



## Installing a replacement swivel Base

### Time:

Under 5 minutes per base

### Tools needed:

- ✓ A towel or mat
- ✓ A friend

### Instructions:

1. Lay out a towel or mat on the floor to protect your chair's finish and your flooring
2. Place the chair on the towel or mat with swivel base facing up.
3. Have your friend stand on one side of the chair with their foot and weight firmly holding the arm chair down by stepping on the arm
4. Stand on the opposite side of your friend and hold the chair down firmly with your foot and weight by stepping on the arm
5. Your friend and you grasp the round chair base
6. In synch with your friend rotate the base back and forth while lifting.
7. The base will work its way off the chair. Careful not to bonk each other when the base comes off
8. You should be left with a clean post on the chair bottom
9. Take your new base in your hands like a steering wheel with the flat side or side that goes on the floor facing you
10. Align the post and the hole in the base. Rotate back and forth while applying pressure. The base will slip onto the post
11. Make sure the base is all the way on the post.
12. All done!