

## Jubilee CRT-3831-BLK

# Jubilee 3-Tier Utility Service Cart (37.5" x 31.5") Instruction Manual

Model: CRT-3831-BLK

## 1. INTRODUCTION

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Thank you for choosing the Jubilee 3-Tier Utility Service Cart. This manual provides essential information for the safe and efficient assembly, operation, and maintenance of your new utility cart. Please read these instructions thoroughly before assembly and retain them for future reference.



Image 1.1: Fully assembled Jubilee 3-Tier Utility Service Cart.

## 2. SAFETY INFORMATION

Observe the following safety precautions to prevent injury or damage to the cart:

- Do not exceed the maximum weight capacity of 250 lbs (113 kg).
- Ensure all components are securely assembled before use.
- Distribute weight evenly across the shelves.
- Engage locking casters when the cart needs to remain stationary.
- Avoid pushing the cart over uneven surfaces or obstacles that could cause it to tip.

- Keep hands and feet clear of moving parts, especially during assembly and when moving the cart.

### 3. PACKAGE CONTENTS

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Before beginning assembly, verify that all parts are present and undamaged. If any parts are missing or damaged, contact Jubilee customer support.

- 3 x Shelf Panels (Black plastic)
- 4 x Upright Posts (Brushed aluminum)
- 2 x Handles (Black plastic)
- 2 x Swivel Casters (Non-marking, 4-inch)
- 2 x Locking Swivel Casters (Non-marking, 4-inch)

### 4. ASSEMBLY INSTRUCTIONS

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**Tools Required:** Rubber Mallet (not included)

**Estimated Assembly Time:** 15-30 minutes

1. **Attach Casters to Bottom Shelf:** Turn one shelf panel upside down. Insert the stems of the two regular swivel casters into two corner holes on one short side of the shelf. Insert the stems of the two locking swivel casters into the remaining two corner holes on the opposite short side. Use a rubber mallet to firmly tap the casters into place until they are fully seated. Ensure the locking casters are on the same side for proper functionality.
2. **Install Upright Posts:** Insert the four aluminum upright posts into the corner sockets of the bottom shelf. Ensure the posts are oriented correctly, with the wider end facing upwards. Use a rubber mallet to tap them firmly into place.
3. **Add Middle Shelf:** Slide the second shelf panel down over the four upright posts. Align the corner sockets of the shelf with the posts. Ensure the shelf's lip orientation is consistent with the bottom shelf (e.g., all lips facing inwards or outwards). Use the rubber mallet to tap the shelf down until it is securely seated and level.
4. **Add Top Shelf:** Repeat the process from step 3 for the third shelf panel.
5. **Attach Handles:** Place the two handles onto the top ends of the upright posts. The handles are designed to fit snugly. Use the rubber mallet to tap them down firmly until they are fully seated and secure.

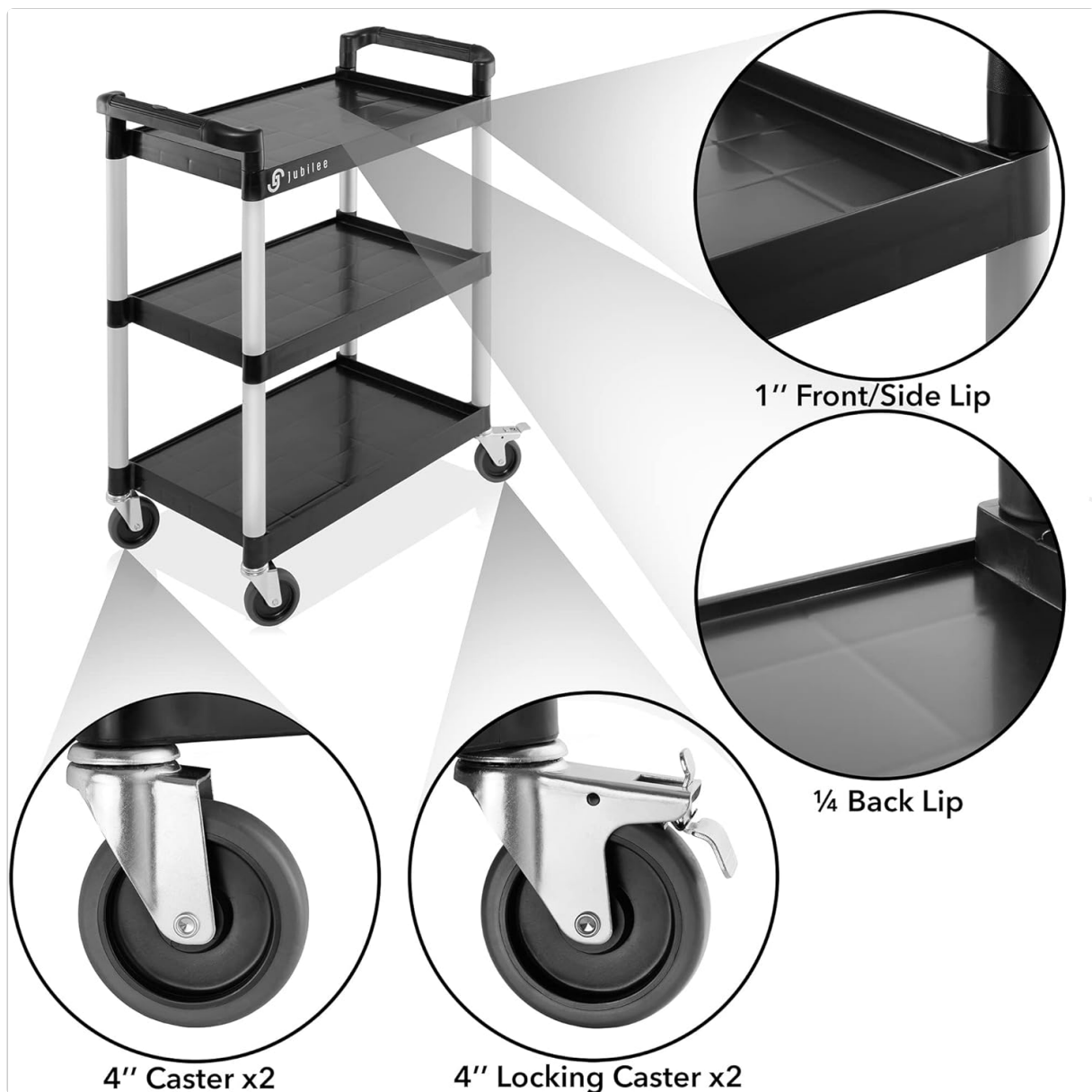


Image 4.1: Detail of shelf lip (1-inch front/side, 1/4-inch back) and 4-inch casters (swivel and locking).

**Important Note:** Some force may be required to fully seat the posts and shelves. A rubber mallet is essential for proper assembly. Ensure all parts are fully engaged to prevent instability.

## 5. OPERATING INSTRUCTIONS

### 5.1 Moving the Cart

To move the cart, grasp the ergonomic handles located at each end. Push or pull the cart to your desired location. The 4-inch non-marking swivel casters allow for smooth maneuverability.



Image 5.1: Ergonomic handle for comfortable grip and control.

## **5.2 Locking the Wheels**

To prevent the cart from moving, engage the brakes on the two locking casters. Press down on the lever located on each locking caster until it clicks into place. To release the brake, lift the lever upwards.

## **5.3 Loading the Cart**

Place items on the shelves, distributing weight as evenly as possible. The cart is designed for various uses, including transporting janitorial supplies, tools, housekeeping items, and office supplies.



## Useful For Multiple Locations

Image 5.2: The utility cart is suitable for diverse environments such as libraries, restaurants, and warehouses.

## 6. MAINTENANCE

### 6.1 Cleaning

The smooth glossy finish plastic shelves are easy to clean. Wipe down the cart with a damp cloth and mild detergent as needed. Avoid abrasive cleaners that could damage the surface.

### 6.2 Inspection

Periodically inspect the cart for any signs of wear or damage. Check that all casters are functioning correctly and that the shelves and posts remain securely connected. Tighten or replace components as necessary.

## 7. TROUBLESHOOTING

- **Cart is wobbly after assembly:** Ensure all upright posts and shelves are fully seated and tapped down with a rubber mallet. Disassemble and reassemble any loose sections, applying more force if necessary.
- **Casters not rolling smoothly:** Check for debris (hair, lint) wrapped around the caster wheels. Clean

as needed. Ensure the caster stems are fully inserted into the bottom shelf.

- **Brakes not holding:** Verify that the locking casters are fully engaged. If the issue persists, inspect the brake mechanism for damage.

## 8. SPECIFICATIONS

Feature	Detail
Model Number	CRT-3831-BLK
Overall Dimensions (H x W x D)	37.5" x 31.5" x 16" (95.25 cm x 80.01 cm x 40.64 cm)
Shelf Dimensions	24.5" x 16" (62.23 cm x 40.64 cm)
Clearance Between Shelves	12" (30.48 cm)
Number of Shelves	3
Weight Capacity	250 lbs (113 kg)
Material	Plastic shelves, Brushed aluminum uprights
Caster Size	4-inch non-marking swivel casters (2 with locks)
Item Weight	23.9 lbs (10.84 kg)





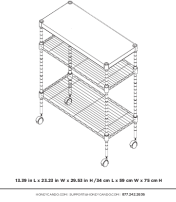





Image 8.1: Detailed dimensions of the utility cart.

## 9. WARRANTY AND SUPPORT

For warranty information or technical support, please refer to the product packaging or contact Jubilee customer service through their official website or the retailer where the product was purchased. Keep your purchase receipt as proof of purchase.



	<p><a href="#">X12 MINI Smart Doorbell User Manual   Jubilee E-commerce</a></p> <p>Comprehensive user manual for the Jubilee X12 MINI Smart Doorbell, covering setup, features, pairing, troubleshooting, and FCC compliance. Learn how to use the XSmart Home app for visual communication and motion detection.</p>
	<p><a href="#">Jubilee A9 High-Definition Network Camera User Manual &amp; Setup Guide</a></p> <p>Comprehensive user manual for the Jubilee A9 High-Definition Network Camera, detailing client downloading, device binding, AP mode setup, app operation, installation, usage instructions, precautions, and FCC compliance.</p>
	<p><a href="#">Honey-Can-Do Chrome Utility Cart Assembly Guide</a></p> <p>Detailed assembly instructions and parts list for the Honey-Can-Do Chrome Utility Cart (Model CRT-04346, CRT-09255). This guide provides step-by-step instructions to assemble your 3-tier wire shelving unit, including a comprehensive parts list and visual aids described in text.</p>
	<p><a href="#">Honey-Can-Do Studio Cart Assembly Instructions and Parts List - Model CRT-01683</a></p> <p>Comprehensive assembly guide and parts list for the Honey-Can-Do Studio Cart (Model CRT-01683), including product dimensions, warranty information, and safety warnings.</p>
	<p><a href="#">Honey-Can-Do 12-Drawer Studio Cart Assembly Instructions</a></p> <p>Detailed assembly instructions for the Honey-Can-Do 12-Drawer Studio Cart and Organizer (CRT-01683), including parts list, loading capacity, and assembly steps.</p>
	<p><a href="#">Honey-Can-Do Studio Organizer Cart Assembly Guide &amp; Parts List</a></p> <p>Comprehensive guide for assembling the Honey-Can-Do CRT-01683 Studio Organizer Cart. Includes a detailed parts list, step-by-step assembly instructions, and warranty information.</p>

