

## FURNITURE CARE, CLEANING, AND MAINTENANCE

### HOW TO PROTECT FINE FURNITURE

Proper maintenance will preserve our quality finish

**Use Coasters and Desk Pads.** This will protect the finish against damage, moisture, and heat.

**Use Felt Pads on the Bottoms of Equipment and Electronics.** The compounds in rubber and vinyl pads often supplied on office equipment can damage wood finishes.

**Lift Instead of Sliding Objects.** Sliding objects across the surface can scratch all furniture finishes.

**Periodically Move Accessories Around on Surfaces to prevent inconsistent aging.** Wood species and finishes will change and age with exposure to light. Periodic movement of objects on or against the furniture will help ensure even aging.

**Avoid Direct Sunlight** if possible to preserve the furniture's original beauty.

**For Best Performance,** maintain temperatures between 60 and 80 degrees Fahrenheit, and humidity levels between 30 and 50 percent.

### CLEANING FINE WOOD FURNITURE

#### **Accidental Spills**

Spilled liquids should be wiped up immediately with a soft absorbent cloth.

#### **Periodic Dusting**

Clean with a slightly damp soft cloth, using another soft cloth to dry. Always wipe in the direction of the wood grain. Oil, ammonia, and silicon products should never be used on wood furniture.

#### **Regular/Monthly Cleaning**

Lightly soiled areas may be cleaned with Guardsman Wood Cleaner products, following the cleaner's directions. Surfaces should be cleaned with a soft cloth, wiping in the same direction as the wood grain, and dried with a soft clean cloth. Oil, ammonia, and silicon products should never be used on wood furniture.

#### **Polishing Wood Furniture**

We do not recommend the use of commercial wax or polish which may leave undesirable residues. If polishing is desired, use a polish that is silicone free such as Guardsman Wood Polish. Oil, ammonia, and silicon products should never be used on wood furniture.

## **CLEANING PORCELAIN WRITING SURFACES**

### **Daily Cleaning**

Writing from dry erase markers can easily be removed with a felt eraser or tissue.

### **Weekly/Regular Cleaning**

For best results, clean the porcelain surface as needed with a porcelain writing board cleaner, such as Expo Porcelain Board Cleaner and a soft cloth.

### **Removing Permanent Ink**

Permanent ink marking can be removed from the porcelain writing surface with regular ammonia based solvent cleaners and a soft cloth.

### **Replace the Felt Eraser**

After considerable usage, the felt eraser may become saturated with ink. When this happens, the eraser will no longer erase properly and will leave a marker film on the porcelain. Replace the eraser as needed.

### **Do Not Use Detergent Based Cleaners or Furniture Polish on the Porcelain**

Detergents and polishes will leave an undesirable film on the porcelain that may create a “ghosting” problem when it comes time to erase the board.

## **CLEANING LAMINATE SURFACES**

### **Periodic Dusting**

Clean with a slightly damp soft cloth, using another soft cloth to polish dry.

### **Regular/Monthly Cleaning**

Lightly soiled areas may be cleaned with a soft cloth and a mild liquid detergent. For stubborn stains, use a non-abrasive ammonia based household cleanser, being sure not to get any cleanser on any wood or wood trim. Oil, ammonia, and silicon products should never be used on wood or wood trim surfaces.

### **Polishing Laminate Furniture**

We do not recommend the use of commercial wax or polish which may leave undesirable residues and possible streaking. If polishing is desired, use a laminate polish being careful not to get any polish on any attached wood trim. Oil, ammonia, and silicon products should never be used on wood or wood trim surfaces.

## **CLEANING METAL AND PAINTED METAL SURFACES**

### **Regular/Monthly Cleaning**

Lightly soiled areas may be cleaned with a soft cloth and a mild liquid detergent.

**Specific Questions about Furniture Care, Cleaning, and Maintenance**, please call your Nevers dealer or contact Nevers directly through the toll-free Nevers access line at **800-242-2443**.