



### **Recovery Options**

Indiana Furniture provides their customers environmentally friendly alternatives for disposing of furniture once it has met its useful life. We encourage and support every effort to recycle components within the product series and provide disassembly instructions which indicate recycling options for product components. The following is a guideline for typical materials that are used on Indiana Furniture’s legacy product lines which can be recycled at local centers within your area.

<u>Material Type</u>	<u>Furniture Component</u>	<u>End-of-Life Opportunity</u>
Wood – Particleboard	Casegood Component	Fuel for Energy
Wood – Fiberboard	Casegood Component	Fuel for Energy
Steel	Fasteners, Hardware, Controls	Metal Recycling
Paper	Product Instructions	Paper Recycling
Glass	Glass Hutch Doors	Glass Recycling
Cardboard	Corrugated Cartoning	Cardboard Recycling

Indiana Furniture also recognizes that there are additional opportunities for a product after it reaches the useful life for some customers and may be a greater value for other organizations. We strongly encourage our customers to donate our legacy product lines to local charity programs, refinish or refurbish to extend the useful life of the product, or utilize our Extended Stewardship Program to achieve the greatest value of the product.

### **Extended Stewardship Program**

Indiana Furniture has partnered with Donahue & Associates of Waltham, MA, to provide a means for removal and disposal of our Indiana Furniture products. Through moves, growth or downsizing, all companies experience change. When this happens, Donahue provides removal and disposal or refurbishing services to both large and small corporations throughout the country, reducing waste and increasing savings to the client.

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### **Extended Product Responsibility**

Indiana Furniture designs casegood and seating products with components that can be remanufactured and/or the product series is modular and reconfigurable. These concepts allow our customers to replace components in the field or reconfigure the furniture to an alternative office set-up.

Indiana Furniture provides disassembly instructions for our product series. These instructions offer a guideline for product disassembly and identify recyclable components. The product disassembly can be accomplished with the use of standard tools (screwdriver and hammer), and require an average disassembly time of one hour per unit. Reference the product disassembly drawings for additional details.

Indiana Furniture also provides work instructions for the reconfigurable and modular product that are available in product brochures.

## Product Disassembly Categories

The disassembly instructions are categorized by similar product construction techniques. Locate the casegood and/or seating series with the product grouping and reference the product grouping in the disassembly instructions. For additional information, data, or drawings (including recyclable and biodegradable materials) contact our customer service department at 1-800-422-5727.

<u>Product Grouping</u>	<u>Product Series</u>
Desk 1	Encompass
Desk 2	Derive, Canvas
Desk 3	Promise
Desk 4	Revolutions, Centennial
Desk 5	Elevate
Desk 6	Resilience
Desk 7	Madera
Desk 8	Allegiance
Desk 9	Wilmington, Jefferson, Richland, Arlington
Desk 10	Reception
Credenza 1	Encompass
Credenza 2	Derive, Canvas
Credenza 3	Promise
Credenza 4	Revolutions, Centennial
Credenza 5	Elevate
Credenza 6	Resilience
Credenza 7	Madera
Credenza 8	Allegiance
Credenza 9	Wilmington, Jefferson, Richland, Arlington
Credenza 10	Reception
Hutch 1	Encompass
Hutch 2	Derive, Canvas
Hutch 3	Promise, Centennial, Elevate
Hutch 4	Revolutions
Hutch 5	Resilience
Hutch 6	Madera
Hutch 7	Allegiance, Wilmington, Jefferson, Richland, Arlington
Chair (Guest) 1	Vive, Inspiration, Brea, Portia, Karlin, Alita, Klarete, Striations, Elara, Larson, Reminisce, Montara, Kennerley, Amery, Halsted, Breman, Cirka, Benton, Charm, Bliss, Marquee, Cicero, Delphi, Chat, Gleem, Trift
Chair (Swivel) 2	Energi, Syntric, Inspiration, Brea, Karlin, Avia, Elation, Pavia, Larson, Reminisce, Montara, Kennerley, Amery, Breman, Marquee, Clutch

NOTE: In regards to the following disassemble drawings, if the customer desires additional information or they feel the product being disassembled is not fully covered by these drawings, please contact Customer Service at 1-800-422-5727.