

# Moving a Fixture (Gondola) Is Not All That Hard

At times, the thought of moving a fixture to create a better space for customers can be daunting. Not to worry; it can be done, and done somewhat easily.

**If your floors are carpeted** and fixtures are not longer than 24 feet:

- 1.) Invite a lot of friends over to the store, at least six to eight people.
- 2.) Vacuum the carpet. Be aware of any rips in the carpet fabric.
- 3.) Detach the end-caps that might be attached or resting on the gondola. Move the end-caps well away from the work area. **Do not attempt to move fixtures with end-caps attached!**
- 4.) From both sides, remove all of the product from the top two shelves. Do not remove the shelves. The shelves will help keep the fixture together.
- 5.) Place a piece of cardboard under each of the perimeter legs (feet) of the fixture. You can position the cardboard under the feet by gently tipping each side of the four-foot sections of the fixture to one side, pushing at the top of the peg or the top shelf. Someone needs to be on their hands and knees ready to position the cardboard on the floor. **Do not leave out one leg; all perimeter legs must have cardboard underneath.**
- 6.) Position one person at each end of the fixture and one person on each joint of one side of the fixture. (The joints are usually located every four feet.)
- 7.) The first slide/push is the toughest. Over time, most fixtures will have sunk into the carpet. On the count of three, push the fixture either up or down by a foot. This will allow you to free up the fixture to move sideways.
- 8.) It is **VERY IMPORTANT** that everyone pushes at the same speed and time! This is not a race, nor is it a time to show one's strength. **One person pushing too hard or out of sync will damage the fixture.** It's equally important that everyone stops pushing at the same time. Push with your hands and not your feet to avoid damaging the fixture.
- 9.) If the fixture slides hard, then remove all of the product off the fixture.
- 10.) Use **extra caution** when moving fixtures over a seam in the carpet.

**If you have tile floor:**

- 1.) Clean the floor.
- 2.) Do not attempt to slide fixtures over loose tile.
- 3.) Follow the instructions for carpeted flooring.

-- Gabe Trahan, Senior Director of Store Operations and Marketing

