

Care Instructions for Wood Tables



Wood Finishes:

- Place felt pads on the bottom of any accessory or mechanical equipment, rubber and oil will permanently mark the surface.
- Use a desk pad to prevent possible damage and imprinting caused by writing instruments and sharp objects.
- Dust only with a clean, dry cloth going with the grain.
- Clean any marks with a damp cloth using a small quantity of mild soap or detergent.
- Do not use any wax-based polish, spray or silicone as that will eventually cause discoloration.
- Do not place your furniture in a position of permanent exposure to direct sunlight.

Frosted Glass:

Frosted glass doors, tabletops, modesty panels and privacy screens are susceptible to fingerprint and grease residue when the frosted side of the glass is touched. If possible wear latex gloves when installing or moving frosted glass.

- Simply wipe with an ammonia based cleaner using a microfibre cloth.
- The key in cleaning frosted glass is to clean the whole inside surface so that it will appear uniform with no streaking.
- Frosted glass is cleaned basically the same way as regular glass but the inside frosted surface may need to be wiped a couple of times in order to get all of the dirt/grease out of the fine pours.

Proper Maintenance of Mechanical Parts:

All mechanical parts are inspected and precisely adjusted prior to delivery. However, mechanisms such as drawer slides and locks can fall out of alignment during travel. If any of these items do not operate properly on delivery please contact your dealer for service work. Performing regular maintenance of mechanical parts will enhance their durability. The following maintenance steps will maintain smooth and quiet mechanical operation.

- Lubricate the area housing the ball bearings every 3 to 6 months with a quality jelly-like petroleum based lubricant.
- Always be sure that your desk and credenza are level to ensure correct drawer alignment.