

# WORKBENCH ASSEMBLY INSTRUCTIONS

## **IMPORTANT**

### **PRODUCT LIABILITY INFORMATION**

Read all instructions before proceeding with Assembly. Vital product information pertaining to proper set-up and cautions are included. Failure to follow these instructions may cause failure which may result in personal injury or property damage.

**RETAIN THIS MANUAL FOR FUTURE REFERENCE**

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## Table of Contents

<b>Before You Begin :</b>	.	.	.	.	.	.	.	.	.	<b>3</b>
<b>Basic Workbench :</b>	.	.	.	.	.	.	.	.	.	<b>4</b>
<b>Leveling Kit (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>10</b>
<b>Caster Kit (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>11</b>
<b>Back and Side Modesty Panels (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>12</b>
<b>Bottom Shelf (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>14</b>
<b>Footrest (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>15</b>
<b>Edge Guards (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>16</b>
<b>Ledge Shelf (optional) :</b>	.	.	.	.	.	.	.	.	.	<b>18</b>
<b>Warranty :</b>	.	.	.	.	.	.	.	.	.	<b>21</b>



## Before You Begin

1. Check your inventory to be sure you received your entire order; refer to the Parts List on the following pages. If there are any missing or damaged parts, contact the **Borroughs Customer Service Manager @ 1-800-748-0227**.
2. Read and understand the entire Assembly instructions prior to beginning.
3. Some applications **DO NOT** utilize all the holes in components, or all the fasteners supplied. Refer to illustrations for specifics.
4. The estimated time to complete the assembly is **30 minutes** with (2) people.

## Tools Required



**#3 Point Phillips Head  
Screwdriver**



**7-16" (Footrest Only)  
1/2"  
3/4" (Caster Base Only)  
7/8" (Leg Leveler Only)**



**7/32" Diameter Drill Bit  
(Wood Top Only)  
3/8" Diameter Drill Bit  
(Steel Top Only, Top Shelf)**

## Hardware Supplied

**A**

**07792-00**

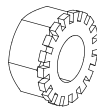
**Screw 5/16-18 X 1/2**



**B**

**17213-00**

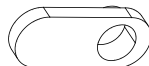
**Nut 5/16-18**



**C**

**100530-00**

**Weldnut 5/16-18**



**D**

**41801-00**

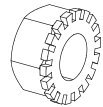
**Washer 1/4**



**E**

**07742-00**

**Nut 1/4-20**



**F**

**07791-00**

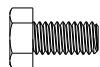
**Screw 1/4-20 X 2**



**G**

**07764-00**

**Screw 5/16-18 X 5/8**



**H**

**07737-00**

**Nut 7/16-14**



**K**

**07843-00**

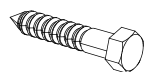
**Washer 7/16**



**L**

**11203-01**

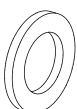
**Screw 5/16-18 X 1-1/4**



**M**

**07850-00**

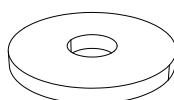
**Washer 5/16**



**N**

**MDC-0006**

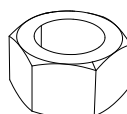
**Washer 3/8 x 1-1/4**



**P**

**MDC-0713**

**Nut 3/8**

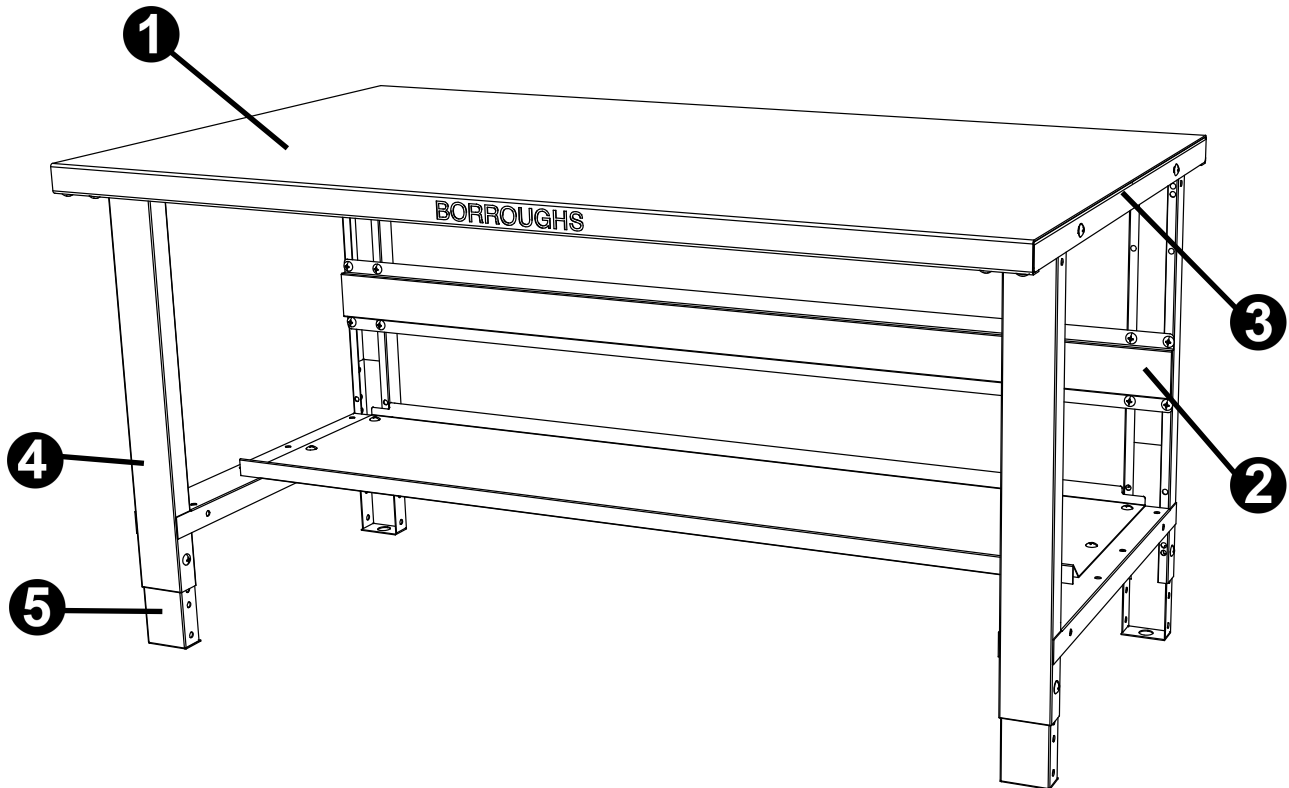


## Basic Workbench

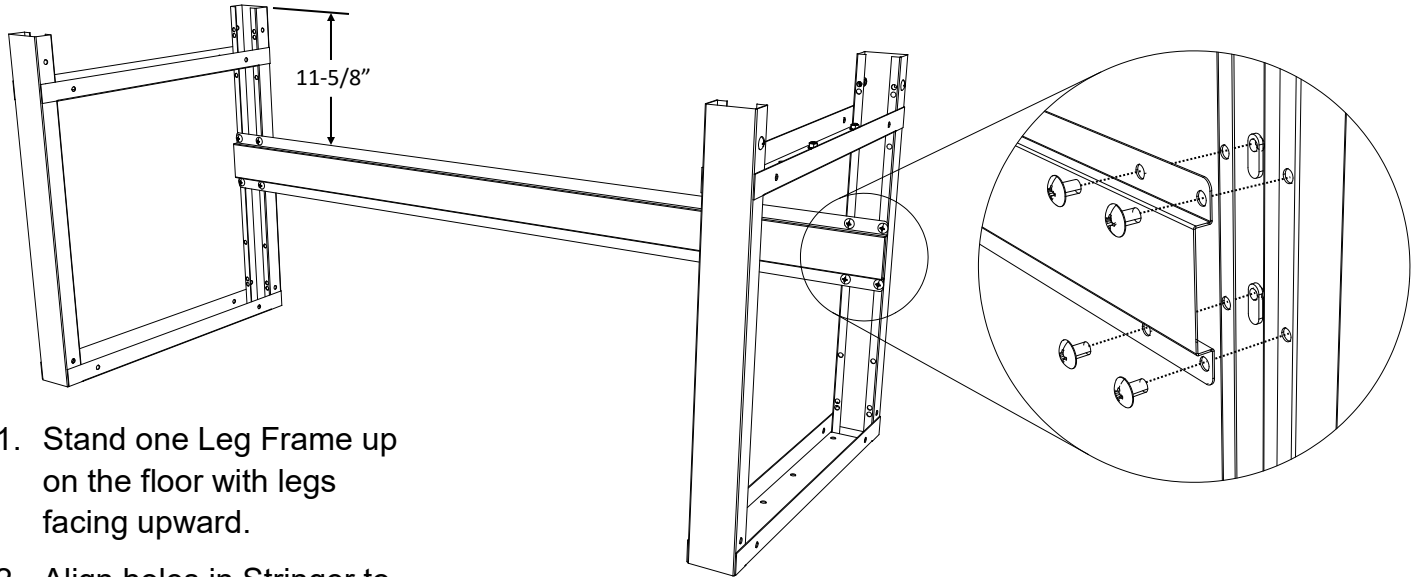
Parts List		
Item	Description	Qty
1	Top (Steel or Wood)	1
2	Stringer	1
3	Leg Attachment Channel	2 *
4	Leg Frame	2
5	Telescoping Leg	4
	Hardware Bag—Leg Frame (BOR00293-00) Each contains (8) <b>A</b> , (8) <b>B</b> Fasteners	2
	Hardware Bag—Stringer (BOR00664-00) Each contains (8) <b>A</b> , (8) <b>C</b> Fasteners	1
	Hardware Bag—Wood Top (BOR00948-00) Each contains (8) <b>L</b> , (8) <b>M</b> Fasteners	1 **

\* steel tops only

\*\* wood tops only

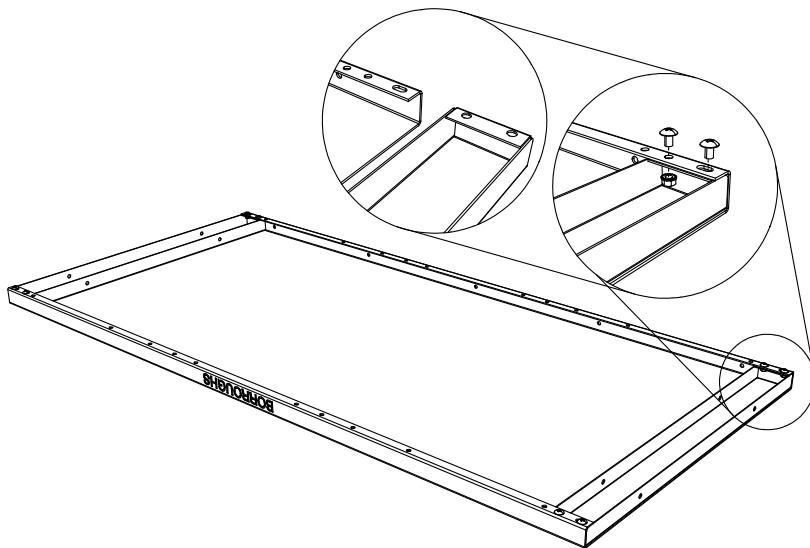


## 1 Stringer to Leg Frames



1. Stand one Leg Frame up on the floor with legs facing upward.
2. Align holes in Stringer to holes in Leg Frame at approximately 11-5/8".
3. Loosely fasten together with (4) **A** screws and (4) **C** weldnuts.
4. Repeat Steps 1-3 to the other Leg Frame on opposite end of the Stringer. Tighten all hardware. **"NOTE"** - This completes the Leg Frame Assembly.

## 2 Leg Attachment Channels to Steel Top (Skip step for wood top)



**"NOTE"** - Peel off protective film if stainless tops are being used.

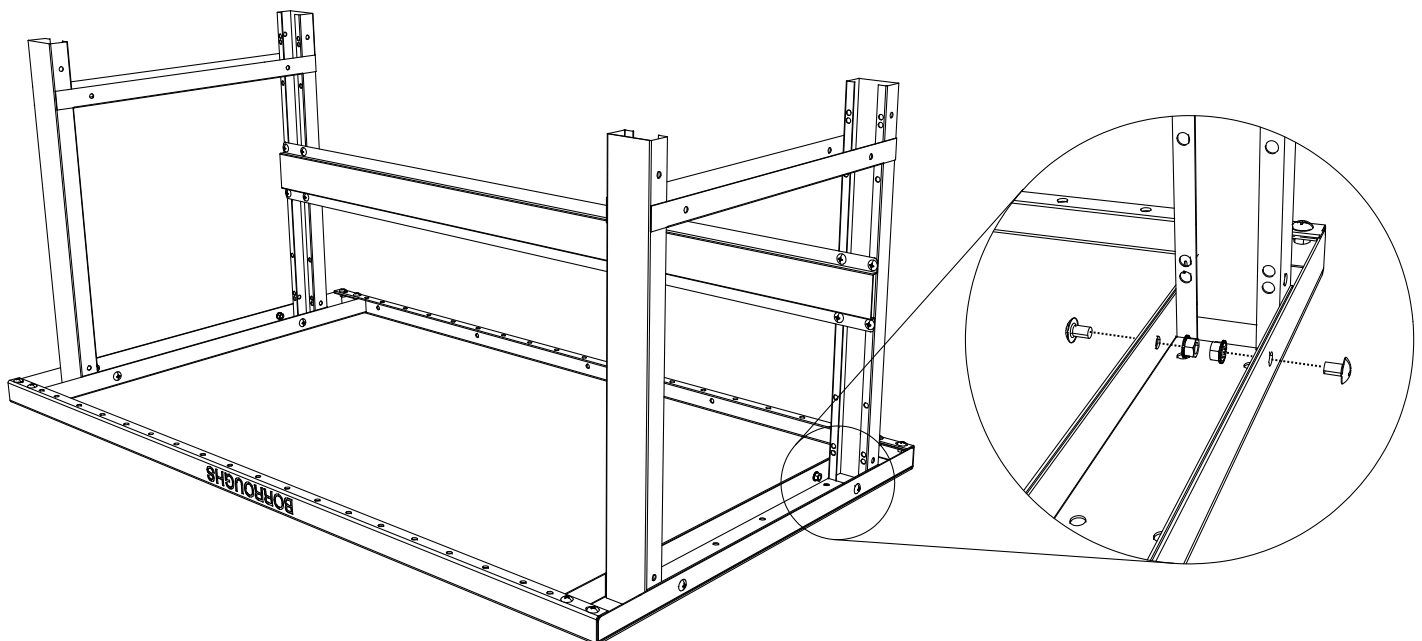
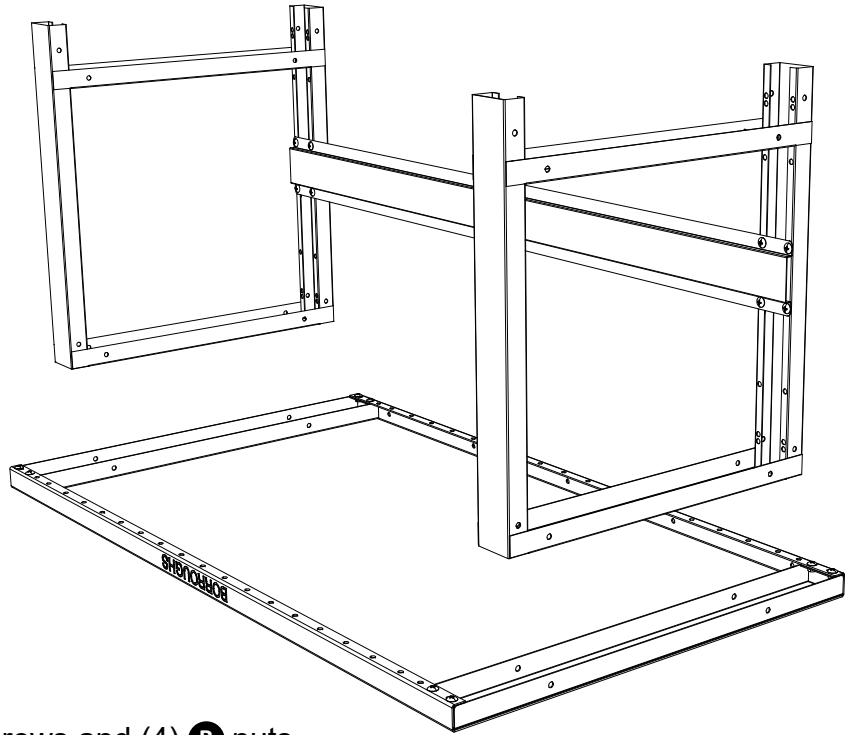
1. Lay Top face-down on flat, clean surface such as a blanket or the cardboard packaging.
2. Insert Leg Attachment Channel into end of top with open area of channel facing upward.
3. Align Leg Attachment Channel holes with obround and first hole of top flange.
4. Loosely fasten together with (4) **A** screws and (4) **B** nuts.
5. Repeat steps 2-4 to other Leg Attachment Channel on opposite end of top. Tighten all hardware.

## 3 Leg Frame Assembly to Steel Top (Skip step for wood top)

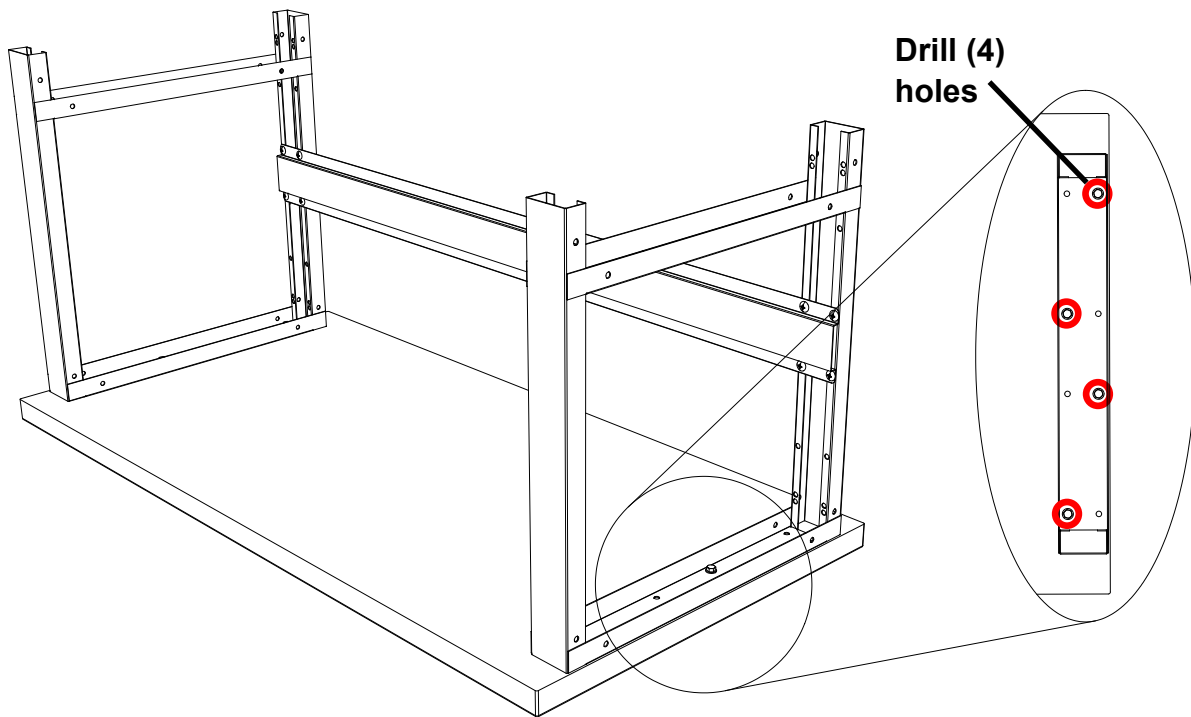
1. Insert Leg Frame Assembly into Leg Attachment Channels.

**“NOTE”** - The Stringer should be located on the opposite side to the Borroughs logo that is stamped on the flange of the top.

2. Align Leg Frame Assembly holes with Leg Attachment Channel holes.
3. Loosely fasten together with (4) **A** screws and (4) **B** nuts.
4. Repeat Steps 2-3 to the opposite side Tighten all hardware.



## 4 Leg Frame Assembly to Wood Top (Skip step for Steel Top)

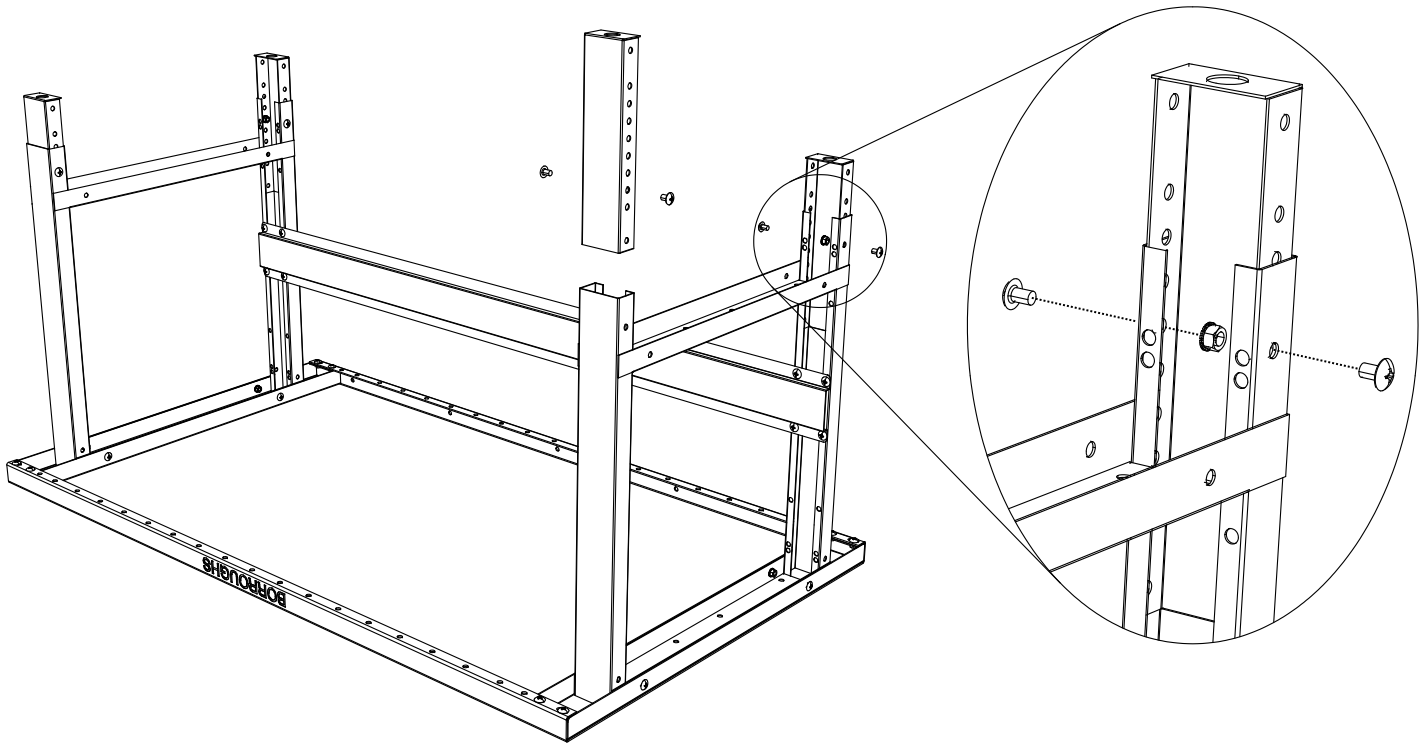


1. Examine Wood Top and determine best side. Lay preferred side face-down on flat, clean surface such as a blanket or the cardboard packaging.
2. Locate Leg Frame Assembly onto Wood Top and center right to left and front to back.
3. Use the holes in Leg Frame Assembly as a template to mark on Wood Top where to drill.

**“NOTE”** - Only (4) of the (8) holes in the Leg Frame Assembly are required for attachment.

4. Drill (8), 7/32” diameter holes 1” deep into the top.
5. Fasten Leg Frame Assembly to the Wood Top with (8) **L** lag screws and (8) **M** washers.

## 5 Telescoping Leg Assembly



1. Insert Telescoping Leg into end channel of the Leg Frame Assembly.
2. Align holes to specific level (1" vertical adjustment between each hole).

**“NOTE”** - Overall Workbench height (min/max)

Steel Top—30-3/4" / 36-3/4"

Wood Top—32-1/4" / 38-1/4"

Add 4-1/4" to dimensions if casters are used.

3. Fasten together with (2) **A** Screws and (2) **B** Nuts.
4. Repeat steps 1-3 to other (3) Telescoping Legs.

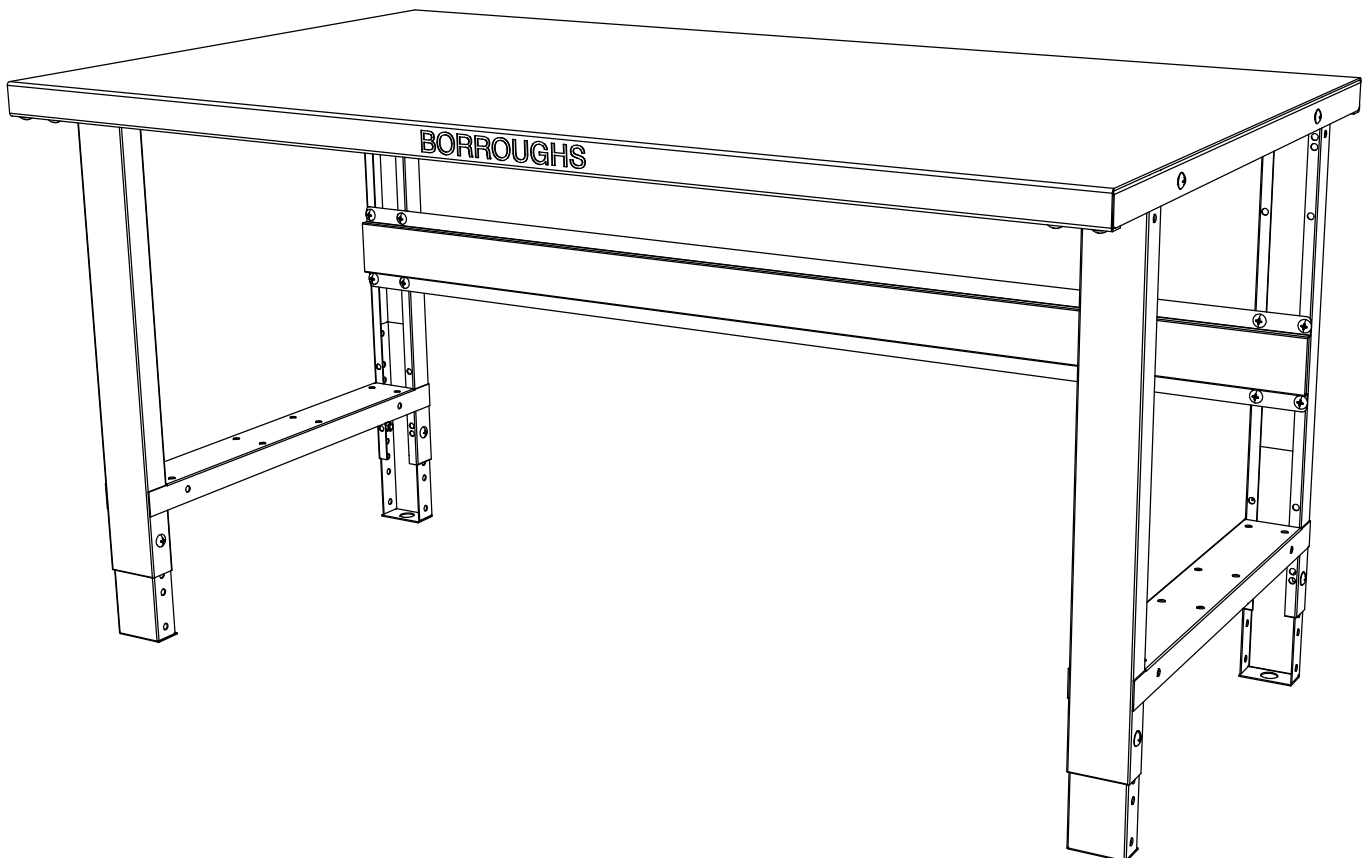


## **6** Final Assembly

1. Ensure all fasteners are properly tightened.



2. If installing Leg Leveling Kit, Caster Kit, or Back and Side Modesty Panels, proceed through these instructions to complete before flipping Workbench upright.
3. Rotate the Workbench to upright position. Requires (2) people. Do not attempt to tip Workbench on its side with a single person, as it is unstable in this position and may cause harm to you or damage to Workbench integrity.
3. Move Workbench to final location. Requires (2) people.
4. If the Workbench utilizes Leg Levelers, make adjustments using a 7/8" wrench to ensure unit is properly leveled.
5. This completes the assembly of the Basic Workbench.



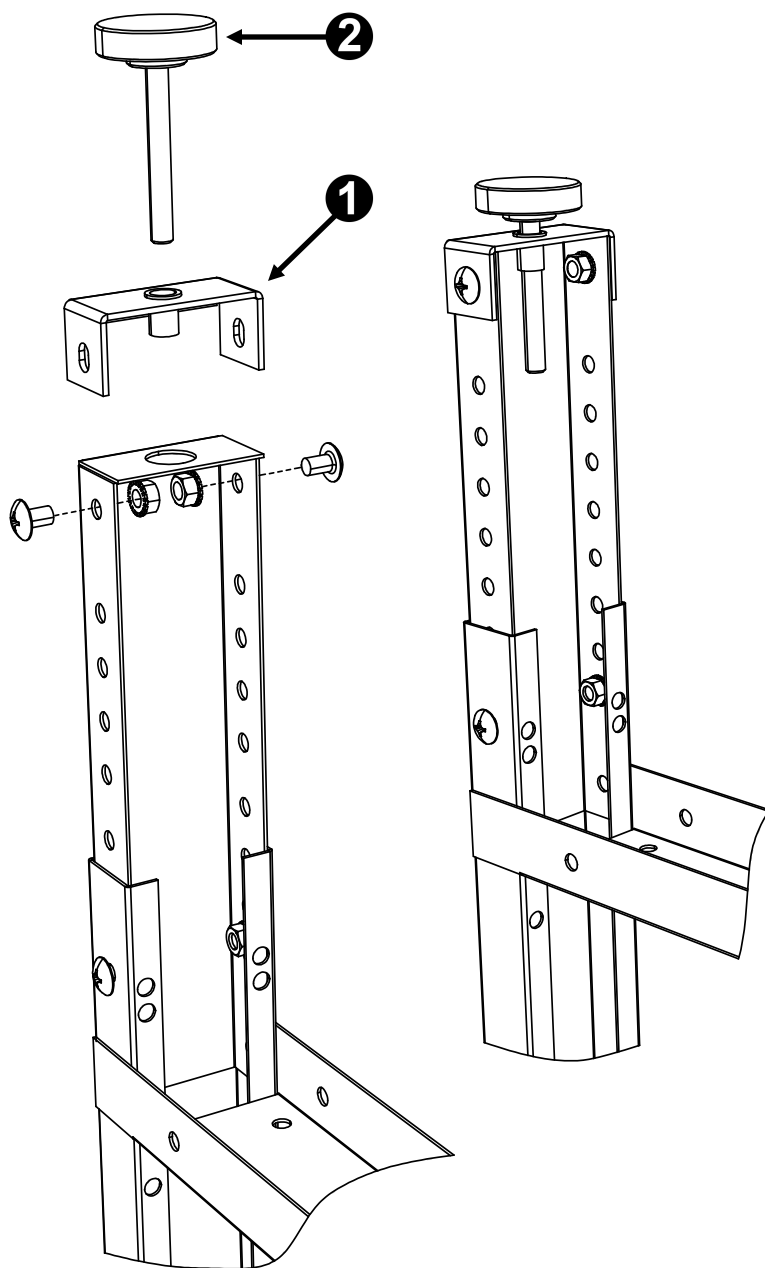
## Leveling Kit

### Parts List

Item	Description	Qty
1	Leveling Pad Bracket	4
2	Leveling Pad	4
3	5/16-18 X 1/2 bolt <b>A</b>	8
4	5/16-18 keps nut <b>B</b>	8

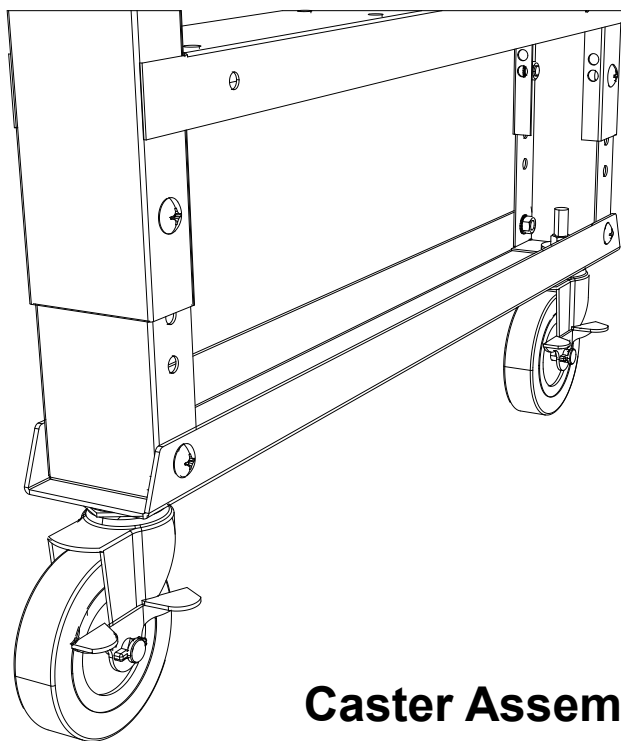
### Leveling Pad Assembly

1. Place Leveling Pad Bracket on Telescoping Leg and secure with (2) **A** bolts and (2) **B** nuts
2. Thread Leveling Pad into Leveling Pad Bracket.
3. Repeat steps 1-2 to other (3) Leveling Pads.



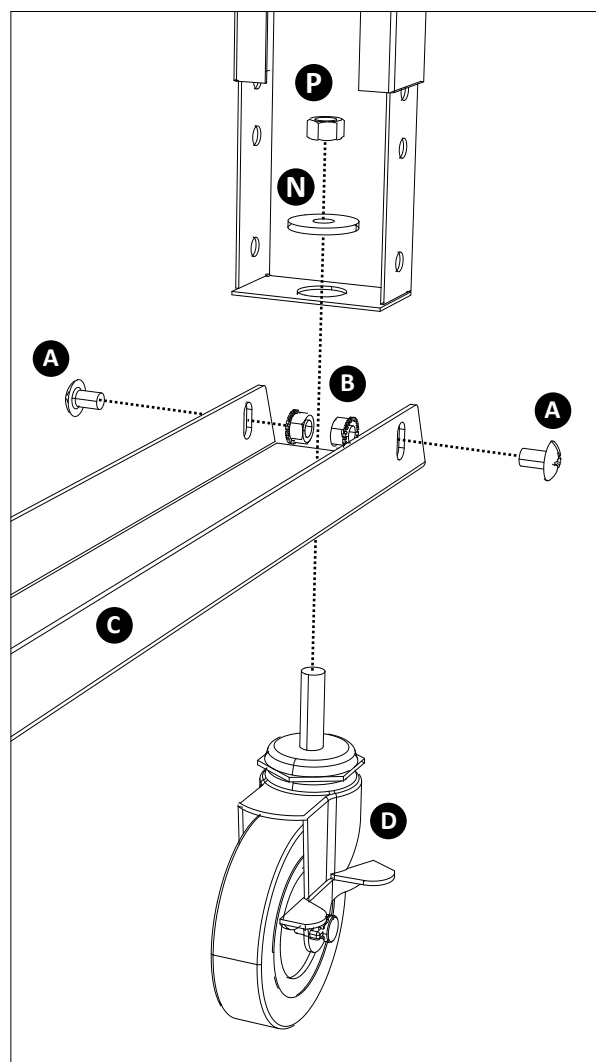
## Caster Kit

Parts List		
Item	Description	Qty
1	Telescoping Leg	4
2	Stem Caster	2
3	Stem Caster (with brake)	2
4	Caster Channel	2
5	5/16-18 X 1/2 bolt <b>A</b>	8
6	5/16-18 keps nut <b>B</b>	8
7	3/8-16 Hex Nut <b>P</b>	4
8	3/8 x 1-1/4 Fender Washer <b>N</b>	4



### Caster Assembly

1. Install the Caster Channels **C** to the Telescoping Legs with screws **A** and nuts **B**
2. Assemble the Casters **D** to the unit using fender washers **N** and nuts **P** provided.

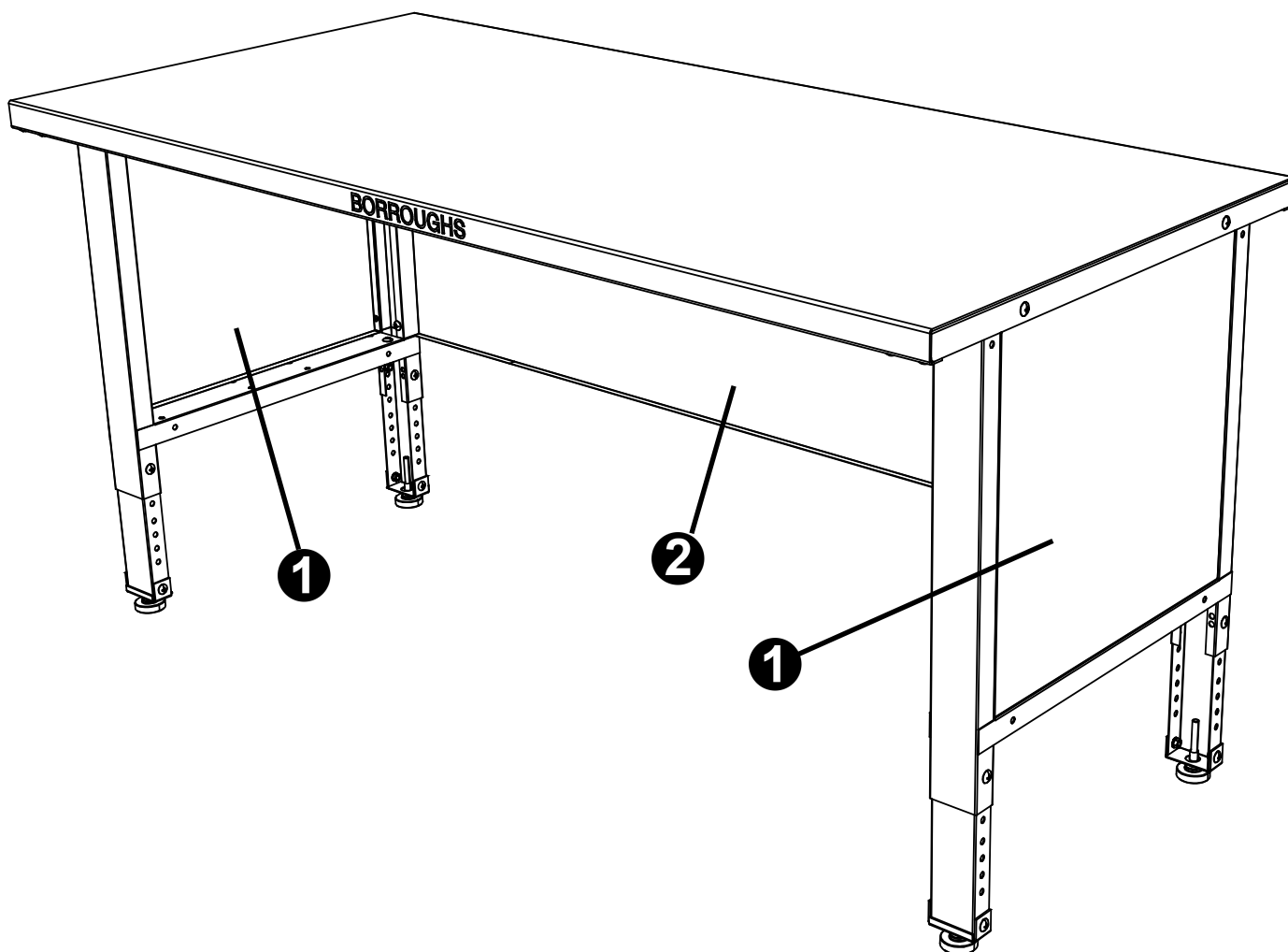


## Back and Side Modesty Panels

Before installing Back and Side Modesty Panels, flip Workbench upside down, remove Stringer, Bottom Shelf, and Footrest (if applicable). The Back Modesty Panel eliminates the need for a Stringer. Footrest or Bottom Shelf can be reinstalled after this installation.

Parts List

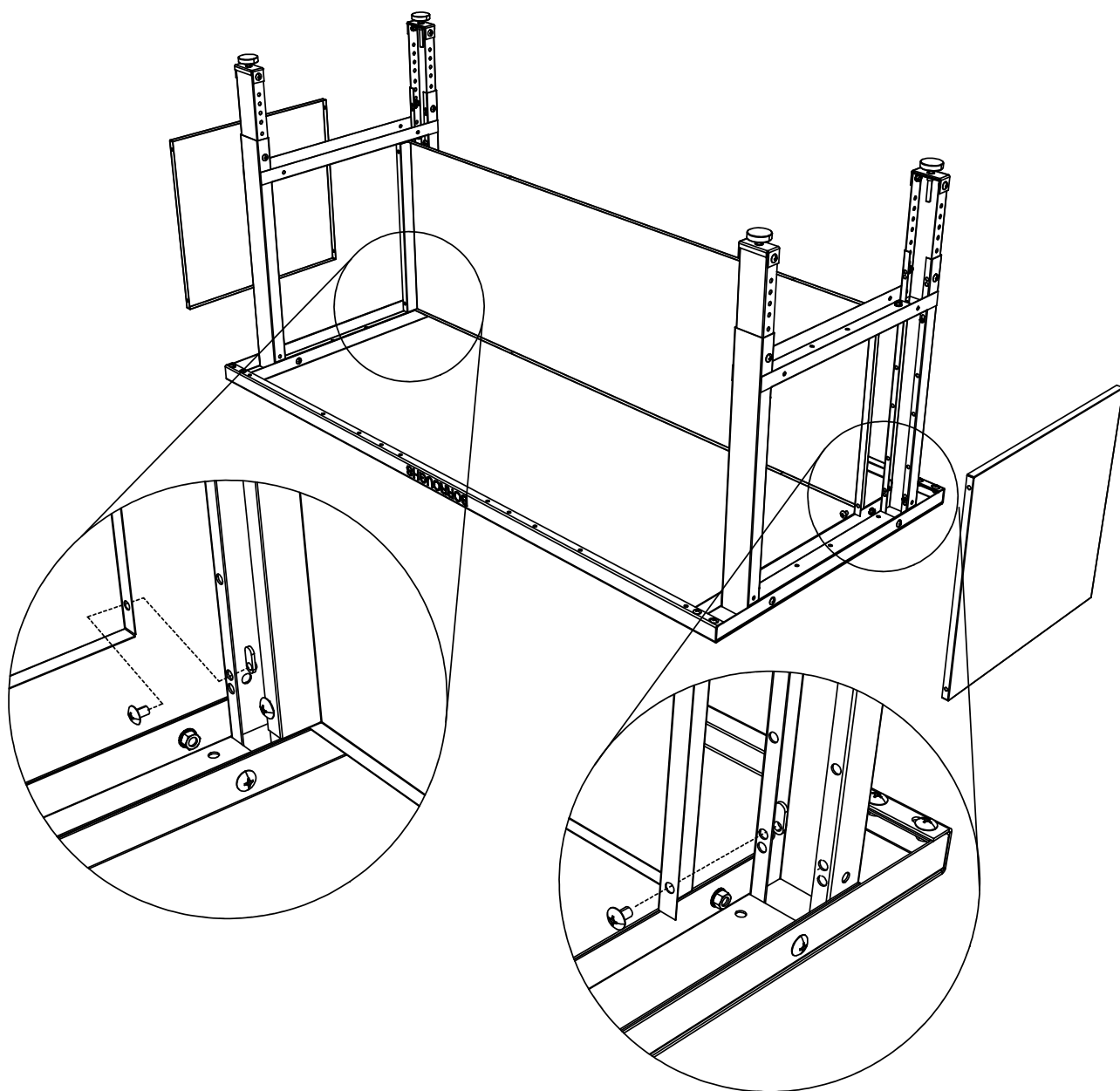
Item	Description	Qty
1	Side Modesty Panel	2
2	Back Modesty Panel	1
3	Hardware Bag — qty (12) <b>A</b> , qty (12) <b>C</b>	1



## Back and Side Modesty Panels

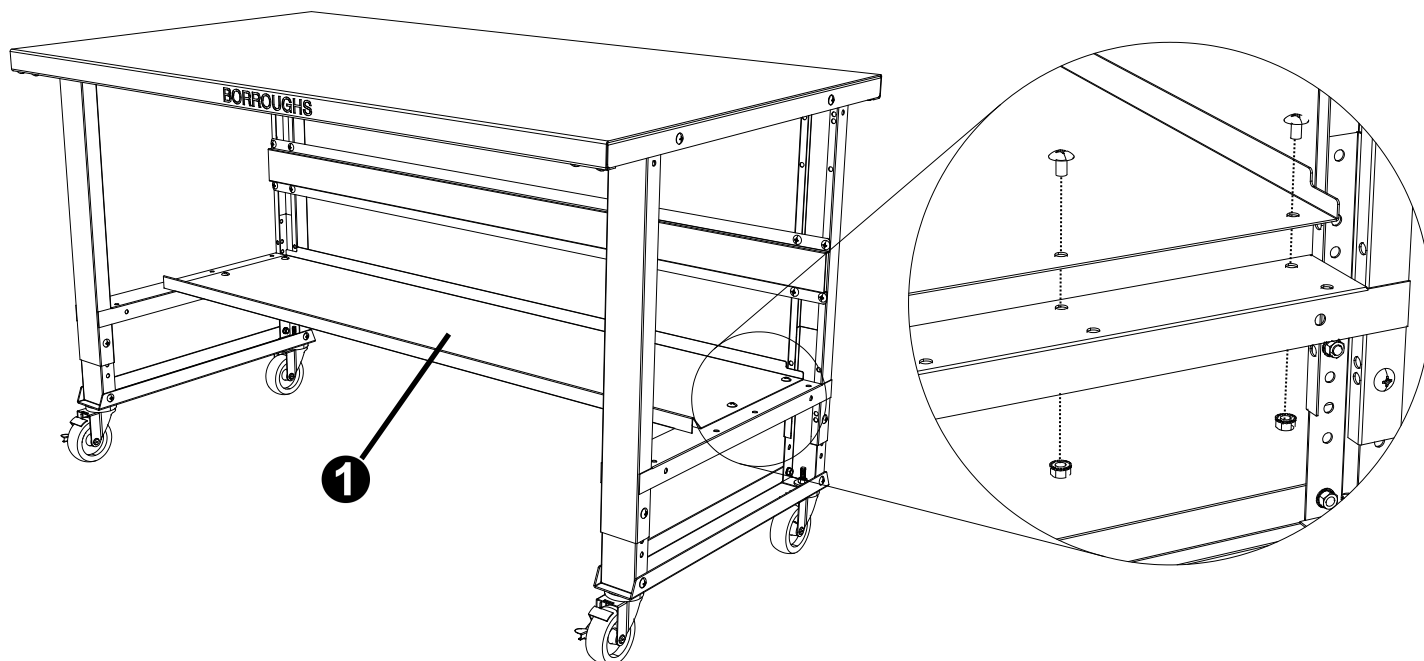
### Back and Side Modesty Panels

1. Set Side Panel into Workbench Leg Frame. Use **A** screws and **C** weldnuts in each corner to secure panel into place.
2. Set Back Panel into place and fasten together with **A** screws and **C** weldnuts in each corner.
3. Workbench can be flipped back upright. Bottom Shelf or Footrest can be reinstalled per these instructions.



### Parts List

Item	Description	Qty
1	Bottom Shelf	1
2	Hardware Bag—Shelf (BOR00002-00) Each consists of (4) <b>A</b> , (4) <b>B</b> fasteners	1



## Bottom Shelf Assembly

1. Position Bottom Shelf over left and right Leg Frames.

**“NOTE”** - The ninety degree shelf flange is located at the back.

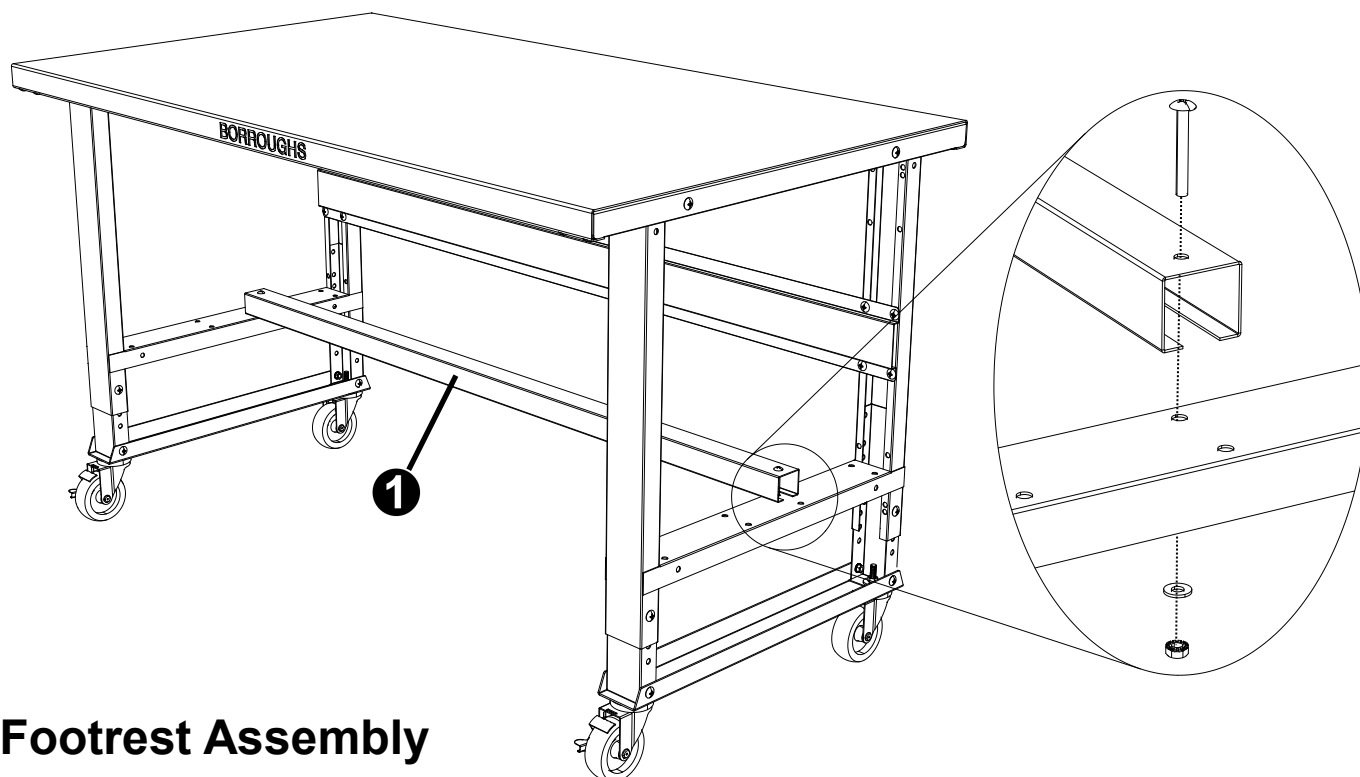
2. Align holes in Bottom Shelf to holes in Leg Frames.
3. Fasten together with (4) **A** screws and (4) **B** nuts.

**“NOTE”** - Only (4) of the (8) holes in the Bottom Shelf are required for attachment.

**This Completes the Bottom Shelf Assembly**

## Parts List

Item	Description	Qty
1	Footrest	1
2	Hardware Bag—Footrest (BOR865) Each consists of (2) <b>D</b> , (2) <b>E</b> , (2) <b>F</b> fasteners	1



## Footrest Assembly

1. Position Footrest over left and right Leg Frames.
2. Align inner end holes in Footrest to inner holes in Leg Frames.

**“NOTE”** - Footrests can be located at any one of the four locations in the Frame.

3. Fasten together with (2) **F** screws, (2) **D** washers, and (2) **E** nuts.

**“NOTE”** - Only (2) of the (4) holes in the Footrest are required for attachment.

**This completes the Footrest Assembly**

## Edge Guards

Parts List		
Item	Description	Qty
1	End Guard	2
2	Back Guard	1
3	Hardware Bag—Guards (ECM-0029) Each consists of (11) <b>A</b> , (11) <b>B</b> , (11) <b>L</b> , (11) <b>M</b> fasteners	1

### Edge Guard Assembly (Steel Top)

1. Align Back Guard holes over holes in back flange of Steel Top.

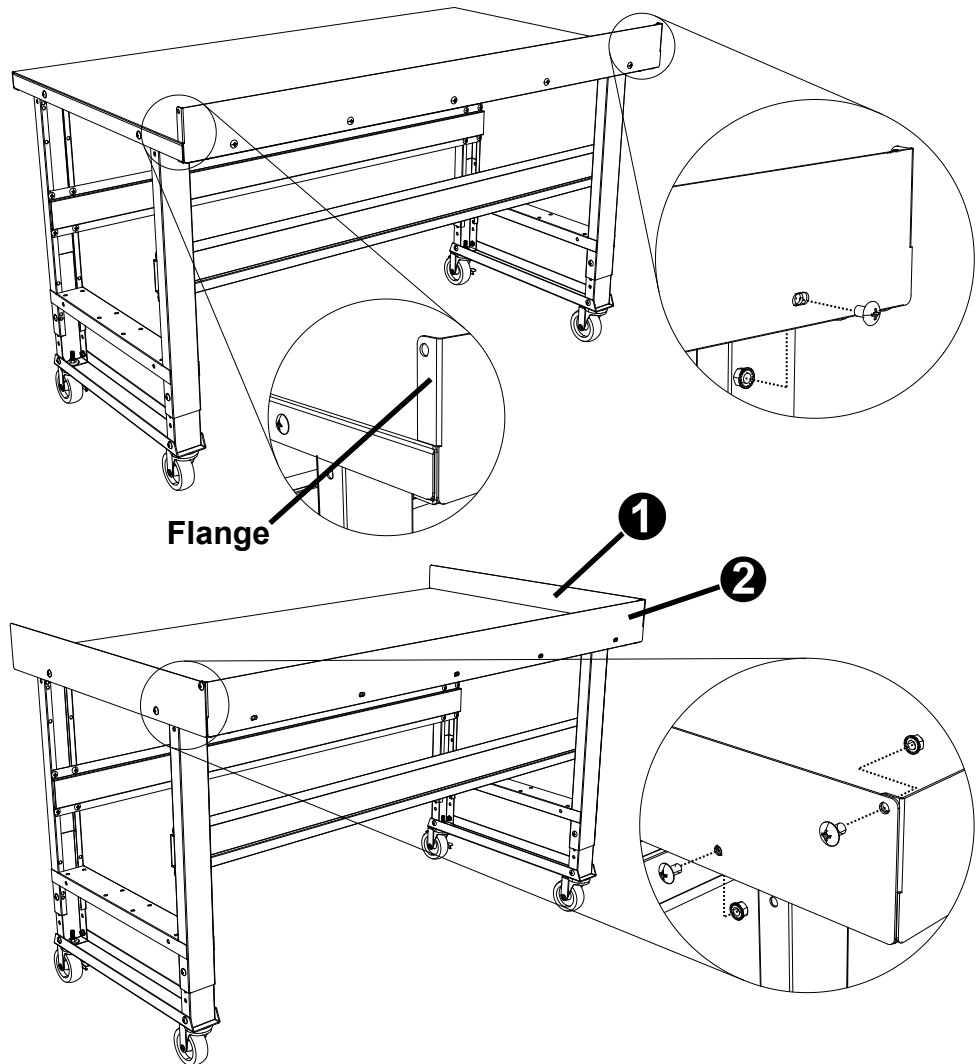
**“NOTE”** - Peel off protective film if Stainless Guards.

**“NOTE”** - Locate end flanges to front of Workbench.

2. Loosely fasten together with (5) **A** screws and (5) **B** nuts.
3. Align End Guard holes over holes in side flange of top.

**“NOTE”** - End Guard overlaps Back Guard flange.

4. Loosely fasten together with (3) **A** screws and (3) **B** nuts.
5. Repeat Steps 3-4 for other End Guard.
6. Ensure Assembly is properly aligned and tighten all hardware.



**This completes the Assembly of the Edge Guards**



## Edge Guards

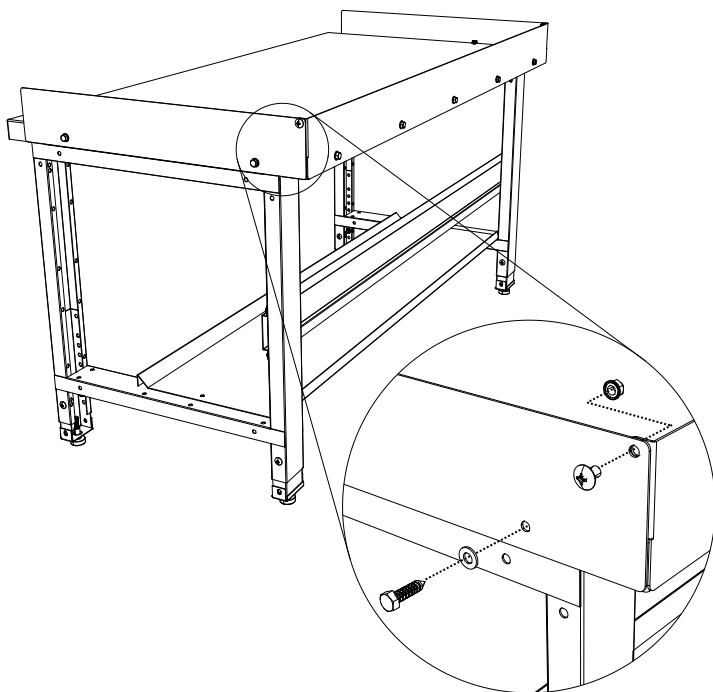
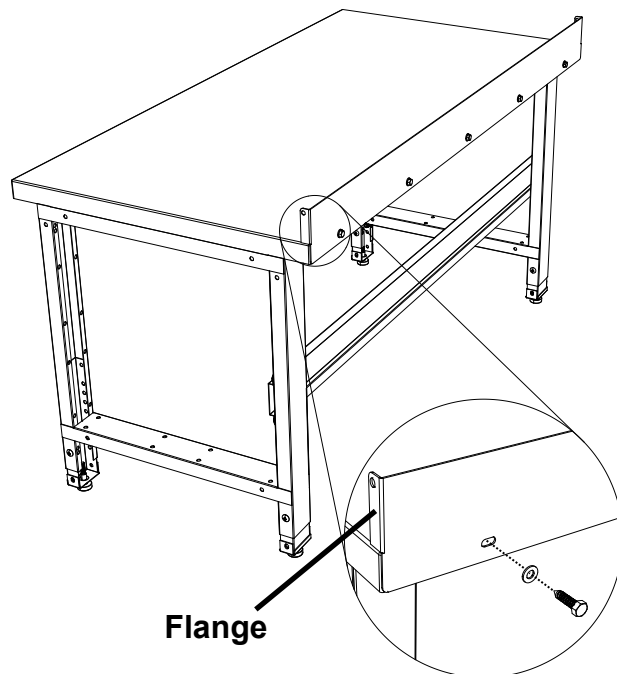
### Edge Guard Assembly (Wood Top)

**“NOTE”** - Peel off protective film of Stainless Guards.

1. Position Back Edge Guard with its bottom edge flush to bottom edge of Wood Top.

**“NOTE”** - locate end flanges to front of Workbench.

2. Use the holes in Back Edge Guard as a template to mark on top where to drill.
3. Drill (5), 7/32" diameter holes; 1" deep into top.
4. Loosely fasten together with (5) **L** screws and (5) **M** washers.



5. Position End Edge Guard with its bottom edge flush to bottom edge of top and align hole with hole in Back Guard.
6. Use holes in the End Edge Guard as a template to mark on top where to drill.
7. Drill (2), 7/32" diameter holes; 1" deep into top.
8. Loosely fasten together with (2) **L** screws, (2) **M** washers, (1) **A** screw, and (1) **B** nut.
9. Repeat steps 5-8 to install other End Edge Guard.
10. Ensure Assembly is properly aligned and tighten all hardware.

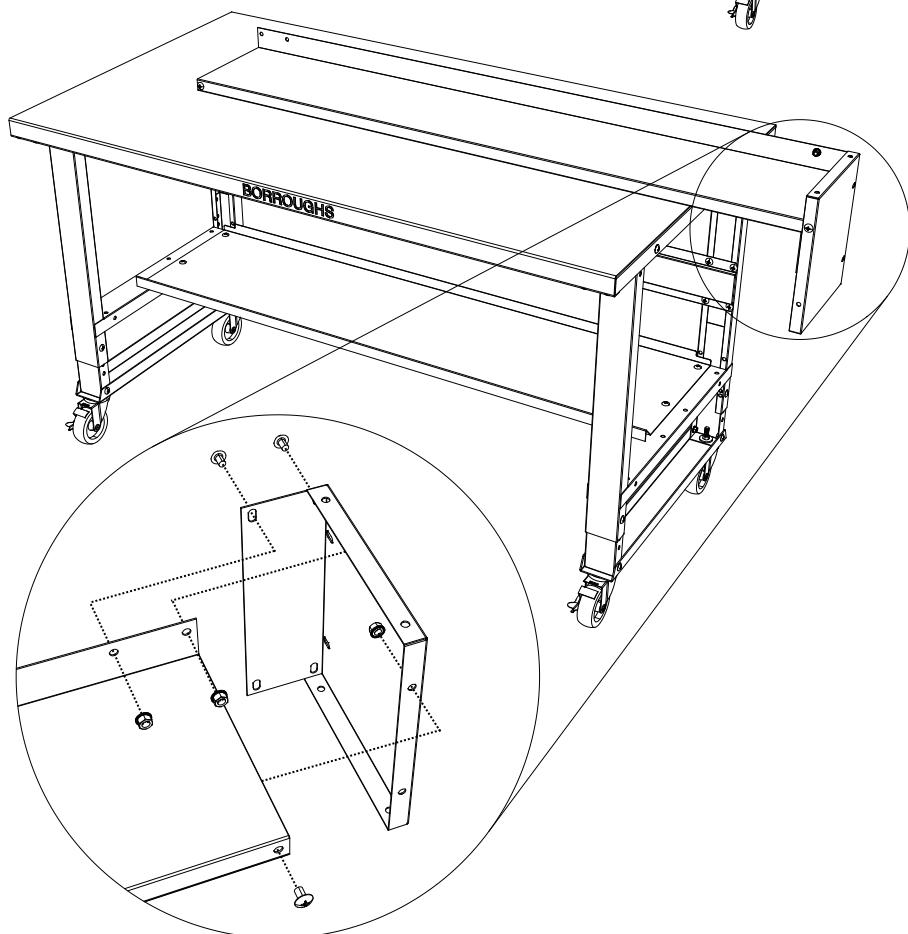
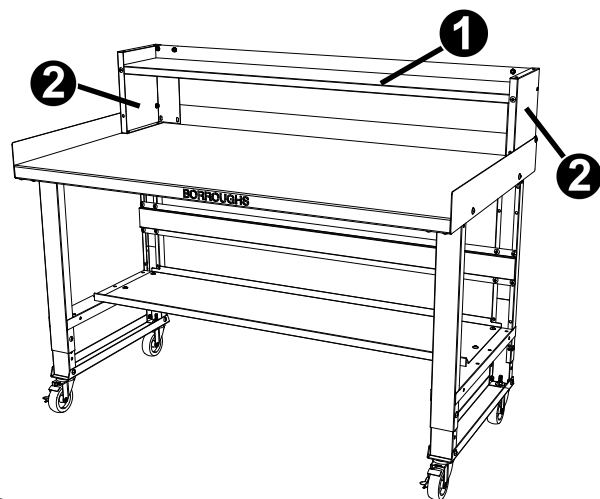
**This completes the Assembly of the Edge Guards**

## Ledge Shelf

Parts List		
Item	Description	Qty
1	Ledge Shelf	1
2	End Panel	2
3	Hardware Bag—Top Shelf (ECM-0032) each consists of (10) <b>A</b> , (10) <b>B</b> , (4) <b>L</b> , (4) <b>M</b> fasteners	1

## Ledge Shelf Assembly

1. Position Ledge Shelf on Workbench so that one end is overhanging.
2. Position End Panel outside the over hanging Shelf and align the holes.
3. Loosely fasten together with (3) **A** screws and (3) **B** nuts.
4. Repeat steps 1-3 for other End Panel.
5. Ensure assembly is properly aligned and tighten all hardware.

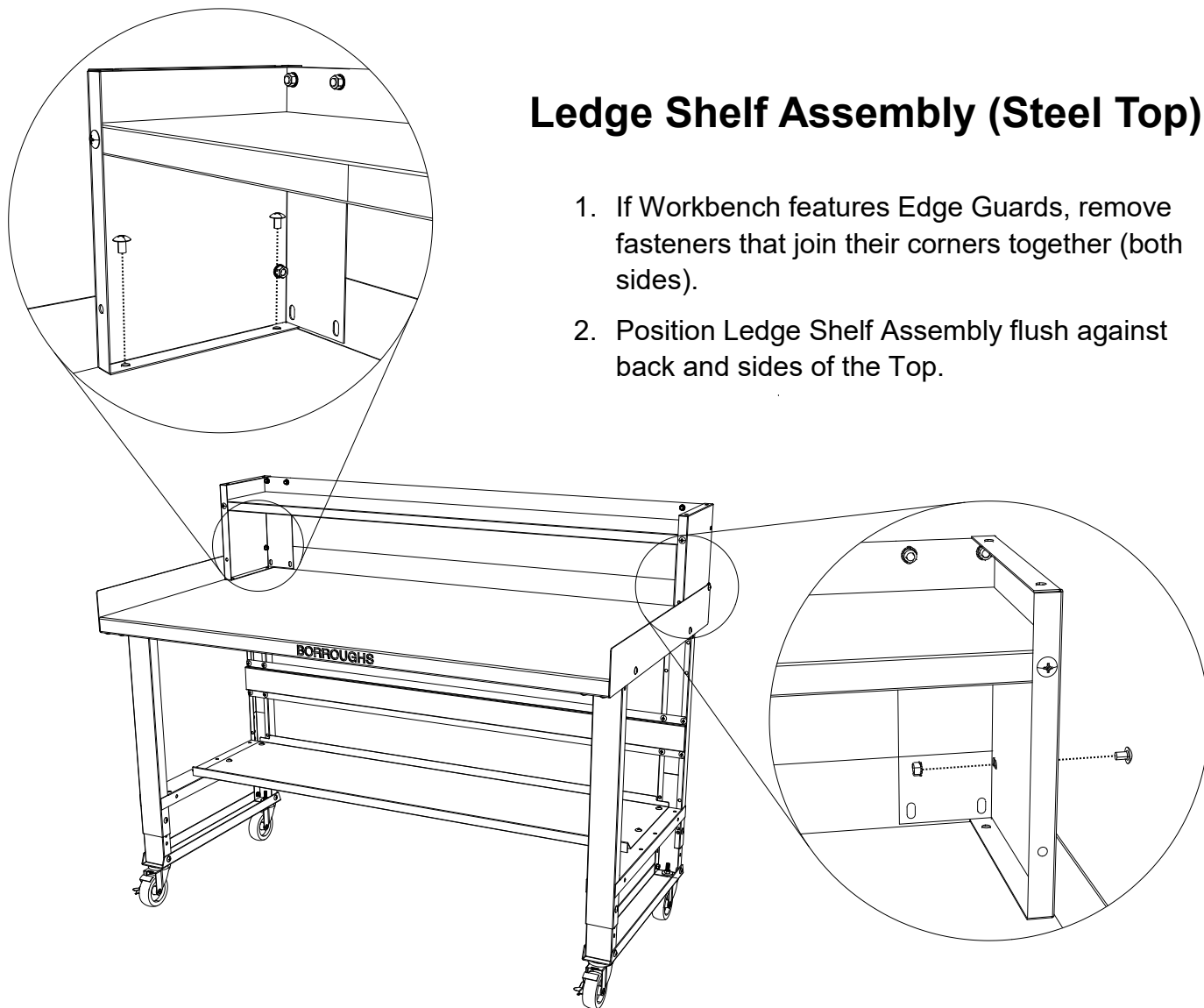


**This completes Ledge Shelf Sub- Assembly.**

## Ledge Shelf

### Ledge Shelf Assembly (Steel Top)

1. If Workbench features Edge Guards, remove fasteners that join their corners together (both sides).
2. Position Ledge Shelf Assembly flush against back and sides of the Top.



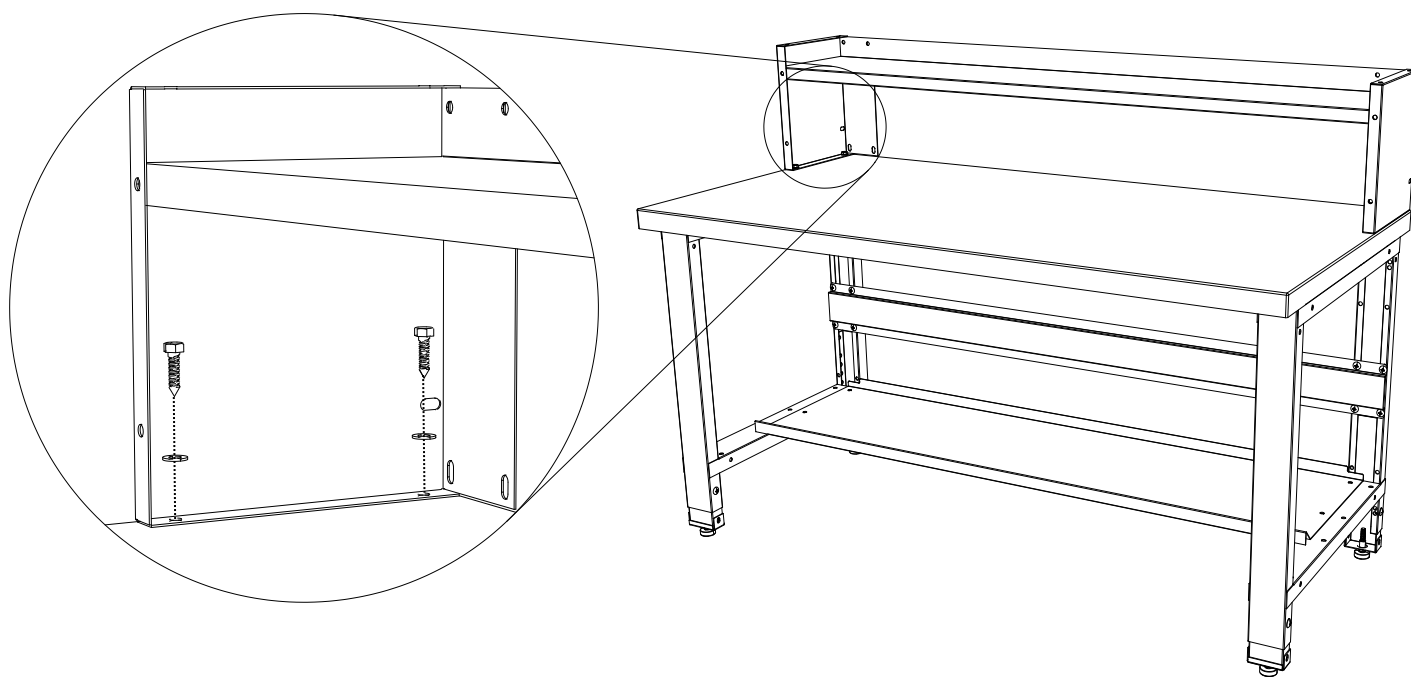
3. Use holes in bottom flange of both End Panels as a template to mark on Top where to drill.
4. Set Ledge Shelf Sub-Assembly aside to provide space for drilling.
5. Drill (4), 3/8" diameter holes through Top and Frame (both sides).
6. Reposition Ledge Shelf Sub-Assembly and fasten into place using (4) **A** screws and (4) **B** nuts.

**This completes Ledge Shelf Assembly for Steel Tops.**

## Ledge Shelf Assembly (Wood Top)

1. If Workbench features Edge Guards, remove fasteners that join their corners together (both sides).
2. Position Ledge Shelf Assembly flush against back and sides of Top.
3. Use holes in bottom flange of both End Panels as a template to mark on top where to drill.
4. Set Ledge Shelf Sub Assembly aside to provide space for drilling.
5. Drill (4), 7/32" diameter holes; 1" deep through Top (2 per side).
6. Reposition Ledge Shelf Sub Assembly and fasten into place using (4) **L** screws and (4) **M** washers.

**This completes Ledge Shelf Assembly for Wood Tops.**





## Warranty Information

### Warranty

Borroughs extends to the original purchaser from the date of purchase, a limited lifetime warranty against manufacturing defects in material and workmanship. If a Borroughs product fails to perform because of a manufacturing defect, Borroughs will examine it. If found defective, it will be repaired or replaced at our option. This warranty applies only to Borroughs products acquired directly from Borroughs or from an authorized Borroughs Distributor.

This warranty does not apply to any product which has been subject to misuse, negligence, or accident; has been damaged in shipment, storage, or installation; has been misapplied or has been modified or repaired by unauthorized persons or been repaired with non-standard Borroughs replacement parts. This warranty specifically excludes claims for indirect, incidental, or consequential damages arising in any way from a product defect. This warranty is exclusive, and exists in lieu of all other warranties, either expressed or implied.

This warranty gives you specific legal rights; you may also have other rights which may vary from state to state. Contact your Borroughs Distributor to obtain warranty service. You must make a written claim. Provide a copy of your purchase record and a written description of the warranty problem with your claim.

If you are unable to contact your Distributor, contact:

**Borroughs, Customer Service Manager,  
3002 N. Burdick St., Kalamazoo, MI 49004-3483.  
Phone: 1-800-748-0227**