

# CLEANING & MAINTENANCE INSTRUCTIONS



This maintenance instruction has been prepared to suggest to the user the right protection ways to protect all our product range in good condition maintenance. Various materials and detailed information are given below.

## Wood, Veneered, Lacquered and Melamine Products

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### Suggestions

- Surfaces shouldn't be contacted with any scratching, hard materials and the tabletop should be used desk mat to avoid scratches from hard materials.
- On the surface of the desk, objects shouldn't be dragged, they should always lift to carry.
- All surfaces should be protected from direct sun lights, cigarettes, other sources of heat (heater cores, fans, irons, etc.), water, and humidity. UV lights can cause color fading on the surface.
- Placing glasses or cups directly on the desks should be avoided. Desk mats should be used.
- Overload shouldn't be placed on tabletop or shelves. Weights should be distributed equally.
- 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

- Products' surfaces shouldn't be cleaned with any chemicals which contain detergents, alcohol, thinner, acetone, etc.
- 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.
- Color change may occur in the places where the cleaning material is applied.
- Professional support should be taken for material spills such as glue and ink.

## Marbles

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### Suggestions

- Surfaces with a protective coating on marble are resistant to stains such as abrasion, food, oil, lemon, wine, coffee, and make-up. In order not to damage the protective surface, cutting should not be done on the surface.
- Marbles with the protective surfaces should not be lifted from the edges; although it is a unique edge softener, they may separate from the surface if force is applied.
- It should not be contacted with direct heat sources.

### Cleaning and Maintenance

- Marble surfaces should be dusted with a white soft cloth once or twice a week.
- Marble surfaces can be wiped with special marble cleaning materials or white soft cloth moistened and dried in a circular motion.
- Abrasive chemicals should not be used for cleaning. Marble surfaces shouldn't be contacted with materials containing acid like hydrochloric acid, bleach, cleaning materials, etc.

## Fabrics, Genuine and Artificial Leathers

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### Suggestions

- All surfaces should be protected from direct sun lights, cigarettes, water, and humidity. UV lights can cause color fading on the surface.
- In products that are produced with removable covers, the fabric may become loose over time as a result of usage. In this case, the necessary stretching should be done by opening the fatex band under the product.
- 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.
- In the case 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.
- Surfaces shouldn't be contacted with 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.
- Depending on the usage of genuine/ artificial leather sparkling may be occurred over time.
- Fabrics, which are made from natural materials (linen, cotton, wool), may begin to pill, loosen and fade in color due to use. This is a natural property of the fabric and is not a defect.
- Cushions with mixed feathers may become flat due to use and, therefore, must be periodically lightly beaten with the hands to fluff them back up.

### Cleaning and Maintenance

- While some upholstery is washable, some of them are not but they can be only dry cleaned. For detailed cleaning information please check for each fabric model.
- Products' surfaces shouldn't be cleaned with chemicals that contain detergents, alcohol, thinner, acetone, etc. Color changes might occur if cleaning materials are used.
- Upholstered products should be dusted with a soft brush vacuum cleaner.

## Metals

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- Metal materials should never be wiped with a cloth that is moistened or dampened with detergents, alcohol, thinner, acetone, etc., and should not be cleaned with chemicals. It should be used dry soft cloth in a circular motion.
- Scratched materials shouldn't be contacted on metal surfaces.

## Glasses

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- Scratched materials shouldn't be contacted on glass surfaces.
- Should avoid dragging objects on the glass surface and should be used protective mats.
- The painted glass should be cleaned with a white soft cloth moistened regularly. Special cleaning materials for glasses may be used for natural glasses (unpainted natural glasses).

## Plastics

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- Plastic materials should never be cleaned with detergents, alcohol, thinner, acetone, etc.
- Surfaces should be wiped and dried in a circular motion with a white soft cloth moistened with natural soapy water, without local scrubbing.
- The right plastic wheel choice should be made with consideration of the floor type. Since carpet fibers can accumulate between the wheels, they should be cleaned regularly.

**KOLEKSİYON**