

**Cabinet Checklist and Assembly Recommendations:**

Before assembling your cabinets please double check that the cabinets you have received match what is listed on the sales order/invoice you were provided. This ensures you received all cabinets on the list and verifies your order is correct. If anything is missing, contact us immediately.

(One thing not listed on the sales order is the drawer glides for the base cabinets. We have provided a chart below to show how many you may need per cabinet.) Please check that you have the correct number and continue to assembly.

Drawer Bases	<b>3 Drawer Glides</b>
Base 09" – Base 27"	<b>1 Drawer Glide</b>
Base 30" – Base 36"	<b>2 Drawer Glides</b>
Base Blind	<b>1 Drawer Glide</b>
Sink Base	<b>None</b>

**Tools needed:**

Wood glue, 18g Brad Nailer or Crown Stapler with 3/4" nails, Drill, Staple Gun, and Mallet



**Assembling Notes:**

Check cabinet boxes for any damage before opening. If there is any obvious damage, please take a photo and contact us immediately. If everything looks good, continue on with instructions. Beginning construction, we recommend to build each cabinet one at a time. This minimizes the chance of doing damage to the cabinets and prevents a mix up of the hardware within each box. The cabinets are durable and well painted, however they can still be dented or damaged if neglected. Be especially careful with the corners on cabinet fronts. We have found using the Styrofoam and foam sheet inside can greatly help prevent the possibility of damage.

**Step 1:** Unpack contents of cabinets. Make sure to do this in a place where the cabinets will not be scratched or stepped on. Place the thin foam sheet from inside the box on the floor or table and then put the cabinet front face down onto the sheet.

**Step 2:** Put a bead of wood glue in each groove located on the sides and bottom of the face frame.



**Step 3:** Take 1 of the side panels and place it into the appropriate groove (all pre-drilled holes will be on the inside of the cabinet). Make sure the panel is level and flush with the face frame. Take 1 of the plastic corner brackets provided in the small cardboard box and place into upper corner (Figure 1). Use the smallest screws in the box to screw the bracket into place, pressing down so there are no gaps.



*Figure 1*

**Step 4:** Take the brad nailer and secure one side panel by nailing from the outside into the side panels at a 5-10 degree angle into the face frame. Putting nails about 5" apart.



**Step 5:** Repeat steps 3 and 4 for the opposite side panel. Then take the bottom panel and slide it into the bottom grooves. Nail through one of the side panels into the bottom panel to secure it in place.

**Step 6:** Once the side panels are fairly secure and the bottom panel is aligned, take the back panel and slip it into the remaining grooves at the rear of the side panels.

**Step 7:** Take the brad nailer and tac the back panel on by nailing through the side panels into the length of the back panel.



**Step 8:** Use the staple gun and staple the length of the seam connecting the back panel and sides. This provides extra strength.

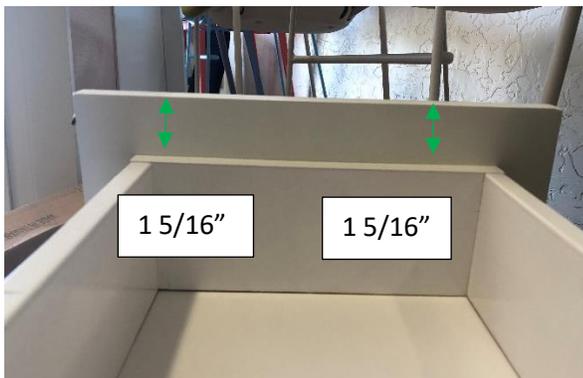


**Step 9:** Fasten the remaining 2 plastic corner brackets on the back corners, so all 4 corners have a bracket.

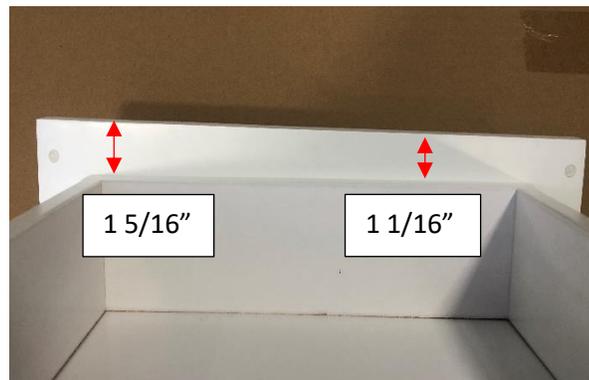
**Drawer Note!**

Please check that the drawer fronts are level before assembling the drawers. We have had a few rare instances of crooked drawer fronts. This manufacturing error is a simple fix and has no effect on the cabinet quality or lifespan. If you receive a crooked drawer (Pictures Below), simply unscrew the screws inside the dovetail portion of the front panel and screw them back in so they are level, with a (*1 5/16" gap for top drawers, 1 10/16" for mid drawers, and 1 4/16" for bottom drawers*) from the top of the panel to the top of the drawer box.

**(Level and Straight Drawer Front)**



**(Crooked Drawer Front)**



**Step 10:** Place drawer fronts face down on a protected surface. Take one side of the drawer, align the grooves, and use the rubber mallet to tap the dove tail pieces together. Do the same thing to the other side. Slide the bottom panel of the drawer into the grooves and then tap in the final dove tail drawer back to finish off the drawer.

**Step 11 (Installing drawer glides):** Each drawer will need a drawer glide. There are pre-drilled holes on the back panel of the cabinets to place the drawer glide into. Remove the creme colored plastic bracket from the drawer glide and place into pre-drilled holes (Figure 1). Use an extra screw from the cabinet to attach the bracket to the cabinet box. Slide the metal glide into the bracket and align the front of the glide with the inside corner of the drawer cut out on the face frame (Figure 2). Screw the glide into the side of the cut out. Take the plastic blue and orange clip and place into the underside front corner of the drawer (Figure 3). The 90 degree corner should fit into place under the drawer. Take the shortest screw you can find and screw the clip into place (making sure to not screw too far).



Figure 1

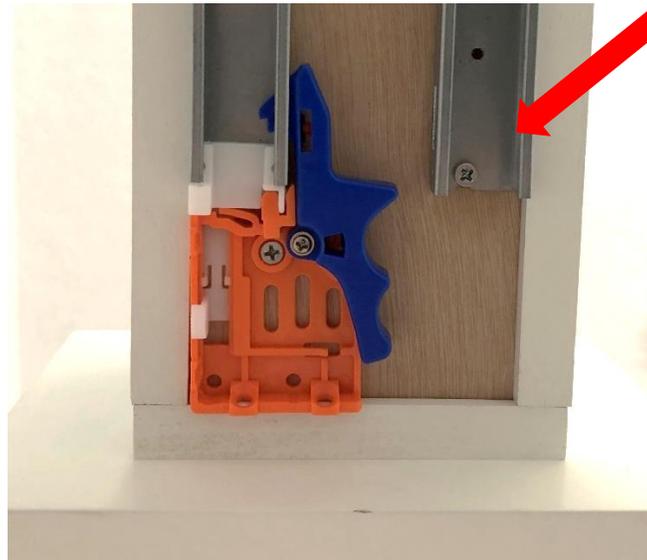


Figure 2



Figure 3

**Note for Base 09”:** Base 09” cabinets with a drawer up top do not have enough space to fit both drawer glide clips. This is not a problem and can be easily worked around. To attach the glides, simply install the metal drawer glides to the cabinet face frame as mentioned above. Afterwards, when attaching the plastic clips to the drawers, only install one of the colored clips (you will not be needing the other one). For the second glide, pop off the white plastic cap on the end of the metal glide that usually attaches to the clip. (You can see this in the photo below) There will be a small groove in the metal where you can place a screw. Put the drawer into the cabinet and attach the side with the clip. Then take the modified glide and align it with the one attached to the clip. Finally, take a small screw and drive it through the groove into the base of the drawer.



**Step 12:** Well done you have assembled your cabinet! Please wait 24 hours for the glue to dry before hanging cabinets on the wall or installing countertops. If any of the drawers or doors are not aligned perfectly, use the hinges or plastic bracket to adjust as needed.

