

Product Guide

User and Maintenance Information

IMPORTANT INFORMATION:
Please save this product guide.

CUSTOMER SERVICE:

United States

PO Box 2
Ulster Park, NY 12487
Office hours: 9-5 EST
Phone (800) 777-4244
Fax (800) 336-5948
(845) 572-3468

www.CommunityPlaythings.com
Sales@CommunityPlaythings.com



Community Cubbies

- A250 Compact Toddler Cubby 2
- A253 Compact Toddler Cubby 6
- A256 Toddler Cubby 2
- A258 Toddler Cubby 4
- A260 Compact Preschool Cubby 2
- A263 Compact Preschool Cubby 6
- A266 Preschool Cubby 2
- A268 Preschool Cubby 4
- A226 Kindergarten Cubby 2
- A228 Kindergarten Cubby 4

Recommended Use

The Community Cubby is designed to provide a personalized storage space for a child's belongings. This includes garments, accessories, and flat storage of papers and two-dimensional art work. The two spaces at the top of the cubby are for parent-teacher communication or children's artwork. This can be made into a larger space by removing the plastic divider shelf. Coat hanging and/or backpack space is below this shelf. A two point coat hook is provided on either side of the coat hanging space. At the top of the Coat Space there is a place for the child's name and/or picture to be placed over the arch. The space at the bottom of the Cubby is for totes.

⚠ WARNING

- ▲ This product is intended for use by children of immature judgment, therefore supervision is required at all times.

⚠ CAUTION

- ▲ For indoor use only. This Cubby is not waterproof.

Assembly

Your Cubby comes in one carton containing:

1. One Cubby.
2. Hardware for mounting.
3. Packet of label holders and labels.
4. This Product Guide.

Totes or baskets, if ordered, ship in a separate carton.

If your shipment is incomplete, please contact Customer Service.

Installation Instructions

This item should be fastened securely to the wall or floor. Enclosed for that purpose are:

1. Four ¾" x #8 oval head screws.
2. Four 1½" x #8 oval head screws.
3. Two 2" corner braces.

The ¾" screws are for the side or top of the Cubby. The 1½" screws are for the wall or floor, but if not suited to the building construction, fasteners appropriate to the construction must be used. The corner braces should be mounted at either of the locations shown, on both sides of the Cubby. (Fig. A)

⚠ WARNING

- ▲ Any Cubby configuration must be installed by a competent carpenter or maintenance person to ensure stability. Cubbies installed back-to-back must be fastened together for stability. The customer must assume full responsibility that the Cubby(s) will be secure for the long term.

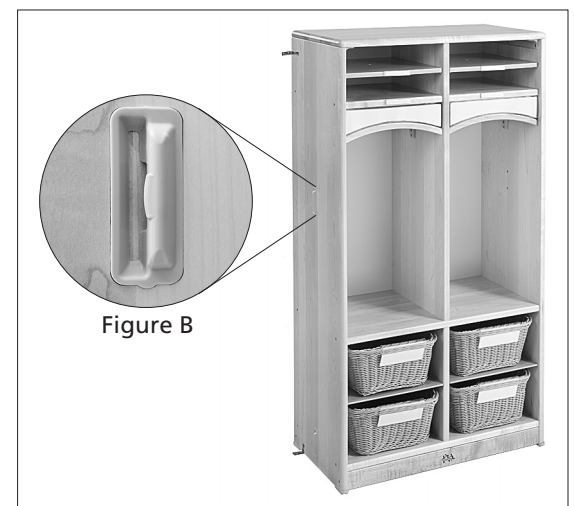


Figure A

Plastic Connectors (Fig. B)

Push sides of units together, then pull from front on one unit to check connection. Cubby units can be disconnected by pulling units apart with a quick, firm pull. A clacking noise is normal during disconnection.

Name/Photo Labeling Device

Reach up under the arch with two hands. Push the clear plastic cover off towards you using your fingers to push through the holes provided. Find a template for labels on the Community Playthings website. Put the new label in the clear plastic cap and press the cap back in place.

Community Cubbies

To put in a Tote Divider: (Fig. B)

1. Slide the Divider into the shelf at an angle.
2. Insert the two pins on the higher side of the Divider into the holes in the wooden upright on that side.
3. Push up on the other side of the Divider until the pins snap into the holes on that side.

To remove a Divider:

1. Push up under one side of the Divider until the pins snap out of the holes.
2. Remove Divider.



Figure B

Accessories

Tote Boxes and Baskets come with a clear label holder to protect a paper label at the front of each box.

Compact Tote Stackable and made from tough polypropylene plastic with a clear plastic label holder on the front.

Cubby Corner Filler The Cubby Corner Filler is designed to fill the hole created when two lines of Cubbies meet in a corner of a room. It is made from solid hardwood. When installed, only the solid wooden top is visible.

Maintenance

Periodically inspect for cracks, breaks, loose parts, missing parts, and/or malfunctions. Remove the product from service when any condition develops that might make use unsafe.

Cleaning

Wooden Parts: Wipe with a damp cloth and mild detergent. Do not use excessive water.

All Plastic Parts: Dust with a soft, damp cloth or chamois. Wash with dish washing detergent and plenty of lukewarm water. Baskets are machine washable.

⚠ CAUTION

▲ **DO NOT USE:** abrasive cleaners

Construction

Cubbies are made from a solid hardwood with a clear, nontoxic finish. The backs are nylon loop fabric, laminated to a durable plastic backing. Joints are mortise and tenon, fastened with zinc plated screws.

Baskets and Totes are made of polypropylene.

Packaging Recycling

All our packaging is recyclable in two simple categories:

Packaging Materials	Recycling Category
Cardboard boxes and pads, newsprint	corrugated cardboard
Plastic wrap, sheet foam, foam pads	Plastic #4 LDPE

Please help us preserve the earth for the children and recycle at an appropriate facility.

User Modifications

We are not responsible for modifications made by customers to our products in the field without our supervision, testing, or evaluation.

Ordering Parts

To order replacement parts, contact Customer Service with a description of the part(s) needed and the ID Code from the product.

Use only replacement parts supplied by Community Playthings.

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