

## Care and Maintenance

Periodic maintenance is necessary, the same as for other equipment, to insure long-term durability and customer satisfaction. NOTE: Warranty may be voided if proper maintenance procedures are not followed. Users of our product should be advised of the following:

**Adjustments** – We recommend that the product be examined every sixty (60) days for loose screws, missing glides, cracked or broken welds, loose rails, loose joints, loose seat pads, cracked laminate and splintered wood.

To prevent the product from becoming unstable:

- Loose screws should be tightened as required
- Cracked or broken welds, loose rails and loose joints should be repaired immediately
- Missing glides should be replaced immediately
- Columns should be seated properly on the hub of the base

To avoid tears and lacerations:

- All protruding screws, nails, etc. should be removed
- Chipped or cracked laminate should be repaired or replaced
- Wood splinters should be cut off, sanded smooth and refinished

Wood products should not be subjected to extreme temperatures or moisture.

NOTE: Merchandise requiring adjustments or showing any signs of structural failure, should be taken out of service immediately, until the required adjustments are completed.

**Wood Finishes** – Coat wood with a hard paste wax every to three to four months during the first year of use. After the first year, application can be less frequent. To clean: Use a liquid cleaner-wax polish combination. Do not use abrasive household solvents. To repair scratches, use a wax repair stick. Water spills on the surface should be wiped off immediately.

### Metal Finishes

**Plated** – Remove dirt and fingerprints with a non-abrasive glass cleaner or damp cloth. Apply furniture polish once every six (6) months to maintain surface.

**Smooth Powder Coats** – Wipe with a damp cloth. For stubborn stains and grease marks, use soap and water. If chipped, touch-up paint should be applied to prevent further chipping.

**Textured Powder Coat & Hammertone** – Remove smudges by wiping with a damp cloth. Brush the surface with a soft bristled dry brush to remove dirt.

**Polypropylene Shells** – Clean with warm water and household detergent. For stubborn stains, use a soft brush with detergent. Do not use abrasive cleaners.

**Textiles** – Cleaning methods vary based on type of fabric. Dirt and crumbs can be gently brushed or vacuumed off. Spills should be wiped off immediately with a cloth. For overall cleaning, professional service is recommended. For upholstery that has been protected with Scotchgard, Zepel, etc. in manufacturing, the protective coating must be reapplied once every year.

**Vinyl Upholstery** – Use a liquid detergent suitable for cleaning vinyl. After cleaning, wipe the surface with a cloth dampened with warm water.

**Vinyl Edges** – Use a liquid detergent suitable for cleaning vinyl. After cleaning, wipe the surface with a cloth dampened with warm water.

**Laminate** – Apply self-cleaning wax. To remove stains, wipe surface with a damp cloth using soap or liquid detergent. Remove stubborn stains with a damp paste of baking soda. Leave on for a minute, then blot away. Abrasive cleaners should not be used. Acid based products spilled on the surface should be wiped off immediately, then rinsed.