



*Forevermark Cabinetry  
Base Cabinet*

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RTA  
ASSEMBLY  
GUIDE

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### Notice

Every effort was made to ensure that the information in this document was accurate at the time of printing. However, all information is subject to change without notice.

### Disclaimer



#### IMPORTANT:

These assembly instructions are intended as general guidelines for several different, although similar cabinet models. Therefore, if the cabinet being assembled is different from the one depicted in the instructions, appropriate actions should be taken during assembly. No representations or warranties are made as to the accuracy or completeness of the information and procedures contained herein.

### OSHA Compliance and Safety Guidelines

OSHA (the Occupational Safety & Health Administration of the United States Department of Labor) has established specific standards for Personal Protective Equipment (PPE). The standards are detailed in the document entitled *General Requirements 1910.132, (Standards - 29 CFR)* and should be reviewed by all personnel prior to assembling the cabinet. Refer to <http://www.osha.gov/> for information about steps that must be taken to protect the eyes, face, ears, hands, and other body parts from potential harm. It is the responsibility of the craftsman or other service personnel to adhere to all OSHA guidelines as they concern PPE devices and their proper use.

### Tool Requirements

Referring to Figure 1, the only tools required are a Phillips screwdriver or a compact corded or cordless electric drill/driver fitted with a Phillips screwdriver bit. In addition, if when assembling the cabinet components do not fully seat with other interlocking parts, a soft-blow mallet may be used with care.

**NOTE:** If equipped with a speed control switch, the electric drill/driver should be set to a slower speed setting to avoid the possibility of over-driving the screws and accidentally damaging components.

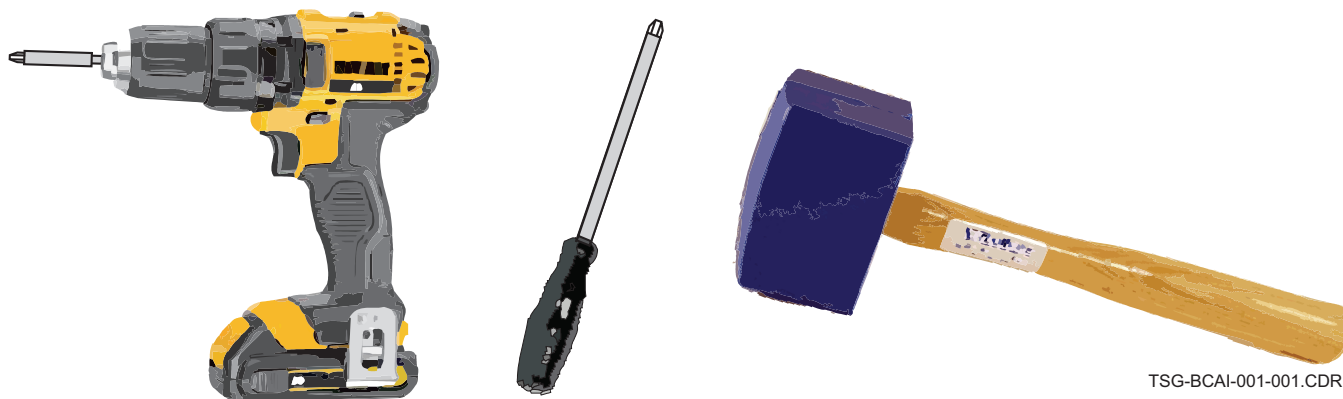


Figure 1 — Tool Requirements

## Hardware Considerations/Screw Size Clarification

There are four different size screws used to assemble the cabinet and they are referred to as “Small” Screws (about 3/8-inch), “Medium” Screws (about 1/2-inch), “Medium Large” Screws (about 3/4-inch and used for securing drawer panel assemblies to the exterior face panels only), and “Large” Screws (about 1-inch). Most of the assembly process requires the “medium” screws, however, when “small” or “large” screws are needed, those size screws will be clearly specified in the steps that follow.

## Unpacking Precautions

If using a sharp object to unpack the cabinet components and the packing materials, be careful to avoid scratching or damaging the cabinet components. The various packing materials may be used to protect the cabinet components during assembly. During the unpacking process, place the various components away from and to the side of the work area so that they will not be inadvertently knocked over or otherwise damaged.

In addition, the cabinet’s corrugated shipping box may be used to protect the cabinet’s component parts by using the shipping box as a cover for a suitable raised, flat work surface, such as a tabletop or if need be on the floor.

## Base Cabinet Model Variations

Refer to Figure 1. These assembly instructions include all the steps required to assemble a Base Cabinet with a Shelf and Drawers. However, they can also be used to assemble a Sink-type Base Cabinet with a Shelf (skip the steps covering assembly of the drawers and installation of the rails and rail holders) and a Drawers Only Base Cabinet (skip the steps that refer to installation of the shelf). The illustrations included in these assembly instructions are based on the Base Cabinet with a Shelf and Drawers.

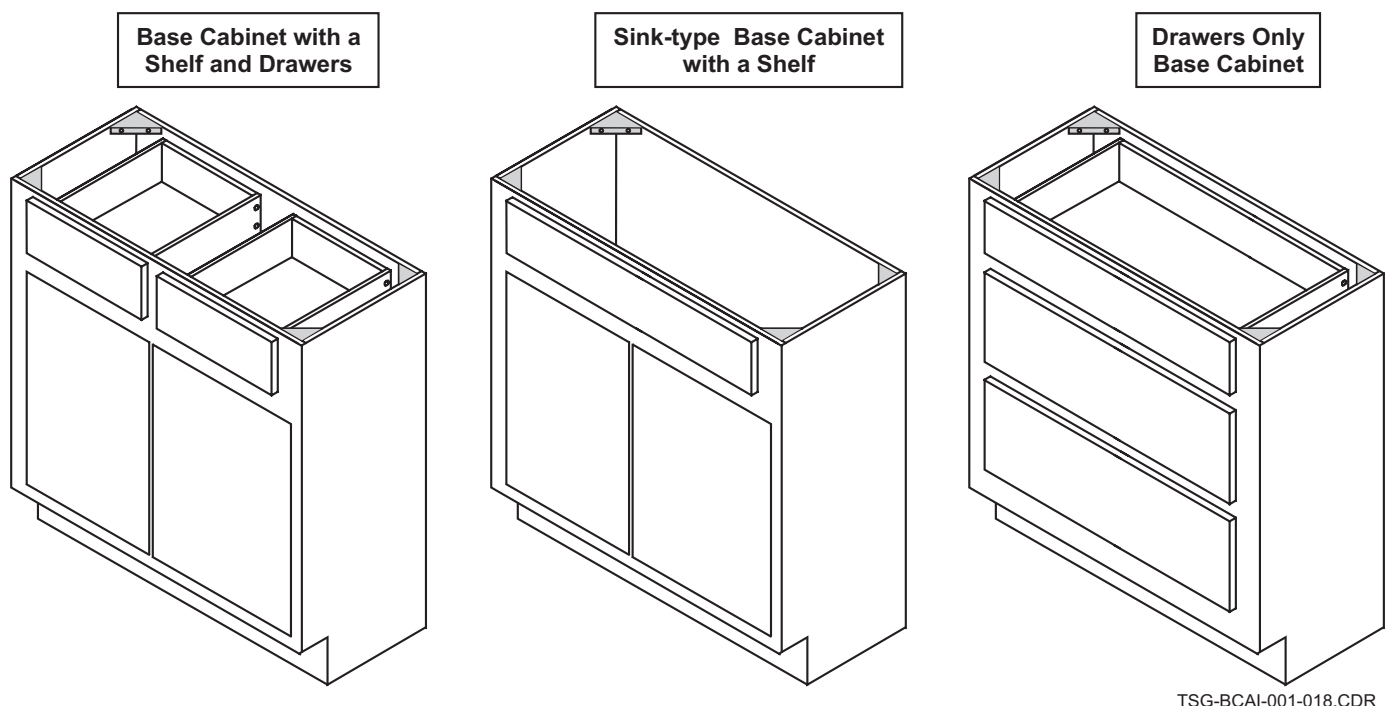
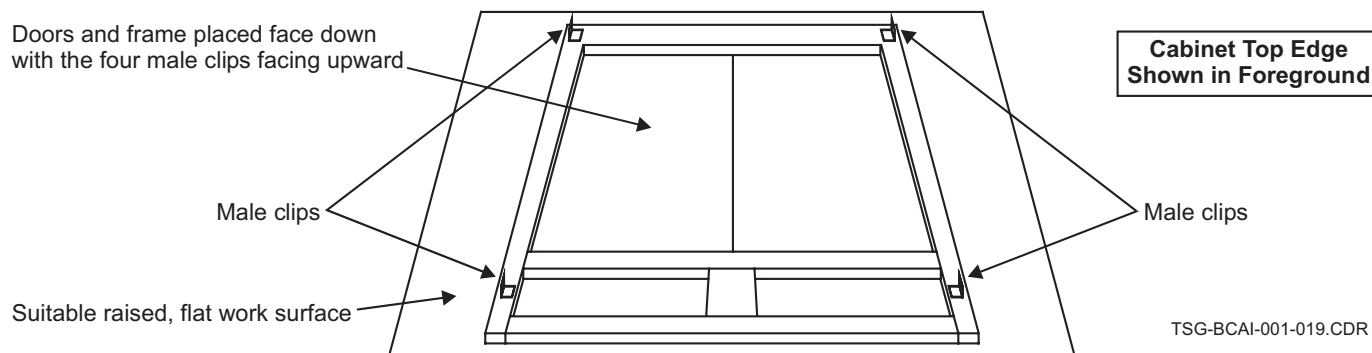


Figure 2 — Base Cabinet Model Variations

## Main Cabinet Body Assembly Procedure

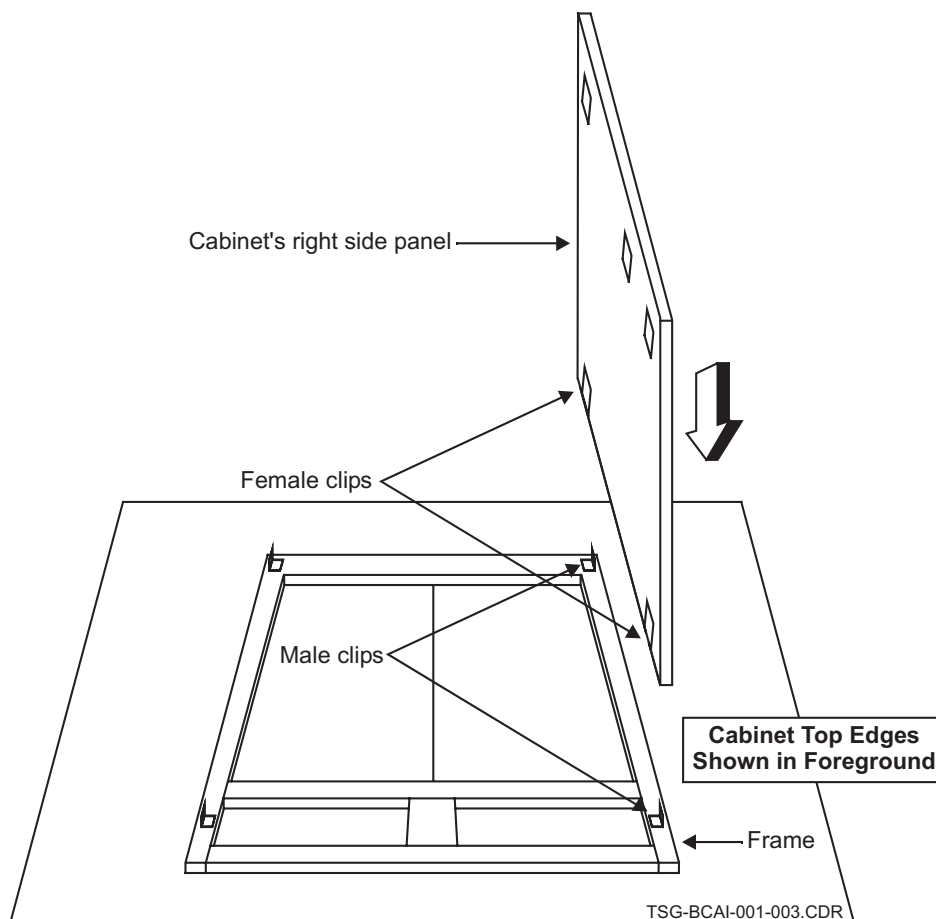
To assemble the main cabinet body of the base cabinet, perform the following steps:

- (1) Referring to Figure 3, on a suitable raised, flat work surface, place the doors and frame face down with the four male clips facing upward.



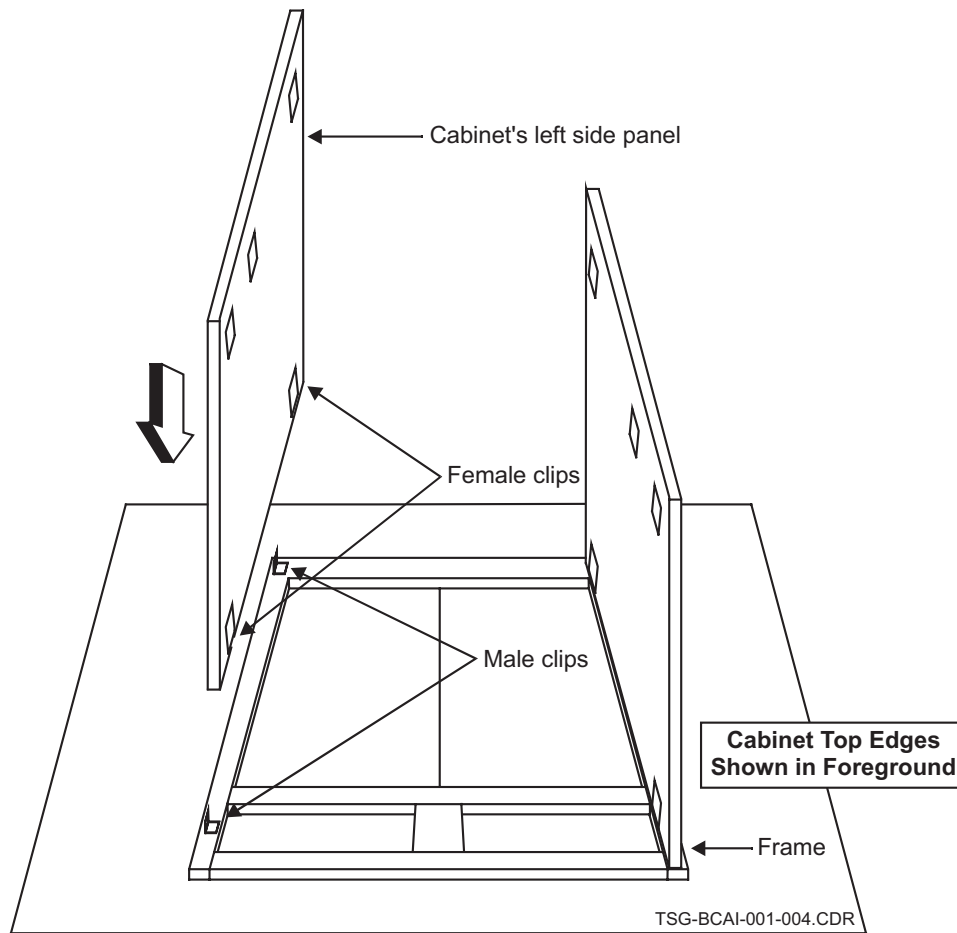
**Figure 3 — Doors and Frame with Four Male Clips Facing Upward**

- (2) Referring to Figure 4, align the cabinet's right side panel with the frame and snap the female clips mounted on the right side panel onto the male clips mounted on the frame.



**Figure 4 — Attach the Right Side Panel**

(3) Next, attach the left side panel in the same manner (see Figure 4 and Figure 5).



**Figure 5 — Attach the Left Side Panel**

- (4) As shown in Figure 6, slide the bottom panel into the grooves of the right and left side panels and then into the groove in the frame below until it is fully seated.

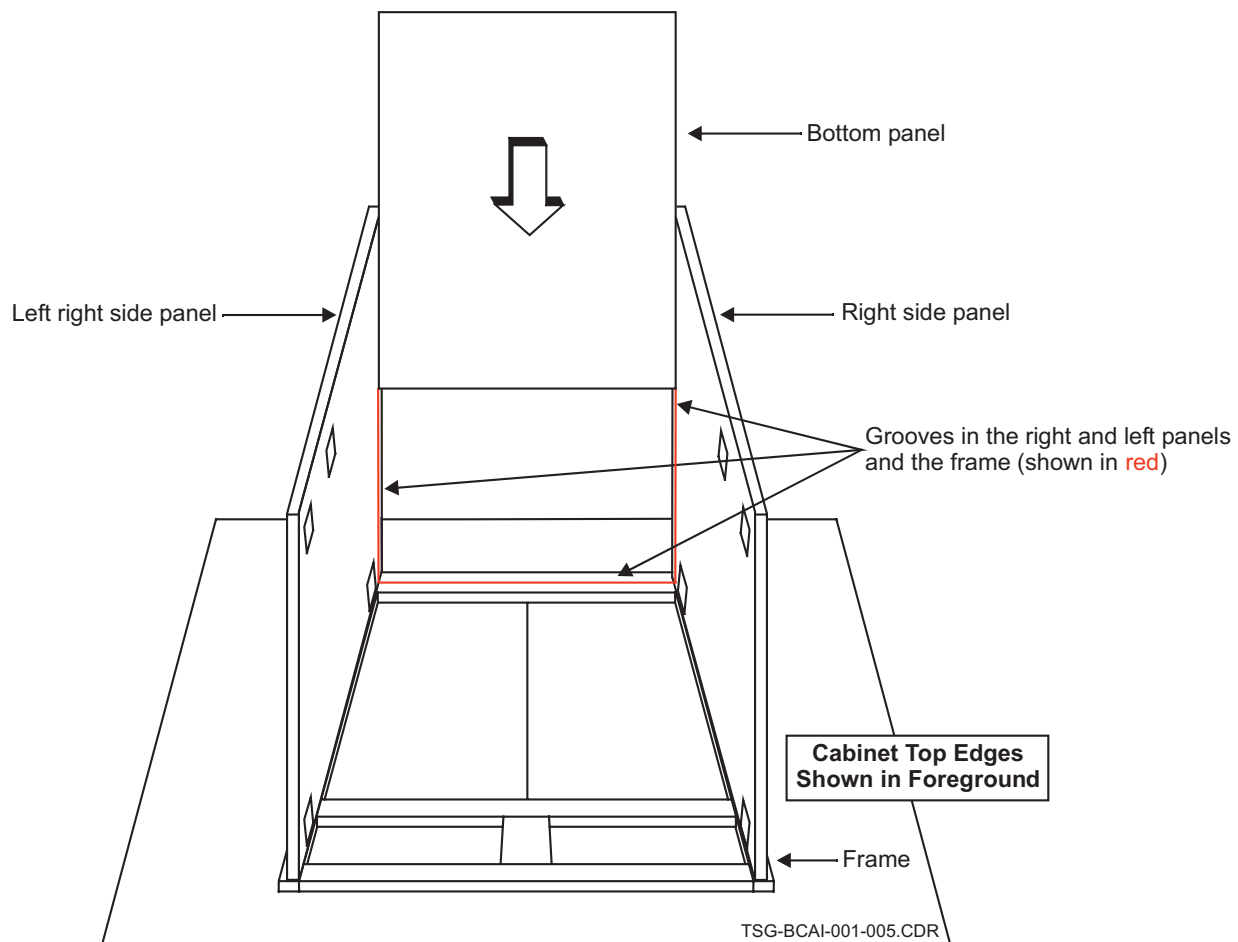
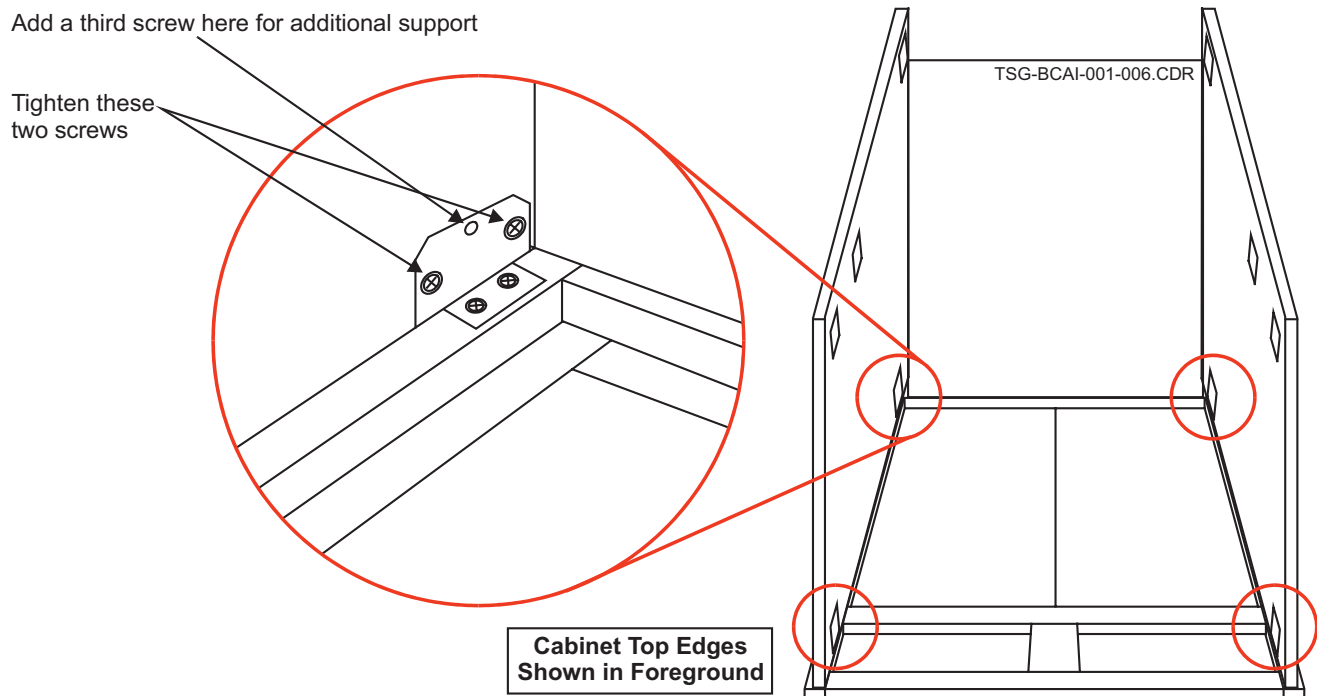


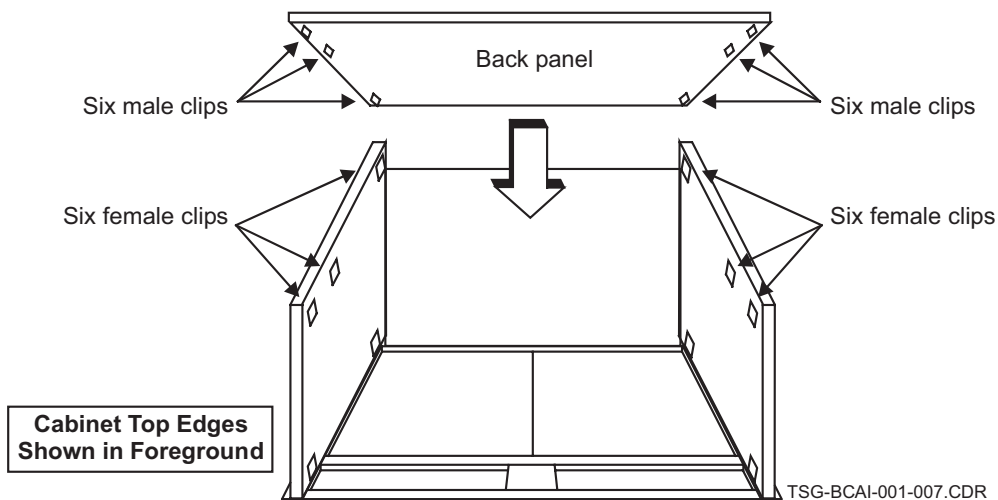
Figure 6 — Attach the Bottom Panel

- (5) Referring to Figure 7, secure the four male clips on the opposite sides of the frame (two on each side) into the four female clips on the two side panels (two on each side) by tightening each of the two screws on the side of each clip and then adding a third screw for additional support.



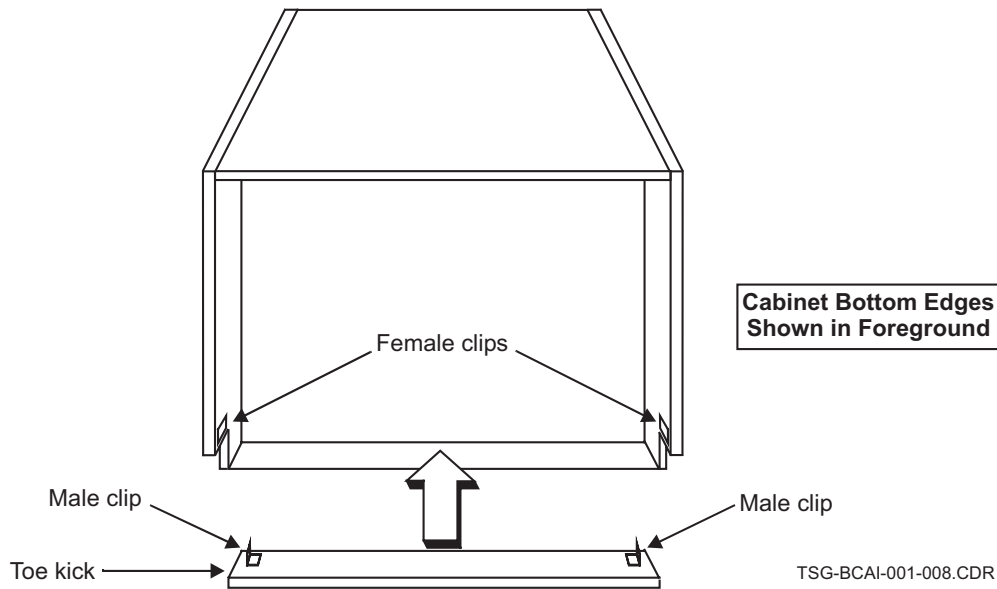
**Figure 7 — Secure the Four Sets of Male/Female Clips Connecting the Frame/Side Panels**

- (6) Carefully align and then insert the six male clips on the inside of the back panel into the six female clips on the two side panels. (See Figure 8.)



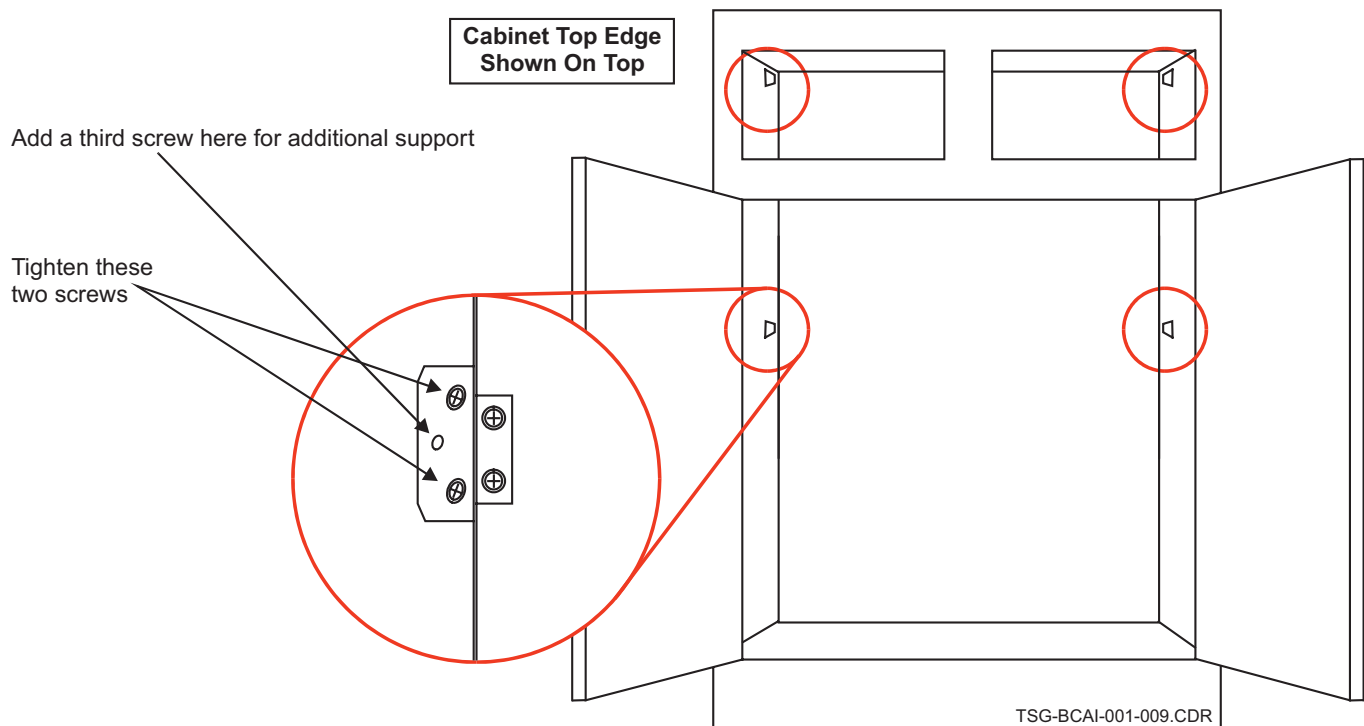
**Figure 8 — Mount Back Panel to Assembly**

- (7) Referring Figure 9, secure the toe kick into the bottom of the cabinet (two screws in each of the two brackets and then a third screw in each for additional support).



**Figure 9 — Install and Secure the Toe Kick**

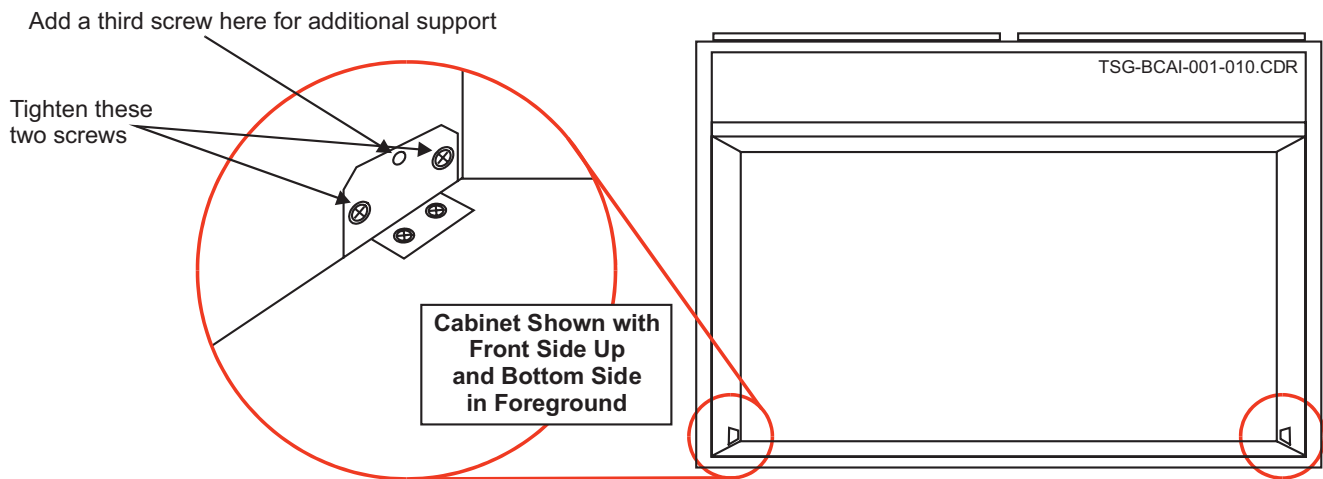
- (8) Refer to Figure 10, then reposition the cabinet so that it is standing with the topside up and then open the two doors. Secure the four brackets on the back inside sides of the cabinet by tightening each of the two screws per bracket and then adding a third screw to each bracket for additional support.



**Figure 10 — Secure the Four Brackets on the Back Inside of the Cabinet**



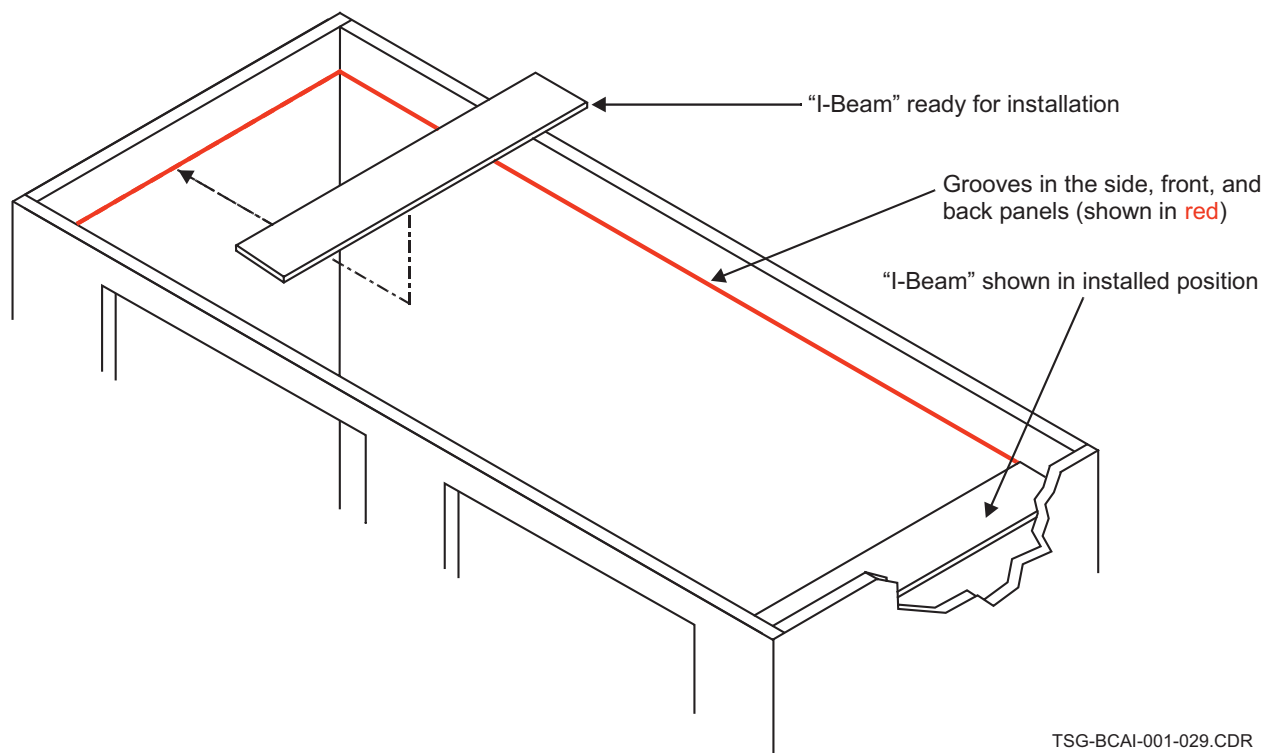
- (9) Referring to Figure 11, next close the cabinet's doors and then reposition the cabinet so that it is lying with the back of the cabinet faced downward. Then secure the bottom clips on the bottom of the cabinet in the same way as mentioned in previous steps.



**Figure 11 — Secure the Bottom Clips on the Bottom of the Cabinet**

- (10) This concludes the assembly procedure for the main cabinet body.

**NOTE:** Some base cabinet models include “I-Beam” supports that are mounted in grooves in the side, front, and back panels. These “I-Beams” are actually thin wooden strips that help to keep the cabinet panels squared and properly aligned. Referring to Figure 12, if the cabinet is so equipped, install the “I-Beams” at this time.

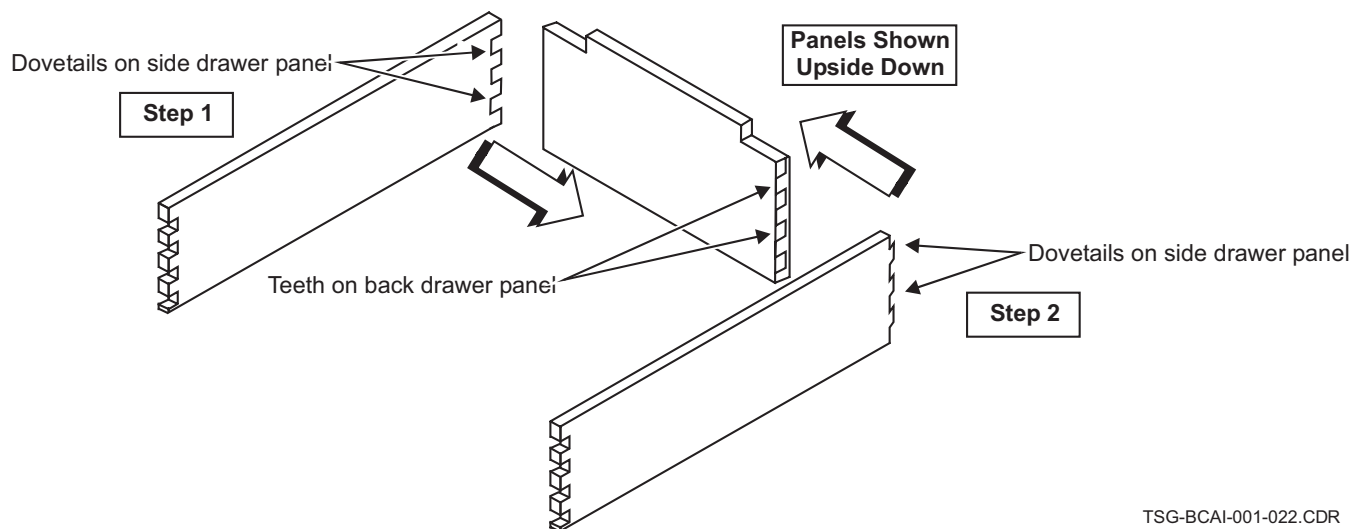


**Figure 12 — Install “I-Beams” if the Cabinet is so Equipped**

## Drawers Assembly and Installation Procedure

To assemble and install the drawers and complete the cabinet assembly, perform the steps that follow. (Note that cabinets without dovetails/teeth will require the use of “Large” screws inserted from the side panels instead.)

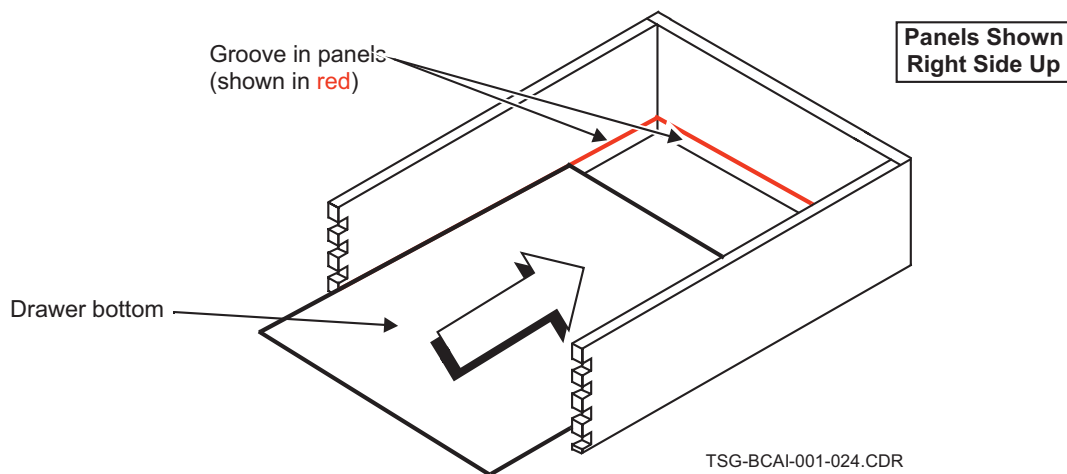
- (1) Align the dovetails of one of the side drawer panels with the teeth on the back drawer panel and gently seat the side drawer panel into the back drawer pane. (See Figure 13.)
- (2) Repeat this procedure for the second side drawer panel. (See Figure 13.)



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**Figure 13 — Install the Two Side Drawer Panels into the Back Drawer Panel**

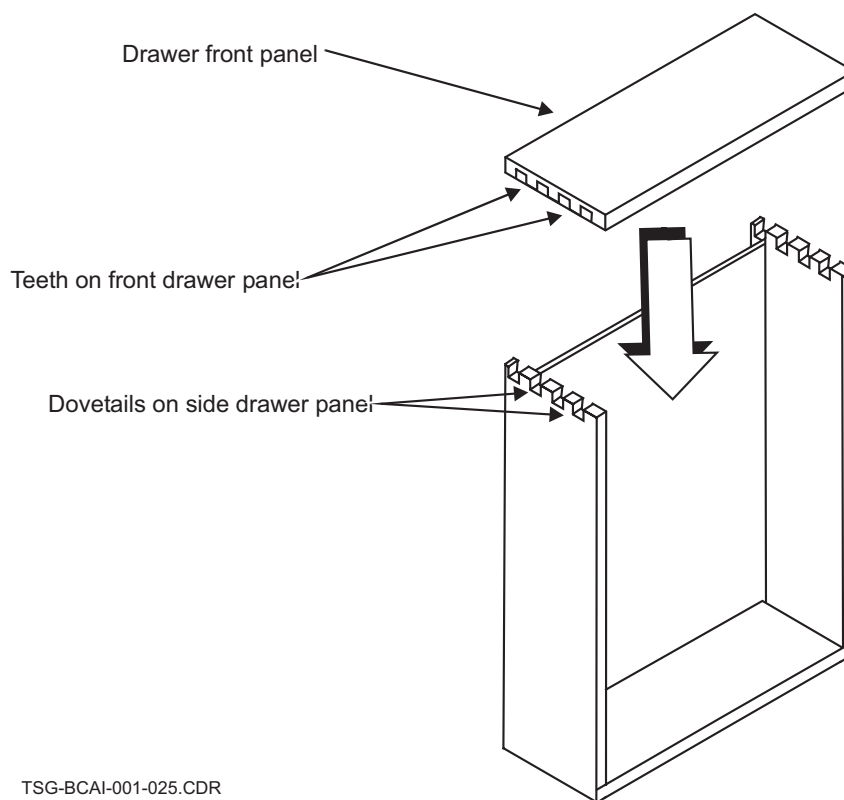
- (3) Referring to Figure 14, slide the drawer bottom into the grooves in the side and back drawer panels until it is fully seated.



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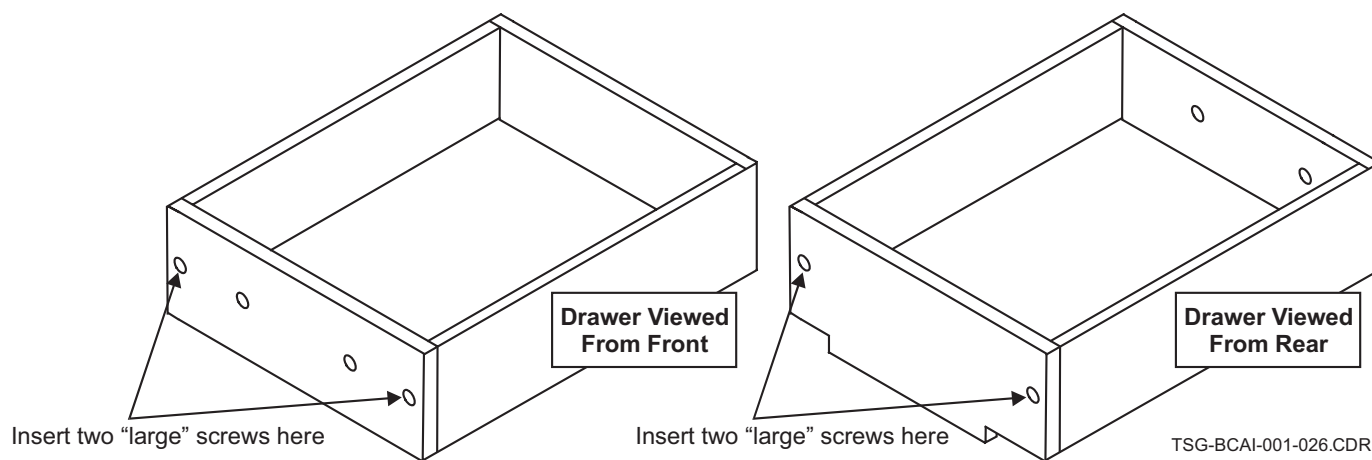
**Figure 14 — Slide the Drawer Bottom into the Grooves in the Side and Back Drawer Panels**

- (4) Referring to Figure 15, seat the drawer front panel's teeth into the dovetails on the drawer side panels.



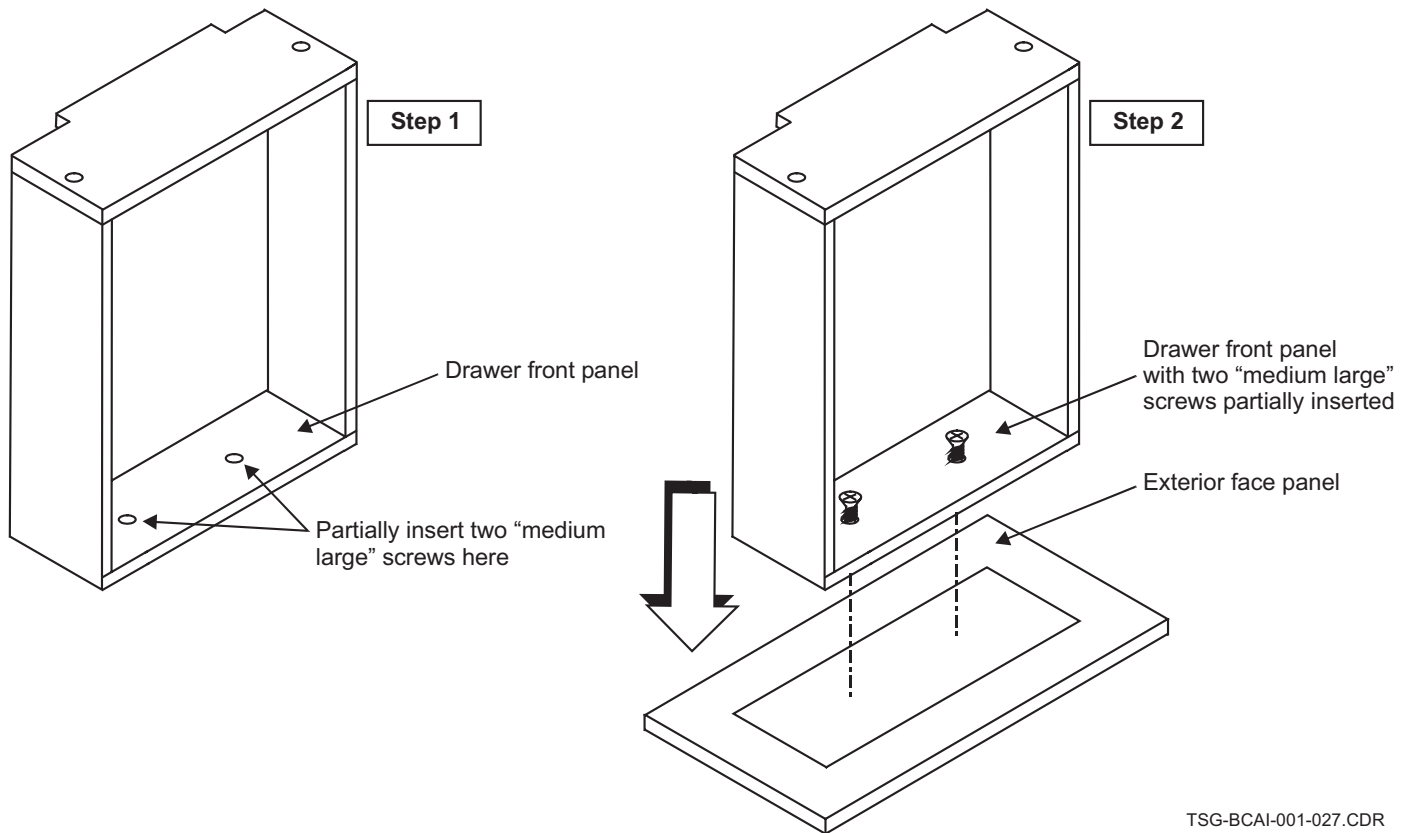
**Figure 15 — Install the Drawer Front Panel to the Drawer Side Panels**

- (5) Referring to Figure 16, use two "large" screws each to secure the front and rear panels to the side panels.



**Figure 16 — Insert Four Screws to Secure Drawer Assembly**

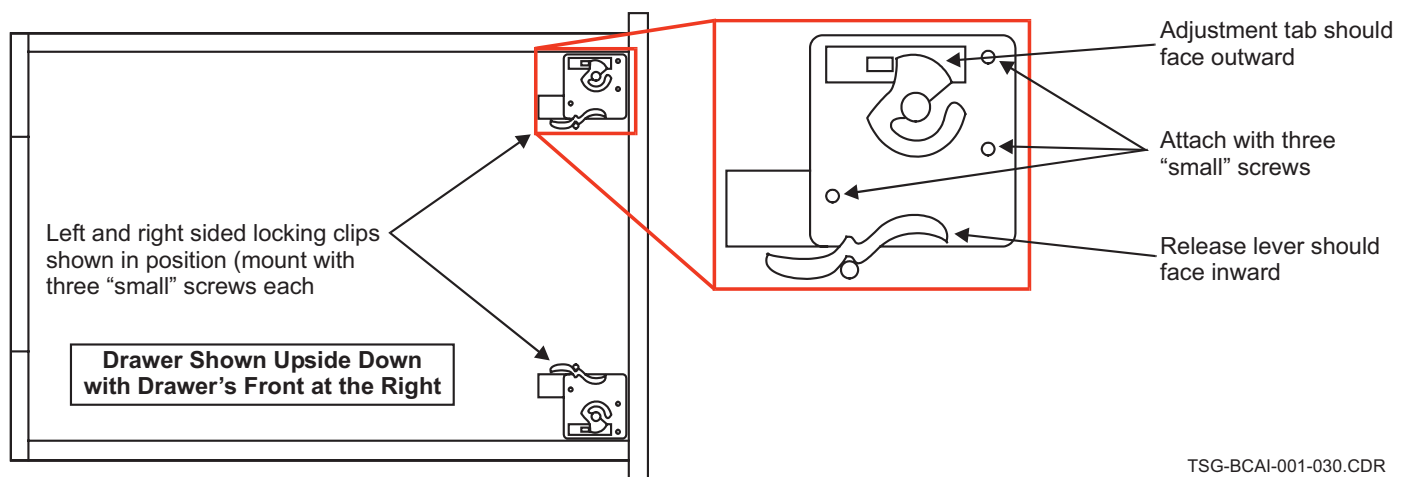
- (6) There are two steps shown in Figure 17. First, partially insert two “medium large” screws into the drawer’s front panel, and then align the drawer assembly with the interior surface of the exterior face panel. With the drawer assembly resting on the exterior face panel, tighten the two screws.



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**Figure 17 — Attach the Drawer Assembly to the Exterior Face Panel**

- (7) As shown in Figure 18, locate the two (one left and one right) locking tabs on the bottom of the assembled drawer and then attach them to the drawer with three “small” screws.



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**Figure 18 — Attach the Two Locking Clips to the Bottom of the Drawer**

- (8) Repeat the steps above for the second and any additional drawers.
- (9) Referring to Figure 19, insert the four rail holders in the inside back of the cabinet and secure them with eight “small” screws (two “small” screws each).

**NOTE:** The inset in Figure 19 shows an alternative rail holder/rail configuration. Rail holders and rails are model specific and may appear different than shown in Figure 19 and Figure 20. If your base cabinet has the alternative configuration, the rail holders will require only one “small” screw each, rather than two.

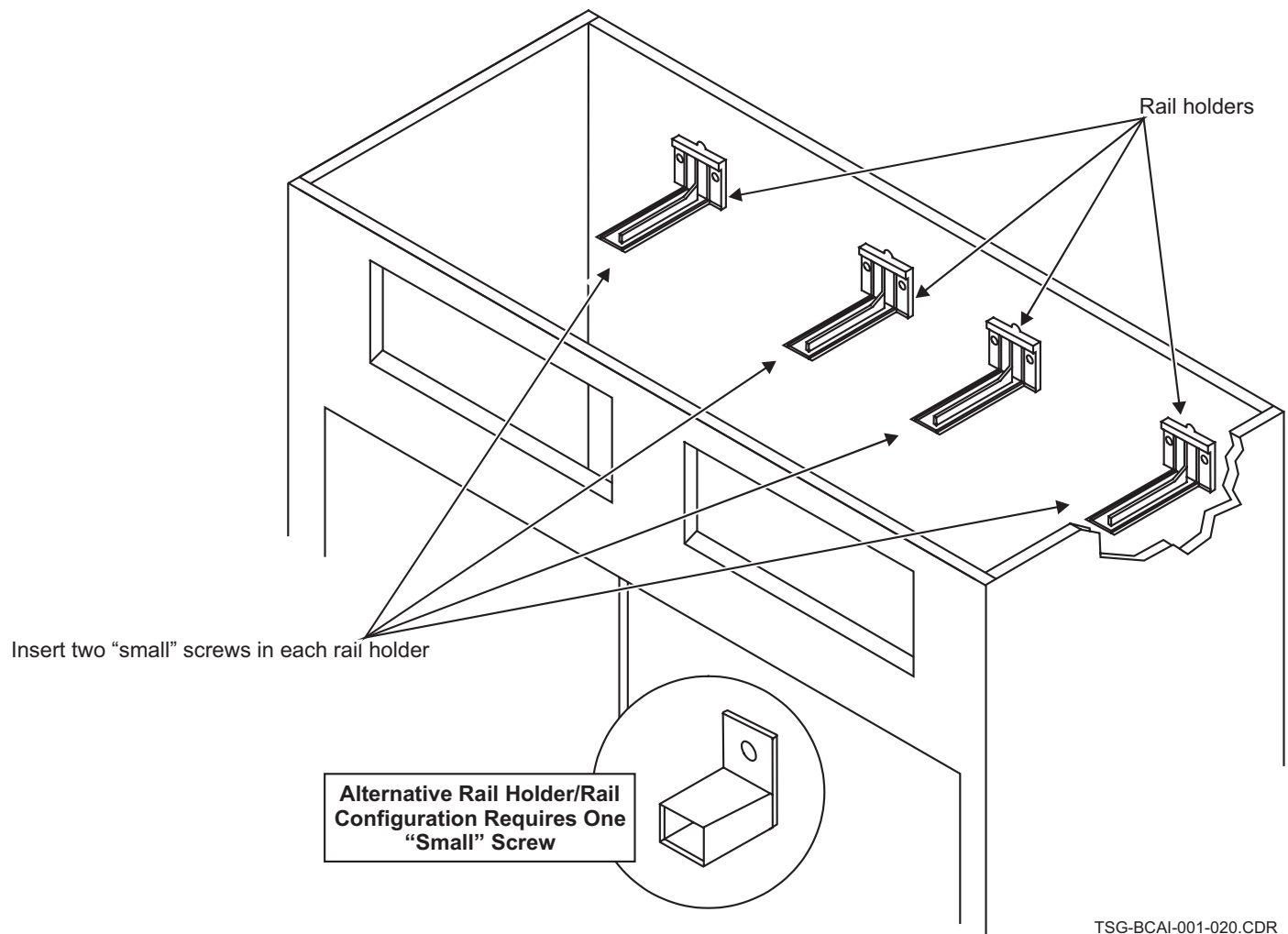
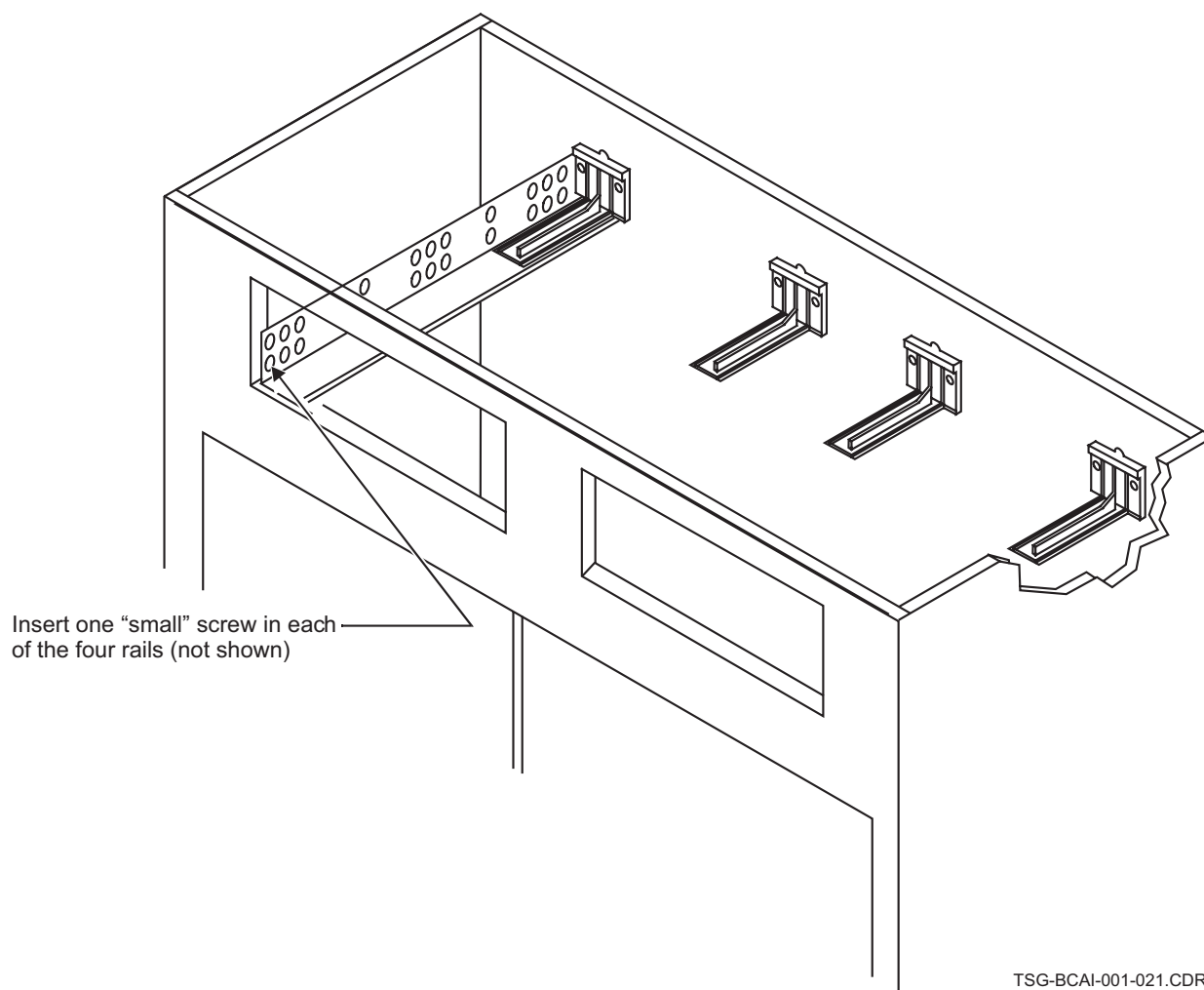


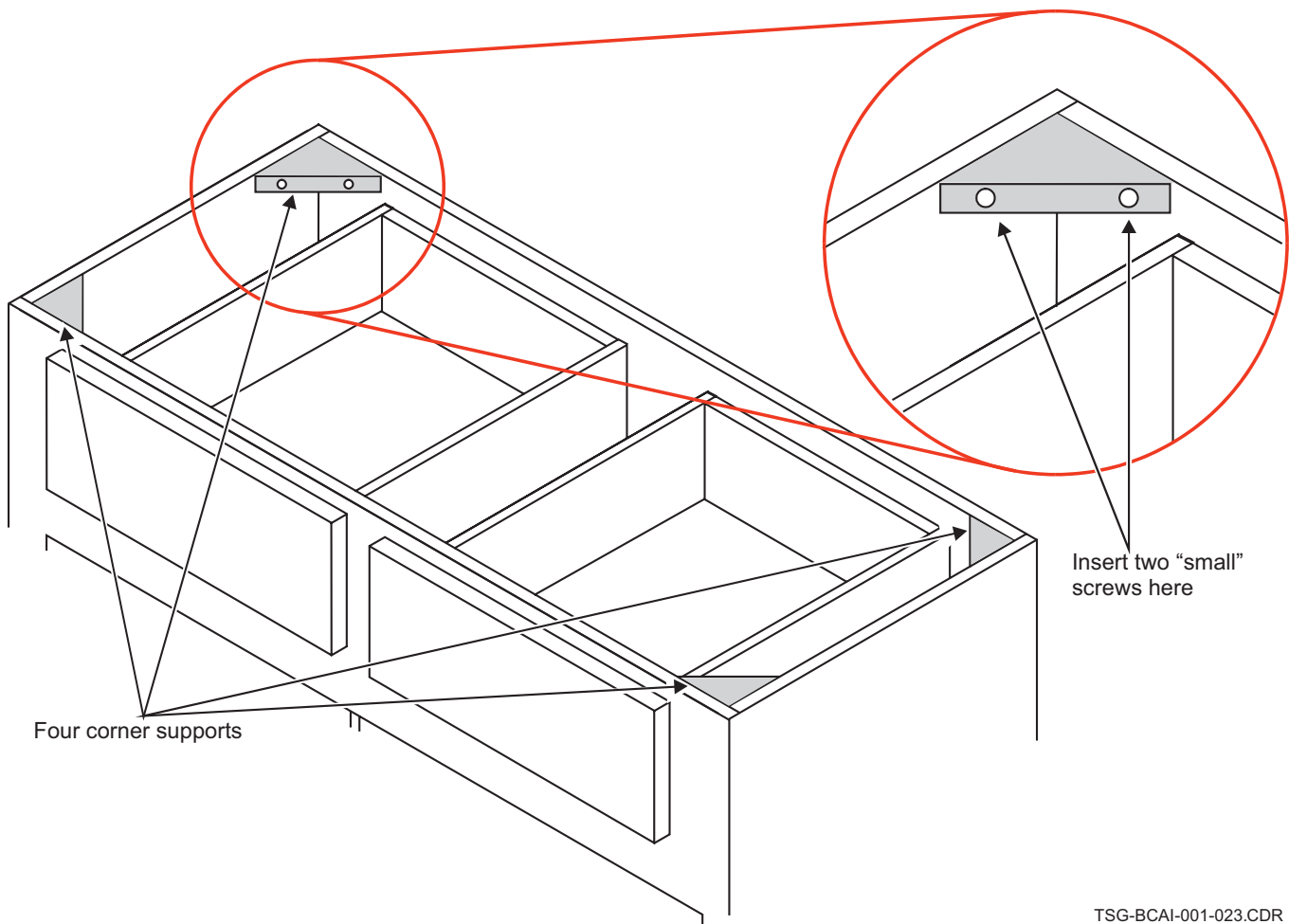
Figure 19 — Insert Rail Holders and Secure with Four “Small” Screws

- (10) Insert the rails into the rail holders and secure each rail with one “small” screw. (See Figure 20, only one rail is shown in position.)



**Figure 20 — Insert the Rails into the Rail Holders and Secure Each Rail**

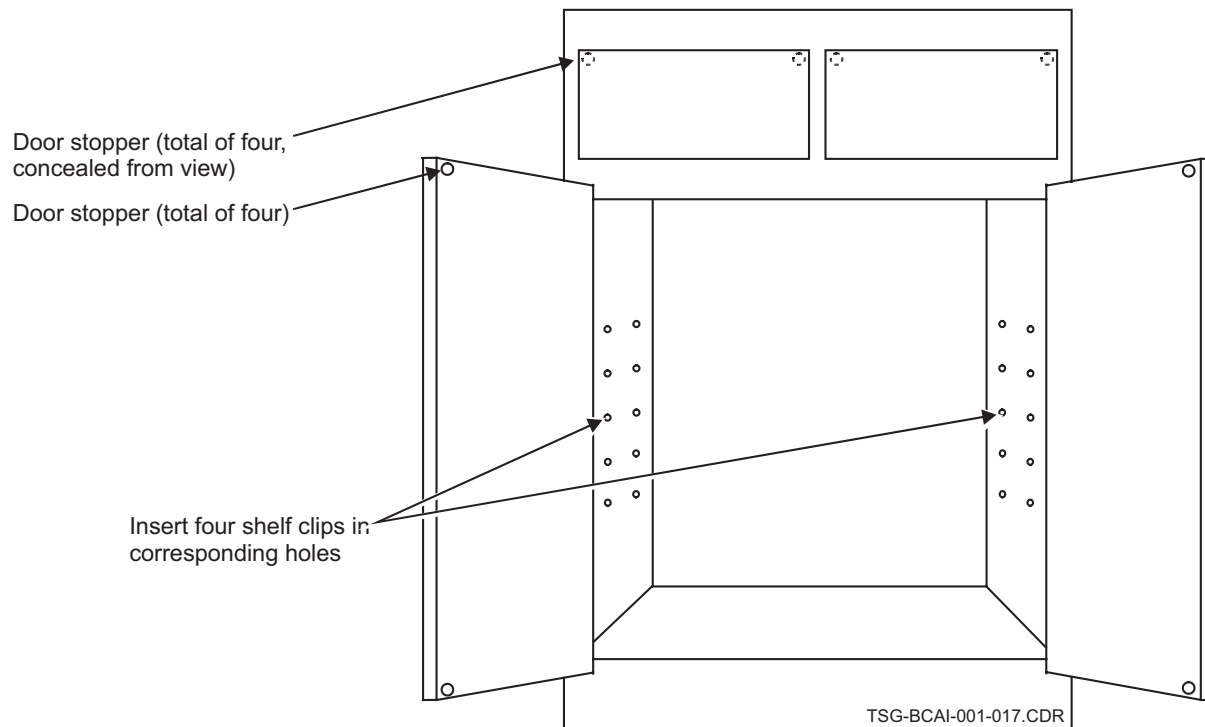
- (11) Next, install the drawers into the cabinet by aligning the rails in the cabinet to the locking clips on the bottom of each drawer. Then secure the four corner supports into each corner of the cabinet using two “small” screws as shown in Figure 21.



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**Figure 21 — Secure Each of the Four Corner Supports into the Cabinet**

- (12) Insert four shelf clips inside the corresponding holes inside the cabinet and then snap the shelf into place. (See Figure 22, shelf not shown.)



**Figure 22 — Insert Four Shelf Clips inside the Corresponding Holes inside the Cabinet**

- (13) Again referring to Figure 22, place four door stoppers in the holes on the inside of the two doors (two each) and four door stoppers into the holes on each drawer (two each, concealed from view).
- (14) This concludes the drawers assembly procedure and the final steps to complete the base cabinet assembly.