



CARE AND MAINTENANCE INSTRUCTIONS: Desks

- Do not exceed the weight limits.
- Do not expose the surfaces to direct sunlight or to extreme environmental conditions.
- Clean the surfaces preferable with a soft cloth dampened with a solution of mild soap and water, then dry with a clean towel.
- If you decide to apply a cleaning agent, first test on a small area of the unit that is hidden from view, for example, under the table top.
- Do not sit on the tabletop.
- Do not allow small children to climb over the unit, play underneath, or reach inside the drawers and compartments without your supervision.
- Before moving the unit within the same room or to an adjacent room:
- Remove all objects from the tabletop, drawers and shelves that are heavy or might fall off.
- The unit must be handled by at least 2 persons
- Use both of your hands and bend your knees, not your backs.
- To transport the unit to a location far away from its current location, it is recommended to properly secure it to avoid breakage during transit.



CARE AND MAINTENANCE INSTRUCTIONS: Chairs

- To clean the chair it is recommended to use a soft cloth lightly damped in a solution of smooth soap and water, then dry with a clean towel.
- Do not use solvents or abrasive materials to clean any part of the chair.
- Before applying a cleaning agent, test on a small hidden area of the chair, like underneath the seat.
- Do not expose the product to direct sunlight or to extreme environmental conditions.
- Every 4 months, inspect the chair completely and make sure that all screws are tighten.