



# Maxwell Thomas® CASEGOOD FURNITURE & OCCASIONAL TABLES

## Owner's Manual

*Please keep and refer to this Owner's Manual.*

Thank you for purchasing Maxwell Thomas® caseload furniture and/or occasional tables from Direct Supply Equipment & Furnishings® distributed by Direct Supply Manufacturing, Inc. Please read this entire guide carefully and keep it for future reference. This guide will provide you with instructions, warnings, warranty information and other important information about your Maxwell Thomas caseloads and/or occasional tables. Share this information with your housekeeping, nursing and maintenance staff to help ensure your caseloads are used and cared for properly.

# Definitions & Symbols and Product Description

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## Definitions & Symbols

**NOTE:** Indicates a tip.

**CAUTION:** Indicates correct operating or maintenance procedures in order to prevent damage to or destruction of the equipment or other property.

**WARNING:** Calls attention to a potential danger that requires correct procedures or practices in order to prevent personal injury.

**⚠:** Attention. Read the instructions.

**PRODUCT:** Your Maxwell Thomas caseload furniture and/or occasional tables.

**YOU and YOUR:** The facility, community or other entity that has purchased the product.

**WE, US and OUR:** Direct Supply Manufacturing, Inc.

## Product Description

### Benefits of Maxwell Thomas Caseload Furniture and/or Occasional Tables

Maxwell Thomas caseloads and/or occasional tables were designed specifically for the Senior Living market. All of the bedroom cabinets have leveling glides to help ensure a perfectly level and stable surface, while all bedside cabinets and dressers are covered in a moisture-protectant laminate to enhance durability. Back panels are vented so air can circulate through the cabinets, and all drawers are sealed to hold in liquids. Wardrobes provide ample storage space with height-adjustable shelves and hanging rods. All cabinets have large fixed pulls to enable better dexterity and easier operation with smooth  $\frac{3}{4}$  pull, ball-bearing drawer slides. Headboards and footboards are designed to fit standard resident beds and add a touch of home to any room. Maxwell Thomas caseload furniture and occasional tables combine commercial-grade durability with traditional and transitional designs to enhance your community. Maxwell Thomas occasional tables include a sofa table, coffee table and end table. All pieces include high quality veneer, hardwood and high-pressure laminate along with ball-bearing drawer slides and nylon floor glides for long-lasting durability.

# Warnings, Cleaning and Maintenance

## Warnings

- ⚠ WARNING:** Do not use this product for balance.
- ⚠ WARNING:** Do not sit on this product.
- ⚠ WARNING:** Do not stand on the lower shelf of the occasional tables.
- ⚠ WARNING:** Failure to comply with all instructions, warnings and precautions, or using the product for a purpose other than its intended use, could result in bodily injury.
- ⚠ WARNING:** Do not stand on this product.
- ⚠ CAUTION:** Do not move furniture on bare hardwood floors. At all times, place the furniture on a protective area rug or protective hardwood felt pads. This will help protect your hardwood floors from potential scratches.
- ⚠ CAUTION:** A minimum of two people are required to place the mini-refrigerator inside the hospitality station. Do not attempt to install the mini-refrigerator by yourself, as it could result in personal injury.
- ⚠ CAUTION:** Do not expose surfaces to prolonged moisture.
- ⚠ CAUTION:** Always check with your local authorities to ensure this product meets all applicable regulations and fire standards.
- ⚠ CAUTION:** Hospitality stations are designed to be positioned with unit backs against a wall. If the backs of the units are positioned away from the wall, the exposed cords will create tripping hazards.

**NOTE:** All Maxwell Thomas casegood furniture meets ANSI/BIFMA X5.5 – 1998 standards.

**NOTE:** All Maxwell Thomas casegood furniture is CARB II compliant.

**NOTE:** Montreal hospitality stations have a 31½"H x 21"W opening for a mini-refrigerator. The two-drawer Montreal hospitality station has a 14¾"H x 21"W opening for a microwave. Please be sure your refrigerator and microwave will fit inside these openings and function properly.

## Cleaning

We recommend the following cleaning practices to help maintain the appearances of the wood, veneer, thermolaminate and laminate surfaces on your Maxwell Thomas casegood furniture and occasional tables.

Wood and veneer surfaces should be cleaned with an antimicrobial wood cleaner and wiped off with a cloth or sponge. Be sure all surfaces are thoroughly dried following cleaning. The cleaning product must be safe to use on wood and veneer surfaces to prevent finish damage over time. Use of harsh chemicals or allowing liquids to sit over long periods of time will damage the finish, so we strongly discourage these practices. Be sure to follow the manufacturer's recommended procedures when using chemicals.

Laminate and thermolaminate surfaces should be cleaned using a damp cloth or sponge with a mild soap or detergent. Difficult stains, such as coffee or tea, can be removed using a mild household cleaner/detergent and a soft bristled brush, repeating as necessary. DO NOT use abrasive chemicals, as they can damage and discolor the surfaces. Use of bleach or other harsh chemicals can cause damage to the surfaces, so their use is strongly discouraged. Dry all surfaces immediately following cleaning and allow units to completely dry before placing items that could be damaged from moisture on the cleaned surfaces.

## Maintenance

Examine the product at least every 60 days, or more often as needed, for loose screws, joints and other miscellaneous damage. Do not use the product if it has been damaged in any way. If there is damage, evaluate the extent and tighten, adjust or replace screws as needed. Use furniture touch-up markers and furniture polish for minor wood finish scratches and scuffs.

# Leveling Casegoods

## Leveling Casegoods

**NOTE:** You do not need to level bedside cabinets that use casters. See “Caster Installation” below for more information.

**NOTE:** Product shown as an example only. Leveling instructions apply to all collections.

1. Before leveling, turn all four leveling glides counterclockwise until they rest flush with the unit's feet (See Figure B).
2. Level the unit from front to back by turning glides clockwise to extend to floor (See Figure B).
3. Level the unit from side to side by turning glides counterclockwise to extend to floor (See Figure B).
4. Check adjustments by placing level in the four positions shown in Figure A.

Level: check  
four positions

Figure A

Leveling  
Glide

Foot

Extend  
to floor

Screw  
into foot

Figure B

# Caster Installation

## Caster Installation

**⚠ WARNING:** Install casters **ONLY** on bedside cabinets. Do not install casters on any other furniture.

**NOTE:** Product shown as an example only. Caster installation instructions apply to all collections.

1. Lay bedside cabinet on its back  
(See Figure C).
2. Remove two screws from angle cleat (on front legs only) and then remove angle cleat (See Figure D).
3. Align holes in caster mounting plate with predrilled holes in bottom panel (See Figure E).
4. Attach four casters to bottom panel, using screws supplied with each caster (See Figure E).
5. To help prevent tipping, extend glides by turning clockwise until they hang just above the floor (See Figure F).

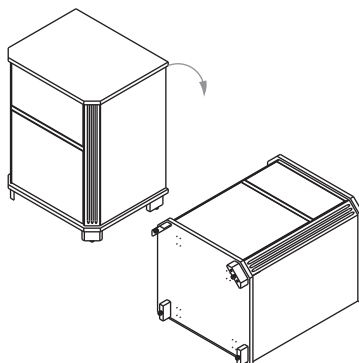


Figure C

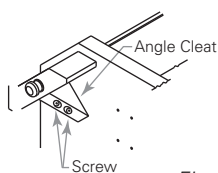


Figure D

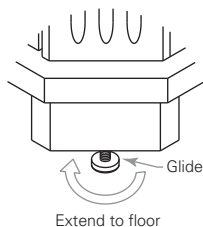


Figure F

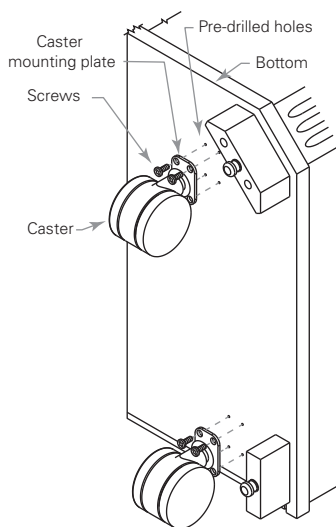


Figure E

# Door and Shelf Adjustments

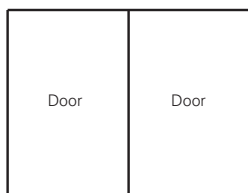


Figure A

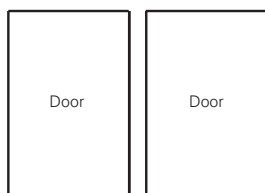


Figure B

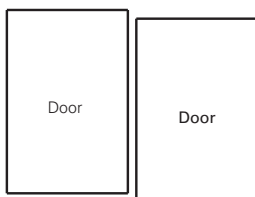


Figure C

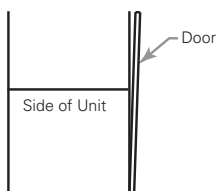


Figure D

## Door Adjustments

1. Level the unit. See "Leveling Casegoods" for more information.
2. If, after leveling, the unit's doors are not positioned properly, follow adjustment procedures below:

No gap between doors (*Figure A*)

- Turn screw "A" (*See Figure E*) counterclockwise to increase spacing between doors.

Gap is too large between doors (*Figure B*)

- Turn screw "A" (*See Hinge Detail*) clockwise to decrease spacing between doors.

Doors out of alignment vertically (*Figure C*)

- Slightly loosen screw "B" (*See Hinge Detail*).  
Reposition door up or down. Retighten screw "B".

Doors out of alignment with side of unit (*Figure D*)

- Slightly loosen screw "C" (*See Hinge Detail*).  
Reposition door. Retighten screw "C".

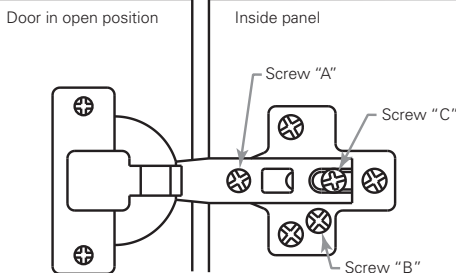


Figure E

## Shelf Adjustments

An adjustable shelf consists of a shelf, four adjustable shelf support brackets and four #6 x 0.625" shipping screws. Cabinets are shipped with adjustable shelves temporarily fastened in place with shipping screws (See Figure F). Do not use the product with the shipping screws.

1. To set up, remove or adjust a shelf, remove the four shipping screws from underside of shelf (See Figure G). Discard shipping screws.
2. Remove shelf from brackets. Reposition brackets in prebored holes in desired location (See Figure H).
3. Insert shelf to rest on brackets.

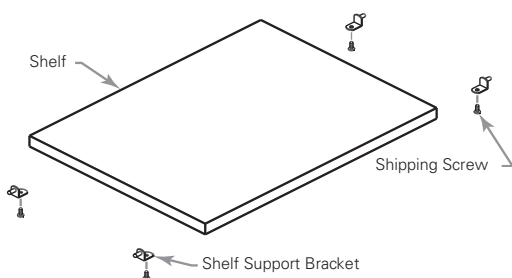


Figure F

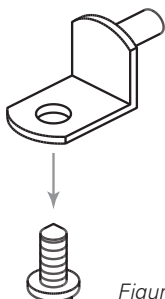


Figure G

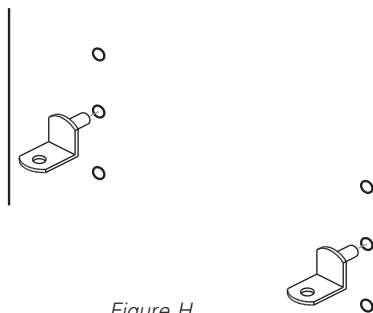


Figure H

# Senior Living Veneer Headboard Assembly Instructions

## Senior Living Headboard Assembly Instructions

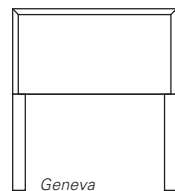
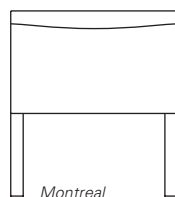
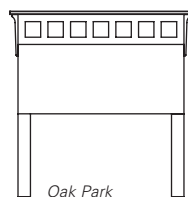
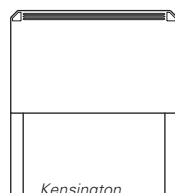
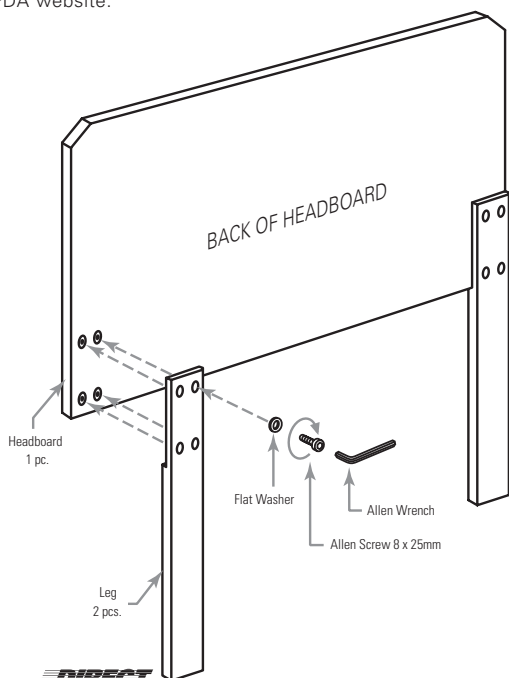
Senior Living Headboards are larger (42" wide) and accommodate standard twin-size beds. These instructions show how to attach the posts onto the back of the headboard.

### **⚠ WARNING: Reducing the Risk of Entrapment**

The Hospital Bed Safety Workgroup (HBSW), in partnership with the FDA, has recognized potential entrapment zones in hospital bed systems and has developed dimensional guidance to reduce the risk of entrapment. The FDA considers the term "hospital bed system" to encompass the bed frame and its components, including the mattress, bed siderails, headboards and footboards, and any accessories to the bed.

The entrapment zones involve the relationship of components controlled by the healthcare facility or individual user.

Compliance to the dimensional guidelines for reducing the risk of entrapment is primarily the responsibility of the healthcare facility or the individual user. Anyone having any involvement with hospital bed systems should review and understand the FDA guidelines. These guidelines, titled "Hospital Bed System Dimensional and Assessment Guidance to Reduce Entrapment – Guidance for Industry and FDA Staff," are available on the FDA website.



| No. | Hardware Pack        | Qty.   |
|-----|----------------------|--------|
| 1.  | Allen Screw 8 x 25mm | 8 pcs. |
| 2.  | Flat Washer          | 8 pcs. |



# Standard Veneer, Laminate and Thermolaminate Headboard/Footboard Drilling Instructions

## Headboard/Footboard Drilling Instructions

**NOTE:** Important! Use scrap wood as a backer board when drilling to prevent splintering and damage.

This procedure will help ensure the finish on the back side of the headboard or footboard does not splinter or become blemished. The backer board should be large enough and positioned properly, so when the drill bit exits, it will hit the backer board.

1. Position backer board (not supplied) on back side of headboard or footboard to be drilled (*See Figure A*).
2. Clamp backer board to headboard or footboard (*See Figure B*).
3. Place masking tape over area of hole to be drilled. Mark hole location (*See Figure B*).
4. Drill holes through from the face side using a wood Forstner bit according to bed frame's drill pattern (*See Figure C*).
5. Discard backer board before affixing headboard or footboard to bed frame (Bed frame hardware not included).

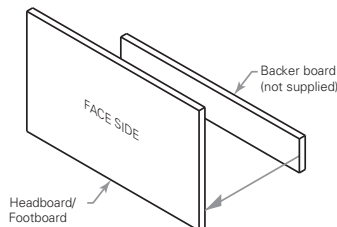


Figure A

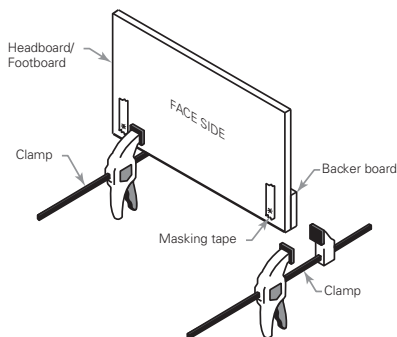


Figure B

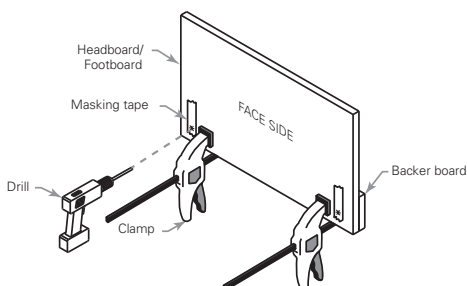


Figure C

# Mirror Installation

**NOTE:** Important! To properly support weight of mirror, be sure to secure wall cleat to the studs with supplied screws, or use appropriate wall anchors and hardware (not supplied).

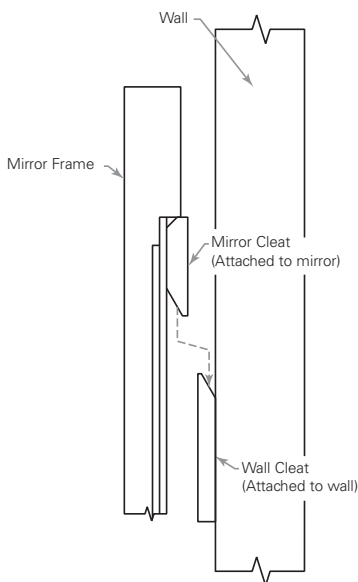


Figure A

1. Measure distance between top of mirror and mirror cleat to determine mounting height of wall cleat (*See Figure B*).
2. Position wall cleat on wall at appropriate height (*See Figure C*). Also be sure to position cleat so mirror is centered in the location you desire.

**NOTE:** Pointed edge of wall cleat should point upward, with short side of cleat against wall.

3. Level wall cleat (*See Figure C*).
4. Attach wall cleat to studs with supplied screws, or use appropriate wall anchors and hardware (not supplied).
5. Hang mirror on mounting cleat. Make sure mirror cleat and mounting cleat are fully engaged (*See Figure A*).

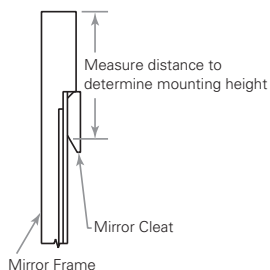


Figure B

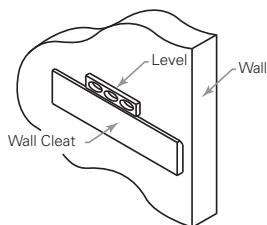


Figure C

# Limited Warranty

We offer to you, as the original purchaser, a warranty for the Maxwell Thomas product you have purchased. Our warranty applies for the limited warranty period stated below. If any product or product part listed below is defective in material or workmanship during the applicable limited warranty period, we will repair or replace it at our cost. Please note that the decision to repair or replace a product or product part will be at our discretion. Our warranty applies only if the product is properly maintained by the original purchaser for normal, indoor use and does not cover normal wear and tear, modification of the product, or damage caused by abuse, improper use, failure to maintain, use which exceeds the published product limitations, or the combination of any product with another product. In addition, our warranty does not cover fading, characteristics or natural variations in texture, colorfastness, stains, spills or exposure to chemicals, odors, heat or light. In certain cases, we may provide you repair or adjustment instructions and/or replacement parts, and ask you to perform a repair or adjustment or replace a defective part.

Our warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. Please note that our limited warranty period begins when we ship the product to you. The limited warranty period and our obligations under the warranty period and our obligations under the warranty end once you transfer the product to someone else or at the end of the applicable limited warranty period identified below, whichever is earlier.

| <b>Description:</b>                          | <b>Warranty Period (Parts)</b> | <b>Anticipated Usable Product Life</b> |
|--|--------------------------------|--|
| Maxwell Thomas®<br>Veneer Casegood Furniture | 7 Years                        | 7 Years                                |
| Maxwell Thomas® Occasional Table             | 7 Years                        | 7 Years                                |

Anticipated Usable Product Life is based on normal use with proper maintenance, cleaning and storage. You should still inspect, monitor and care for the product, as the product may need to be replaced sooner than anticipated in particular situations.

DIRECT SUPPLY MANUFACTURING, INC. MAKES NO IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; THESE AND ALL OTHER IMPLIED WARRANTIES ARE SPECIFICALLY DISCLAIMED. TO THE FULLEST EXTENT ALLOWED BY LAW, DIRECT SUPPLY MANUFACTURING, INC. WILL NOT BE LIABLE FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, OR LOST PROFITS THAT MAY RESULT FROM THE PRODUCT OR YOUR USE OF OR INABILITY TO USE THE PRODUCT EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. OUR TOTAL LIABILITY TO YOU, IF ANY, IS LIMITED TO THE PRICE OF THE PRODUCT GIVING RISE TO YOUR CLAIM. Some states do not allow an exclusion or limitation of incidental or consequential damages, or how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. If implied warranties are not excluded, and to the extent allowed by law, we limit any and all implied warranties to the applicable warranty period identified above. Except for rights under any applicable state law, the remedies provided under this warranty are your sole and exclusive remedy for any breach of our warranty and state the entire limit of our responsibilities.

# Customer Service

Our promise to you is that you will have a convenient and easy ordering experience, receive quality caseload furniture and enjoy outrageous customer service. If you have any questions about the caseload furniture you have purchased or would like to request warranty service, please contact: **Direct Supply Equipment & Furnishings** at 1-800-634-7328, 6767 N. Industrial Road, Milwaukee, WI 53223, [DearDirect@DirectSupply.com](mailto:DearDirect@DirectSupply.com).



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