

# How To Package & Ship Clorox® Total 360® for Service



## 1. What's included

You should have received:

- ▶ **Box #1 (box that it comes in can be recycled):** Inside, there is flattened box with a pre-paid shipping label already adhered.
- ▶ **Box #2 (box can be recycled):** Packaging instructions
  - a. 1 foam floor
  - b. 1 foam top
  - c. 4 Corner guards

**Note:** Corner Guards are NOT included with all kits.



## 2. Remove existing bottles

Place device on steady flat surface, remove bottles and spray remaining liquid in the system.



## 3. Cart Preparation

Once the bottles have been removed from the device, gently lay the device on its side. This allows for easy access to the caster wheels that must be removed for shipment purposes.

**You will want to keep them in your possession so you can place them back on your repaired cart, once you receive it back from our service center.**



## 4. Remove caster wheels

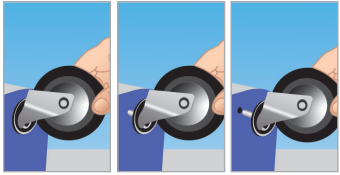
In order to fit the device into the supplied return box, remove the caster wheels for shipment. Rotate the caster wheel so the metal caster frame is pointed towards the corner of the device. The metal frame is a good location to grab the caster wheel.



For more information, contact  
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NI-56730



### 5. Remove castor wheels

With one hand holding the device firmly in place, firmly pull on the castor wheel with your other hand. It should pull out with some resistance.

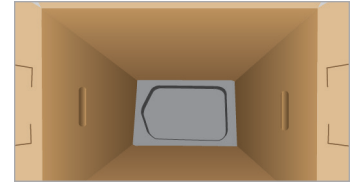


**Optional:** If the castor will not come out by hand, gently pry open with a flat blade screwdriver in between the metal castor dome & the blue plastic device floor. Be very gentle in order to not break the plastic.



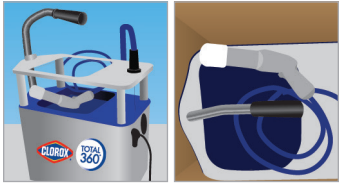
### 6. Create the shipping box

The top of the box has cutouts. Fold the flat box (box #1) into a square shape and apply packing tape to the bottom of the box. Start the packing tape at least halfway down the side of the box, then bring it across the bottom and down the other side. Make sure to go at least halfway down the side of the box with tape. Press the tape on the box for good adhesion and apply several layers if desired.



### 7. Insert foam floor (part A)

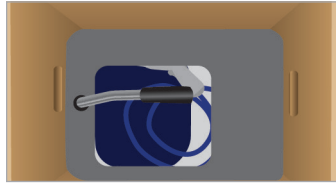
Drop the foam floor plate with the large pockets that matches the bottom of your device.



### 8. Insert device

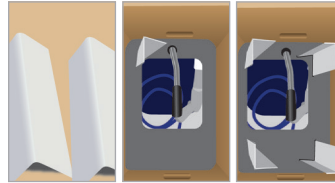
Place your device (without the castor wheels) in the box. Line up and match the device shape & orientation to the pocket shape on the foam floor plate inside the box. Wrap the spray wand and secure it in the center of the device.

**Note:** Do not include the extension cord in the shipping box.



### 9. Insert foam top (part B)

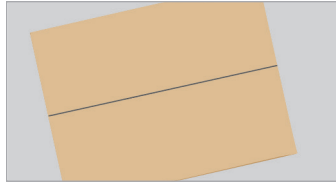
Drop foam top plate into place over the deck of the device. There is a cut in the foam to slide it over the handle or push the handle through the slot.



### 10. Insert four corner guards (part C)

Install the four vertical corner guards into the 90-degree cuts on the top of the foam plate installed in step 9.

**Note:** Skip this step if your kit does not include corner guards.



### 11. Close the box

Fold the short flaps over and ensure the vertical corner guards fit into the slots. Then fold the long flaps down to close the box and apply packing tape to the seam. Start the packing tape at least halfway down the side of the box, then bring it across the top and down the other side. Go halfway down the side of the box with tape. Press the tape on the box for good adhesion and apply several layers if desired.

### 12. Ship your device

A prepaid shipping label is on your box. Drop off the box at your nearest UPS location.