



FredMeyer[®]



Assembly Service Guide

Contents

Goals of Furniture Service
Check In
Partners at Store Level
Furniture Categories and Brands
Assembly Sign-Off sheet
Customer Assemblies
Grills and BBQ Builds
Items We Do Not Assemble

Tools
Assembly Tips
Clean Up Work Area
Inspecting Floor Displays
Check out Requirements
Using PROD

Goals of Furniture Service

Our goals in furniture service are to help Fred Meyer increase sales volume and maximize profits.

We do this by:

1. Assembling functional and attractive displays for customers to shop.
2. Assembling customer purchases.
 - A specific shift must be built for customer builds.
1. Maintain existing displays so they are functional and attractive to shop.
2. Repairing damaged displays.
3. Ordering parts for damaged displays.

Check In

Check in with the Furniture section head or a Home Department (HOM) Manager and inform them you are servicing furniture.



Partners at Store Level

Partner with the Furniture section head if the store has one.

If not, ask a Home Manager to direct you on what needs built.

If the section head or manager's schedule does not sync with your schedule - leave a note with your next service day.



Furniture Categories and Brands

We assemble most types of furniture Fred Meyer sells. The categories include, but are not limited to, the list below. If you have any questions, please contact your supervisor.

- Accent Tables (End, Coffee, Console)
- Back To School (BTS) Furniture
- Bar Stools
- Bedroom Furniture
- Benches
- Bookcases
- Bunk Beds
- Chairs (Accent, Dining)
- Children's Furniture
- Dining and Gathering Sets
- Electric Fireplaces
- Futons
- Hall Trees
- Headboards
- Jewelry Mirrors
- Kitchen Carts
- Office Chairs and Desks
- Ottomans
- Recliners
- TV Stands
- Upholstered (Chairs, Sofas, etc.)
- Vanities

Private Label Furniture Brands

Fred Meyer carries private label and national brands of furniture. These are private labels – brands that are owned by Fred Meyer and are sold only in its own stores.

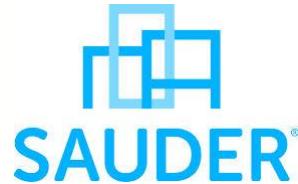
- HD Designs
- Everyday Living (EDL)
- EL2 (by EDL)



National Furniture Brands

These are some common national furniture brands Fred Meyer sells.

- **Sauder**
- **Ashley**
- **Emerald**
- **Leggett & Platt**
- **Muskoka**



leggett & platt.



Muskoka.

Assembly Sign-Off Sheet

A Furniture Assembly Sign-Off Sheet must be filled out and signed by a HOM manager for every furniture service.

Even if no furniture is assembled.

A signed form is proof you were at the store and talked to someone in authority.

FredMeyer

the RETAIL ODYSSEY.
COMPANY

Rep Name:	ALIX VANTAGGIO	Date:	1/20/2026
Store Name:	BENSON PLAZA	Store #:	31
Start Time:	1 PM	End Time:	3 PM

FURNITURE SERVICE SIGN-OFF

New items assembled for display:

1 SAUDER STORAGE CABINET

2 EDL DESK

3 EDL NIGHTSTAND

4

5

6

7

8

9

10

List any problems, missing/bad parts or repairs:

1 EDL DESK WAS MISSING BOLTS, I HAD STORE EXPENSE FROM FLOOR

2

3

4

5

Were all displays inspected: YES NO

Number of pieces requested: 3 # of pieces built: 3

Comments:

Manager's Printed First and Last Name:

HOME PIC

Manager's Signature:

Home PIC

Required Information on Sign-Off Sheet

- Store number, store name, and date.
- Beginning and ending times of service call.

FredMeyer

the **RETAIL ODYSSEY**
COMPANY

Rep Name:	ALIX VANTAGGIO	Date:	1/20/2026
Store Name:	BENSON PLAZA	Store #:	31
Start Time:	1 PM	End Time:	3 PM

- A description of new items (first priority) and existing items built

FURNITURE SERVICE SIGN-OFF

New items assembled for display:

1 SAUDER STORAGE CABINET

2 EDL DESK

3 EDL NIGHTSTAND

4

- Whether displays were inspected.
- The number of furniture pieces requested be assembled, and how many were actually assembled.
- Contact your supervisor if you need an additional shift built.

Were all displays inspected:	<input checked="" type="radio"/> YES	NO
Number of pieces requested:	<u>3</u>	# of pieces built: <u>3</u>
Comments:		

- A Home Department manager's clearly printed name and signature.
- Take a picture of the form in the survey in PROD.
 - Pictures should be readable. They are for our records, and are your receipt for your ob completed.
 - Take one overall picture of your completed builds.
- Leave signed form with the store.

Manager's Printed First and Last Name:	Manager's Signature:
HOME PIC	<i>Home PIC</i>

Customer Assemblies

- We will assemble a piece for a customer only if the customer has paid the assembly fee. The store employee will tell you.
- Customer assemblies are budgeted separately from regular furniture service, so you must fill out a separate sign-off sheet and report your time in a customer build shift.
- As soon as you know you have a customer build, contact your supervisor.

CUSTOMER BUILD

FredMeyer®

the **RETAIL ODYSSEY**
COMPANY

Rep Name:	ALIX AVAGGIO	Date:	01-20-2026
Store Name:	BENSON PLAZA	Store #:	31
Start Time:	3 PM	End Time:	4 PM

FURNITURE SERVICE SIGN-OFF

New items assembled for display:

1 ASHLEY 5-PIECE DINING SET

2

Grills and BBQ Builds

We assemble Barbecue Grills during the Spring/Summer.

It is a separate service (shift) from Furniture.

Do not assemble Barbeque's during your Furniture service.

Assemble Barbeque's only if you are scheduled to do so that day.

Often, a store will ask if you can build grills while you are there.

If you don't already have a shift and have time to build grills.

- Contact your supervisor and request a grill build shift.
- Only start on grills when completely done with furniture.

Items We Do Not Assemble

There are some categories of items requiring assembly that we do not assemble. The categories include, but are not limited to, the list below.

If you have any questions, please contact your supervisor.

- | | |
|------------|----------------------------|
| • Bicycles | • Exercise Equipment |
| • Toys | • Outdoor/Garden Furniture |

Tools

A typical tool list for furniture assembly and general service.

Basic Tool Kit

- Tool Box
- Cordless Drill/Driver (adjustable torque, with charger and 2 batteries)
- 6 magnetic bit holder e tension
- Phillips Sizes 1, 2, 3 and Hex Driving Bits 3/16 and 5/32
- Rubber Mallet (non-marking)
- Light Claw or Tack Hammer
- Magnetic Screwdrivers – Phillips and Slot - standard size and stubby
- Pliers – Slip Joint, Needle Nose, Diagonal, Vise Grip
- Tape Measure
- Box Cutter
- Furniture Touch-Up Pens
- Banquet table

YES, SPECIFICALLY THESE SIZES.

6" BIT HOLDER EXTENSION



3/16 AND 5/32 HEX BITS



#2 PHILLIPS BITS
WITH ANTI-SLIP TIP



CRESCENT WRENCH

SMALL IMPACT OR DRILL



REGULAR AND STUBBY
MULTI-BIT SCREWDRIVERS



SLIP JOINT PLIERS



SHALLOW CONTAINER
FOR NUTS AND BOLTS



FOLDING TABLE



BATTERY
POWERED
FAN

Assembly Tips

If you are new to assembly work, the best teacher is experience. You will become more proficient as time goes on. However, some tips to start:

Some general rules to follow the first time you assemble an item; every piece is different, and as you become more familiar with them you can adjust to your own preference. Always cut out and save the item's UPC label.

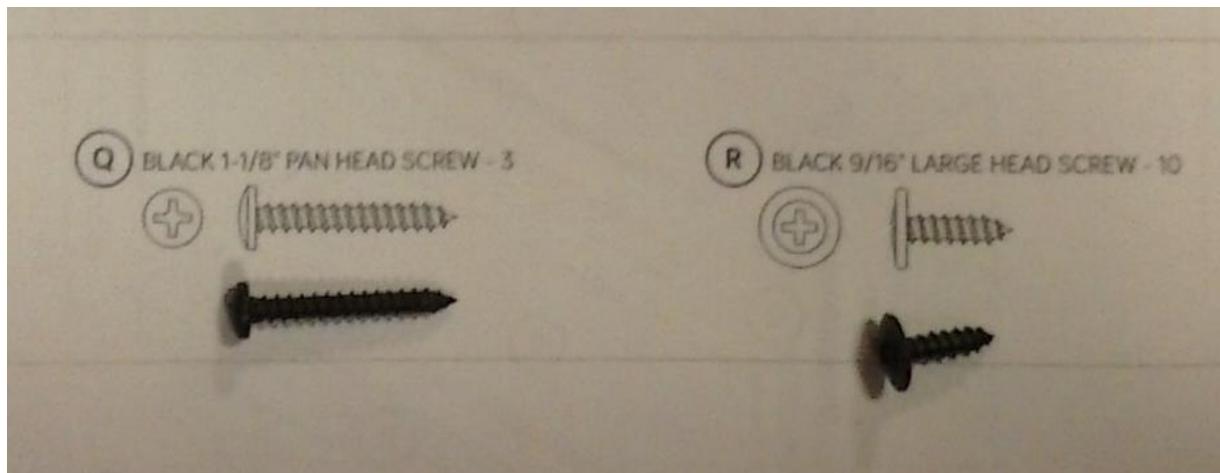
- Follow the instructions step-by-step.
- Keep bolts/screws loose until all steps are finished.
- Use lower gears on the drill clutch to start tightening screws. Over-torquing can strip screws and crack wood. Increase torque as warranted.



- Use a banquet table, stack of pallets or the like as a building platform. At least waist height to ease the strain on your back.
- Assemble on a soft surface to prevent scratching the finish – using the cardboard packing box is protection enough.
- To also protect the finish - when taking parts out of the box, set them on a protective surface such as cardboard or packing foam.
- Work safely – some pieces are heavy or awkward to move. Don't be afraid to ask for help from an FM store associate to move an item.

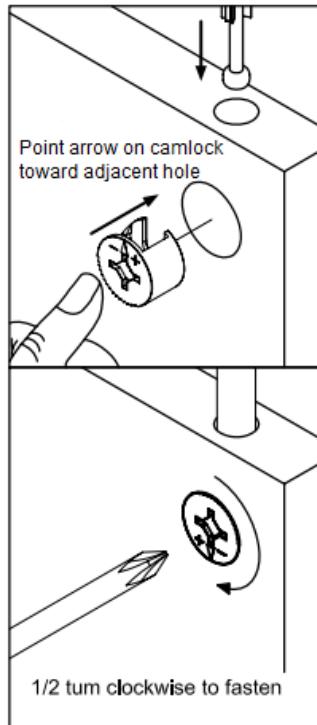


- To keep hardware together, use a small dish or parts tray.
- Use the hardware and parts lists for reference during assembly. To help identify parts, some are actually drawn to size.



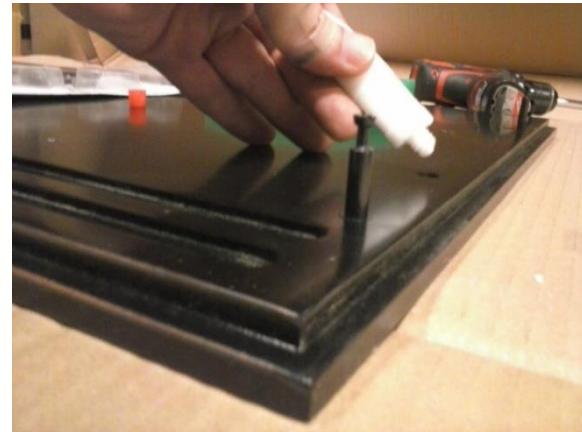
- **Locking Cams**

- Tighten cam bolt/pin so the “shoulder” is even with wood surface.
- Point “arrow” on cam lock toward adjacent hole.
- Using a screwdriver, turn cam at least 180’. You should feel the pin snap into groove in cam lock.
- If cam lock binds, turns too loosely to fasten or won’t turn at all, loosen or tighten cam pin with screwdriver.



- **Glue**

- Not every item needs to be glued during assembly.
- A good rule of thumb - use glue if provided.



- **Phillips Extension Bit**
 - Use a Phillips extension bit to tighten screws in angled countersunk holes (chair rails, table legs, etc.). A shorter bit may not be able to drive the length of the hole.



When you are done assembling a piece, place the UPC bar code with the product. You can even tape it to an inconspicuous spot. Place your builds in a safe area in the stock room. The store is responsible for tagging and placing assembled items on the sales floor.



Clean Up Work Area

- Use plastic bags to collect trash and cardboard as you build.
 - As a vendor, you are responsible for proper disposal.
- After completing all assemblies, please clean up your work area. Dispose of trash and cardboard in the appropriate baler/compactor/bin. All stores recycle cardboard. Most stores recycle plastic wrap – if so, place in proper bin. To avoid jamming the compactors, break down large boxes and Styrofoam pieces before placing in the baler/compactor.



Plastic Wrap



Flattened
Cardboard



Trash &
Styrofoam

Inspecting Floor Displays

Each unit should be in good working condition.

They should be functional and attractive for customers to shop.

Displays become shopworn over time. They are scuffed, moved, opened, and closed. Typical areas of repair – most just need screws tightened or adjusted:

- Loose table and chair legs
- Loose drawer pulls and handles
- Doors and drawers out of square – rubbing on frame
- Missing shelf pins – extras are often included with hardware kits.
 - You'll want to keep a small supply of common parts handy.



For scratches and scuffs, use a Sharpie or furniture touch-up pen.



If replacing a shopworn part on a display would be easy, consider ordering a replacement. For example, this Sauder bookcase display was repaired with ordered parts.



Some displays may need more extensive repairs. Check with the store if a repair attempt should be made, a part ordered, or a replacement display assembled.

Check Out Requirements

- A Home Department manager's clearly printed name and signature.
- Take a picture of the form in the survey in PROD.
 - Pictures should be readable. They are for our records, and are your receipt for your job completed.
 - Take one overall picture of your completed builds in PROD.
- Leave signed form with the store.

Manager's Printed First and Last Name:	Manager's Signature:
HOME PIC	<i>Home PIC</i>

Using PROD

**COMING
SOON**