

# AfterCare Guide

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# Maintenance Guide

## Desks + Tables

### Lacquered Surfaces

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Wipe with a clean, dry cloth or with a cloth wrung out in clean soapy water. Afterwards, wipe the surface with a clean, dry cloth to avoid stripes or blotches.

Soiled surfaces must be wiped with a cloth dipped in water containing dish-washing liquid. Afterwards, wipe the surface with a clean, dry cloth to avoid stripes or blotches.

### Metal Surfaces

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The most commonly used metal in furniture production today are aluminium and chrome plated, stainless or painted steel. All these surfaces have a good resistance to dirt as well as liquids.

#### Day-to-Day Cleaning

Wipe with a cloth dipped in water containing dish-washing liquid. Afterwards, wipe the surface with a clean, dry cloth to avoid stripes or blotches.

### Aluminium, Chromium + Stainless Steel

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Wipe with a cloth dampened with denaturated alcohol. Coloured marks after shoes and the like can most often be removed with benzine.

Caution: Flammable - remember ventilation and suitable safety equipment.

### Laminate Surfaces

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Laminate is resistant towards scratches and dents and tolerates normal wear and tear, but should never be used as a cutting board. Laminate is nearly vandal proof, which is making it very suitable for public use.

#### Day-to-Day Cleaning

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Dirty laminate surfaces can be cleaned by using cleansing and maintenance products, that do not contain abrasives. Difficult stains and discoloured surfaces can be gently removed by careful use of cleaning creams or pastes containing mild abrasives. Never use scourers or harsh abrasives. Marks from pens can be removed with alcohol, acetone on a clean cloth. Organic solvents, such as turpentine or cellulose thinners, can be used to remove stains of paint or graffiti. After cleaning with solvents, wipe with clean water and dried with a soft cloth.

### Glass

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Cleaners can be used to prevent and remove stripes or blotches from the surface after cleaning. Descalers must never be used, as these may cause a permanent discolouration of the surface. Furniture polisher should not be used as silicone wax deposits on the surface may cause discolouration or blotches, which can be difficult to remove. Rough and non-gloss surfaces

are more difficult to clean than smooth and slightly structured surfaces. Difficult stains and marks on structured surfaces can be removed with a nylon brush and a mild cleaning detergent.

### Nano-laminate Surfaces

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Wipe with a clean, dry cloth or with a cloth wrung out in clean soapy water. Afterwards, wipe the surface with a clean, dry cloth to avoid stripes or blotches.

### Linoleum Surfaces

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Linoleum is an organic material. Should the linoleum surface keep its appearance it should not be cleaned with oil or varnish. Upon delivery of your linoleum table we advise that you apply linoleum polish according to need and anticipated intensity of future use. This provides a good basis for future maintenance. Use linoleum polish at regular intervals to maintain the surface.

Remove any spills as quickly as possible to avoid staining of the material. Wipe with a clean cloth wrung out in water with a neutral detergent or with a cleaning agent designed specifically for linoleum. The surface must be dried immediately with a clean, dry cloth. Very dirty linoleum surfaces can be cleaned by using cleaning and maintenance products designed specifically for linoleum. Always follow the instructions. Stains can be removed by prudent use of white spirit.

Caution: White spirit is flammable – remember ventilation and suitable safety equipment.



# Maintenance Guide

## Storage

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# Maintenance Guide

## Miscellaneous

### Plastic Surfaces

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Wipe with a damp cloth periodically. Dust can gather in some hard to reach areas, particularly between the seat and back of task chairs. Stubborn stains (pen etc.) may require a mild household cleaning agent to remove - particularly on light coloured plastic components.

Do not use any abrasive cleaning products on plastic parts as these may damage the surface.

### Acrylic Surfaces

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Wipe down your acrylic screen as often as possible, at least between each shift, but ideally multiple times throughout the day. We suggest using cleaning wipes with at least 70% alcohol, hydrogen peroxide, bleach, isopropyl alcohol or ethyl alcohol, or other acrylic approved disinfectants.

Use a microfibre cloth in order to avoid leaving scratches in your acrylic screens, which would give harmful bacteria more nooks to hide away in and grow. If surfaces are visibly dirty, they should be cleaned gently using warm water and dish washing soap prior to disinfection.

Be sure to wear disposable gloves when cleaning or disinfecting surfaces, not only to protect your skin against harsh chemicals, but to prevent accidental contamination of viruses and bacteria. Gloves should be discarded into the trash after each use.

Prolonged exposure to cleaning materials can cause clear acrylic to stiffen, crack, or become hazy, so it is vital to properly wipe down and dry your sneeze guard after each cleaning in order to maintain the highest quality fixture.

It is important to mention that you should never use window cleaners or other disinfectants that contain ammonia, such as Windex, as these products will do more harm than good.

### Wire Mesh

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Use only a soft cloth.

Avoid abrasive clothes and similar items that may cause damage. Keep harmful liquids away from the products. Do not use aerosols, solvents or abrasives.

### Surfaces Treated with Wax

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Wipe with a clean dry cloth. Never use a damp cloth. Spilt liquids should be wiped up immediately.

Thorough cleaning: Remove stains caused by liquids after they are completely dry. Clean the surface thoroughly with a dry clean cloth moistened with white spirit. Caution - fire risk! Provide ventilation! If the wood fibres rise due to the use of liquids, they can be sanded down - always along the grain - with grade 180 or 220 sand paper. Never use steel wool. It can cause discolouring!

When dry, apply a thin coat of furniture wax suitable

for the wood in question. Polish off after 15 minutes with a piece of sackcloth or Hessian. Always follow the instructions provided by the wax manufacturer. Wax-treated surfaces can also be brushed along the grain with a clean brush with close-set bristles, for example a clean shoe brush.

### Surfaces Treated with Oil

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Wipe off with a clean dry cloth. If the surface is stained, wipe the whole surface with a cloth wrung out in soap solution or water and washing-up liquid (see Cleaning Solutions). Wipe off with a clean dry cloth.

Thorough cleaning: Thin layers of oil can be removed with white spirit. Caution - fire risk! Provide ventilation! Wipe off and apply a thin layer of the recommended oil. Always follow the manufacturer's instructions. If necessary, the surface can be gently sanded in the wet oil - always along the grain - using grade 320 or 360 sand paper. Fine ScotchBrite can also be used. Wipe off thoroughly with clean dry cloths Warning! Cloths with furniture oil can self-ignite and should therefore be soaked with water, wrapped in aluminium foil and disposed of after use.

# Maintenance Guide

## Miscellaneous

### **Drywipe Magnetic Whiteboards**

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We recommend you purchase good quality dry wipe pens. Always allow dry marker ink to dry completely before erasing. This only takes a few seconds and will prevent smearing or ghosting.

Always replace dry marker pen caps when not in use to prevent them from drying out. Do not persist with dry marker pens when they are clearly running out as the ink may prove difficult to erase.

Do not leave dry marker ink on boards for extended periods. No more than 2 days is recommended. Over time, the ink may become difficult to erase. Erase using a proprietary board eraser/clean soft cloth or tissue. Erasing by hand may result in smearing, and subsequent staining of the surfaces.

### **Drywipe Non-Magnetic Whiteboards**

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Erase using a proprietary board eraser/clean soft cloth or tissue. Erasing by hand may result in smearing, and subsequent staining of the surfaces.

### **Polycolour FR Noticeboards**

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Remove dust and dirt by dusting, vacuuming or with a soft, damp cloth and blot dry. Spot cleaner has been used with success when the board has been lightly soiled.

Store Polycolour FR sheets horizontally with support under full sheets. Store in a dry cool, well ventilated area - avoid exposure to heat 65°C or greater.

Wear clean gloves when handling the sheets. Do not store Polycolour FR near radiators, steam pipe or in direct sunlight.

### **Monitor Arms / Desk Accessories**

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Products must be used in dry and ventilated premises (ambient temperature +5°C to +35°C, relative humidity 30% to 70%).

Professional furniture installation teams should be used to install and/or rearrange products.

The warranty period shall not apply: where the client or third parties have disassembled or incorrectly assembled the product; or damaged/misplaced individual product parts.

Once a month cleaning or vacuum-cleaning of dust and waste from rails of sliding systems (doors, louvers, etc) is recommended to prevent accelerated wear causing early failure of the components.

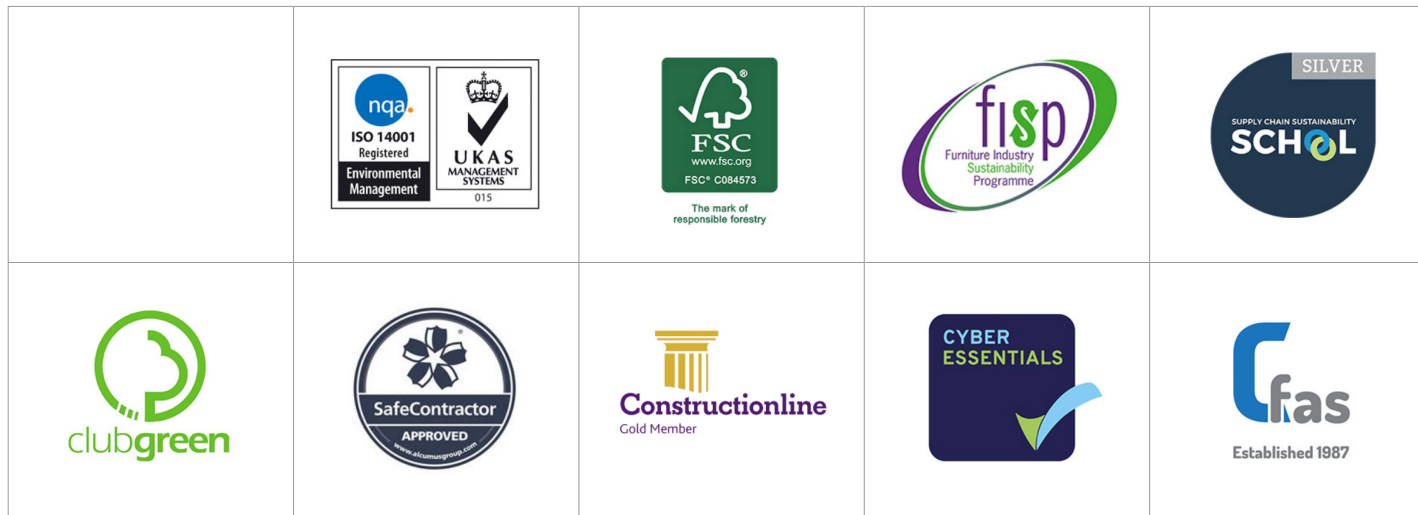
Product shade differences may develop over time if some parts are in direct light and other parts are out of it.

Clean the metal surfaces with a soft cloth.

# Company Certifications

Inspiring Confidence

We take pride in the fact that we are certified. Our accreditations demonstrate that we are committed to setting the highest standards.





**We are future focused, committed  
to protecting our planet through  
our products and our people.**

**#CLOSINGTHELOOP**

# Reuse, Rework, Recycle

## Closing the Loop

To recycle your unwanted furniture or if you would like replacements please email [sales@bof.co.uk](mailto:sales@bof.co.uk)



A modern, open-plan workspace with people working at tables and a large indoor plant wall. The space is bright and airy, with a mix of wooden and metal furniture. In the foreground, there are several round tables with purple-cushioned stools. In the background, a long wooden table is set up with a large indoor plant wall made of hanging plants. People are seen working at the tables, some using laptops. The overall atmosphere is collaborative and professional.

# Let's work together!

#WORKSPACESFORLIFE

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