

# INSTRUCTIONS FOR USE AND MAINTENANCE OF FURNITURE

## User Manual

Kitman Thulema office furniture is constructed for its intended purpose.

- The furniture needs to be kept and used in dry heated rooms, where room temperature does not go below +10°C and the relative humidity is between 40-60%.
- The furniture has to be protected from direct sunlight because it can change the colour and looks of the product: the outer surface can bleach unevenly, the varnish and paint layers can crack, and mirrors can fade.
- The shelves and chests of the furniture can not be overloaded with objects, and it is forbidden to attach or hang extra weight on the doors.
- To avoid deformation of door hinges and chests, the doors and chests of the furniture should be kept closed.
- The chest drawers can be opened one by one to keep the product from tipping over.
- Custom-made tall closets should be attached to the walls to keep them from tipping over during use.
- Hot objects can not be placed on the furniture without using a trivet. Liquids spilled on the furniture should be wiped immediately with a clean soft cloth.
- If there is any play occurring in the furniture joints where pullers, bolts or screws are used, they should be tightened from time to time.
- The furniture caster has a load capacity of 30 kg. The products on casters are meant to be used on an even surface (not to be pushed over doorsills etc).
- The furniture locks do not need regular maintenance, but the hinges should be adjusted if necessary. With normal use the drawer rails do not need regular maintenance.
- The load capacity of the chests in the series production is 2,2 kg and the chests open to the extent of 75%.
- Do not place objects with sharp edges or metal base on the furniture.
- The chair is meant to be used only for sitting. To avoid damaging the chair it is not allowed to: ride the chair through the room; step on the chair; jump on the chair; let others adjust your chair; bump into walls, furniture or other objects with the chair; knock over the chair or push it against hard objects, because the parts of the chair such as wheels, can break; pull or strain the lever mechanisms of the chair in the wrong way; swing on the chair, i.e. it is not allowed to fall on the back of the chair too heavily or with a heavy load. When storing, place a protection between the seats of the chairs to avoid the fabric from getting dirty or worn.
- To avoid damaging the furniture while moving it from one place to another, it should be disassembled and carefully packed when transported.
- NB! Kitman Thulema AS furniture can not be burned, it must be taken to the recycling centre!

## **Maintenance Manual**

Kitman Thulema furniture is made of materials that are durable and easily maintained. Surfaces that are varnished, painted and impregnated with oil must be kept dry. Any stains should be removed immediately so that they would not dry or penetrate the surface.

If the surface remains wet for more than 30 seconds, it should be dried, not allowed to dry on its own. It is recommended to use cleaning, polishing and gloss products once a month, or more often if necessary, but not more than once a week. The detergent should be sprayed on a cloth, not directly on the surface.

It is not allowed to use soluble organic compounds like acetone, alcohol, gasoline, nail polish remover etc, to clean the furniture. The use of pastes and liquids that contain bleach or abrasive substances is forbidden, as well as the use of any mechanical aid such as scouring powder or brushes.

### **Leather Furniture**

Although the surface of leather furniture is not endangered by neither spilled buttermilk or red wine, the leather should be taken good care of. A damp cloth gets rid of loose dust and crumbs, but it is advised to dampen the cloth with soapy water every now and then.

Any crumbs and dust between the folds of the sofa can be removed with a vacuum cleaner. The greatest fear of light-coloured leather furniture are ballpoint pens and jeans that stain. These can leave marks that can not be removed. If soap and water are not enough, special cleaning products for leather furniture can help. It is recommended to use special cleaners a few times a year even if the furniture does not seem dirty. After cleaning the furniture, care products should be used. Taking good care of leather keeps it elastic and the lifetime of the furniture extended.

### **Fabric**

Fabric can be cleaned with water-soluble detergents – foams and shampoos designed for fabric cleaning. They should be used sparingly and any excessive water should be avoided. Note: the detergent should always be tested on a less visible area of the fabric - such as the lower edge of the pillow. If you remove stains from the fabric, let it dry by itself, do not rub!

If fat free liquids (e.g. lemonade, beer) have been spilled on the fabric, you should first find something absorbent (e.g. a napkin, household paper) to get rid of as much liquid as possible. Doing that, make sure the fabric is not rubbed – this way the liquid will only be pressed into the fabric. After that, a clean cloth, lukewarm water and soft circular motions should be used. To remove blood stains, cold water should be used first.

For daily and weekly maintenance it is advised to dry clean the fabric with a vacuum cleaner. Stains that are difficult to remove, can be cleaned with special water-based foams or shampoos designed for fabric cleaning.

The best results are obtained by having the sofas and armchairs chemically cleaned. This service is offered by cleaning companies who come to the customer's home. Chemical cleaning is the best option for those that are allergic or do not tolerate exposure to household chemicals.

To keep the fabric from pilling, we advise:

- Not to rub the fabric with a vacuum cleaner back and forth or apply strong pressure;

- Not to allow pets on soft furniture;
- Avoiding woollen fabrics like woollen blankets or outerwear (e.g. jeans) on the furniture.

## **Glass**

We recommend using regular glass cleaners and a soft cleaning cloth when cleaning glass doors, door glasses and other glass objects.

## **High Pressure Laminate**

High pressure laminate countertop can handle even strong mechanical wear, most household cleaning chemicals and weak acids as well as high temperature (short-term up to +180 degrees).

As everyday maintenance the surfaces should be cleaned with water or gentle soapy water, and weekly maintenance should include non-abrasive general cleaning products. In both cases a soft cleaning cloth should be used.

Stubborn stains can be cleaned with e.g. alcohol-based glass cleaning products. (NB! Dilute before use). Do not use detergents that are abrasive, contain ammonia or solvents (e.g. acetone).

## **Painted (Semi-Matt) Wooden and Wood-Panel Surfaces**

Painted (semi-matt) wooden and wood-panel surfaces are finished with bicomponent catalysed paint. As daily and weekly maintenance, the surfaces should be cleaned with a soft damp cloth. Do not use detergents that are abrasive, contain ammonia or solvents (e.g. acetone). Do not use too much water, the surfaces must always be dried after cleaning so that moisture would not seep under the finished surface.

## **Surfaces Covered with Furniture Linoleum**

To maintain surfaces covered with furniture linoleum, water mixed with natural soap or wax (e.g. Forbo Monel with the ratio of 0,5 cl per 10 litres of water) should be used.

If the surface has been neglected or it is heavily worn, water mixed with natural soap or wax (e.g. Forbo Monel with the ratio of 1:10) can be used to revamp the surface.

To avoid stubborn stains, always use a saucer below flowerpots and vases as well as cups, glasses etc. It is important to remove flecks, stains and blots as soon as possible to keep them from absorbing into the material. The surface can be cleaned with neutral detergent and water.

If the aforementioned methods do not work, try to soak the surface in universal detergent (e.g. Forbo Cleaner 5% aqueous solution) with a neutral pH for a few minutes. Rub the surface gently with a soft cloth. To finish, wipe off dirty water. See the "Maintenance Manual" above for information about revamping the surface after a thorough cleaning.

NB! Linoleum is sensitive to alkalis. Do not use alkaline or alcohol-based detergents as these will damage the surface.

## **Solid Wood**

As daily maintenance, the surface should be cleaned with water or a gentle mixture of soapy water, and a soft cloth (do not use any chemicals). As monthly maintenance, wax the surfaces with beeswax, using a soft cloth or a piece of foam. NB! Do not leave used cloths covered with wax in a closed plastic bag.

## **Veneered Surfaces**

As daily and weekly maintenance, the surface should be cleaned with soft damp cloth. Do not use detergents that are abrasive, contain ammonia or solvents (e.g. acetone). Do not use too much water, the surfaces must always be dried after cleaning to keep moisture from seeping under the finished surface.

## **Composite Surfaces**

Artificial stone is water repellent, but if liquids do get on the surface, we recommend wiping them off immediately. A damp cloth and some universal detergent can be used for cleaning. Artificial stone surfaces should always be cleaned with circular motion.

Grease should be removed from the surface using a detergent for hard surfaces. Spray 3/4 liquid bleach and 1/4 water mixture on the surface and leave it for a few hours or overnight, maximum of 16 hours. To finish, clean it with soft damp cloth.

If persistent vinegar, coffee, tea, lemon juice, bleach, ketchup, red wine, vegetable or fruit stains have not come off with gentle cleaning, you can use abrasive detergents or other hard surface cleaning agents with ammonia. Rub the stain with a mixture of water and bleach, rinse it several times with warm water and dry with soft cloth. Always revamp the natural gloss of the product after cleaning, using circular motion, damp cloth and a gentle abrasive agent.

Hot objects can not be placed on composite surfaces as the heat can damage them. Always use a trivet or some other protection against heat. Pouring hot water directly on artificial stone can also damage the product.

Do not ever cut or chop directly on the artificial stone surface as doing so can scratch the surface. Instead, use a cutting board or another surface that will not scratch the countertop. Debris, dust and traces of daily use are more visible on materials that are dark and have a strong pigment than on lighter and denser materials.

Accidentally spilled chemical substances (e.g. solvents, cleaning agents for metal, oven cleaners and other detergents containing ethylene chloride, pipe cleaners that contain acids, nail polish removers and other substances containing acetone) must be rinsed immediately with a greater amount of soap water. Long term contact with chemicals will damage artificial stone.

## **Maintenance and Cleaning of Composite Surfaces**

Stone surfaces are strong, but if used carelessly, they can still become damaged. Repairing stone is possible, but the result will not be the same and such damage is not covered by the warranty. It is prohibited to climb on the stone surface because in the narrower areas – especially around the sink and the hob – it can cause cracking.

We recommend always using a cutting board, and although knives and other sharp objects will not scratch the stone surfaces, consistently working without a cutting board can result in fading of the gloss of the surfaces, which can only be restored with special tools. In addition to that, there is a risk of leaving traces of metal on the surface, which are not scratches, but are impossible to remove without special tools.

The stone surface is sensitive to abrasive materials: do not use e.g. wire sponge, and make sure the cloth is clean – an accidental grain of sand can damage the surface.

Granite is not sensitive to heat, but it is better to use a trivet under pots and pans taken directly from the stove – that is because pots and pans (e.g. ceramic casseroles) can have a coarse bottom and that can scratch the stone.

It is obligatory to use trivets on quartz stone, because a certain part of granite countertop is glue, which can react when in contact with a hot object, and the countertop can crack in the narrower areas (around the sink and the hob) as a result of thermoschock.

Special tools or agents are not needed for daily maintenance. For cleaning you can use regular damp cloth and if necessary, dishwashing detergent dissolved with water or glass cleaner. For granite and quartz stone surfaces neutral (pH 7), mildly acidic (pH 4-6) or mildly alkaline (pH 8-10) detergents can be used, for marble acidic substances must be avoided. Water-soluble detergents are recommended, because they are environmentally friendlier and less harmful for your health.

To remove stubborn stains from quartz, creamy scrubbing paste (that does not feel grainy between fingers) can be used, but the countertop can not be rubbed too heavily. Scrubbing paste can not be used for granite and marble.

The best way to avoid stains is to clean the countertop immediately after any spill – the longer the substance stays on the countertop, the higher the chance that it will become a permanent stain. With lighter stone more care needs to be taken than with darker stone, additionally, honed stone is more sensitive than polished.

Greatest care should be taken with marble. Careful handling is needed with coffee, tea, red wine (alcohol in general), oils, acidic fruit (lemon, orange) and juice. In case of stronger stains we recommend contacting us, because the removal of stains depends a lot on the stone type and the substance that caused the stain.

### **Maintenance of Brass Surfaces**

For maintaining brass surfaces, special brass cleaners should be used. Clean gently, do not use any metal scouring pads. Pay attention to the instructions of the specific cleaner.

### **Cleaning Copper and Brass Surfaces**

Apply Ring Remover to the surface with a cotton cloth and rub until it is clean and shiny. Change the cloth often enough.

Let dry until the surface seems faded. Finally polish to shine with a clean cloth. Finished surface can be protected with Liberon Metal Varnish. This keeps the surface from further fading. Quickly apply thin layer of metal varnish. Varnish dries fast and brushing an already dried surface could leave bristle marks.

### **Maintenance of Acrylic Glass**

Acrylic glass has a perfectly smooth surface that is normally resistant to dirt. When occasionally cleaning, observe the following:

- Cleaning of Acrylic glass requires clean water.
- Use home grade cleaning agents like dishwashing liquid or liquid soap in case of more serious stains.
- When cleaning use wet soft cloth or sponge.
- Dry friction should be avoided. When drying, the cloth should be clean of any abrasive particles (dust, sand, dirt).
- When drying do not rub the material.

- After intensive rubbing acrylic glass will be statically charged and therefore attract dust.
- Antistatic agent should be used to avoid static buildup.
- Windows or other glass surfaces can be pressure washed, where a small amount of mild detergent has been added to the water.

When cleaning, avoid:

- paper towels (they act as sanding paper),
- window cleaners or other alcohol- and ammonia based agents,
- acetone, benzene/benzol, petrol, carbon tetrachloride.

Ammonia- and organic solvents are absorbed by the material and will cause cracking.

### **Stainless Steel Surfaces**

Stainless steel surfaces have very long life expectancies and do not require frequent care. Stains should be removed immediately. Mild detergent or mild soap with warm water could be used. Brushed stainless steel can be cleaned with abrasive cleaning agents when rubbing along the grain. Polished surfaces must not be cleaned with abrasive cleaning agents.

Stronger stains can be removed with alcohol, solvent or acetone. Items must be rinsed off with clean cold water after cleaning, and dried afterwards.

### **Powder Coated Surfaces**

Usually these are mechanically solid surfaces. Powder coated details are practically maintenance free. On the occasion a damp cloth, soap or mild detergent could be used. Abrasive agents should not be used, especially acetone and nitrosolvent.

### **Chairs**

Chair fabric should be cleaned once per week with a vacuum cleaner or soft brush. Leather surfaces should be cleaned with soft cloth. It is recommended to use special leather cleaning cloths on leather surfaces. Cleaning materials and agents must not contain abrasive components.

Plastic surfaces are cleaned with damp cloth. Although it is usually sufficient to use clean water, it is recommended to clean plastic parts with special cleaning agents.

## **DURABILITY**

The durability of Kitman Thulema furniture surfaces has been tested in accordance with EN 12720 standard. The following liquids will not damage the surface of the furniture: water within 24 hours, alcohol (40%) within 6 hours, coffee within 6 hours.

The durability and strength of countertops is in accordance with EVS-EN 527-3 requirements. The strength and durability of closets has been tested in accordance with the EVS-EN 14073-3 standard.