



## Care & Maintenance

Thank You for purchasing your Kinnarps product.

We hope you will enjoy the 'Kinnarps experience' as our goal is to provide you with an inspirational and ergonomic workplace!

With regular attention, your furniture will give many years of superior service, performance and satisfaction.

Please follow the guidelines and handy tips detailed on how to care for and maintain your Kinnarps products.

### **Fabric Care**

The golden rule for removing stains is speed, as most spots will vanish if treated immediately, but quickly first mop up any excess liquid with absorbent tissue taking care not to dry the stain completely or it may set.

Then remove as much soil or staining material as possible by carefully brushing, vacuuming, or scraping with a dull instrument.

#### *What to use?*

For the removal of water-borne, non-greasy soil or stains such as tea, coffee, milk, soft drinks, blood, washable ink, and water based paints, gently apply a water base PH neutral cleaning fluid that is specially made for cleaning fabric, to the soiled area using a clean cloth or sponge following manufacturers instructions.

For the removal of oil-borne stains such as grease, lipstick, nail polish, ball point pen, use a dry-cleaning solution at room temperature (never hot) and allow solution to work into stain, again following manufacturers instructions.

#### *How?*

Using quick, light strokes, brush stain with a soft bristle brush. Work from outside toward the centre to prevent rings. Avoid vigorous rubbing, which may damage the nap or force the stain more deeply into the material. Soak up remaining dry-cleaning solution and sponge the fabric with cool water. Allow fabric to dry completely and then vacuum thoroughly. If the stain is still evident, then repeat the procedure. Several light applications of cleaning solution are more effective/less damaging than one heavy application.

#### *Large Areas*

When large fabric areas must be cleaned, such as complete screen panels, it is recommended that you employ a specialist-cleaning firm.



## **Leather & Vinyl**

For normal cleaning vacuum or dust frequently with a clean, dry cloth.

### **Stain Removal**

Most stains can be removed by applying a mild nonabrasive soap to a lukewarm wet soft cloth, working up into a thin lather and then rubbing it over the stain. Take care first to remove as much soil or staining material as possible by gently brushing, vacuuming, or scraping with a dull instrument.

Then clean with a damp cloth and dry with a soft cloth.

After removing butter, oil or grease soil from leather, allow the remainder of the oil to dissipate into the leather. Mineral spirits may be used with caution to remove chewing gum, grease, or other greasy soils and stains that cannot easily be removed with soap and water.

Ink spots can sometimes be removed by washing with a mild nonabrasive soap and water followed by isopropyl alcohol.

## **Wood frames**

For normal cleaning, wipe surfaces with a damp (not wet) cloth.

Most stubborn stains can be removed by applying a mild nonabrasive soap to a lukewarm damp soft cloth, working up into a thin lather and then rubbing it gently over the stain. Then clean with a damp cloth and dry with a soft cloth.

## **Wood veneer surfaces**

For general cleaning, wipe veneered surfaces with a soft damp cloth and then dry using a soft clean cloth. Wipe surfaces immediately if liquids are spilled.

Most stubborn stains can be removed by applying a mild nonabrasive soap to a lukewarm damp soft cloth, working up a thin lather and then rubbing gently over the stain. Ink stains can be removed by applying white spirit onto a soft cloth and gently rubbing into the stain. Then clean with a damp cloth and dry with a soft cloth.

## **Laminate Surfaces**

For general cleaning, and for the removal of light dirt or deposits, wash the laminate using a soft damp cloth and a mild non-abrasive soap. Then rinse clean with a damp cloth and then dry using a soft cloth. Most stubborn stains including grease, varnish or paint may be removed when rubbed gently with a white spirit. Then rinse clean with a damp cloth and then dry using a soft cloth.

Highly concentrated fruit and vegetable juices must be wiped off immediately as some could cause permanent staining.

## **Painted metal**

For general cleaning, wash painted metal finishes with a soft, lint free cloth, soaked in warm water and a mild non-abrasive soap. Rinse thoroughly and dry. Scuff marks can be removed using a pre-softened paste wax carefully following the manufacturers instructions

## **Polished Aluminium**

For general cleaning, apply a pre-softened paste wax to polished aluminium components carefully following the manufacturers instructions.

Wax every three months to enhance the appearance of the aluminium.

## **Handy Tips**

- Use desk mats to protect surfaces from dents and scratches and coasters to protect against hot and cold liquids.
- Purchase desk accessories with felt or leather pads.
- Lift objects when you move them. Do not pull, push or drag to avoid scratching the surface. This is especially true for keyboards!
- Periodically move desk accessories and other objects to achieve even ageing.

If you have any queries please contact our  
Customer Support Team on 0845 130 1313