Installing a replacement sleeve on a swivel chair

Time:

Under 5 minutes per base

Tools needed:

A towel or mat

A friend

A rubber mallet

A wide flat head screw driver

White lithium grease

Disposable latex or vinyl gloves

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 flat on the floor.

3. Have your friend stand on one side of the chair and you on the other with your feet weighted firmly on the base and hold the arm of the chair.

4. While grasping the arms of the chair pull up in sync while keeping your feet firmly planted on the base of the chair.

5. The base will work its way off the chair. Be careful not to bonk each other when the base comes out.

6. You should be left with a clean post on the chair bottom.

7. Look into the base, if the old sleeve did not come out when the post did turn the base upside down and use a wide flat head screw driver and a rubber mallet to tap the old sleeve until it comes out of the base. Flip the base back over when done.

8. After removing the old sleeve line the new sleeve over the opening and push in as far as you can with your hands. WATCH YOUR FINGERS! Then tap it in the rest of the way with rubber mallet until it is flush with the top of the base.

9. Now is a good time to check the post of the chair before inserting it into the base. If you touch it and it feels dry apply white lithium grease to the post while wearing gloves. This will help protect the post and decrease friction allowing the chair to turn more freely.

10. Lift chair with your friend by the arms and line the post up with the hole on the base. Push the chair down as far you can and it should lock into place. You may need to use your body weight to do so.

11. If any grease should ooze out clean it off with a clean rag.

12. Grab a cold drink and sit back and relax because YOU ARE DONE!