

AfterCare Guide

Introduction

Better care and regular maintenance will have a significant positive effect on the products supplied.

The tasks are limited to simple first-line maintenance:

- Care and maintenance - recommended procedure
- Correct use

This document is not intended as a complete maintenance guide. Neither is it intended to be a guide to the actual use of equipment, it is based on that the user is trained in the correct operation of the equipment. Users are asked to note that while every care has been taken to make the contents as clear and accurate as possible, neither the authors, or BOF can take responsibility for the results of actions taken as a consequence of using this AfterCare Guide.

If you would like further support email **sales@bof.co.uk**

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Maintenance Guide

Seating + Upholstery

Upholstery and Seating

Synthetic material such as nylon, polyester and microfibre are generally resistant to wear and easy to clean.

Wool is because of its elasticity, abrasion resistance and dirt rejection properties one of the best raw materials for furniture textiles. Wool fabrics hold natural fire retardant properties. If a lit cigarette is placed on wool, it will normally not ignite. If removed immediately from a wool fabric, the cigarette will only leave a small mark, which can be sanded or brushed away.

Day-to-Day Cleaning

Regular cleaning is important in order to keep the upholstery looking its best and to prolong its life. Dust and dirt wear the textile and also reduce its fire retardant properties. Vacuum frequently, ideally once a week. Remove non-greasy stains by carefully dabbing with a lint free cloth or sponge wrung out in clean warm water. Afterwards, if necessary, clean by dabbing with soapy water or water with a little dish-washing liquid. Finally, dab the surface with clean, tepid water.

Warning! Do not rub the material hard because this could result in loss of colour or perhaps damage the nap.

Leather Furniture

Our leather is available in an extensive range of contemporary colours, especially developed for the contract market.

Day-to-Day Cleaning

Wipe with a clean, soft cloth. Remove non-greasy stains by wiping across the surface with a soft cloth wrung out in de-mineralised or boiled cold water. Wipe quickly across the surface to prevent water marks. Thorough cleaning Wipe the entire surface with a soft cloth wrung out in soapy, tepid water.

Spilled fluid must be removed immediately. Do not vacuum clean, as this may scratch the surface. Dish-washing liquid, solvents and fat (leather creams and oils) should not be used.

Wood Shells

Wood shells (made of laminate with a lacquered surface) offer a good seating comfort, a range of elegant wooden surfaces - and easy maintenance.

Day-to-Day Cleaning

Wipe the shell with a clean cloth wrung out in hot water with a neutral cleaning detergent. Afterwards, wipe the shell with a clean, dry cloth to avoid stripes or blotches.

Polypropylene Shells + Bio composite with Wood Fibre

BOF shells offer a good seating comfort, a wide range of elegant and refreshing colours - and easy maintenance.

Day-to-Day Cleaning

Wipe the shell with a clean cloth wrung out in hot water with a neutral cleaning detergent. Afterwards, wipe the shell with a clean, dry cloth to avoid stripes or blotches. Difficult stains may require a stronger detergent or solvent. Prior to cleaning, always test the detergent/solvent in an invisible spot (underneath the chair seat) to ensure that it will not damage the surface of the shell.

Metal Surfaces

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 and Stainless Steel

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

Caution: Flammable - remember ventilation and suitable safety equipment.

For more detailed instructions about removal of specific stains, please email sales@bof.co.uk

Maintenance Guide

Seating + Upholstery

Mesh

Vacuum regularly and occasionally wipe clean with a damp cloth.

Nylon Parts

Wipe with a damp cloth periodically.

Veneer Shells

For general routine cleaning simply dust and wipe your veneered surfaces with a soft, damp lint free cloth and dry immediately using a soft clean cloth. Always wipe veneered surfaces in the direction of the wood grain. After any liquid spillage wipe surfaces immediately to avoid any permanent staining.

More stubborn stains can generally be removed by applying a mild, lukewarm non abrasive soap solution using a soft lint free cloth, gently rubbing over the stain working up a thin lather. Take great care not to apply too much liquid and remember to always rub in the direction of the wood grain and dry immediately using a clean soft cloth.

We also strongly advise against the use of wax or spray polish on lacquered veneered surfaces, as a build up of polish will eventually damage the finish and cause unsightly patches.

Please note that we cannot be held responsible for any product to which polish has been applied. The shade

and grain of wood veneers vary, even after optional colour matching during the polishing process. This is not a fault but just part of the appeal and beauty of natural wood veneers./solvent in an invisible spot (underneath the chair seat) to ensure that it will not damage the surface of the shell.

Minimise the risk of damage:

- Avoid over exposure to direct sunlight.
- Avoid exposure to excessive heat from a fire, radiator or local high temperature light sources.

Maintenance Guide

Desks + Tables

Lacquered Surfaces

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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Day-to-Day Cleaning

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Aluminium, Chromium + Stainless Steel

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

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

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

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

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

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

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

Desks + Tables

Forbo

A Forbo top surface should be regularly maintained with a damp cloth neutral cleaner (Natural soap or waxes eg; Forbo Monel ratio 1;10) as required.

It is important to remove spots, stains and spillages as soon as possible to prevent them from penetrating into the material.

Fenix

A Fenix top surface should be cleaned regularly but does not require any special maintenance other than a damp lint free cloth or paper towel, please ensure no abrasive products are to be used in the cleaning process.

1. Using a mild detergent in warm water apply to top and leave until dirt start to loosen.

2. Wipe away any residue with a dry cloth.

Strong Acidic/Alkaline products are to be avoided as these will stain the surface material.

Cork

Dirt and dust can become entrapped in the surface of the cork, vacuum or sweep frequently to keep the finish on the cork as good as new. If the cork needs a more thorough clean, use a gentle, non-abrasive detergent - preferably one designed for cork - and a

damp cloth. spray the cleaner onto the cork lightly and with a dry cloth immediately dab the area to prevent the moisture from seeping into the cork.

Sit Stand Products

All exterior surfaces will withstand cleaning by most commonly used, diluted, non-abrasive solutions such as quaternary ammonium compounds, ammonia, enzyme cleaners, bleach or alcohol solutions.

Pen and permanent and dry erase markers can be removed with 91% isopropyl alcohol and a soft cloth.

Never clean your Sit/Stand product with steel wool or other abrasive materials that will damage the surface finish.

It is important to thoroughly dry all surfaces after cleaning.

It is recommended to test any cleaning solution on a small, inconspicuous area to ensure the surface is not harmed.

Maintenance Guide

Storage

Lacquered Surfaces

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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

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.

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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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Caution: Flammable - remember ventilation and suitable safety equipment.

Laminate Surfaces

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Linoleum Surfaces

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.

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Miscellaneous

Plastic Surfaces

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

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

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

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

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.

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Miscellaneous

Drywipe Magnetic Whiteboards

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

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.

Polycolour FR Noticeboards

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

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





Let's work together!

#WORKSPACESFORLIFE

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