

Cleaning & maintenance instructions

 **ECO-ADVICE:**

For cleaning ,use water as the first option with a soft cloth. For stubborn stains use water with a neutral soap. This action will on its own reduce the environmental impact over the lifetime of the product by 91%. That is the effect on climate change through water pollution and the reduction of the ozone layer amongst others . Just using water should be sufficient to remove most stains and common dirt . Caring for the environment.

Wood veneer finish products

Forma 5 provides maintenance recommendations to the user to help preserve all our product ranges in great condition and to always make them look as new.

We always recommend the use of environmentally friendly cleaning agents at all times.

RECOMMENDATIONS



Protect the wood veneer surfaces to desks: Use desk mats to prevent scratches from the daily used work elements such as computers, notepads, electronic accessories, etc.



Do not drag objects through the surface of the desk, always lift objects.



Avoid placing glasses or cups directly to the desks. Cold, wet or hot drink containers can damage the grain of the wood finish and leave stains. Please always use leather coasters and pads (never silicone or rubber covered coasters).



If liquids are accidentally spilled on the desk surface please **wipe immediately with a damp cloth and later dry it with a soft lint-free cloth.**



Never use paper towels for cleaning the wood veneer surfaces.



Prevent the wood veneer furniture **to be exposed directly to the sunlight** as the wood finish can vary its colour tones to light or dark. This is an inevitable natural process but avoiding the direct sunlight can prevent this prompt aging of the wood and colour tones variation.



Ensure no silicone or rubber objects are left on the desk surface as this affects the finish. Also, try to move sporadically the work elements so that the process of “aging” occurs in all areas equally.



Protect the veneer furniture **to be exposed to high temperatures or humidity** both in the transportation and in the work space where it is installed.

CLEANING AND MAINTENANCE



For regular maintenance, wood veneer surfaces **should be cleaned using a damp cloth and a mild detergent** or a commercial product suitable for the treatment of wood, then dried with a soft lint-free cloth. Remember to always follow the advice of the cleaning detergent manufacturer. **Do not use any form** of furniture polish on wood veneer surfaces as this will result in smearing. E-clothes are recommended for this purpose.



Remember to **clean always in the direction of the grain.**



In case of liquid spills or stains, follow the instructions below:

Water: clean with a soft cloth or sponge (this will help absorb the water instantly)

Drinks: clean with a damp cloth and later dry with a soft lint-free cloth.

Glue, Permanent ink, others: Please refer to a professional.

Melamine finish products

Forma 5 provides maintenance recommendations to the user to help preserve all our product ranges in great condition and to always make them look as new.

Laminate products have a melamine paper layer covering the wood particles board that makes its finish easier to maintain and more resistant to different environments and stains.

We always recommend the use of environmentally friendly cleaning agents at all times.

RECOMMENDATIONS



Protect the melamine surfaces to desks: Use desk mats to prevent scratches from the daily used work elements such as computers, notepads, electronic accessories, etc.



If liquids are accidentally spilled on the desk surface please **wipe immediately with a damp cloth and later dry it with a soft lint-free cloth.**



Do not drag objects through the surface of the desk, always lift objects.



Protect the melamine furniture **to be exposed to high temperatures or humidity** both in the transportation and in the work space where it is installed.

CLEANING AND MAINTENANCE



For regular maintenance, melamine surfaces **should be cleaned using a damp cloth and a mild detergent** or a commercial product suitable for the treatment of melamine, then dried with a soft lint-free cloth. Remember to always follow the advice of the cleaning detergent manufacturer.



In case of liquid spills or stains, follow the instructions below:

Water: clean with a soft cloth or sponge (this will help absorb the water instantly)

Drinks: clean with a damp cloth and later dry with a soft lint-free cloth.

Glue, Permanent ink, others: Please refer to a professional.

Fabrics (upholstered, mesh products and panels)

Forma 5 provides maintenance recommendations to the user to help preserve all our product ranges in great condition and to always make them look as new.

Upholstered products are very easy to maintain. The high quality fabrics used by Forma 5 can be preserved in perfect condition if taken care regularly.

We always recommend the use of environmentally friendly cleaning agents at all times.

RECOMMENDATIONS



Vacuum upholstered pieces regularly with a soft brush attachment.



Try not to have sharp objects in your pockets or jackets (keys, sharp buttons, zippers, etc.) that might damage the fabric.



For leather fabric, we recommend **using a neutral non-oily leather care product twice a year** (do not use shoe polish).



Leather like any other natural material can fade when exposed to direct sunlight over a long period of time. Therefore to minimise fading, **avoid placing your furniture in direct sunlight**. Also, to maintain the surface properties of the leather, we recommend that you keep a minimum distance of 30 cm between your furniture and any source of heat.



Clothes fabrics like blue jeans can cause dye transfer. This means that clothes colours can be transferred to the chair fabric, particularly in the case of light-coloured fabrics or leather. Light colour fabrics are particularly susceptible to dirt.



Before cleaning any stain, always **pre-test any recommended cleaning agent on a small, unremarkable area** of the fabric to make sure there are no problems with colourfastness, shrinkage or spotting.



When you specify or buy a chair make sure you know the composition of the fabric that it's been upholstered in (wool, leather, polyester or any other kind of fabric). This is because there are specific instructions for different compositions.

CLEANING AND MAINTENANCE



As a general rule, **wipe with a damp cloth with neutral pH soap**. Follow the advice of the cleaning agent/detergent manufacturer. Small stains can be removed with a white rubber. For proper maintenance, you can also alternatively use dry foam of the type used in carpets.



In case of spill or stain on the fabric / mesh, follow the instructions below:

Pen ink, lipstick or juice: use a specific product colour fixer upholstery.

Coffee, milk, tea, wine: if it is wet, rinse immediately with vinegar. If it is dry, try a whitening product oxidant.

Chocolate, cream, urine, blood: clean with soap flakes or liquid soap. Rinse immediately.

Oxide: use a specific product for cleaning the rust. Then rinse.



In case of spill or stain on leather or imitation leather, follow the instructions below:

Water: clean with a soft cloth and let dry.

Pen: Use alcohol.

Coffee: water with a little ammonia.

Indelible ink and other stains: Please refer to a professional.



In case of spill or stain on wool, follow the instructions below:

First absorb **liquid with a dry cloth** and clean from the outside to the inside so that the stain does not spread.

Pen, coffee: Use alcohol or acetone.

Wax, chocolate, blood, urine, tea, ink, wine, juice: water and soap for fabrics.

Other items

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CLEANING AND MAINTENANCE

METAL (stainless steel and aluminium) finishes



Clean regularly with a **dry cloth without fibre**. In **extreme case use a damp cloth with neutral pH soap**.



Do not wet the moving parts of certain products: pedestals, cabinets and chairs.



The filing rails and drawer rails, chair castors and cabinet wheels should not be cleaned. Avoid water in these areas.



For polished aluminium **use a dry cotton cloth to restore** its initial brightness conditions.

For high-gloss chromed surfaces **use a small amount of washing-up detergent**. Then rub dry.

Constnt polishing will alter the metal finish by increasing the gloss level.

GLASS finishes



Protect the glass surfaces to desks: Use desk mats to prevent scratches from the daily used work elements such as computers, notepads, electronic accessories, etc.



Do not drag objects through the surface of the desk, always lift objects.



Clean regularly with a damp cloth and later dry it with a soft lint-free cloth. Glass cleaners can also be used.

LACQUERED & PLASTIC finishes



Clean regularly with a **damp cloth moistened with neutral pH soap**.



The casters should be occasionally cleaned of carpet fibres.



Choose the right casters for the floor surface on which the chair will be used. Use hard casters on carpeting and soft casters on hard floors.