. Maintain overall visual control at all times so if Dolly begins to tip you can get out of the way in time and warn others.
- Maintain control of Dolly by holding the handlebars.
- Do not roll Dolly up or down steep slopes. Always use two strong individuals to guide Dolly along slopes.
- Avoid large bumps such as speed bumps. Choose a level path. Bumps could destabilize the dolly.
- Have firm grasp of Dolly w/ both hands at each end.
- Communicate with bystanders to warn them of oncoming Dolly.
- Adjustable wheels are always in back of line of motion.
- Test the loaded Dolly at the warehouse to assure it is in working condition.
- Train personnel to operate Dolly properly on routine basis.

## **FORK LIFTING DOLLIES**

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- Fork lift Dollies using fork lift bars ONLY!
- Insert forklift prongs fully through tubes to achieve full support.
- Lift Dolly slowly, remember it has unrestrained objects on it.
- Let Dolly down gently on level ground, avoid hard ground impact.
- Trained Person should watch and spot Dolly during forklift operation.

## **SOFT GOOD PREP AND DOLLY LOADING CONSIDERATIONS**

- 7 Cushions in a bag – 3 Bags on top
- All Cushions placed Velcro to Velcro
- 6 Additional Cushions placed in between chairs legs on top row
- 6 Additional Cushions placed between top and bottom row
- 3 Additional Cushions placed along back rail of Dolly
- For cloth back chairs on a Dolly, toppers should be removed on the 6 perimeter chairs to avoid friction. The remaining 6 toppers should be placed within the Dolly.
- Shrink Wrap Dollies

## **SOFT GOOD CARE**

For all Soft Good cleaning please refer to the specific instructions for each item (i.e. cushions, cushion caps, etc.) provided to you. If you need instructions, please contact us.

## **PROPER TOPPERS INSTALLATION INSPECTION**

Make sure that the front is the front and back is the back. For many toppers, the back is slightly larger to accommodate the curvature of the chair back.

## **AVOIDING CUSHION DAMAGE**

- Wood side of cushions to face one another at all times.
- Wet cushions need to be dried immediately so as to avoid damage to the wood and/or foam inset. Prolonged exposure to dampness may result in permanent damage to the cushions. If leaving outdoors or exposed to dampness (sprinklers, dew, rain, etc.) for an extended time, cushions should be removed from the chairs.
- Pack cushions in bags and tie end of bag
- Position cushions correctly in the basket.
- Position the other cushions in between chairs as shown in dolly guide
- Never force cushions into place- check for obstacles
- Read the break up instructions/procedures
- ALWAYS REMEMBER TO PACKAGE CUSHIONS VELCRO TO VELCRO. NEVER PUT VELCRO AGAINST ANY FABRIC. The Velcro will damage the cushion/cap if it is placed against it.

Note: When handling Chairs (Light and or Dark) make sure hands are clean. It would be a good idea to have Baby wipes or some type of hand cleanser to ensure the cleanliness of the light colors.

## **CUSHION CAPS**

Most cushion caps are washable in cool to warm water. To avoid shrinkage and/or discoloration, NEVER WASH IN HOT WATER. Cushion caps MUST be air-dried or dried on the lowest dryer setting to avoid shrinkage and/or discoloration.



Step 1



Step 2



Step 3



Step 4



Step 5



Step 6

## ON-SITE INSTALLATIONS

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- Unloading a Dolly
- Placement of chairs around the table
  - Chairs should always be set at the edge of the Linen unless otherwise specified.
  - Set in stacks on two sides of the table
  - Carry stacks forward
- Cushions placement on chairs
  - Cushions set upright on chairs for application with Velcro out.
  - Place Cushion on Velcro and press firmly
- Handling liners
  - Liners must be on chairs when loaded on Dollies to prevent scratches.
  - If the liners are not required for the job simply remove on the site and place on Dollies for storage.
  - Liners should be placed in plastic bags before loading Dollies onto truck
- Strike – Reloading the Dolly
- Repacking the truck

## **DON'TS**

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- Do not store or stack Chameleon Chairs on any other dolly system
- Do not re-use damaged chairs. Set them aside and repair them as soon as possible
- Do not force chairs in any situation. Chances are your operation is meeting resistance due to incorrect assembly or improper alignment
- Always transport chairs on the dolly. Otherwise keep them in stacks and strap them stack securely
- Avoid home made remedies that are not in this manual.
- Do not attempt to perform any structural repairs.
- Do not lift 6 chairs at once from top tier of Dolly

## **DO'S**

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- During extended usage, advise your customer of proper procedures and instructions for use.
- Do train all employees regarding the procedures outlined in this manual.
- Do make sure that leg protectors are put on the chair legs before loading onto dolly or stacking of chairs.
- Do call us whenever you have any questions.
- During transport always secure and strap dollies, and chair stacks that are not on Dolly's.
- Contact us for any questions.
- Do make note of any repetitively occurring problems and notify us as soon as possible.
- Do lift only 3 chairs at one time from top tier of Dolly

## **PAINT TOUCH UPS**

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- Only use Chameleon supplied or recommended products.
- Pre-mixed paints may be provided for your touch ups for each color.
- Examine the mix date of paint and check for shelf life.
- Thoroughly mix the paint before application.
- Prepare touch up area by cleaning, removing debris and lightly sanding. Surface will accept paint better if slightly rough.
- Do a test patch in an inconspicuous area first.
- Follow instructions on paint can.
- Use proper tools and implements as shown on paint can.
- Keep tools and implements clean and in good condition.
- Allow sufficient time for paint to dry and cure before use.
- Teach all workers the proper procedures.
- Don't add too much paint at one time.
- Notify us when your paint supply drops below ½ can. Allow two weeks for delivery.
- Avoid heavy build up that might yield sharp points when dry.

## **TROUBLE SHOOTING BEFORE TROUBLE HAPPENS**

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- Weld fracture lines- even if hairline- set chair aside and send for repair.
- Weld or paint splatter- sometimes presents a sharp corner.
- Bent or deformed frames- compare against the standard chair.
- Overall condition of the painted finish.

## **NECESSARY TOOLS AND SUPPLIES**

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### **Tools/Hard Goods**

- Tool Box (1)
- Pad Lock (1)
- Utility Knife (1)
- Screw Driver Set (1)
- 30' Tape Measure (1)
- Wire Cutter (1)
- Plier Set (1)
- Rubber Mallet (1)
- Scissors (1)
- Rigging Strap (2)
- Metal File (1)
- Plastic Wrap Handles

### **Supplies**

- Gloves (1 Pair)
- Duct Tape
- Terry Towels
- Sponge
- Latex/Vinyl Gloves
- Velcro
- Front Feet Caps
- Top Caps
- Back Feet
- Soilove
- Acetone
- Goo Gone

### **Expendables**

- 38" x 60" Clear Bags for Cushions
- 24.2"L x .300" Zip Ties- Theatre Style Seating
- Lasers Optional- Theatre Style Seating
- Shrink Wrap