

How do you perform periodic maintenance on your furniture?

It's crucial to implement a preventive maintenance plan to maintain the condition of your office furniture. Stay informed about the necessary care.

1.0 Metal Parts (Painted, Polished or Chromed)

To clean metal parts and aluminum or chrome components, use a cloth lightly dampened with water and then wipe with a dry cloth. Do not leave the component damp, as this may deteriorate its properties.



Note: When assembling or replacing components, whenever it is necessary to tighten a screw into a metal thread, we recommend using a chemical lock. Chemical locks ensure the tightness of nuts and bolts, ensuring safety, preventing loosening from vibrations and impacts, and promoting and preventing oxidation and corrosion.

2.0 Wooden Parts

To clean wooden parts, such as tabletops and sofa legs, use a cloth lightly dampened with water and then wipe with a dry cloth. Do not leave the component damp, as this can deteriorate its properties.

During preventive maintenance, it is important to assess the environment to ensure it is free of insects or borers that could attack the product.



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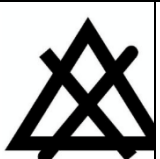





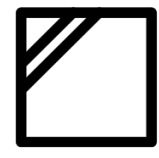


3.0 Plastic Parts

To clean plastic parts, use a slightly damp cloth and, if necessary, a mixture of water and mild soap. Never apply the mild soap directly to the component, but rather to the cleaning cloth. Immediately wipe with a dry cloth.

Do not use abrasives, alcohol, or harsh detergents for cleaning, as they may deteriorate the components' properties.



4.0 Symbols for Fabric Conservation, Maintenance and Cleaning

Product Category	Composition	To wash	Target	Dry	To spend	Professional cleaning
Decoration and Lining	Wool, Cotton, Linen, Polyester, Polyolefin and Mixed Compositions	 No washing with water	 Do not use chlorine bleach.	 Do not use a dryer	 Do Not Pass	 Use hydrocarbon or perchloroethylene
Decoration and Lining	All with flame-retardant finish	 No washing with water	 Do not use chlorine bleach.	 Do not use a dryer	 Do Not Pass	 Do not dry clean
Manufacturing	Wool, Cotton, Linen, Polyester, Polyolefin and Mixed Compositions	 Hand washing	 Do not use chlorine bleach.	 Dry naturally in the shade	 Maximum iron soleplate temperature at 110°C steam can cause irreversible damage	 Professional wet cleaning. Gentle process



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5.0 In addition to the recommendations provided by the symbols above, we emphasize the following precautions:

5.1. Fabrics for the LINING and DECORATION Line (except Flame Retardant)

Do not leave upholstered furniture near windows, exposed to sunlight or intense light without curtains, as this can affect the color of the fabric, compromising its appearance. This guideline also applies to all other materials used in our products.

- For routine maintenance, we recommend using a vacuum cleaner with a specific fabric nozzle or a soft natural bristle brush at least once a week.
- To clean light dirt and dust, simply use a cloth dampened with clean water, without applying excessive force to remove the dirt.
- Do not use equipment that works with water vapor.
- Some poorly dyed clothes and/or those without adequate dye fixation can permanently stain the fabric upon contact.
- To clean screens, do not use a brush with bristles, as these can damage the coatings.



5.2. Fabrics for the MANUFACTURING Line

We advise following the recommendations made through the symbols, we emphasize the care of articles that have a mixed composition, with polyolefin (polypropylene) and/or polyester, as if subjected to high temperatures (above 110°C) it may damage the fabric.

5.3 Flame Retardant Fabrics

- Do not subject the fabric to any type of washing, just vacuum regularly, using a vacuum cleaner with a specific fabric nozzle or a soft natural bristle brush;





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- Use the treated fabric for applications intended for indoor environments;
- Do not expose to moisture, as fabric with this finish, if wet, may cause stains;
- If the fabric undergoes a hot dubbing process, it should only be packaged when it is completely cool to prevent it from getting wet.

5.4 Fabrics with Stain Protection

This protective finish is liquid-repellent, so it's not waterproof. Therefore, we recommend:

- In the case of a watery or oily spill: remove the liquid gently (without compressing the fabric), using a tissue or a soft absorbent cloth.
- In the case of a pasty or solid spill: remove the excess with a spatula or knife, then remove it completely. Clean up the spill as soon as it occurs; the longer it remains, the more difficult it will be to remove.

6.0 Wheels

To remove incrustations and dirt from the tread, use a damp cloth with neutral detergent.



7.0 Storage

The storage method preserves the product, as long as it avoids contact with other components or objects, preventing deformations that could become permanent. We should also follow the guidelines:

- Products must be stored in an orderly manner, protected from light (at least sunlight), and in a dry place.
- Always follow the stacking instructions, as described on the original packaging. Some specific products allow stacking outside of the packaging (consult our sales team).
- If the product needs to be transported, always use the original packaging. Otherwise, it may be damaged.
- For products that will be stored for a long time in their original packaging, a periodic preventive maintenance plan should be maintained to prevent the proliferation of fungi and bacteria, as well as to allow ventilation.



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8.0 About Cleaning and Erasing Whiteboards

The erasability guarantee on the boards applies to the stain guarantee on our boards manufactured for writing purposes (metal or wooden boards).

On the use and maintenance of writing boards (blackboards)

The following practices should be observed.

- 8.1 The warranty applies only to the use of the board with whiteboard markers tested and approved by FK Grupo. The market offers several brands/models of marker brushes, however, among these, we can observe various levels of erasability performance.
- 8.2 FK Grupo recommends that customers use a felt-tip eraser or a clean, dry cloth to remove writing from the board. If writing remains for more than 5-7 days, we recommend using 70% alcohol. If writing remains for more than 30 days, we recommend using isopropyl alcohol to remove it.
- 8.3 FK Grupo recommends that the blackboards be cleaned with a cloth slightly dampened with water and neutral detergent to prevent the paint from drying on the board and causing stains.



9.0 Preventive Maintenance

To extend the lifespan of our products, we recommend implementing a preventive maintenance plan as a best practice. A simple visual inspection can identify potential natural wear and tear on the components that make up the final product, such as tightening screws, cleaning casters, etc.



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