



## GETTING ORGANIZED

Video: *Versa-Rack Assembly: V-series, Hatchling & Sterilite Racks* <https://youtu.be/eU93bwOA1cY>

These directions will take you through the basic steps in building the Hatchling, V-series and Sterilite Tub systems. The minor differences between the types will be described as they come up in the assembly steps.

### Basic Tips and Advice

- Thoroughly read through instructions before starting.
- Make sure you have all of your packages. The Fed-Ex ground label on your packages will say how many packages come with your shipment. It is not unusual for packages to arrive separately, sometimes a few hours apart, sometimes a day or two apart.
- The packing slip will list all the parts that have been shipped with your order and the numbers of each that you should have received. Unpack the boxes and make an inventory of the parts using the packing list. Each system will have the same types of parts, but the sizes and numbers of those parts might be different.
- Complete the assembly steps in the order that they are presented.
- Don't be alarmed if you have leftover hardware when you are done.
- If your unit has **top spacers**, they are smaller than the regular spacers and should be put aside until the end.

### Tools needed:

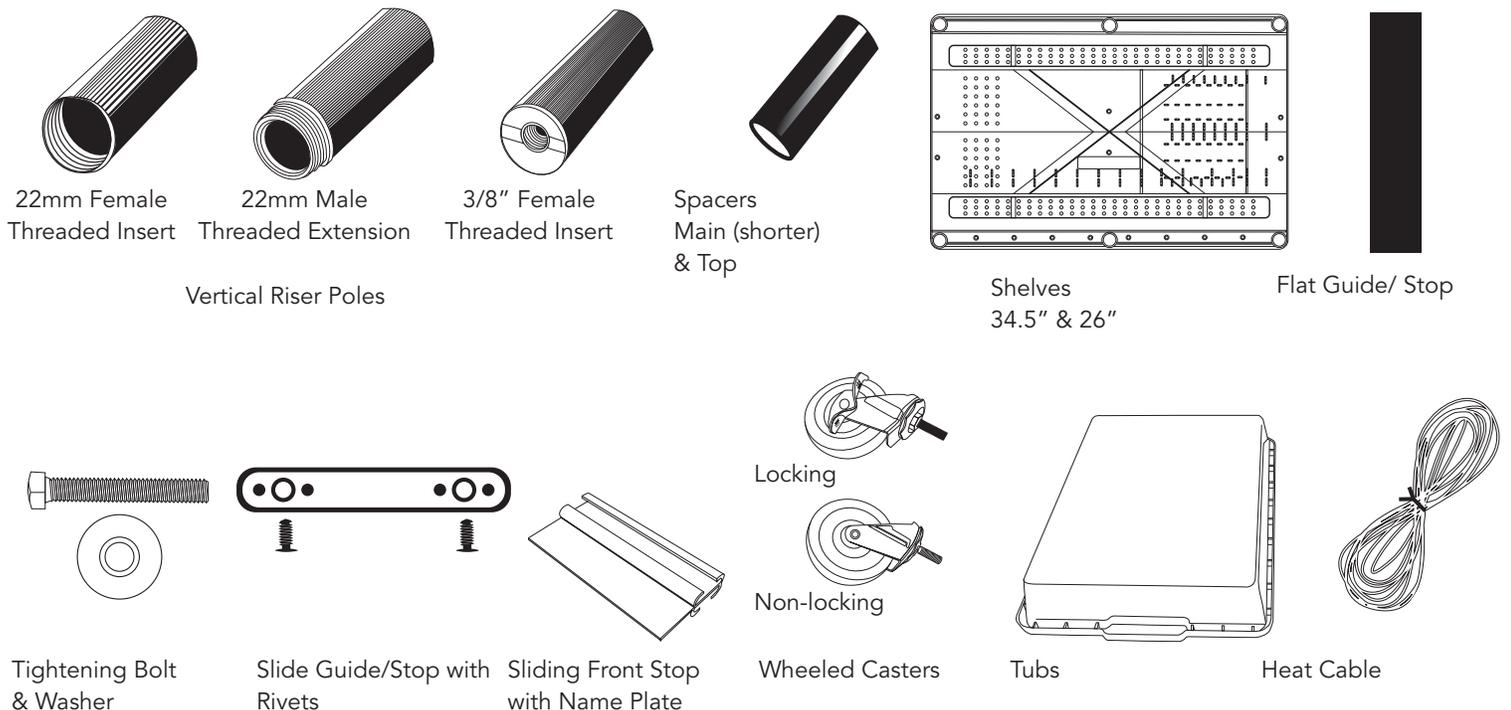
- 9/16" Wrench or Small Crescent Wrench

If you have problems with assembly, or are missing parts, you can call (920) 886-1220 ext. 15 or email [CustCagesContact@aol.com](mailto:CustCagesContact@aol.com)

We are open 9:00 am – 4:30 pm CST Monday through Friday.

## VERSA-RACK LIST OF PARTS

Below is a list of the parts for our entire rack system. Your unit(s) might not necessarily have all the parts shown below. Please refer to your packing list to see the parts and quantities that are included with your order. Please note that the **vertical riser poles** and **spacers** shown below are small cross sections of the actual parts you will receive. The actual parts will be longer in length.



## Install Wheels onto Bottom of Vertical Riser Poles

The bolts of the wheeled casters will thread into the 3/8" Female threaded insert at the end of the vertical riser poles. (Illustration 1)

- If your Versa-Rack is tall enough to need two vertical riser pole sections the small threaded insert will be in one end and a 22mm threaded insert on the other end.
- The longer of the two poles is the bottom pole. If your Versa-Rack does not need two poles both ends will have the 3/8" female threaded insert.
- Hand tighten wheeled casters into the vertical riser poles and set them aside.

## Install the Slide Guides/Stops w/Rivets on the Bottom of the Shelves

- Install all the Slide Guide/Stops onto all the shelves except for the bottom shelf.
- The placement of the Slide guide/stops will depend on the size of the tub being used. Refer to the diagram of your specific rack layout sent with the packing slip to see the arrangement of slide guides/stops.
- There are holes in the shelf to receive the slide guide/stop with rivets. The slide guide/stop should be installed with the flat side against the shelf. See *Illustration 2*.
- Push the rivets through the holes until they are fully seated.

## Install the Vertical Riser Poles onto the Bottom Shelf and Install the First Set of Main Spacers

- Pick up the shelf that does not have the slide guide/stops installed. Turn the shelf upside down with the smooth side facing down.
- Pull the vertical riser poles with wheeled casters through the underside of the shelf through the holes in each corner until the wheeled caster touches the shelf.
- Make sure the locking casters are placed on the side that you will be able to reach when the rack is positioned in the location you want it to be.

Lock the locking wheeled casters so that the unit will not roll around and set the rack on its wheels. Slip one main spacer on to each vertical riser pole. (*Illustration 3*)

## Install the Rest of the Shelves and Main Spacers

- The remaining shelves should all have the slide guide/stops installed.
- Add the next shelf so that the smooth side with the slide guide/stops is facing toward the floor, just like the first shelf.
- The heat cable clips should be facing up and oriented the same way as the first shelf. Insert the shelf onto the vertical riser poles through the holes in the corners.
- Push the shelf down to the tops of the main spacers. **DO NOT USE EXCESSIVE FORCE.**
- After the second shelf is sitting on the first set of main spacers install the next set of main spacers.
- Repeat these steps until all of the shelves are installed. Make sure the shelves are oriented the same.

Illustration 1

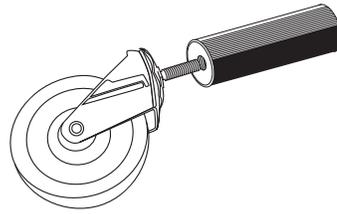
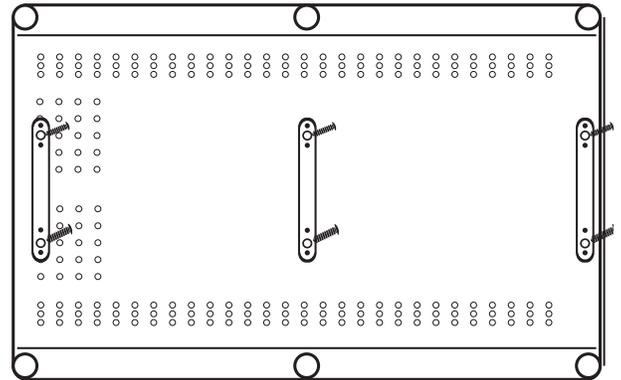
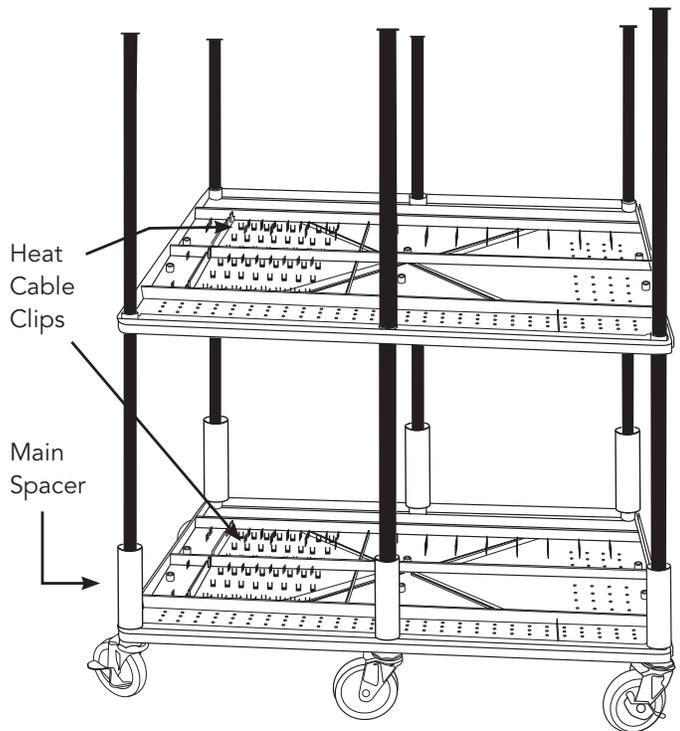


Illustration 2



**NOTE:** Only use two rivets per slide guide/stop, even if your slide guide/stop has 4 holes.

Illustration 3



## For taller racks with two Vertical Riser Poles:

- Install all the shelves on the lower section before adding the second set of vertical riser poles.
- The 22mm male threaded extension of the top vertical riser pole will thread into the 22mm female threaded insert at the top of the bottom vertical riser pole. (*Illustration 4*)
- Hand tighten all the upper vertical riser poles into place and then finish adding the remaining shelves and main spacers.

## Tightening the Rack

Depending on which type of rack system you purchased there may be a small extension of vertical riser pole above the top shelf. If there is an extension you will find a set of top spacers that will sit above the top shelf. These top spacers are very important, without them the rack cannot be tightened. A few units will not have vertical riser pole extending above the top shelf and will not need top spacers to tighten the rack. (*Illustration 5*)

- To tighten the rack, place a washer over the top of each vertical riser pole and insert a tightening bolt through it into the 3/8" female threaded insert in the top of the vertical riser pole.
- Hand tighten the tightening bolt until you cannot tighten it any more.
- Use a wrench to tighten the tightening bolt until the main spacers between the shelves are hard to turn.

## Install the Heat Cable

Each Versa-Rack includes a heat cable that can be installed into the clips that are molded into the top of the shelves. The best practice is to install the cable under one end or side of the tub so that there is a temperature gradient within the tub. Because heat rises the tubs at the top of the rack need less cable under them than the tubs at the bottom of the rack. (*Illustration 6*)

Start with the end of the heat cable without the plug and start with the shelf that will be under the upper most tubs. The greater the amount of heat cable you put under the tubs, the warmer the tubs will be. Make sure to leave a little slack in the heat cable when you start on the next shelf so that there is less risk of catching the heat cable on the edge of a tub when you are moving it in or out of the rack. Try to leave enough heat cable at the bottom of the rack to reach an electrical outlet or you will need to use an extension cord.

## Install the Flat Guide/Stops

Insert the flat guide/stops into the channels on the underside of the shelves to prevent the tubs from being pushed out of the back of the rack. (*Illustration 7*)

## Insert the Tubs

Slide the tubs into their positions on each shelf. Vision Tubs will have an extended lip on the front of each tub. The back of the tub will be flat.

## Installing the Sliding Front Stops

The sliding front stop has a channel that will slide onto the bracket on the front of the shelf. The channel on the front of the sliding front stop can be used to hold an identification tag. To pull the tub out of the rack, slide the sliding front stop to the side. (*Illustration 8*)

Illustration 4



Illustration 5

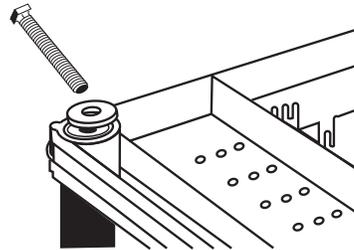


Illustration 6

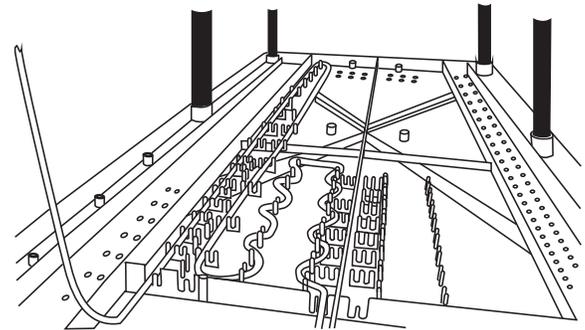


Illustration 7

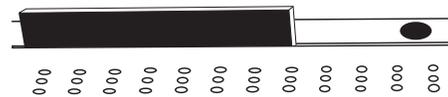


Illustration 8

