

GUIDELINES

PRODUCT CARE AND MAINTENANCE

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This booklet is an aid to our customers to assist in the everyday care of products supplied by Howgroup.

Please follow the instructions of this manual when cleaning

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1 Timber veneer surfaces

Worktops, table tops and bookshelves that have a polished timber veneer with clear sprayed finish.

Allowed

- Wipe down with damp cloth, using mild liquid household washing detergent to keep dust and static attraction to a minimum
- Stubborn stains may not be able to be removed. Light stains/marks can be removed with a mixture of equal parts methylated spirits and water.
- Wipe dry with a clean, soft cloth.

Disallowed

- Do not use solvent based or abrasive cleaners
- Pressure packs containing wax or silicone preparations should not be used. These will not clean the surface nor provide a 'lustre' finish, and will only result in a build-up of residue over the surface.
- Where possible, prolonged moisture or direct sunlight should be avoided on a polished timber product

2 Laminate surfaces

Worktops, table tops and bookshelves.

Allowed

- Wipe over with clean, soft, damp cloth.
- Slightly soiled surfaces or light stains can be removed with warm soapy water or with a common bathroom detergent
- Wipe dry with a clean, soft cloth

Disallowed

- Do not use solvent based cleaning fluids or abrasive cleaners

3 Vinyl

Allowed

- Wipe down with a soft, damp cloth using warm, soapy water
- Wipe thoroughly with clean damp cloth to remove any remaining detergent.
- Wipe dry with a clean, soft cloth

Disallowed

- Do not use solvent based cleaning fluids or abrasive cleaners

4 MDF powder coat surfaces

ULB (ultra low bake) and UV (ultra violet) worktops, tabletops and work surfaces are coated in UV. All joinery, storage units and pedestals are coated in ULB.

Allowed

- Remove any loose deposit with a wet sponge rather than risk micro scratching the surface with dry dusting.
- Spray Trimatrix MDF cleaner onto a soft, clean, colour fast cloth and lightly rub the entire surface in a circular motion.
- Wipe thoroughly with a damp, clean cloth to remove any remaining cleaner etc.
- Wipe dry with a clean, soft cloth

Disallowed

- Do not use solvent based cleaning fluids or abrasive cleaners
- Spraying Trimatrix MDF cleaner directly onto the surface is not recommended as prolonged contact may affect the appearance of the coating

5 Metal powder coat surfaces

Desk and table support frames, lateral filing units, mobile drawer pedestals, chair bases and workstation panel frames.

Allowed

- Remove any loose deposit with a wet sponge rather than risk micro scratching the surface with dry dusting.
- Using a soft brush and mild detergent in warm water, clean the powder coating to remove any dust, salt or other deposits
- Wipe thoroughly with a damp, clean cloth to remove any remaining detergent etc.
- Wipe dry with a clean, soft cloth

Disallowed

- Do not use solvent based cleaning fluids or abrasive cleaners

6 PVC membrane surfaces

Credenza and storage cupboard carcasses

Allowed

- PVC surfaces can be easily cleaned using warm soapy water and a soft cloth or sponge. Towel dry afterwards.
- Stains and marks should be removed as soon as possible by gently wiping the surface with methylated spirits

Disallowed

- Do not use abrasive, solvent based, or cream cleaners
- Do not allow hot objects to come into contact with surface finish
- Protect from direct sunlight for long periods.

7 Carpet tiles

Allowed

- Vacuum regularly using low suction with brush attachment.
- Stains and marks should be removed as soon as possible by gently wiping the surface with methylated spirits.

Disallowed

- Do not use abrasive, solvent based, or cream cleaners
- Do not allow hot objects to come into contact with surface finish
- Protect from direct sunlight for long periods.

8 Glass

Allowed

- Warm soapy water.
- Methylated spirits and water.
- Dry chamois.

9 Anodized aluminium coating

Allowed

- Using soft cloth, wipe with clean water containing suitable wetting agents or mild soap solutions.
- For removal of grease, use soft cloth dipped in white spirits.

Disallowed

- Avoid the use of emery, sandpaper, steel wool or any other abrasive materials.
- Do not use solvent based liquids.

10 Leather upholstery

Lounge and executive chairs. The leather has been treated for resistance against spills and stains, and is naturally durable and easy to care for.

Allowed

- Use damp cloth for regular cleaning. For more thorough treatment, use cloth and mild soap suds
- Vacuum regularly on low setting
- Polish with dry cloth
- Watch out for perspirations areas as this can cause a breakdown in the natural leather coating.

Disallowed

- Protect from direct sunlight for long periods, excessive heat and sharp objects.
- Do not use saddle soap, cleaning solvents, oil varnish, abrasive cleaners, ammonia, or any products containing solvents or silicone

11 Fabric screen cloth

Workstation panels.

Allowed

- Professional cleaning recommended.
- For surface dust, remove with soft bristle brush or a feather duster
- Vacuum regularly using very low suction
- Spot cleaning by sponge with either wool detergent, shampoo or dry-cleaning fluid (not soap)
- Test on concealed area before proceeding.
- Sponge with clean water (do not over wet fabric).
- Dry without delay and away direct heat.

Disallowed

- Do not use dish-washing or laundry detergents.

12 Fabric upholstery

Chairs and sofas.

Allowed

- Professional cleaning recommended.
- For surface dust, remove with soft bristle brush.
- Vacuum regularly using very low suction
- Protect from direct sunlight
- Spot cleaning by sponge with either wool detergent, shampoo or dry-cleaning fluid (not soap)
- Test on concealed area before proceeding.
- Sponge with clean water (do not over wet fabric).
- Dry without delay and away direct heat.

Disallowed

- Do not use dish-washing or laundry detergents.

13 Chrome finish

Executive chairs and lounge bases

Allowed

- Use non-streak window cleaner – Windex or similar product
- Spray on cleaner and wipe off with soft cloth

14 Executive and task chairs

Gas lift

- Chairs fitted with gas lift cylinders should be operated on a regular basis, (at least once a week) to prevent the cylinder from seizing up.
- Chairs should be adjusted through their full range at least once a month.

Castors

- It is desirable to clean wheel chair castors with vacuum cleaner every six months

Mechanism

- Check the tightness of all bolts and screws every twelve months. Do not over tighten.
- Mechanisms should be operated through their full range at least once a month.

15 Solid surfaces

Corian®, Marblo®, Hi-Macs®, Staron® etc. Solid surfaces are more durable and resilient than natural stone, however there are some basic cleaning principles that must be adhered to.

Allowed

- Spills should be cleaned promptly. Clean with a mild detergent, 'spray and wipe' type cleaner, such as diluted 'Jif', with a soft cloth in light circular motions.
- Finish by wiping surface with a damp cloth or sponge to remove detergents and dry with a soft, clean cloth
- For extreme staining and scuffs, a gentle buff, in a circular motion with '3m Scotchbrite', followed by the above steps, with generally restore the finish.

Disallowed

- Do not use sharp products such as steel wool or abrasive or acidic solvents.
- Although generally resistant to permanent staining, do not expose to strong chemicals such as acid based and organic solvents.
- To maintain a uniform appearance, clean evenly and never apply excessive pressure, or clean/rub in the same area for a prolonged time.