



PRODUCT CARE & MAINTENANCE

Looking after your Office Furniture





Care and Maintenance

Annual Check

At least every 12 months, ensure all the mounting screws attaching desk/table tops, drawer runners and door hinges are tightened firmly. For Flip tables check the castors run fluently and the flip mechanism operates smoothly.

Top Care

Desk, workstations and tables are supplied standard with melamine tops. Clean tops regularly by wiping them down with a damp cloth and a general purpose cleaner/detergent. For best results use streak free glass cleaner.

Stain and Mark Removal

- Stubborn marks or stains - apply Handy Andy or diluted Janola (1 part to 3 parts water), then wipe down with a warm damp cloth.
- Smearing, finger marks, marking from cold or hot dishes, stickiness - apply 1 or 2 applications of acetone (available at pharmacies) and wipe over with dry cloth.
- Felt pen or dry marker - use methylated spirits or acetone
- Paint - use acetone or thinners (from a paint shop)
- Glue - contact type - use Ados Solvent N (from a paint shop)

Follow on with streak free glass cleaner to remove any residues.

Frame Care

Keep the plastic and metal components of your desk, workstation or table clean by wiping them down with a damp cloth and a general purpose cleaner/detergent. For best results use streak free glass cleaner.





Care and Maintenance

Fabric Upholstery

To help keep the fabric on your upholstered chair looking good, vacuum regularly on low suction with an upholstery attachment. This will help remove any dust and dirt that is deep in the fabric. For spot cleaning, use a damp cloth to wipe the surface (do not saturate the fabric) and allow the fabric to dry before further use. For tougher spots or stains, drycleaning or cleaning with solvent may be necessary. Contact the chair manufacturer for details on what products are suitable to use.

Mesh Upholstery

Clean the mesh back on your chair by vacuuming with an attachment that does not have moving parts as this may damage the mesh. If vacuuming doesn't complete the job, then wash the mesh with warm soapy water. Make sure the mesh is completely dry before use.

PU Upholstery

Dust and clean the seat of your chair with a dry, soft cloth. For dirt or thicker dust, a damp cloth with a mild detergent may be applied to the surface. Always clean the entire surface to promote uniformity and allow to air dry.

Base & Castors

Keep the chrome base of your chair clean by wiping it down with a damp cloth and a general purpose cleaner/detergent to remove dust and dirt. Keep castors clear of carpet threads, dirt or other objects that would restrict their movement. Remove castors and soak in warm water with a mild detergent. Dry thoroughly before re-attaching.

Shell Care

Clean your chair seat and back by wiping them down with a damp cloth.

- Stubborn marks or stains - apply Handy Andy or similar, then wipe down with a warm damp cloth.
- Felt pen or dry marker - use methylated spirits or acetone
- Paint - use acetone or thinners (from a paint shop)
- Glue - contact type - use Ados Solvent N (from a paint shop)

Frame Care

Keep metal components of your chair clean by wiping them down with a damp cloth and a general purpose cleaner/detergent. For best results use streak free glass cleaner.

Future Care

Ongoing care will maintain the quality and cleanliness of your chair. Lightly vacuum or wipe the surface with a damp cloth at least once a week to keep dirt and dust from collecting. Once every six months make sure all screws, bolts and nuts are tight and there are no damaged or non functioning parts.



Care and Maintenance

Fabric Care

To help keep the fabric on your screens looking good, vacuum on a low suction with an upholstery attachment. This will help remove any dust and dirt that has accumulated within the fabric.

For spot cleaning, use a damp cloth to wipe the surface (do not saturate the fabric) and allow the fabric to dry thoroughly. For tougher spots or stains cleaning with a solvent may be necessary. Contact the screen manufacturer for details on what products are suitable to use.

Frame Care

Keep the aluminium components of your screens clean by wiping them down with a damp cloth and a general purpose cleaner/detergent. For best results use streak free glass cleaner.

