



Furniture Care, Cleaning and Maintenance

How to Product Fine Furniture

Proper Maintenance with preserve our quality finishes.

Use Coasters and Desk pads. This will protect the finish against damage, moisture and heat.

Use Felt Pads and on the bottom of Equipment and Electronics. The compounds in rubber and vinyl pads often supplied on office equipment can damage wood finishes.

Lift instead of sliding objects. Sliding objects across the surface can scratch all furniture finishes.

Periodically move accessories around on surfaces to prevent inconsistent aging. Wood species and finishes will change and age with exposre to light. Periodic movement of objects on or against the furniture will help ensure even aging.

Avoid Direct Sunlight. If possible to preserve the furniture's original beauty.

For Best Performance, Maintain temperatures between 60 and 80 degrees Fahrenheit and humidity levels between 30 and 50 percent.



Cleaning Find Wood Furniture

Accidental Spills

Spilled liquids should be wiped up immediately with a soft absorbent cloth.

Periodic Dusting

Clean with a slightly damp cloth, using another soft cloth to dry. Always wipe in the direction of the wood grain. Oil, ammonia and silicon products should never be used on wood furniture.

Regularly/Monthly Cleaning

Lightly soiled areas may be cleaned with Guardsman Wood Cleaner products, following the cleaner's directions. Surfaces should be cleaned with a soft cloth, wiping in same direction as the wood grain and dried with a soft cloth. Oil, ammonia and silicon products should never be used on wood furniture.

Polishing Wood Furniture

We do not recommend the use of commercial wax or polish which may leave undesirable residues. If polishing is desired, use a polish that is silicone free such as Guardsman Wood Polish. Oil, ammonia and silicon products should never be used on wood furniture.

WORK IN STYLE



Cleaning Porcelain Writing Surfaces

Daily Cleaning

Writing from dry erase markers can easily be removed with a felt eraser or tissue.

Weekly/Regularly Cleaning

For best results, clean the porcelain surface as needed with a porcelain writing board cleaner, such as Expo Porcelain Board Cleaner and a soft cloth.

Removing Permanent Ink

Permanent ink marking can be removed from the porcelain writing surface with regular ammonia based solvent cleaners and a soft cloth.

Replace the Felt Eraser

After considerable usage, the felt eraser may become saturated with ink. When this happens, the eraser will no longer erase properly and will leave a marker film on the porcelain. Replace the eraser as needed.

Do Not Use Detergent Based Cleaners or Furniture Polish on the Porcelain

Detergents and polishes will leave an undesirable film on the porcelain that may create a “ghosting” problem when it comes time to erase the board.

Cleaning Laminate Surfaces

Periodic Dusting

Clean with slightly damp soft cloth, using another soft cloth to polish dry.

Regularly/Monthly Cleaning

Lightly soiled areas may be cleaned with a soft cloth and mild liquid detergent. For stubborn stains, use a non-abrasive ammonia based household cleanser, being sure not to get any cleanser on any wood or wood trim. Oil, ammonia and silicon products should never be used on wood or wood trim surfaces.

Polishing Laminate Furniture

We do not recommend the use of commercial wax or polish which may leave undesirable residues and possible streaking. If polishing is desired, use a laminate polish being careful not to get any polish on any attached wood trim. Oil, ammonia and silicon products should never be used on wood or wood trim surfaces.

Cleaning Metal and Painting Metal Surfaces

Regular/Monthly Cleaning

Lightly soiled areas may be cleaned with a soft cloth and a mild detergent.

For specific questions or for more information, please contact your Nevers dealer or Nevers directly at 1-800-242-2443.

