

# Maintenance Instruction



## CLEANING AND CARE INSTRUCTIONS FOR OPHELIS OFFICE FURNITURE

### 1. Cleaning and care instructions for decorative surfaces

#### Care and cleaning:

The decorative panel is durable under normal usage and requires no special care.

Treatment of dust, dirt, grease, pencil marks, limescale, fingerprints, tea, coffee or similar:

Remove **light soiling** with a soft, damp microfibre cloth or a soft sponge. Please wipe with an absorbent cloth after damp cleaning (paper wipes may also be used).

**Heavier soiling** can be removed with soapy water or liquid household detergents (such as Sidol Küchenkraft by Henkel, W5 Multi-Purpose Degreaser from Lidl, or washing-up liquid).

Important: Dissolves grease!

However, cleaners with abrasive components must not be used.

Cleaning agents should be removed completely after a brief exposure to prevent streaking. The most effective way of doing this is by wiping with a damp microfibre cloth and drying with an absorbent wipe (such as kitchen roll).

We also recommend: The darker the decor, the more the cleaning agent should be diluted with water.

**Stubborn soiling** can be removed with an all-purpose cleaner, for example (such as Mr. Clean or other suppliers) as a form of basic cleaning. This basic cleaning may be needed every four weeks under normal usage conditions. Cleaning may also be done with organic solutions such as acetone or alcohol. However, this may lead to streaking, which in turn may require cleaning with a damp cloth and then drying with kitchen roll, for example.

Soiling with limescale can be removed by cleaning with dilute vinegar.

We recommend: The darker the decor, the more the cleaning agent should be diluted with water.

**In general**, lengthy contact with the cleaning agent should be avoided, as this can corrode the surface.

#### NOTE

The application recommendations of the respective manufacturers should always be observed before using cleaning agents and cleaning aids.

## **2. Cleaning and care instructions for painted natural wood surfaces**

### **General**

Natural wood surfaces should only be dusted with a soft, lint-free cloth during the first 14 days after being finished. They should not be wiped hard or for too long; otherwise the paint will become statically charged, which will attract even more dust.

Natural wood surfaces must not be treated with cleaning agents containing silicone, acetone, thinners or abrasives. This would gradually scratch the paint surface, which protects the wood, and could lead to grey pores. Cleaning agents with alkaline components (alkalis, ammonia, etc.) would also destroy the wood.

### **Cleaning**

Wiping with a damp cloth is usually sufficient to release adhering dirt from a wood surface. This can be followed by wiping with a dry cloth. If the surface is heavily soiled, it can be cleaned with diluted soapy water (curd soap or similar). Care must be taken to ensure that the cleaning agent is not applied for too long and is treated afterward, first with a damp cloth and then with a dry cloth.

Furniture cleaners (such as Neupol) are suitable for removing water and alcohol stains. Furniture cleaners also make pores, scuffs and scratches invisible and are suitable for refreshing faded areas as well. However, these care products should also be used rarely and very economically, as they can reduce the resistance of the relatively thin layer of paint.

### **IMPORTANT NOTICE**

Naturally grown wood is not a synthetic material. Each tree trunk is different in colour and structure, which can lead to unavoidable variations. These natural differences are therefore no basis for complaint.

### 3. Care instructions for upholstery fabrics and Plexiglas elements

For maintenance cleaning, dust and crumbs should be regularly removed from upholstery fabrics with a vacuum cleaner (upholstery attachment). For heavy soiling, the best cleaning results are obtained by treating the fabric with a dry chemical cleaning agent suitable to the respective degree of soiling. The upholstery fabrics are flame-resistant. They must therefore never come into contact with water, as otherwise staining may occur due to crystallisation.

Soiling resulting from the spillage of liquids should be absorbed as quickly as possible with a white, absorbent cloth. Care must be taken that the liquid does not penetrate through the fabric when sponging it up.

If using cleaning solutions, always work from the edge of the stain inwards. Please use only small quantities of cleaning agents and be sure to sponge the solution up between applications. Where possible, solvents should be prevented from soaking the fabric.

If the stain cannot be removed according to the methods described below, please contact a cleaning company.

#### Stains

Beer, egg, mustard	1
Floor wax, rust	2
Blood	1
Fat/oil, butter, cream, lipstick, metal polish, furniture polish, salad dressing, chocolate, shoe polish	2, 1
Felt-tip pen, milk, drinks, sauces, ink	1
Chewing gum	9
Candle wax	3
Nail varnish	8, 2
Oil paint	5, 2, 1
Soot	4, 1
Ink	1
Watercolour paint	1
Wine	7

#### Applications

1	Upholstery shampoo
2	Dry cleaning agent
3	Blotting paper and iron
4	Methylated spirits/methyl alcohol
5	Turpentine
6	Vacuum cleaner
7	Absorbent powder
8	Nail varnish remover (acetone)
9	Chewing gum remover (freeze cleaner)

For cleaning Plexiglas panes, please use a microfibre cloth with a glass or window cleaner.

Please consider the cleaning instructions as a recommendation: we cannot assume any liability for damage resulting from the improper application of our care recommendations.