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## MATERIALS

### WOOD VENEER

#### Normal Cleaning

Dust daily with a slightly damp soft lint-free cloth.

Wipe dry with a dry and clean soft cloth in the direction of the wood grain.

It is recommended to apply once a month a high-quality formulated cleaner for cleaning wooden furniture; apply it with a slightly moistened cloth, following the manufacturer's instructions.

Clean the surface in the direction of the wood grain to remove fingerprint marks.

Do not use wax-based products, polishes, waxes, abrasive products, or oily polishes.

#### Minor Repairs

For minor repairs caused by water stains, marks, and scratches, always lightly rub in the direction of the wood grain with water sandpaper No. 000 (without water).

Apply a scratch-removing polish with a color and value that simulates the veneer.

### LAMINATES

#### Tabletops, Work Surfaces, and Storage Products

#### Cleaning Instructions

For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent immediately dry with a clean cloth. To keep your furniture dust-free, use a special spray to prevent dust from sticking to the surface.

Special furniture wax can help hide slight scratches on the surface. Be sure to remove it completely to avoid staining your clothes or any other items.

#### Spots

Difficult stains such as coffee or tea can be removed using a mild soap or detergent and a soft-bristle brush.

Repeat as necessary. If the stain persists, use baking soda. Be careful not to press too much or too hard. It can damage the decorative surface, especially if the finish is glossy.

## WARNING

Always remove the detergent completely after cleaning. If a small amount of solution remains on the surface, it may cause discoloration of the surface.

Do not use abrasives or other strong cleaners such as bleach, hydrogen peroxide, nitric acid or hydrochloric acid. They can permanently change the color and texture of the finish.

Avoid cleaners that contain any of the following ingredients:

- Hydrochloric acid
- Muriatic acid
- Hydrogen chloride
- Sulfuric acid
- Oleic acid
- Vitroil oleum oil
- Hydrofluoric acid
- Rust remover
- Phosphoric acid
- Sodium hydroxide
- Caustic soda

NOTE: In case of accidental spillage of any of these products on the surface, clean immediately.

Wash with soapy water and rinse until completely removed.

## PANEL SYSTEMS

### PANELS

For regular cleaning, gently brush or vacuum the surface to prevent dust accumulation.

For spills or stains:

- Clean immediately.
- Remove as much of the staining agent as possible from the surface.
- Gently brush and absorb excess liquid.
- Drying completely will make cleaning more difficult.

### BIG AREAS

It is advisable to hire a professional service for cleaning the complete panel.

### MAKE SURE THE CLEANING SERVICE DOES NOT:

- **USE METHODS THAT HEAT OR SOAK THE PANELS.**
- **USE STEAM TO CLEAN THE PANELS.**

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## PLASTIC

### TRANSPARENT ACRYLIC

For normal cleaning, first clean the surface with water to remove any dust particles or other abrasive material. Clean the plastic with a sponge soaked with water and mild soap (non-abrasive) or a solution of water and ammonia. Rinse thoroughly with clean water and dry with a soft cloth.

After cleaning, you can polish the acrylic with wax, applying it with clean industrial cotton and rubbing it off with another piece.

### RECOMMENDATIONS

Do not use benzene, acetone, denatured alcohol or gasoline, or any product that contains any of these components; These solvents soften the surface and can cause cracks or damage.

Avoid using solutions to clean glass, as well as abrasive cleaners and instruments. Ensure that cleaning materials are always free of coarse dust or particles that could damage the furniture.

### HARD PLASTIC (POLYPROPYLENE)

For normal cleaning, wash with a soft cloth soaked with warm water and 3M multipurpose. Rinse thoroughly and dry with a soft cloth.

### RECOMMENDATIONS

Do not use solvents, detergents or cleaners made for kitchen, bathroom or glass, as these can cause irreversible changes in the color of the plastic.

Examples of plastic products: Panel sockets, accessories such as paper trays, pen drawers, some seating pieces, among others.

## STEEL

### PAINTED SURFACES

For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

### MILD MARKS

Remove marks from metal surfaces with a matte or semi-matte finish by applying industrial or Johnson's pre-softened homemade wax paste with a piece of cotton. Follow the manufacturer's instructions.

### MAJOR MARKS

Remove the marks and scratches from the shiny-finished metal surfaces by applying any paste, wax or polishing fluid (Polish) with homemade industrial cotton. Finally, apply soft car wax following the manufacturer's instructions.

## RECOMMENDATIONS

Avoid having your furniture exposed directly to sunlight for a long time as this can cause discoloration. Place a board on the surface when using cutters or any other sharp object, as it can scratch the paint.

Some detergent ingredients can be very aggressive and could damage painted surfaces. Avoid cleaners that contain any of the following ingredients:

- Hydrochloric acid
- Muriatic acid
- Hydrogen chloride
- Sulfuric acid
- Oleic acid
- Vitroil oleum oil
- Hydrofluoric acid
- Rust remover
- Phosphoric acid
- Sodium hydroxide
- Caustic soda

NOTE: In case of accidental spillage of any of these products on the surface, clean immediately. Wash with soapy water and rinse until completely removed.

## SEATING

### FABRIC

For regular cleaning, gently brush or vacuum the surface to prevent dust accumulation. For spills or stains:

- Clean immediately.
- Remove as much of the staining agent as possible from the surface.
- Gently brush and absorb excess liquid.
- Drying completely will make cleaning more difficult.

### RECOMMENDATIONS

DO NOT use vacuum cleaner rotary accessories or brushes as they can permanently damage the texture of the textile or change its characteristics.

DO NOT apply water or excess liquid solutions on the textile, as it may cause permanent damage.

### MAINTENANCE

Every 6 months tighten the bolts and screws of your chair, this will ensure the safety and stability of your chair.

### VINYL

For regular cleaning, remove dirt and stains with a mixture of mild soap and warm water, apply only the foam with a soft cloth or a soft bristle brush.

Remove debris from the foam with a clean, dry cloth before it dries.

Repeat this procedure to remove dirt or stains on the vinyl.

Ink stains may eventually be removed by cleaning the vinyl surface with soap and water, and then applying isopropyl alcohol.

### MAINTENANCE

Every 6 months tighten the bolts and screws of your chair, this will ensure the safety and stability of your chair.