

FURNITURE AND MAINTENANCE GUIDE

FURNITURE.

Your chairs and furniture will undertake constant wear.

- Wipe with a soft, slightly damp cloth and dry with a lint free cloth. Use a very mild soap and water solution, and dry with a cloth.
- Avoid any bleach, chlorine, and silicone-based products like D10 or other detergent cleaning products.
- The colour of your wooden furniture can be altered through excessive heat from direct sunlight and radiators and can cause cracks in the wooden frames.
- Wine, coffee, and tea can cause immediate discolouration, dry and clean immediately to avoid permanent marks.
- Do not stack chairs on tables - When cleaning the area, if the chairs fall then breakage is likely to occur. Do not stack tables on top of each other, this will result in damage with the potential for tops to be scratched.
- Care must be taken moving furniture around as dragging can cause damage within the wooden frame.
- Avoid using Danish oil near upholstery and leather when applying to oiled wood.
- Protect your furniture from hot crockery, kettles and pots with heat protecting place mats as hot items can cause heat rings or in some extreme cases cause burn marks.

UPHOLSTERY

FABRIC

Occasionally use a soft brush vacuum cleaner on fabric seat covers. For spillages, soak with an absorbent cloth with blotting actions. Work from the outside in with spills to avoid spreading, always consult the fabric company for best cleaning advise.

LEATHER & FAUX LEATHER

Leather can be wiped occasionally with a damp cloth and a mild soap and water solution. Do NOT exert too much force when cleaning leather. Allow to dry naturally and buff with a clean dry cloth. Do NOT use polish, saddle soaps or sprays on the leather. Note that real leather will naturally wear over time in high traffic areas and seat spots.

Never use any bleach, chlorine, and silicone-based products like D10 or other detergent cleaning products on any upholstery.

TABLETOPS

LAMINATE, TIMBER, GRANITE & GLASS TABLETOPS

Your tabletops will endure regular and constant wear throughout their lifespan. To keep your tabletops in good condition, it is important to both clean and maintain your top to the recommended guidelines.

- Always blot any spills immediately, wiping tabletops with a soft, slightly damp cloth and dry with a lint free cloth.
- Only clean with a mild detergent solution such as Fairy Liquid and remove any excess moisture, glass tops or mirrors should be cleaned with a non-solvent based cleaner and soft cloth.
- Sanitising sprays are NOT recommended. Long term use of a sanitising spray will damage the lacquer/surface.
- Polish, bleach or chlorine will also DAMAGE the lacquer/surface if they contain alcohol, ammonia and/or acids, please keep in mind that citrus juices (lemon especially) and alcohol can damage the appearance of granite and marble due to the vulnerable natural or polished stone surface.
- Silicone based polish is NOT recommended and will lead to a build-up of silicone film altering the tabletop's appearance.
- Avoid dragging, scraping, and cutting with sharp objects.
- Protect your tabletops from hot crockery, kettles and pots with heat protecting place mats as hot items can cause heat rings or in some extreme cases cause burn marks, never stack tables on top of each other.

METAL TABLETOPS

Copper and Zinc are elements. Stainless is an alloy, and Brass is an alloy of both Copper and Zinc. These metals can all react with each other and other metals like Iron, they can also react to acids in foods and drinks, metal tops will wear/age over time as they react to the environment.

- Maintain your metal by reapplying wax as and when required to help reduce marks/scratches.
- Spillages should be cleaned away as soon as possible with warm soapy water and a soft cloth then dried.
- Do NOT allow liquids to pool and remain on the surface as this will cause water marks.
- Do NOT use ammonia, bleach, or other chemical-based cleaning products, especially on patina or natural Copper.
- Mirror polished Copper/Brass can be re-polished with a good proprietary metal polish.
- Do NOT use scouring pads or other harsh cloths.
- Protect your tabletops from hot crockery, kettles and pots with heat protecting place mats as hot items can cause heat rings or in some extreme cases cause burn marks, never stack tables on top of each other.

- Marble tops

These are the most common causes of damage to stone surfaces.

Permanent stains from acids in foods such as tomato, mustard, fruit juices, wines, and coffee. - This is a common problem with red wine vinegar where oysters are served. It etches strongly and leaves a pinkish colour. This particularly applies to Carrera marble and limestone.

Etching from using the wrong cleaning products, such as scouring creams, other abrasive cleaners, and acid-based products such as hydrogen peroxide or bleach.

Chips and scratches from knocks, particularly on straight edges. This particularly applies when tables are pushed together, and the tops are knocked.

Clean with warm water and soap or mild liquid detergent but always test a small spot first. Stone surfaces can be polished using standard polishing products.

Take great care moving tables with stone tops; the bases can come off if not lifted correctly, when moving tables with stone tops, take particular care and lift from their bases.

Protect your tabletops from hot crockery, kettles and pots with heat protecting place mats as hot items can cause heat rings or in some extreme cases cause burn marks, never stack tables on top of each other.

MOVING YOUR TABLES.

When moving the tables around your premises, care must be given not to drag, slide or push the tables into their position. This could cause damage to the legs or fittings, causing them to potentially misshape or bend. To move the tables correctly, a minimum of two people at both ends are needed to lift the table, ensure all four legs are off the ground, then place carefully back down. This is particularly important for tables without stretchers. Never stack tables on top of each other.

BANQUETTE & FIXED SEATING

Maintaining and cleaning your banquette and fixed seating will largely depend on the upholstery type and banquette design and style, please refer to the upholstery section for more details. Fixed seating will need to be cleaned and inspected regularly.

- Wipe down with a soft, slightly damp cloth and dry with a lint free cloth. Leather can be maintained with an occasional mild water and soap solution. Fabric can be maintained with a soft brush vacuum cleaner (see upholstery guidelines).
- Be sure to clean crumbs and dirt from all grooves and joins in your banquette seating.
- Inspect all deep button seating for dirt and build up.
- Be sure to clean kick board area from any dirt marks from shoes and bags.
- Wine, coffee, and tea spills can cause immediate discolouration, dry and clean immediately to avoid permanent marks.
- Care must be taken moving modular seating around as dragging can cause damage to the joints within the wooden frame.

CASE GOODS

Wood & Veneer

Normal Cleaning, Dust regularly with a slightly damp, soft, lint-free cloth, Wipe dry with a dry, soft cloth in the direction of the wood grain.

Spills should be immediately wiped up with a damp cloth to help prevent water marks.

Once a month, Clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture or slightly damp mild soapy water cloth, Wipe the surface in the direction of the wood grain to remove dirt and fingerprints then wipe dry with a clean dry cloth.

Twice a year, apply a good quality furniture polish with a soft cloth, do not use aerosol-powered cleaners or polishes, Also, do not use polishes containing waxes or abrasives, or polishes that are oil based.

Stains

To reduce the risk of damage, take some precautions: Use coasters for glasses and mugs. If a glass top is added to the wood or veneer surface, be sure it rests on felt pads. Do not place a potted plant on a wood or veneer surface unless it is in a water-tight container or in a drip tray. Do not let vinyl binders stay on a surface for long. Use protective pads under equipment with "rubber" cushioning feet. Some chemical compounds used in the feet on office equipment, such as printers and monitor stands, may leave permanent stains or marks.

Minor repair of water rings, stains, and scratches Rub the surface lightly in the direction of the wood grain using No.0000 steel wool, use at own discretion. Apply a scratch-removing polish with a colour and value that simulate the veneer. If the scratches are deep, consult a professional furniture refinisher first.

Other Damage

Wood is susceptible to bruising and scratching from day-to-day use, so we encourage a protective surface is placed underneath when stacking or moving. Objects should be lifted instead of dragged across a surface. Protective pads should be used under items with a rough bottom, like pottery. Denting, caused by extreme pen pressure when writing, can also damage wood and veneer. Use desk pads or some other protection where a lot of paperwork is done.

Sunlight can damage wood and veneer as well, so surfaces should not be in direct sunlight. To help a surface age evenly, users can periodically move items on their desks so that the entire surface is exposed to an even amount of light over time. In addition to light, extremely high or low temperatures can be damaging to the products which can make them expand or shrink which can lead to cracks, bowing or general movement that affects the usability of the products.

Door maintenance

To ensure that doors open and close smoothly please keep them maintained, wardrobes, cupboards and other case goods that have doors must be kept on a level floor, uneven floors will result in stiff closing, bowed and uneven doors.

The hinges should be kept clean from dust and lubricated twice a year; cloths and other internal items should be kept away so doors can close without any strain from internal items which could result in damage to the door hinges or joints.

Track running doors should be serviced once a month by simply running a thin nozzle attachment from a vacuum cleaner into the grooves of the track which will help remove and prevent dust and grit affecting the runners.

Outdoor Furniture

Plastic Outdoor Furniture Care

In general, surfaces made from plastic materials can be cleaned with a soft damp cloth and warm water; for persistent stains, a small amount of liquid soap diluted in water may be used.

Avoid using acetone, trichloroethylene, ammonia and detergents that contain even just a small amount of these substances because they can render shiny surfaces opaque.

Avoid the use of ethyl alcohol as this too can make the surface opaque.

Avoid all types of abrasive substances, for example powdered cleaning products, abrasive creams, score pads and rough sponges.

Using dry cloths is not recommended. When rubbed, plastic surfaces become electrically charged and attract dust; this is therefore not recommended on any shiny or glossy surface.

Avoid placing objects on the furniture that can scratch the material with which the products are made. We remind you that surfaces made from plastic materials cannot endure high temperatures, for example direct contact with hot pots or pans.

Weave Outdoor Furniture Care

If you have an outdoor vacuum, use it to vacuum away any loose dust and dirt on your furniture. Dry brush all surfaces. Use a new, soft bristled paint brush to dry brush all the surfaces. The brush can be used to get between the gaps in the weave and should loosen any dirt that is stuck on the weave. Start with the top and tightest weave areas then work the brush outward toward the looser weave areas. Do not forget the back and bottom of the furniture surfaces. Wipe with damp cloth. Dip a clean cloth into a bucket with a mixture of water and mild detergent. Wring the cloth so that it is damp, not dripping. Then wipe the weave surfaces. Be patient and rinse the cloth often as the dirt builds up. You need enough moisture to get the cloth into the open spaces of the weave without soaking the weave. Rinse with damp cloth. Once the dirt has been removed, use a new clean cloth with a bucket of clean water. Slowly go over the surfaces again to rinse away any remaining dirt and any residue from the soapy water wash. Set aside to dry. Weave is pliable and easily damaged when wet so it needs to dry as soon as it is cleaned. Set the weave furniture aside so that it can air dry without being disturbed. Let the furniture dry for a couple of hours before anyone sits in them.

Caution: Weave furniture can be easily damaged if hosed down, don't allow to get too wet or manipulated while wet so follow these steps and have a little patience. You will be able to clean the outdoor weave furniture without causing damage to the furniture.

Metal Outdoor Furniture Care

Metallic, steel, aluminium and polished surfaces should be cleaned with a soft damp cloth and warm water; for persistent stains, liquid soap diluted in water can be used. After cleaning, always dry with a soft cloth or a leather cloth.

Do not use cleaning products for steel, chlorine, bleach, or other aggressive detergents.

Avoid abrasive creams, score pads and abrasive sponges that can scratch metallic surfaces.

Handle painted metal items with care to avoid hitting one against another which will chip paint, just as stones and gravel will chip paint on an automobile. Painted metal card tables, chairs are often banged against each other in storage and soon paint is chipped badly.

Seasonal Care: About midway through summer, a thorough cleaning and waxing will help maintain general appearance of metal outdoor furnishings.

Teak Outdoor Furniture Care

Cleaning can be done with a normal household bristle brush [not too hard] and some warm, mildly soapy water. Wash down afterwards with clean water. There are also proprietary cleaners on the market to clean off various deposits and accumulated dirt and stains. If the furniture has some stubborn and heavily ingrained stains these can be removed by sanding with a fine grade of sandpaper, being sure to work only with the direction of the timber grain. After sanding stains away like this, if the furniture was previously teak oiled, you may wish to re-oil, or if it had previously been left natural, the fresh teak colour exposed by sanding will soon mellow in. Once the furniture has taken on a weathered surface, it is easily maintained by an annual cleaning with a soft bristled brush and soapy water to remove accumulated dirt.

Pressure washers are to be avoided as they can scour and roughen the wood surface. Also, the use of steel wool is not recommended as it can leave a residue that can produce rust spots.

Seasonal Care: Oil teak furniture every three months to maintain its original colour. Teak oil is based on special vegetable oils and resins to give a quick penetrating seal to teak. It is always best to cover your teak furniture during winter. Use a material that allows the wood to breathe.

Care for Outdoor Cushions

When cleaning your outdoor furniture cushions you should first determine what type of material you have. Check the tags. This will often tell you the material and give you cleaning instructions. Most new outdoor cushions are coated or treated in some way to protect against sun and other elements. Common materials are acrylics that feel like canvas woven polyesters coated with PVC, or vinyl. Fillings are often polyesters that do not hold water. Other cushion filling may be urethane foam that is not completely waterproof.

All cushions should be brought in each night and stored in a dry place.

PVC Polyesters and vinyl can be gently washed with soap and water.

Always test a small area first when doing any cleaning to check its suitability, follow manufacturer's cleaning recommendations if available. Do not put cushions or cushion covers in the washing machine, unless specifically recommended by the manufacturer. Same rules apply to using a dryer.

PLEASE NOTE. Dynamic Contract Furniture cannot be held responsible if you do not adhere to the guidelines set to maintain your furniture.