



CARE AND MAINTENANCE

INSTRUCTIONS:

Desks, Filing cabinets, Laptop stands

- 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.



CARE AND MAINTENANCE INSTRUCTIONS: TV Stands and Entertainment Centers

- Do not expose the surfaces to direct sunlight or to extreme environmental conditions. Damages caused by this kind of exposure is not covered by the product's warranty.
- Clean the surfaces preferable with a soft cloth dampened with a solution of a mild soap and water, then dry with a clean towel.
- Do not use solvents or abrasive materials to clean any part of the unit
- Do not allow children to play over or under the unit.
- Do not let children operate the mechanical parts or reach inside any of the compartments without your supervision.
- Before moving or transporting the unit:
 - Remove all objects from the tabletop, shelves, drawers or compartments that are heavy or might fall off.
 - If the unit is on wheels, make sure they're unlocked.
 - If the unit is not on wheels, it must be handled by at least 2 persons. Use both of your hands and bend your legs, not your backs.
- In case of glass breakage (items with glass tops or parts), do not handle the broken glass with your bare hands, and notify the manufacturer, vendor or distributor immediately.