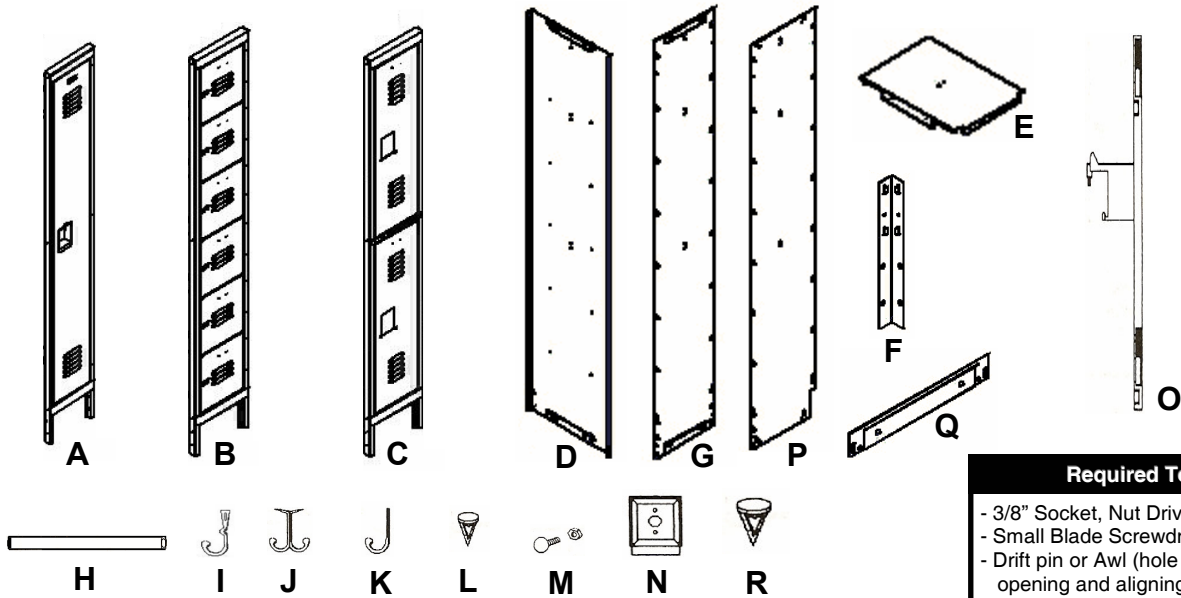


# Quick Assemble Citadel Lockers (Patent Pending)

**Model Numbers:** Single Door : 2HFH7 - 2HFH8 - 2HFJ2 - 2HFJ3 - 2HFK9 - 2HFL1  
 Double Door : 2HFJ6 - 2HFJ7 - 2HFK1 - 2HFK2 - 2HFL4 - 2HFL5  
 Six Door : 2HFK5 - 2HFK6

Single Door (3 wide): 2HFH9 - 2HFJ1 - 2HFJ4 - 2HFJ5 - 2HFL2 - 2HFL3  
 Double Door (3 wide): 2HFJ8 - 2HFJ9 - 2HFK3 - 2HFK4 - 2HFL6 - 2HFL7  
 Six Door (3 wide): 2HFK7 - 2HFK8



**Required Tools**

- 3/8" Socket, Nut Driver, or Wrench
- Small Blade Screwdriver
- Drift pin or Awl (hole & tab opening and aligning assistance)

## Safety Instructions

**Use Caution** when handling and assembling metal parts. The use of protective gloves is recommended.  
**Do Not** use this unit for anything that is outside the designed function of storage.  
**Do Not** store loose or heavy items on the top shelves or on the top of the unit.  
**Do Not** step on, or into the lockers.  
**Do Not** hang from hooks, or door frame.  
 Always remember to use proper lifting techniques when moving either the boxed or assembled unit.

## General instructions

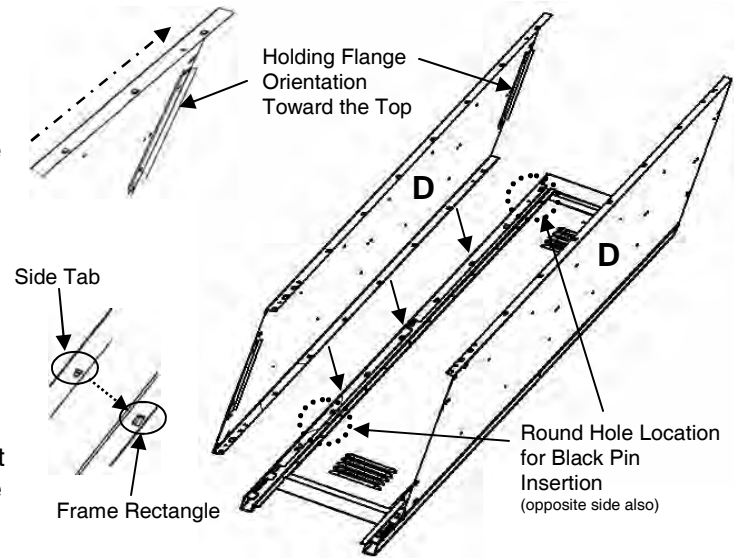
It is recommended that the Lockers are assembled by more than one person. The use of a raised flat surface during assembly is highly recommended. During shipping and handling, some of the tabs that are used for assembly may have closed together. Use a flat tipped screwdriver, drift pin, or awl to either pry up or push from behind the tab to re-open. Make sure that the unit is placed on a level surface, as this may effect the performance of the unit.

	Single Lockers			3 Wide Lockers		
	2HFH7 - 2HFH8 2HFK9 - 2HFL1 2HFJ2 - 2HFJ3	2HFJ6 - 2HFJ7 2HFK1 - 2HFK2 2HFL4 - 2HFL5	2HFK5 - 2HFK6	2HFH9 - 2HFJ1 2HFJ4 - 2HFJ5 2HFL2 - 2HFL3	2HFJ8 - 2HFJ9 2HFK3 - 2HFK4 2HFL6 - 2HFL7	2HFK7 - 2HFK8
<b>A Single Door Frame</b>	1	-	-	3	-	-
<b>B Six Door Frame</b>	-	-	1	-	-	3
<b>C Double Door Frame</b>	-	1	-	-	3	-
<b>D Universal Side Panel</b>	2	2	2	4	4	4
<b>E Top, Bottom, Shelf</b>	3	3	7	9	9	21
<b>F Leg</b>	2	2	2	4	4	4
<b>G Back</b>	1	1	1	1	1	1
<b>H Coat Rod</b>	1	-	-	3	-	-
<b>I Coat Hook</b>	2	-	-	6	-	-
<b>J Double Hook</b>	-	2	-	-	6	-
<b>K Single Hook</b>	-	6	-	-	18	-
<b>L Black Pin</b>	10	10	10	36	36	36
<b>M Screws / Nuts</b>	8	20	20	16	48	40
<b>N Handle</b>	1	2	-	3	6	-
<b>O Locking Bar</b>	1	2	-	3	6	-
<b>P Add-on Back</b>				2	2	2
<b>Q Add-on Bracket</b>				8	8	8
<b>R White Pin</b>				6	6	6

## Step 1 - Side Assembly (starter unit)

Place the frame of the locker face down on a flat level surface. Take one of the sides (D) and orientate it so that the openings of the top and bottom holding flanges are toward the top of the unit. Next place the tabs of the sides 90 degree return flanges into the rectangle openings of the frame uprights (**during packaging, some tabs may have closed together. If necessary, use a small blade screw driver to pry tabs up so that they engage into the openings properly**). Making sure that all the tabs are aligned and inserted to the openings, tap the side down lightly at the top end of the side using a rubber mallet until the tabs are fully seated into all openings of the frame. After the side is fully seated, locate the three (3) round holes of the side (one at the top end, and two at the bottom end), insert one (1) black pin (L) in the top hole, and using the hole second from the bottom, insert another. This is to help secure the side to the frame (**see figure 1 for reference**). Repeat this process for the opposite side.

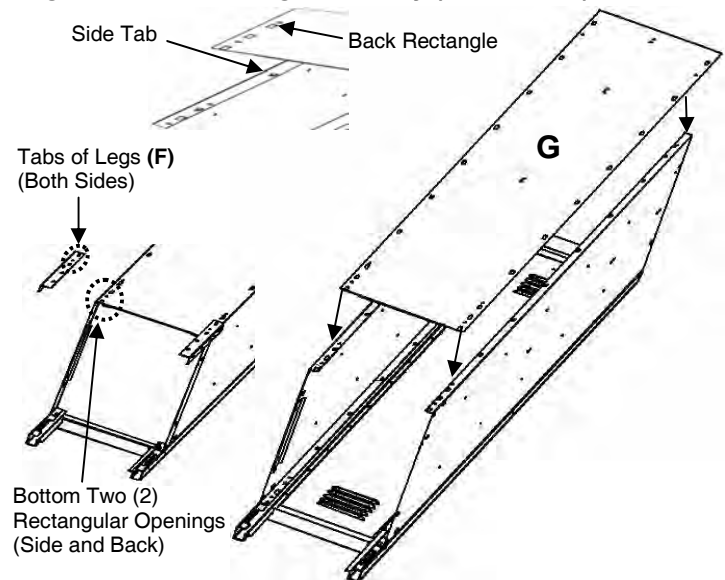
Figure 1 - Side Assembly (starter unit)



## Step 2 - Back & Leg Assembly (starter unit)

There are two (2) types of backs. Using the back that has formed in holding brackets, and no corner cutouts (G), orientate it so that the openings of the top and bottom holding flanges are toward the top, and to the inside. Next align the rectangular holes of the back with the tabs of the sides 90 degree return flanges (**during packaging, some tabs may have closed together. If necessary, use a small blade screw driver to pry tabs up so that they engage into the openings properly**). Making sure that the tabs and rectangle holes are aligned, tap with a rubber mallet from the bottom of the back until all the tabs are fully seated, and all holes are aligned. Next take the legs (F), and insert the tabs of the legs into the bottom four (4) rectangular openings located on the sides and backs. Tap the bottom of the legs upward with a rubber mallet until the tabs are fully seated into the rectangular openings (**see figure 2 for reference**).

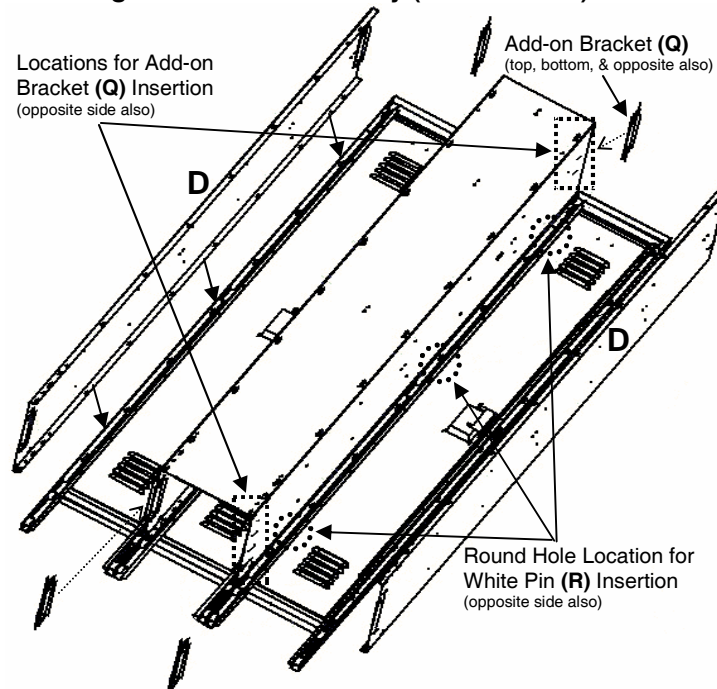
Figure 2 - Back & Leg Assembly (starter unit)



## Step 3 - Side Assembly (3 wide only)

Place the two (2) remaining frames on each side of the starter unit face down. Align the three (3) round holes located on the inside edges of the uprights of each add-on frame to the round holes of the outside edges located on the uprights of the starter unit. Using three (3) white pins (R) per side, push the pins through the holes to lock the frames together. Take the remaining sides (D) and orientate them so that the openings of the top and bottom holding flanges are toward the top of the unit. Following the instructions outlined in step one (1), install the sides to the outside ends of the add-on frames. Using four (4) of the add-on brackets (Q), install one each at the top and bottom end of the starter units left and right sides. Orientate the bracket so that the holding flange faces toward the top, and install the tabs of the bracket into the two (2) center rectangular slots located at the top and bottom of the starter unit sides.

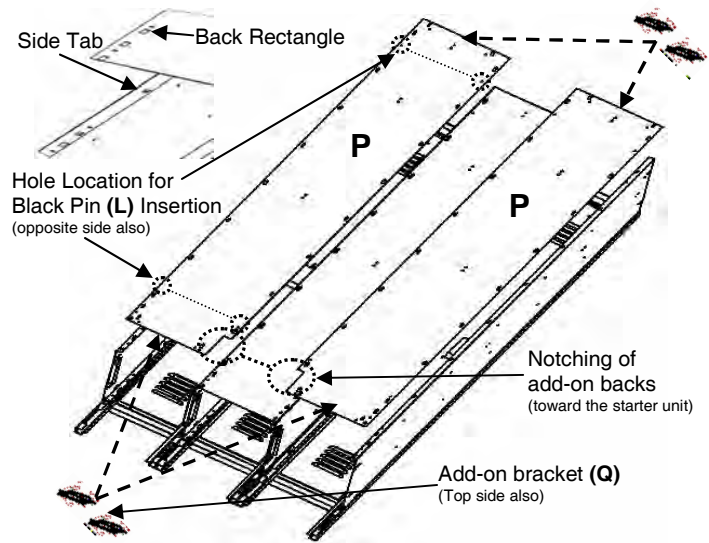
Figure 3 - Side Assembly (add-on units)



## Step 4 - Back Assembly (3 wide only)

Using the backs that have corner cutouts (P), orientate them so that the cutouts of the backs are toward the bottom, and to the starter unit. Next align the rectangular holes of the add-on backs with the tabs used from the starter unit (**the starter unit shares the tabs with the add-on unit, if necessary pry the tabs up on the starter unit slightly to allow for the add-on back clearance**). Next align the opposite end with the tabs of the return flanges of the add-on sides (**during packaging, some tabs may have closed together. If necessary, use a small blade screw driver to pry tabs up so that they engage into the openings properly**). Making sure that the tabs and rectangle holes are aligned, tap with a rubber mallet from the bottom of the back until all the tabs are fully seated, and all holes are aligned. After all is seated and aligned, tap down all the tabs of the back of the units with a rubber mallet so that the tabs are flat and not out at an angle. Next locate eight (8) round holes (four located at the top end, and four holes located second from the bottom end), insert black pins (L) in the top four (4) holes, and using the second set of holes from the bottom, insert four (4) more. Next Using four (4) of the add-on brackets (Q), install one each to the inside of the unit at the top and bottom end of the add-on left and right backs. Orientate the bracket so that the holding flange faces toward the top, and install the tabs of the bracket into the two (2) rectangular slots located at the top and bottom of the backs (**see figure 4 for reference**).

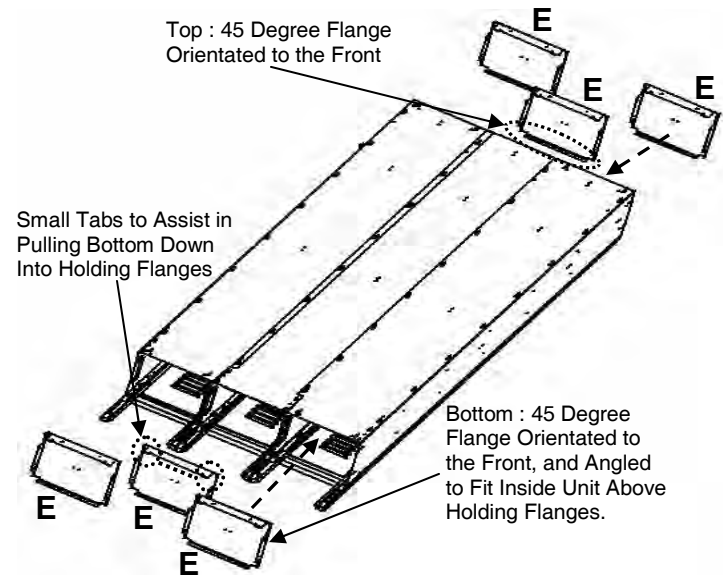
Figure 4 - Back Assembly (add-on units)



## Step 5 - Top & Bottom Assembly

The top, bottom, & shelves (E) are identical. Take three (3) of the pieces to install as the tops. Orientate the tops so that the 45 degree return flange is to the frame end and considered as the front. Insert the tops at an angle so that the 45 degree flange is into the shell of the unit. Next Align all the return flanges of the tops with the holding flanges of the sides and backs. Using a rubber mallet, lightly tap the top until the top seats into the holding flanges. Next orientate the bottoms the same as the tops. Angle the bottoms so they will fit to the inside of the units just above the holding flanges of the sides and back . Align the flanges of the bottoms to the holding flanges using the 45 degree front flange, and the small back return flanges to pull the bottoms down until the flanges seat into the holding flanges (**see figure 5 for reference**).

Figure 5 - Top & Bottom Assembly

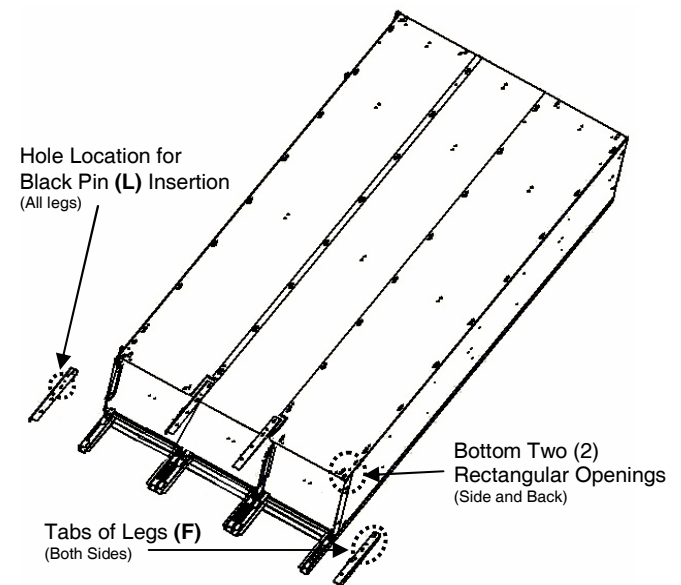


**Note: Sometimes the bottom is to difficult to seat completely. Once the unit is placed in the upright position, a rubber mallet can be used to tap the bottom down from the inside to properly seat to the holding flanges.**

## Step 6 - Leg Assembly

Next take the legs (F), and insert the tabs of the legs into the bottom rectangular openings located on the side and backs of each of the units. Tap the bottom of the legs upward with a rubber mallet until the tabs are fully seated into the rectangular openings. **After assuring that the tabs are fully seated into the slots, insert one (1) black pin (L) to the back side round hole of each leg to help secure them to the unit (see figure 6 for reference)**.

Figure 6 - Leg Assembly (add-on units)



## Step 7a - Final Assembly (Single Door)

Stand the unit upright, and assure that all the bottoms have been properly seated by lightly tapping it down with a rubber mallet. **After assuring that the tops & bottom flanges are fully seated into the brackets, insert two (2) black pins (L) to each add-on bracket to help secure the brackets to the sides & backs.** Next take the remaining shelves (E), and orientate them so that the 45 degree bend is toward the door opening. Angle the shelves so they fit to the inside of the unit. Align the side holes of the shelves with the second set of holes counting down from the top located on the sides. Using the #10-24 x 3/8" screws (M), insert them through the holes of the sides and through the shelves. Install the nuts and tighten appropriately. Next install one (1) coat rod hook (I) into the two holes located on the side just below the installed shelves. Use the #10-24 x 3/8" screws and nuts and tighten appropriately. Install the coat rods (H) onto the extension of the installed hooks, and align the other hook extension to the coat rod. Next align the coat hooks to the holes of opposite sides. Finalize by using the #10-24 x 3/8" screws and nuts and tighten appropriately (see figure 4a for reference).

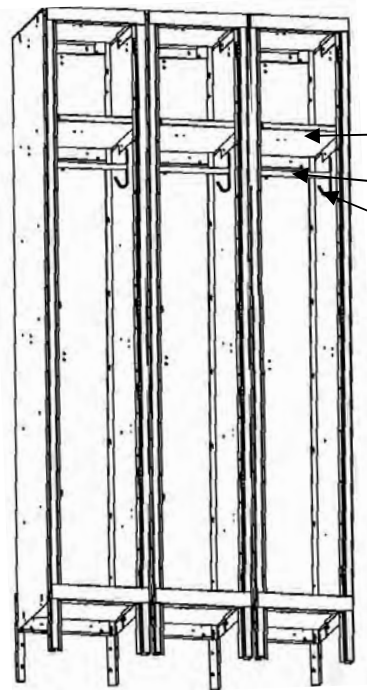


Figure 4a - Final Assembly (Single Door)

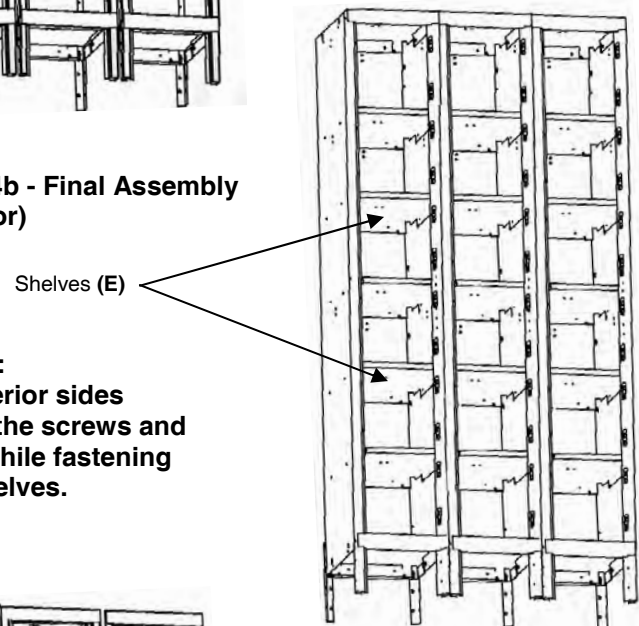
**NOTE :**  
All interior sides share the screws and nuts while fastening the shelves & hooks.

## Step 7b - Final Assembly (Six Door)

Stand the unit upright, and assure that all the bottoms have been properly seated by lightly tapping it down with a rubber mallet. **After assuring that the tops & bottom flanges are fully seated into the brackets, insert two (2) black pins (L) to each add-on bracket to help secure the brackets to the sides & backs.** Next take three (3) of the remaining shelves (E), and orientate them so that the 45 degree bend is toward the door opening. Angle the shelves so they fit to the inside of the units. Align the side holes of the shelves with the holes located on the sides at the bottom of the top door. Using the #10-24 x 3/8" screws (M), insert them through the holes of the sides and through the shelves. Install the nuts and tighten appropriately. Continue this process for the remaining shelves (see figure 4b for reference).

Figure 4b - Final Assembly (Six Door)

**NOTE :**  
All interior sides share the screws and nuts while fastening the shelves.



## Step 7c - Final Assembly (Double Door)

Stand the unit upright, and assure that all the bottoms have been properly seated by lightly tapping it down with a rubber mallet. **After assuring that the tops & bottom flanges are fully seated into the brackets, insert two (2) black pins (L) to each add-on bracket to help secure the brackets to the sides & backs.** Next take the remaining shelves (E), and orientate it so that the 45 degree bend is toward the door opening. Angle the shelves so they fit to the inside of the unit. Align the side holes of the shelves with the holes located on the sides between the two doors. Using the #10-24 x 3/8" screws (M), insert them through the holes of the sides and through the shelves. Install the nuts and tighten appropriately. Using the #10-24 x 3/8" screws & nuts, install the double hook (J) to the tops using the screw holes located in the center, install the single hooks (K) to all sides, and backs using the holes located just below the top. Continue by installing the same hardware for the bottom lockers using the middle shelves for the double hooks (see figure 4c for reference).

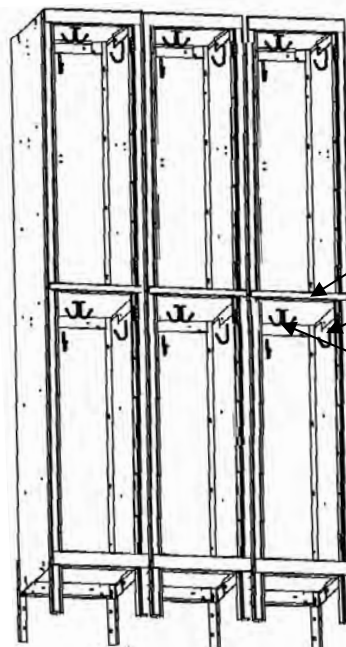


Figure 4c - Final Assembly (Double Door)

**NOTE :**  
All interior sides share the screws and nuts while fastening the shelves & hooks.