

CARE AND MAINTENANCE

This furniture is manufactured using natural wood veneers, laminates and/or spray-lacquer finishes. Following the guidelines below will help to preserve the quality and finish.

		Applies to these finishes V=Veneer; P=Spray lacquer; L=Laminate
CLEANING	Mild, weak detergent solution on a damp cloth followed by a dry cloth <u>- moisture should not be left on the surface at any time</u>	V P L
SPILLAGE	Any spillages should be wiped up with a dry cloth straight away – whether hot or cold	V P L
MARKS	Office equipment, faxes, calculators, telephones etc should be placed on a pad. Black rubber pads/feet on the underside may mark the surface	V P L
SCRATCHES	Avoid any metal objects on the surfaces as they may scratch. Once a scratch appears it is not possible to remove	V P L
SOLVENTS	Tippex, adhesives, nail varnish etc may damage the surface – avoid use of these materials	V P L
HEAT	Do not place furniture against any heat source – this will dry out the wood and cause shrinking and splitting	V P L
SUNLIGHT	Direct sunlight will increase the aging process of veneers. Some wood will fade, some will darken. Sunlight only speeds up the process	V
OTHER	Wood veneers can crack and split when exposed, over time, to low humidity levels – this especially true in the case of air conditioning	V

DO NOT USE SPRAY AND/OR WAX POLISHES
DO NOT USE BLEACH OR ACID-BASED CLEANERS