

HAWORTH

Enclose Framed and Frameless Handbook

Architectural Wall Products

August 2020

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For additional Project Management Process Support please refer to document “Installations Best Practices” found in the Haworth Library for the topics below:

Installation Quoting	Scope of Work
Installation Production Rates	Offload Review and Quoting
Trash Handling Recommendations	Schedule and Site Readiness
Drawing Review	Site Plan Review
Ceiling Track Pre-Delivery Benefits	Drawing Review
Shipment Paperwork	Damage Reporting
Mixed Content Packages	Product Staging Process
Layout	Start Points
Product Installation	Lateral Bracing
Trim Installation (LSE)	Door Performance Review
Correction Tracking	Punch Recommendations
Correction Orders	Warranty Risks

Storage of Product Guidelines for all Wall Product

Any building where Haworth Wall Products are to be stored or installed shall be fully closed in, dry and protected from the natural elements, with temperatures between 40°F and 90° (4°C and 32°C) and relative humidity not to exceed 70% at all times this also includes receipt of products, during and after installation and shall be adequately heated and/or air-conditioned. Where unusual site conditions exist which impede or prevent the normal installation of any Products, applicable extra charges shall apply at prevailing rates.

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Enclose Framed Product Family

Removable Tiles

All wall tiles can be easily removed and replaced to alter the aesthetic or repair a damaged tile.

Concealed Leveling

at the ceiling provide up to one inch of adjustability, ensuring ceiling connections remain constant.

Utilities

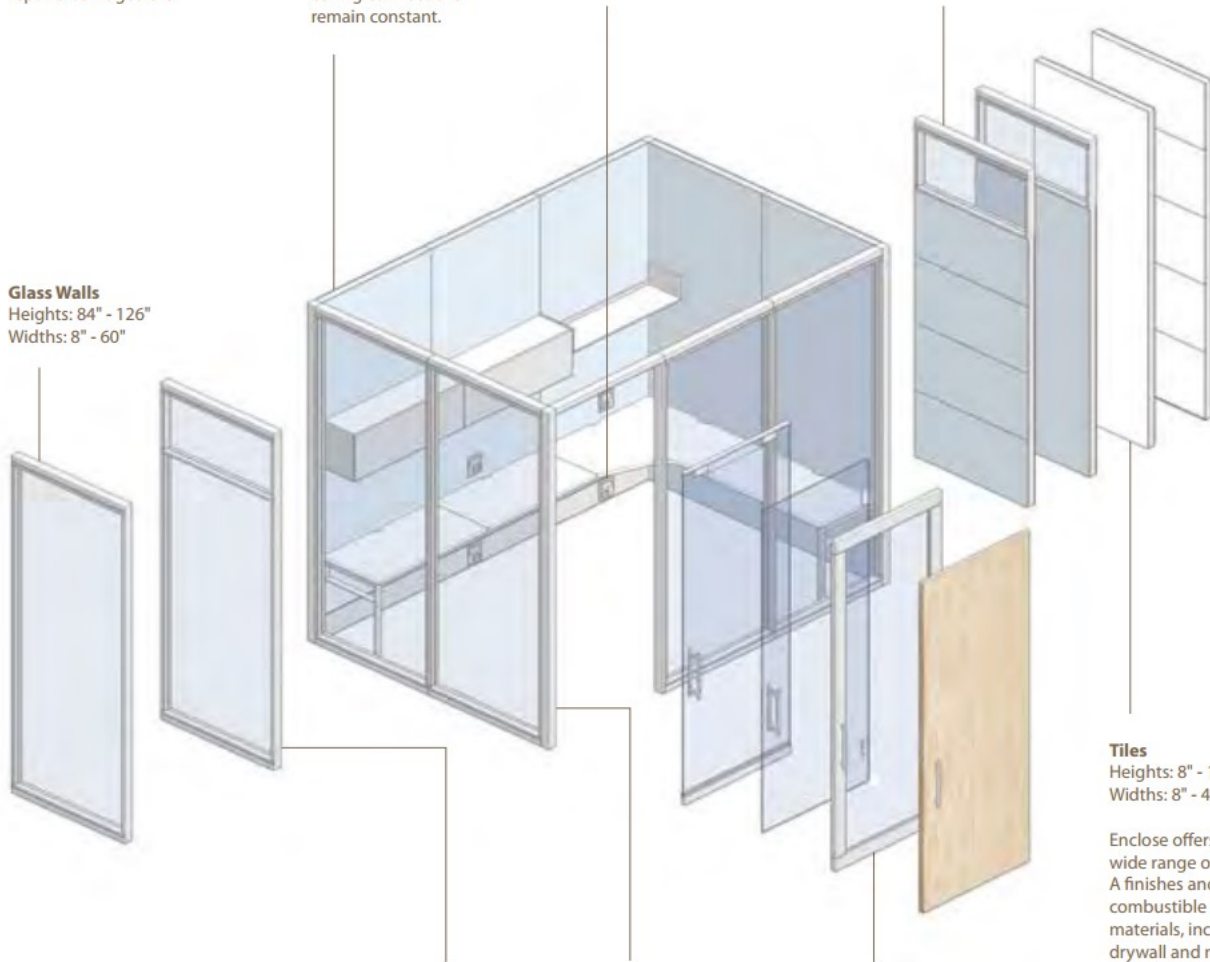
At base raceway, below worksurface, beltline, or at a custom location.

Walls

Heights: 84" - 126"
Widths: 8" - 48"
Solid & Combination

Glass Walls

Heights: 84" - 126"
Widths: 8" - 60"



Tiles

Heights: 8" - 126"
Widths: 8" - 48"

Enclose offers a wide range of Class A finishes and non-combustible tile materials, including drywall and metal.

Ceiling Connection

Enclose walls offer the choice of full-height or freestanding applications. Freestanding installations allow the use of our Chinook™ ceiling support system.

Lateral Bracing

can be specified for projects where codes require additional support.

Wall Frames

are 4" deep with a 7/8" profile for slim vertical lines.

Leveling Glides

concealed at the base allow up to two inches of adjustability, ensuring panels remain level.

Doors

Sliding or Swing
Single or Double
Heights: 84" - 120"
Widths: 40", 48"

- Wall covering
- Laminate (HPL)
- Wood Veneer
- Painted Metal
- Glass*

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Typical Packaging For Frame/Panel Shipment



All Enclose Framed Panels and Doorframes are grouped together as shown above. Typical pallet skids are 40" wide by the tallest panel. A wood center brace will support frames/panels once the packaging straps and outer wrap has been removed.

On one side of the pallet you will find duplicate copies of the CSI/CALM labels of all frames/panels, this will assist during the inventory process.

Take care when removing Frames from pallet skid, each frame/panel is taped to the center brace but remaining frames/panels need to be held vertical.

Ensure that per Component Tagging is not removed when removing frames/panels from pallet.

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Typical Glass Crating Standards



All Enclose Frameless Glass panes and Enclose Framed Door Slabs come to site in vertical crates from the supplier. These crates are designed to open from one side and should be tilted to overcome the trailer un-levelness so that the panes are leaning towards back of crate.

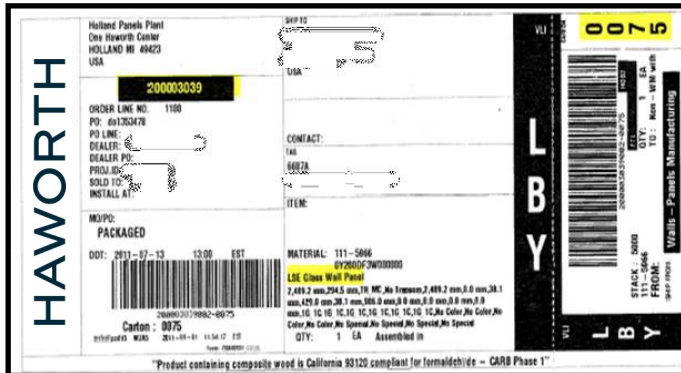


Please refer to 'Site Safety Guidelines—Safe Handling and Storage of Glass' document (found in the Haworth Library) for important considerations for unloading, transporting, staging and installation of all Glass Product.

Additional tilting or support is required and to keep the glass panes against the back of the crate during the removal of each pane to carts.

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Product Tagging and Circle Sheet Inventory



Frame/Panel ID Location



Component

CSI / CALM

Delivery	MS	Crans
00010388	LBV	124
0004	0007 0008 0010 0011 0012 0013 0014 0015 0016 0017	
0018	0019 0020 0021 0022 0023 0024 0025 0026 0027 0028	
0029	0030 0031 0032 0033 0034 0035 0036 0037 0038 0039	
0040	0041 0042 0043 0044 0045 0046 0047 0048 0049 0050	
0053	0054 0055 0056 0057 0058 0059 0060 0061 0062 0063	
0064	0065 0066 0067 0068 0069 0070 0071 0072 0073 0074	
0075	0076 0077 0078 0079 0080 0081 0082 0083 0084 0085	
0086	0087 0088 0089 0090 0091 0092 0093 0094 0095 0096	
0097	0098 0099 0100 0101 0102 0103 0104 0105 0106 0107	
0108	0109 0110 0111 0112 0113 0114 0115 0116 0117 0118	
0119	0120 0121 0122 0123 0124 0125 0126 0127 0128 0129	
0130	0131 0132	
0007	0008	2

Circle Sheet Inventory

Please refer to document [“Walls Delivery Review 082914”](#) for further information

Every frame/panel has one or several Product Tagging applied during packaging to assist with inventory, staging, identifying product and communicating Quality issues to Corporate Quality Teams.

CSI / CALM

This label is first used by the installation teams to understand the Carton Number to complete the required Inventory. The Carton Number is recorded on the top right hand side of the label. In the example above “0075” is the carton number. The order number is recorded in the black box in the top left hand side of the label. The package content’s description is near the bottom center of label.

Frame/Panel ID Location

This label describes the final placement of the product contents, in this example “A-10” and is located at the top left side of the label. The order number is also included on this tag.

Component

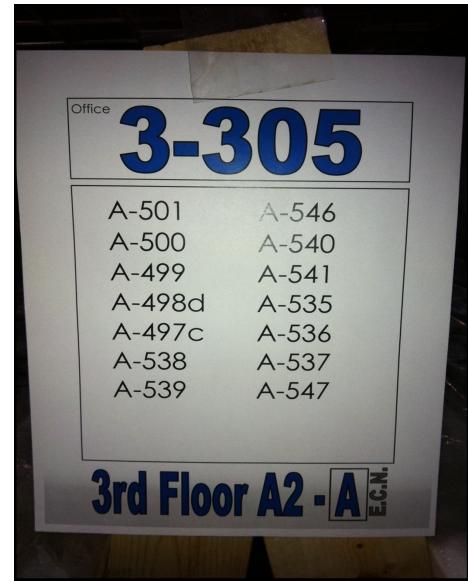
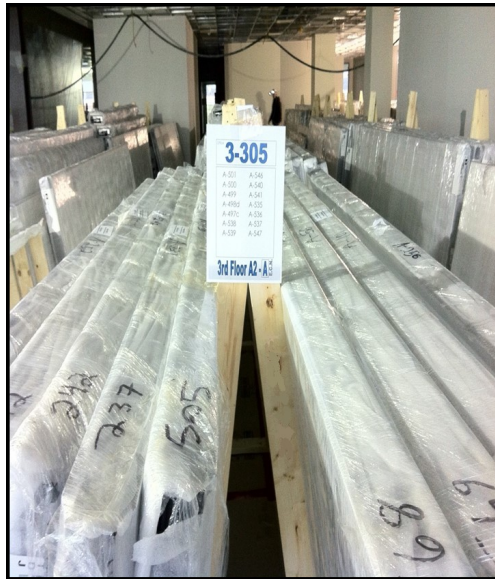
This label describes internal routing and manufacturing processes. This label will assist Haworth to quickly identify defective or incorrect parts. Photos of these labels will allow quicker resolution of potential issues.

Circle Sheet Inventory

All Carton Numbers of product removed from the trailer must be identified on the Circle Sheet. Each unidentified carton number must be researched.

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Product Staging Recommendations



It is critical that Wall product is staged close to the installation area for several reasons.

- Wall product is large and heavy, double and triple handling increases chance of damage.
- Installation Team members will spend excessive time locating required panels which will reduce production rates of installed product.

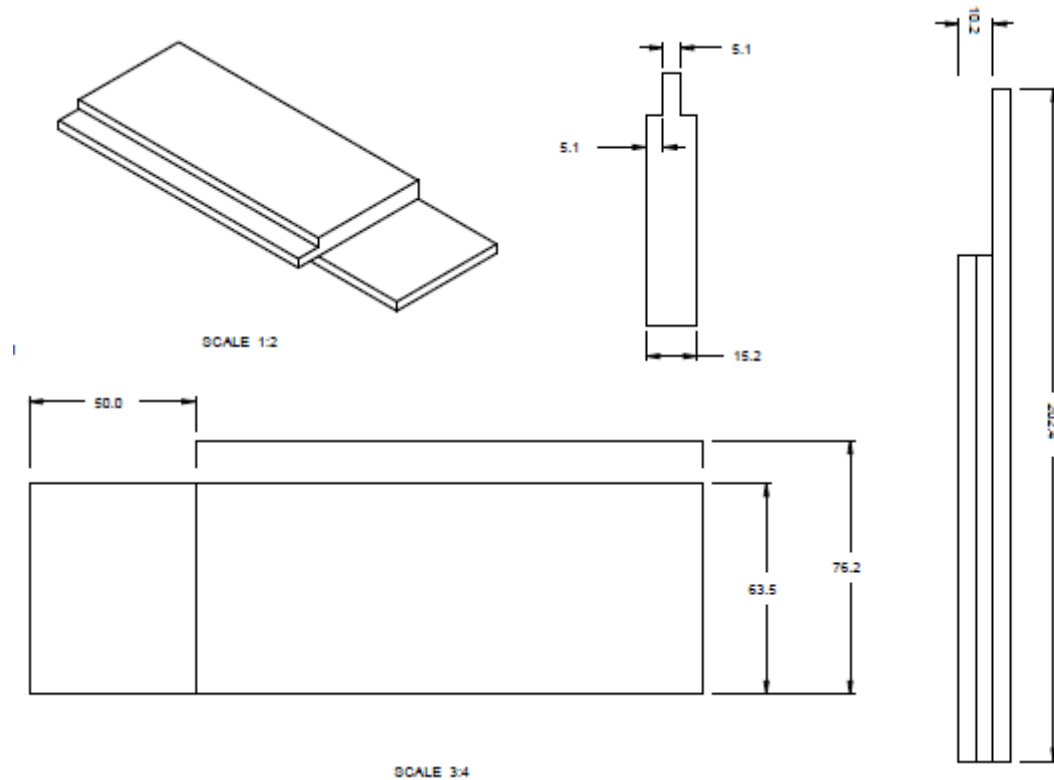
When staging, it is preferred not to use hard walls, columns or workstations. Haworth supports usage of wooden A-Frames to avoid storage conflicts with other trades and to protect the surfaces of the building. One wooden A-Frame consists of 1—clean Spruce/Pine/Fir. 2x4x12' cut into 3 equal pieces. Two 4' pieces are cut with a 13 degree angle. The square cut piece is the bottom plate and the 2 mitred pieces screw to the plate and to each other creating a A-Frame. Use adequate screws to fasten the parts together.

Above we show several panels stored using A-Frames, ensure that each side of the A-Frame is balanced. It is also good practice to write the Panel ID location on each end of panel so that the installers can locate the required panel/frame quickly.

On large projects you can assist staging by creating sheets (top right picture).

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Enclose Tap Block Recommendation



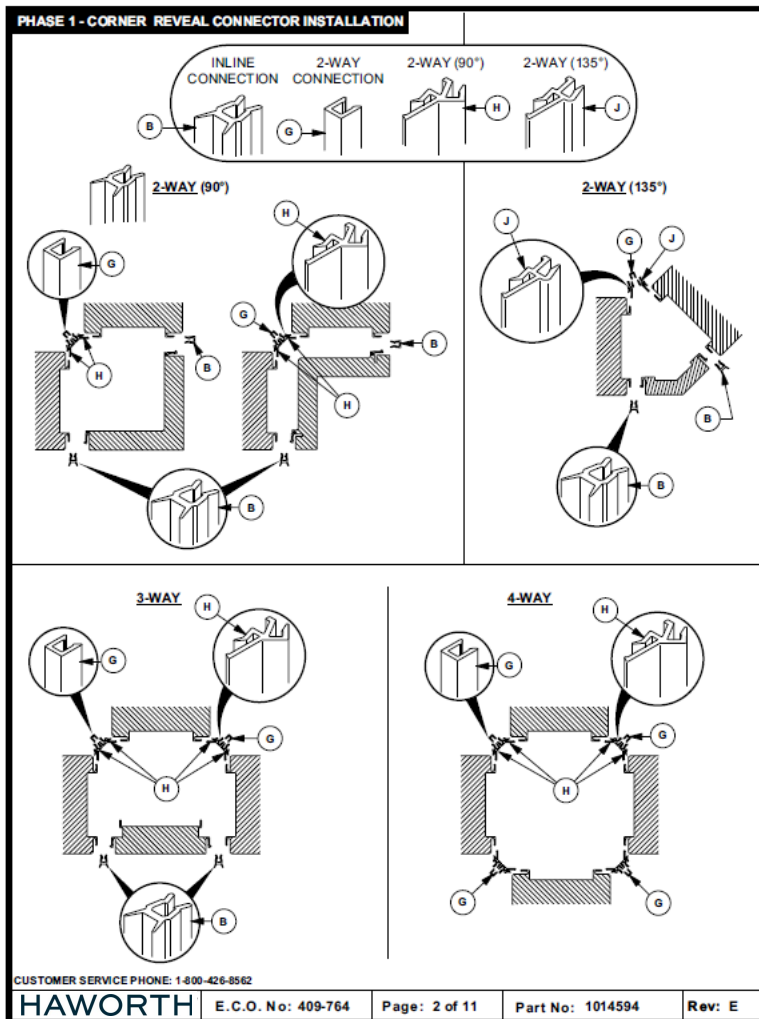
It is recommended to use a UHMW material to build these blocks as this material is less prone to tear finishing material and denting of the panel substrate. Avoid using materials similar to Acrylic.

The UHMW plastic is the same material used for some kitchen cutting boards and is easily available. It is also recommended to sand the corners of the block with high grit sandpaper after machining to remove any sharp edges.

The offset long thin end is used to insert and set inner corner clips, the long center edge is for PostCap or Reveal insertion and setting.

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Installation Instructions



Installation Instructions are shipped within Hardware Boxes and are also available electronically from the Haworth Library.

Global Asset Library

Search for Photos, Brochures, Sales tools, etc

FILTERS

- Accessories
- Architectural
 - Enclose Frameless Glass
 - Enclose Walls
 - LifeSPACE ERA
 - Triast
- Technology
- Tables
- Deskto Files and Storage
- Seating
- Systems

Reset

Enclose®

Installation Manual - October 2018

Enclose - All Sections - Installation

TYPE:
INSTALLATION INSTRUCTION

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Enclose Frameless Glass®

Installation Manual - May 2018

Enclose Frameless Glass - All Sections - Installation

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Recommended Tools

General Person Protection (may include but not be limited to the following)

Always pre-confirm safety equipment requirements with the site safety officer

Steel toed boots	KneePads	Safety Glasses
Gloves	Hard Hat	High Visibility Vest
Traffic cones	Face Shield	

Offload Tools (may include but not be limited to the following)

Rail Carts	Single Wall Cart (door cart)	Masonite
Pallet Jack (8')	Building hard wall protection	Glass Cups
Skid Puller	Adequate Chains for puller	A-Frames

Layout Tools (may include but not be limited to the following)

Tape Measure	Chalk Line (light chalk)	Plumb Bob/Laser
Masking Tape	Pencils/Markers	Calculator
Dry Line	Quality Level	Ladder

Install Tools (may include but not be limited to the following)

Job Box	Ladders	Stud Finder
Saw Horses	Accurate levels	Construction Square
Quick Grips/Clamps	Small Pry Bar	Box cutter
7/16" Nut driver	Assorted Screw Drivers	Wall Hooks
Glazing bars	Tap Block (see page 10)	Quality Glass Cups

Cleaning Supplies

Please refer to document "Care And Maintenance_011216" for information