

# Reception desks

## Maintenance instruction

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The daily protection and care of furniture is a guarantee of your satisfaction and the possibility of using it for many years. Every piece of furniture, regardless of the material it is made of, requires appropriate treatment and the user's efforts to keep it looking good throughout its life. If furniture is not cleaned properly, it will wear out much quicker, so it is worth knowing a few rules and avoiding mistakes that could result in damage to the furniture. Below you can find the rules for the care and maintenance of our furniture.

The use and maintenance of furniture that does not comply with the guidelines below may be grounds for rejection of a possible claim.



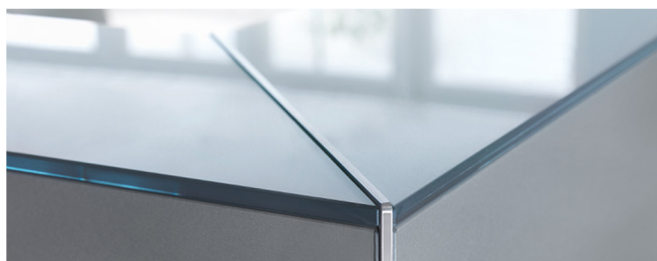
### GENERAL RULES

1. Furniture should be used as intended, in rooms protected against the effects of harmful weather conditions, and in temperature between +15 and +35 degrees C.
2. Do not place furniture in the immediate vicinity of heat sources.
3. Do not use furniture in high humidity conditions and places exposed to direct sunlight.
4. Follow the assembly instructions, operating on a clean and level surface free from any foreign elements.
5. Mount the fittings on a hard surface.
6. Do not preserve the fittings, only keep them clean.
7. Level the furniture before using it.
8. Do not move the furniture with a full load.
9. While moving the furniture, do not hold it by the tabletop, as this may damage the structure.
10. During use:
  - a. protect cabinets and shelves against falling over,
  - b. do not overload the shelves,
  - c. do not step on the furniture,
  - d. do not hang cabinets directly above work stations,
  - e. do not leave cabinets' drawers and doors open,
  - f. do not touch the halogen lighting or bulbs directly with your hand,
  - g. do not expose the furniture to direct contact with liquids; remove any liquid spilled on the surface immediately,
  - h. do not place hot objects on the surface of the furniture (use coasters),
  - i. do not allow heavy staining to occur,
  - j. immediately remove all soiling, spills and stains from juices, dishes, sauces and other liquids and do not wait for them to dry,
  - k. use thick pads or coasters under plant pots, plates, cups and other items that may risk flooding the surface of tabletops, cabinet tops or shelves,
  - l. be careful when placing hot, hard or sharp items on the surface of the furniture, as these can damage the surface.



### MELAMINE

1. Use a mixture of water and soap or a mild dishwashing liquid for daily care of the melamine. Clean with a damp cloth and wipe dry.
2. Maintenance should be carried out at least once a month, using only products intended for melamine care.
3. Do not clean, especially super-mat structure elements (oak) and synchronous structure elements, with alcohol-based agents, glass cleaners and oiling agents in order to avoid irreversible stains.
4. Do not use corrosive or scratching chemicals.
5. Do not use preservatives, polishes or oils.
6. Protect furniture against heat, water, alcohol, and solvents. Do not allow heavy staining to occur.



### GLASS

1. Use glass cleaners by applying them on delicate fabrics. Subsequently, wipe with dry material until the surface is glossy.
2. Do not spray the cleaner directly on the glass, especially at the edges, to prevent liquid from getting under the surface. This can cause paint splashes.
3. For better protection of glass surfaces, a hydrophobic coating can be used to prevent smudges or stains.



### HPL

1. Remove any dirt and stains immediately, do not allow them to dry out
2. Remove dirt and dust with a damp cotton cloth. Maintenance should be carried out at least once a month. After cleaning, wipe the surface dry.
3. When cleaning with a wet cloth, always wipe the surface dry with a microfibre cloth to prevent the paint from crumbling and board swelling.
4. Do not use cleaning lotions or products containing acetone, ammonia, and alcohol to clean varnished surfaces.
5. Avoid intensive cleaning and excessive polishing, as this may tarnish the furniture.



## METAL

1. Powder-coated metals are durable surfaces, but can be sensitive to oxidation and scratching.
2. For everyday care of metal surfaces use a mixture of water and soap for daily care. Clean with a soft damp cloth and wipe dry. Do not use hard brushes or wire brushes.
3. In the event of deep damage to the topcoat of the paint, the damaged area must be protected against moisture using mortar varnish. If corrosion has occurred at the site of damage, clean the metal of rust beforehand.