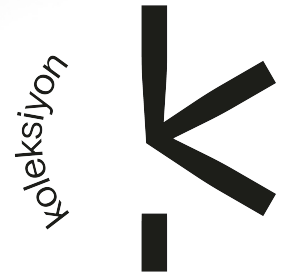


CLEANING & MAINTENANCE INSTRUCTIONS



This maintenance instruction has been prepared in order to recommend to the user helping to protect all our product range in good condition maintenance suggestions. Detailed informations for product groups has been placed in **“Waranty and instructions for use”**

Wood, Veneered, Lacquered and Melamine Products

Suggestions

1 Surfaces shouldn't be contacted with any scratching, hard materials and should be used desk mat to avoid scratches from hard materials on the table top.

2 It shouldn't be dragged objects surface of the desk, they should always lift to carry.

3 All surfaces should be protected from direct sun lights. UV lights can be caused color fading on the surface.

4 It should be avoided placing glasses or cups directly to the desks. Desk mats should be used.

5 Overload shouldn't be placed on table top or shelves. Weights should be distributed equally.

6 In case of accidentally spilling liquid on the product surface, it should be wiped with a white soft cloth and then it should be dried.

Cleaning and Maintenance

1 Products surfaces shouldn't be cleaned with any chemicals which is containing detergent, alcohol, thinner, acetone, etc.

2 The surfaces should be wiped and dried in a circular motion without local scrubbing with special furniture cleaning materials or with a white soft cloth moistened with natural soapy water.

3 All surfaces should be protected from direct sun lights, cigarettes, water and humidity. UV lights can be caused color fading on the surface.

4 Color change may be occurred in the places where the cleaning material is applied.

5 Professional support should be taken for material spills such as glue and ink.

6 In case of accidentally spilling liquid on the product surface, it should be wiped with a white soft cloth and it should be dried.

Fabrics, Genuine and Artificial Leathers

Suggestions

1 All surfaces should be protected from direct sun lights, cigarettes, water and humidity. UV lights can be caused color fading on the surface.

2 In products which is produced with removable cover, the fabric may become loose over time as a result of use. In this case, the necessary stretching should be done by opening the fatex band under the product.

3 In case of spilling liquid on the upholstered part of the products, the liquid should be absorbed with an absorbent cloth before the stain penetrates deeply.

4 In cases where threads come out of the seams of genuine leather, artificial leather or fabrics, they shouldn't be pulled off. They should be cut with scissors without damaging the product.

5 Surfaces shouldn't be contacted metal and scratching materials. It should be considered that some clothes like jeans can change the surface color. Be sure that clothes are not changing the surface color.

6 Depending on the using on genuine / artificial leather sparkling may be occurred over time.

Cleaning and Maintenance

1 Products surfaces shouldn't be cleaned with chemicals which is containing detergent, alcohol, thinner, acetone, etc. Color changes might be occurred if cleaning materials are used. The surfaces should be wiped and dried in a circular motion without local scrubbing with special furniture cleaning materials or with a white soft cloth moistened with natural soapy water.

2 Upholstered products should be dusted with a soft brush vacuum cleaner.

3 Upholstered products should be cleaned with dry cleaning. They shouldn't be washed.

Marbles

Suggestions

1

Calcium carbonate, which marble contains in its structure, reacts in contact with acid-containing materials and causes staining on the marble. Therefore, marble surfaces should not come into contact with substances such as foods, drinks, cleaning materials which is included acids such as lemon, olive oil with high acid level, etc.

2

Hot objects cause staining on marbles' surfaces therefore avoid to contact hot objects to directly marbles.

3

Hard materials will scratch the marble surface therefore direct contact of such materials to the marble surface should be avoided.

Cleaning and Maintenance

1

Marble surfaces might be removed dusts with white soft cloth once or twice a week.

2

Marble surfaces shouldn't be contacted with materials which is containing acid as hydrochloric acid, bleach, cleaning materials, etc.

3

Marble surfaces can be wiped with special marble cleaning materials or white soft cloth moistened and dried in a circular motion.

Other Materials

Metals

1 Metal materials should never be wiped with a wet or cloth moistened, detergent, alcohol, thinner, acetone, etc and should not be cleaned with chemicals. It should be used dry soft cloth in circular motion.

2 Scratched materials shouldn't be contacted on metal surfaces.

Glasses

1 Scratched materials shouldn't be contacted on glass surfaces.

3 Painted glass should be cleaned with white soft cloth moistened regularly. Special cleaning materials for glasses may be used for natural glasses (unpainted natural glasses)

2 It shouldn't be dragged objects on glass surface and should be used protective mats.

Plastics

1 Plastic materials should never be cleaned with detergent, alcohol, thinner, acetone, etc.

3 The right floor type choice should be made when choosing plastic wheels. Since carpet fibers can accumulate between the wheels, they should be cleaned regularly

2 The surfaces should be wiped and dried in a circular motion without local scrubbing with a white soft cloth moistened with natural soapy water.

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