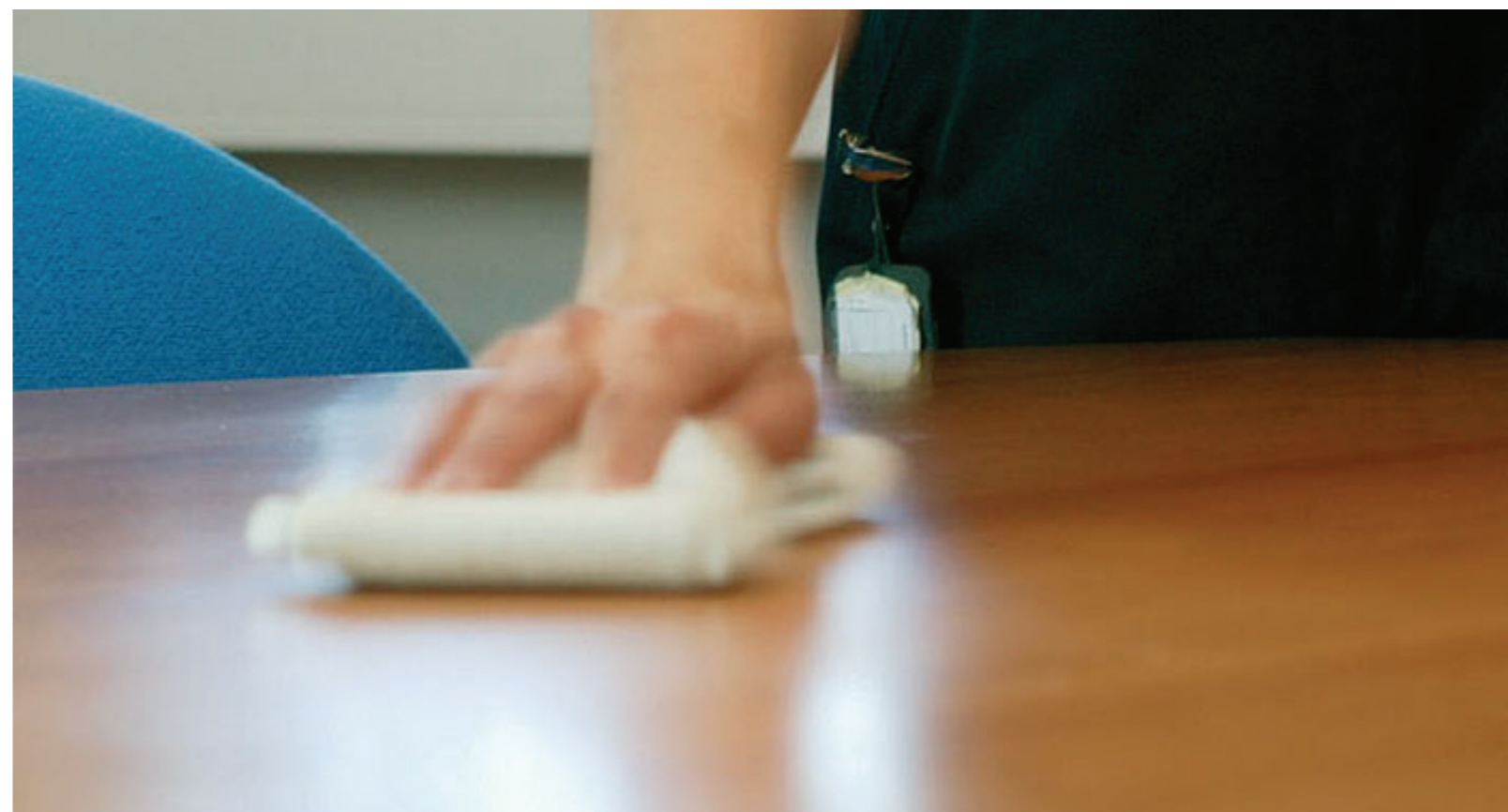




Hudson's Office Furniture
Now part of BT Office Furniture Group
Units 3 & 4, 2 Willis Way
Fleets Industrial Estate
Poole Dorset BH15 3SS
Tele: 0800 298 7033
www.hudsonsofficefurniture.co.uk
www.btoffice.co.uk
VAT Nos GB619 8452 10



FurnitureCare

TIPS

When moving furniture, always lift the unit as opposed to dragging or pushing, seek help when doing this as the furniture can be extremely heavy.

Avoid changes in humidity. Real wood veneers are extremely susceptible to humidity changes.

Do not sit on desk extensions, these units are designed only for the weight of modern day computer hardware.

Avoid over loading cupboard shelves, and glass shelves with heavy items.

Uneven floors can give the illusion that doors are out of alignment. Doors can be recompensated if necessary by adjusting the hinges.

Protect Natural Veneered Products from prolonged exposure to sunlight.

As with all furniture, **never** place furniture directly up against radiators or heaters.

REGULAR AND EASY CARE MAINTENANCE

MFC Products (Melamine Faced Chipboard)

All MFC products can be easily cleaned with a damp cloth and a mild soap or detergent if necessary, and buffed dry with a clean cloth.

Never use abrasive powders or scouring pads to clean stubborn marks. In extreme circumstances a mild alcohol product can be used, however this must be followed by a damp cloth soaked in water ensuring no alcohol residue is present afterwards.

Real Wood Veneers

Wood is a naturally occurring product; part of its unique characteristic and beauty is that no two pieces can be the same. The depth and shade of colours and grain pattern vary from item to item.

All our Real Wood Veneered products are lacquered in the manufacturing process. This strong clear lacquer is designed to protect the wood veneer from marks and day to day wear and tear, as well as making cleaning easy as possible.

Day to day care of your product can be achieved from gently dusting the furniture and polish with a soft, lint free buffing cloth. In extreme cases products can be easily cleaned with a damp cloth and a mild soap or detergent, but must be followed by a thorough drying of the unit, again with a lint free buffing cloth.

Never use silicon or wax polishes that leave surfaces residue

Never use abrasive powders or scouring pads to clean stubborn marks. In extreme circumstances a mild alcohol product can be used, however this must be followed by a damp cloth soaked in water ensuring no alcohol residue is present afterwards. This process must be followed by a thorough drying of the unit with a lint free buffing cloth.

Metal Components On Furniture

In most cases our furniture is designed with a certain element of steel and aluminium. This area of our furniture is protected and painted with a baked on paint process. All these surfaces are resistant to dirt as well as liquids. However liquids can discolour and stain the paint if left untreated as well as cause damaged chromium plated and lacquered steel surfaces.

We recommend cleaning with a damp cloth and washing-up liquid, followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

In extreme cases a thorough cleaning may be required. We advise cleaning using methylated spirits and again followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

GLASS & ACRYLIC CARE & MAINTENANCE

Glass Products

All our glass should be washed by hand.

We recommend that a mild detergent is used, with hand hot water, together with a soft cloth or sponge and that the items are dried immediately. This will ensure that no "smears" occur.

Acrylic Screens

Washing

Wash acrylic screens with a solution of mild soap or detergent and lukewarm water. Use a clean soft cloth, applying only light pressure. Rinse with clean water and dry by blotting with a damp cloth or chamois.

Grease and oil, may be removed with a mild alcohol based cleaning solution. Test on a small area first

DO NOT USE: Window cleaning sprays, scouring compounds or solvents such as acetone, or lacquer thinner. These can scratch the sheet's surface and/or weaken the sheet causing small surface cracks called "crazing."

Dust with a soft, damp cloth or chamois. Dry or gritty cloths may cause surface scratches and create a static electric charge on the surface

Protect acrylic screens and maintain its surface by occasional polishing with a good plastic cleaner and polish. Apply a thin, even coat with a soft clean cloth and polish lightly with cotton flannel. Then wipe with a damp cloth to help eliminate electrostatic charges that can attract dust particles.

A static electrical charge can develop on acrylic screens cleaning.

Several anti-static cleaners for plastics are also available which will reduce static electricity and dust attraction. Wiping with a soft damp cloth or chamois is all that is necessary to keep the screens dust-free between applications of these cleaners.

Fine scratches can be removed by hand polishing. Apply a plastic scratch remover to a soft flannel pad and rub. When the scratches have disappeared, remove all residue and polish.

SEATING CARE & MAINTENANCE

Fabric Products

Upholstered furniture gets dusty and dirty and should be viewed in a similar way to clothing, i.e it needs regular cleaning.

If snags appear, carefully cut off the loose ends with scissors or tuck back in. Never pull them under any circumstances.

Upholstery can be lightly vacuumed or gently brushed to remove dirt and dust.

Do not use detergents.

Do not try and wash minor spills. If you spill something on the upholstery, simply act quickly and mop up excess liquid with a clean white cloth. Secondly, use a specialist fabric cleaning product - use in accordance with manufacturer's cleaning instructions.

Clean your upholstery at least once a year and before soiling becomes ingrained.

Real Leather Products

Leather needs very little special care, but to get the most out of your investment, you should follow the guidelines below.

Irregularities in the grain, small scars and insect bites and other natural skin marks should not be considered as defects. Only real leather has these characteristics. It is perfectly normal for certain areas of leather to show signs of creasing and stretching. Today's tanning processes and customer demand equates to a softer feel and will maintain its suppleness throughout its lifetime. 'Hide foods' will aid with the suppleness of your leather product.

Always protect the product from direct sunlight, as this will otherwise accelerate the natural ongoing discolouration process.

Dust should be removed by vacuuming and wiping with a slightly damp cloth, using a solution of warm water and mild soap.

Never place leather chairs and sofa's against any heating source, i.e a radiator or heater

Chrome and Metal Area's Of Seating

Chromium plated areas of seating and sofa's can be cleaned with a cloth moistened with methylated spirits. Use with Caution - fire risk! Provide ventilation.

Lacquered metal can be cleaned in the same manner as lacquered wood veneered surfaces.

Painted aluminium chair bases can be cleaned with a soft damp cloth and a mild detergent followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

In extreme cases a thorough cleaning may be required. We advise using methylated spirits followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

Black Polypropylene Plastic On Area's Of Seating

Avoid contact with boiling water, high heat, flame such as cigarettes, and abrasives.

Wash in warm soapy water and apply pressure where necessary, drying afterwards with a clean cloth.

Never use scouring powder to clean the product - this will damage the surface area pattern and also leave a white residue.