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BestOffice 4 shelf Wire Shelving Unit Garage NSF

BestOffice 4-Tier Wire Storage Shelves Instruction Manual

Model: 4 shelf Wire Shelving Unit Garage NSF

Brand: BestOffice

INTRODUCTION

This manual provides detailed instructions for the assembly, operation, maintenance, and troubleshooting of your BestOffice 4-Tier Wire Storage Shelves. Please read all instructions carefully before assembly and use to ensure safe and proper functionality. Keep this manual for future reference.

Safety Information

- Do not exceed the maximum weight capacity of 250 lbs per shelf or 1000 lbs total for the unit when using leveling feet. When using caster wheels (if included), the total capacity is 220 lbs.
- Ensure the unit is assembled on a flat, stable surface.
- Distribute weight evenly across shelves to prevent tipping.
- Keep small children and pets away from the assembly area.
- Inspect the unit periodically for loose parts or damage. Tighten connections as needed.

PACKAGE CONTENTS

Verify that all components are present before beginning assembly. If any parts are missing or damaged, contact customer support.

- Wire Shelves (4)
- Upper Poles (4)
- Lower Poles (4)
- Plastic Sleeves/Clips (sufficient quantity for 4 shelves + spares)
- Leveling Feet (4)
- Caster Wheels (optional, if included with your model)

SETUP: ASSEMBLY INSTRUCTIONS

Assembly of this shelving unit requires no tools and can be completed quickly by one person.

Step-by-Step Assembly

1. **Attach Leveling Feet or Caster Wheels:** Screw the leveling feet into the bottom of the lower poles. If using caster wheels, screw them in instead. Ensure they are securely tightened.
2. **Assemble Poles:** Connect the upper poles to the lower poles by screwing them together. The poles are threaded for easy connection.
3. **Install Plastic Sleeves:** Snap the two-part plastic sleeves around the poles at the desired height for your first (bottom) shelf. Ensure the arrows on the sleeves point upwards and that they are locked into the grooves on the poles at the same height on all four poles.
4. **Place First Shelf:** Slide a wire shelf down over the poles until it rests securely on the installed plastic sleeves. Apply even pressure to all four corners of the shelf.
5. **Repeat for Remaining Shelves:** Repeat steps 3 and 4 for the remaining three shelves, adjusting the height of the plastic sleeves as desired for each shelf. Ensure all sleeves are at the same height for each shelf to be level.



Image: Visual guide for the tool-free assembly process, illustrating how to attach plastic clips and position shelves.

Your browser does not support the video tag.

Video: An official product video demonstrating the assembly process and key features of the BestOffice wire shelving unit.

OPERATING INSTRUCTIONS

Adjusting Shelf Height

The shelves are adjustable in 1-inch increments. To adjust a shelf's height:

1. Remove all items from the shelf you wish to adjust.
2. Lift the shelf off the plastic sleeves.
3. Remove the plastic sleeves from the poles.
4. Re-attach the plastic sleeves at the new desired height, ensuring they are level on all four poles.
5. Place the shelf back onto the sleeves, pressing down firmly to secure it.



Image: Detailed view of the V-shaped mesh for strength, the adjustable shelving feature, and the leveling feet for stability.

Weight Capacity

Each wire shelf can support up to 250 lbs when weight is evenly distributed. The total weight capacity for the entire unit is 1000 lbs when using leveling feet. If caster wheels are installed, the total weight capacity is 220 lbs. Do not overload the shelves.



Image: Illustration of the shelving unit's weight capacity, showing 250 lbs per shelf for a total of 1000 lbs.

MAINTENANCE

Cleaning

Wipe the shelves with a dry cloth to remove dust and debris. For more stubborn dirt, use a damp cloth with mild

soap and water, then dry immediately to prevent water spots. Avoid abrasive cleaners or harsh chemicals that could damage the finish.

Care

- Regularly check all connections to ensure they remain tight and secure.
- Avoid dragging the unit when moving it, especially if loaded. Lift and reposition to prevent damage to the leveling feet or caster wheels.
- The powder-coated finish is rust-resistant, but prolonged exposure to excessive moisture should be avoided.

TROUBLESHOOTING

Unit is Wobbly

- Ensure all plastic sleeves are correctly seated in the pole grooves and are at the same height for each shelf.
- Verify that the leveling feet are properly adjusted. Turn them clockwise to raise a corner and counter-clockwise to lower it until the unit is stable.
- Check that the poles are fully screwed together and tight.

Shelf Not Level

- Confirm that the plastic sleeves for the affected shelf are positioned at identical heights on all four poles.
- Ensure the shelf is fully seated onto all four plastic sleeves.

Difficulty Assembling

- Refer to the "Setup: Assembly Instructions" section and review the steps carefully.
- Ensure plastic sleeves are snapped together correctly and fully engaged in the pole grooves.
- If poles are difficult to connect, ensure threads are aligned and not cross-threaded.

SPECIFICATIONS

Brand	BestOffice
Model Name	Unit Metal Shelf
Item Model Number	4 shelf Wire Shelving Unit Garage NSF
Product Dimensions	36"W x 14"D x 54"H
Number of Shelves	4
Material	Alloy Steel
Finish Type	Stainless Steel (Powder-coated Black)
Weight Limit (with Leveling Feet)	1000 Pounds (250 lbs per shelf)
Weight Limit (with Caster Wheels)	220 Pounds (if applicable)
Assembly Required	Yes (No tools required)
Special Feature	Adjustable Shelf Height
Item Weight	17 Pounds

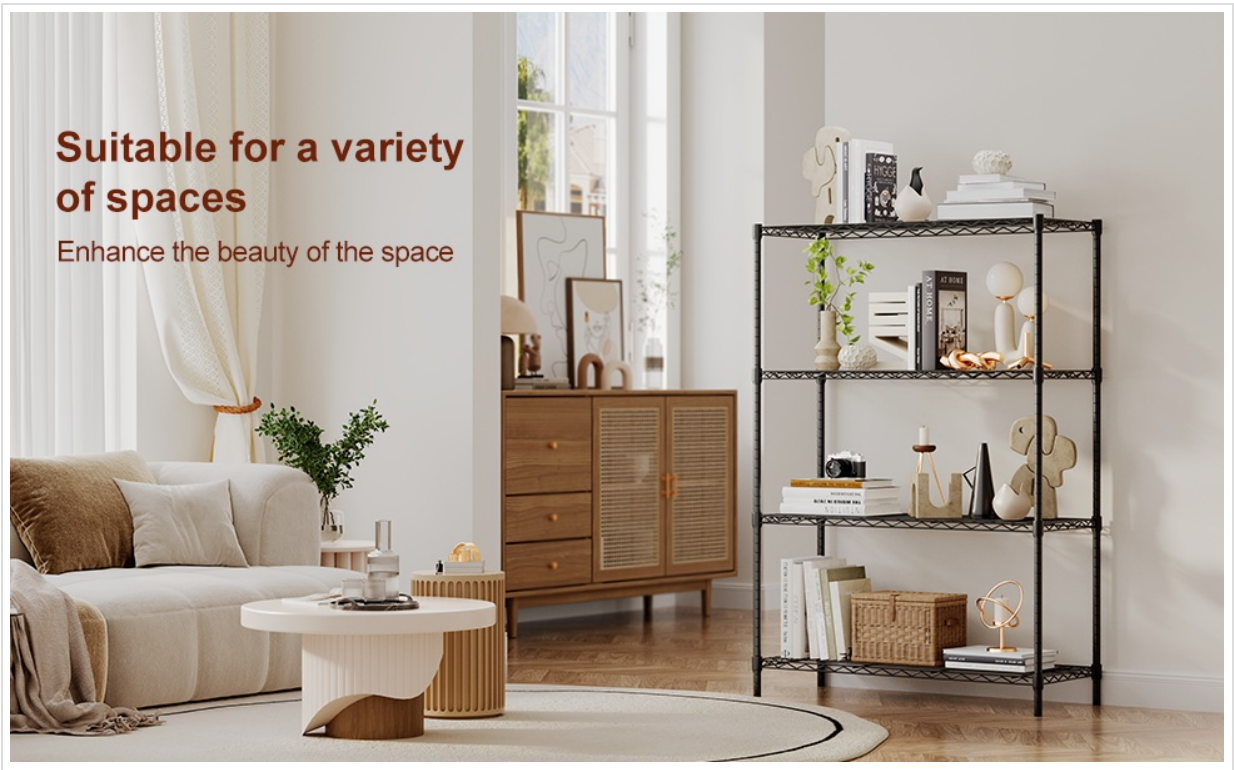


Image: Product size diagram indicating the overall dimensions of the shelving unit.

WARRANTY INFORMATION

This BestOffice product is covered by a 90-day warranty from the date of purchase. This warranty covers manufacturing defects and material flaws under normal use. It does not cover damage resulting from misuse, accidents, unauthorized modifications, or exceeding weight limits. Please retain your proof of purchase for warranty claims.

SUPPORT

For further assistance, missing parts, or warranty inquiries, please contact BestOffice customer support. Refer to the contact information provided with your purchase or visit the official BestOffice website for support details. Online resources and FAQs may also be available on the BestOffice brand store page: [BestOffice Store on Amazon](#).