

Maintenance Guide



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- 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.



Cleaning and disinfecting : what should we know

Cleaning

Surface cleaning refers to the removal of dirt and impurities, including microorganisms. Cleaning alone does not kill microorganisms. But by eliminating them partially, this reduces their numbers and therefore diminishes the risk of spreading the infection.

Disinfecting

Surface disinfection is done using chemicals to kill microorganisms. Killing remaining microorganisms on a surface after cleaning further reduces the risk of spreading the infection.



Maintenance of acrylic panels (transparent)

By taking certain precautions, acrylic panels will remain transparent indefinitely. Do not strike the panels with a solid, pointed or very hot object to avoid scratching or marking them. Clean the acrylic from the panel by rubbing with a mild soap and lukewarm water. Use a clean cloth, applying light pressure. Rinse thoroughly with clean water and pat dry by blotting with a cloth or chamois. Grease, oil or tar stains can be removed with a solvent available at any good hardware store. Follow the manufacturer's recommendations.

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.

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.

Finishes

	SUGGESTED CLEANERS	CLEANING METHOD	SUGGESTED DISINFECTANTS	TO AVOID
MELAMINE (TFL) AND LAMINATE (HPL) BOARDS	Mild soap and water	It is important not to let the solvent work for too long. Rinse with clear water and dry the surface quickly	All purpose cleaners such as Lysol, Virex II 256, Purell, Virox (peroxide). Quaternary ammonium, ethanol, hydrogen peroxide	Sodium hypochlorite and bleach / chlorine solution
ANODIZED ALUMINUM	Mild soap and water	Use a soft nylon cloth. Rinse with clear water and then dry the surface with a chamois (shammy)	To be avoided	Alkaline cleaners, aggressive acids, abrasive substances, trisodium phosphate, phosphoric acid, hydrochloric acid, hydrofluoric acid, fluorescent or similar compound
PAINTED METAL (ENAMEL)	Mild soap and water	Clean, rinse with clear water and wipe the surface	Bleach 0.5% concentration, clean for at least 1 minute. Hydrogen peroxide concentration of 0.5%, clean for at least 1 minute. 70% alcohol (rubbing, ethanol or isopropyl alcohol) for at least 30 seconds. Solution of quaternary ammonium salts, leave to act for 10 minutes. Disinfectant wipes	
ACRYLIC	Mild soap and water	Clean, rinse with clear water and wipe the surface		Ammonia, alcohol, acetone, carbon, tetrachloride
CHROME, STAINLESS STEEL	Mild soap and water	Clean, rinse with clear water and wipe the surface	Glass cleaners such as Windex	-
PLASTIC	Mild soap and water	Clean, rinse with clear water and wipe the surface	Lysol disinfectant wipes (without bleach)	Bleach / chlorine solution
GLASS	A mixture of one part vinegar to 10 parts water	Clean with a clean cloth or paper towel	Glass cleaner such as Windex, Isopropyl alcohol or acetone	Abrasive products and materials
MONOCHROM	Mild soap and water	Perfectly clean soft cloth or magic sponge, rinse with clear water and dry the surface	Non-abrasive household cleaners or solvents. Sodium hypochlorite should be used at concentrations below 5% and hydrogen peroxide at concentrations below 3%. It is possible to use alcohol	Abrasive substances, micro-abrasive sponges, steel wool, acid cleaners, alkaline cleaners, bleaches, bleach / chlorine solution , wax-based cleaner
WOOD	Mild soap and water with a sponge (do not put directly on the furniture)	Apply a small amount to a soft, dry cloth and wipe in the direction of the grain. Dry with a soft cloth	Bleach 0.5% concentration or Isopropyl alcohol diluted to 70%. Clean for 30 seconds	Abrasive substances, powder cleaners

Fabrics

	SUGGESTED CLEANERS	CLEANING METHOD	SUGGESTED DISINFECTANTS	TO AVOID
FABRICS	Mild soap and water 	Using a vacuum cleaner and a clean brush 	Refer to supplier's instructions 	Bleach / chlorine solution *Refer to supplier's instructions
FELT	Mild soap and water 	Using a vacuum cleaner and a clean brush 	Chemical stain remover (dry cleaning). Refer to supplier's instructions 	Bleach / chlorine solution
VINYL & POLYURETHANE	Mild soap and water	Clean, rinse with clear water and wipe the surface.	Refer to supplier's instructions	Alcohol and ammonia *Refer to supplier's instructions

