

Maintenance Guide



Regular cleaning of your furniture system will maintain the appearance and optimize the long term return on investment.

Metal surfaces can be cleaned with a damp cotton cloth. A non-abrasive window cleaner will do a satisfactory job on most normal office system.

Drawer suspensions are lubricated before installation. Additional lubrication may be applied to the ball-bearing housing if necessary. Use a high-quality lubricant (available in most hardware stores).

Locks are provided for all lockable furniture. The key and the outside face of the corresponding lock are stamped with the same number. If a key is lost, contact the dealer. Correct adjustment of the furniture's levelling glides will ensure proper drawer alignment for both desks and credenzas. Check glides when furniture is moved.

General Care

- Remove any spilled liquids immediately with a blotting rather than a wiping action.
- Do not drag objects across finished surfaces.
- For chips, scratches or unusual damage, professional repair may be required.
- Avoid exposing surface to extreme heat, cold or humidity.
- The surface finish may be burn-resistant but the wood beneath the finish is not and can be charred (e.g. by a burning cigarette).
- Exposure to strong sunlight should be avoided. The surface finish is fade proof but the wood beneath may change in color from extended exposure to sunlight.
- Place a desk pad under mechanical equipment. Rubber and oil will permanently mark the surface.
- Dust the surface frequently with a clean, soft, dry cloth.

Care & Maintenance of Foundation & Premium Laminated Surfaces

High pressure laminate (HPL) surfaces are highly resistant to wear, scratching, boiling water, food acids, alcohols, oil, grease and ordinary household chemicals.

Surfaces will retain their original appearance indefinitely when these simple precautions are followed:

- Wash surface regularly with a mild soap and water. Dry with clean cloth or soft paper towel to prevent soap streaks.
- To remove superficial stains which may not be easily removed with soap and water, use a non-abrasive liquid cleaner.
- Use of an eraser can assist in the removal of ink marks.
- Avoid gritty or abrasive liquid cleaners and cleansing powders.
- Avoid bleaching cleaners and cleansing powders.
- Use a wooden cutting board when cutting, slicing or chopping.
- Use a trivet or hot pad under appliances.

Care & Maintenance of Seamless Color Surfaces

Seamless color surfaces can be cleaned with a damp cotton cloth. A non-abrasive liquid detergent will do a satisfactory job on most Normal office grime.

Care & Maintenance of Glazed Elements

With proper care, glazed panel will retain their clarity indefinitely. Care should be taken against scratching or contact with very hot objects that mark the surface.

Washing

Wipe glazed elements with a mild soap or detergent and lukewarm water. Use a clean soft cloth, applying only light pressure. Rinse with clean water and dry by blotting with a damp cloth or chamois.

Grease, oil or tar may be removed with a good grade of hexane, aliphatic naphtha or kerosene. These solvents are available at paint and hardware stores.

Follow the manufacturer's recommendations.

Any oil film left by solvents should be removed immediately by washing.

Do Not Use window cleaning sprays, kitchen scouring compounds or solvents such as acetone, gasoline, benzene, carbon tetrachloride or lacquer thinner on glazed elements.

Dusting

Dust with a soft, damp cloth of chamois. Dry or gritty cloths may cause surface scratches.

Polishing

Protect the glazed elements and maintain surface gloss by occasional waxing with a good auto paste wax. Apply a thin even coat with a soft clean cloth and polish lightly with cotton flannel. Then wipe with a damp cloth to help eliminate electrostatic charges that can attract dust particles.

Removing Scratches

Fine scratches can be removed by hand polishing. Apply a compound cleaner to a soft flannel pad and rub. When the scratches have disappeared, remove all residue and polish.

Care & Maintenance of Panel Fabric

Panel fabrics are composed of 100 percent polyester or polyester blended with natural fibers. They are colorfast to the standard wet and dry cleaning procedures and are also highly resistant to most spot-cleaning solvents. Avoid excessive brushing or rubbing during cleaning to prevent fuzzing of the fabric surface. Due to the low absorption properties, soiling will tend to remain on the fiber surface. To prevent overall soiling, frequent vacuuming or light brushing to remove dust and grime is recommended.

Oil grease-type spots will respond to mild solvents or dry cleaning agents. When spot cleaning with a mild solvent or dry cleaning agent, follow instructions carefully and clean only in a well ventilated room. Avoid any product which contains carbon tetrachloride or other toxic materials. The blotting technique, without rubbing, should be sufficient to remove most spots.

To remove general dirt or grime spots, sponge with the foam from a mild detergent or upholstery shampoo. Rinse with a clean sponge to remove traces of the water-base cleaning agent. The fabric will dry very quickly.

When spot cleaning with either the water-based or solvent-base type cleaning agent, test a small inconspicuous area before proceeding to spot clean the fabric any further. If an overall soiled condition has been reached, contact a professional furniture cleaning service.

Care & Maintenance of Electrics & Lights

Electrics - Keep moisture away from all components. These parts do not require periodic cleaning but receptacles can be wiped clean with a soft dry cloth. Before using any liquid to clean the work surfaces or panels, cover the face of the receptacle to prevent the liquid from entering. Before cleaning, remove jewelry (rings, watches, bracelets) to avoid additional contact in receptacle slots.

Lights - Keep moisture away from all components and clean with a soft dry cloth. To avoid scratching any surface, do not use any abrasive cleaners and remove all hand jewelry (rings, watches, bracelets). Switch light off before cleaning or replacing the bulb.