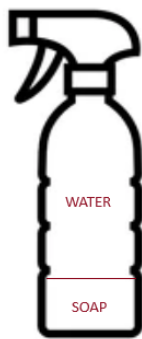


INSPECT+MAINTAIN

Inspection and maintenance of furniture should be performed at regular intervals, check and tighten all screws every three months or whenever loose. Ensure no components (such as seats, backrests, kickers, etc.) are loose. Examine glue joints, corner blocks, welds, and other points of stress. If a product becomes unstable, remove it from service immediately. The life of seating products is not pre-determinable but is influenced by the degree of use and maintenance.



TABLETOPS

Use mild antibacterial cleaning products on tables, wipe dry

- ***Absolutely no citrus cleaners, alcohol, bleach, heavy detergents, harsh chemicals or peroxide***
- Coasters are recommended
- Avoid standing-liquids on tables for long periods of time (overnight), wipe/absorb any spills immediately
- Avoid dinnerware with rough and sharp surfaces
- Ensure condiment dispensers, temporary or permanent tabletop wares have smooth bottoms and no sharp edges
- **Do not stack chairs on top of table tops.** If there is a sharp or exposed surface or hardware it will cause irreparable damage. A chair turned upside down on to a tabletop is not recommended and can void warranty. A wood seat upside down will cause scratches to both surfaces

TABLE BASES

Table bases must be inspected every month

- Ensure all rods, screws, bolts, and nuts are checked and tightened
- Ensure table base is always fastened to the tabletop and standing flat on the ground. If a product becomes unstable, remove it from service immediately.



UPHOLSTERY

When cleaning upholstery, ensure no harsh chemicals are being used. ***Absolutely no citrus cleaners, alcohol, bleach, heavy detergents, harsh chemicals or peroxide*** Talk to your soap supplier for mildest products and for every 1 part of soap use 25 parts of water. Clean upholstery daily. When cleaning upholstery, you must also dry the upholstery and not let it sit when wet. Wipe spills as soon as they occur and ensure surfaces are cleaned every week. It is best to use clear water to rinse and a clean cloth to dry surfaces after cleaning. Warranty will be voided if harsh chemicals are determined to be the cause of a damaged product.

furniture is like family,
even if they sit
there all day,
you still have to **take care**
of them

