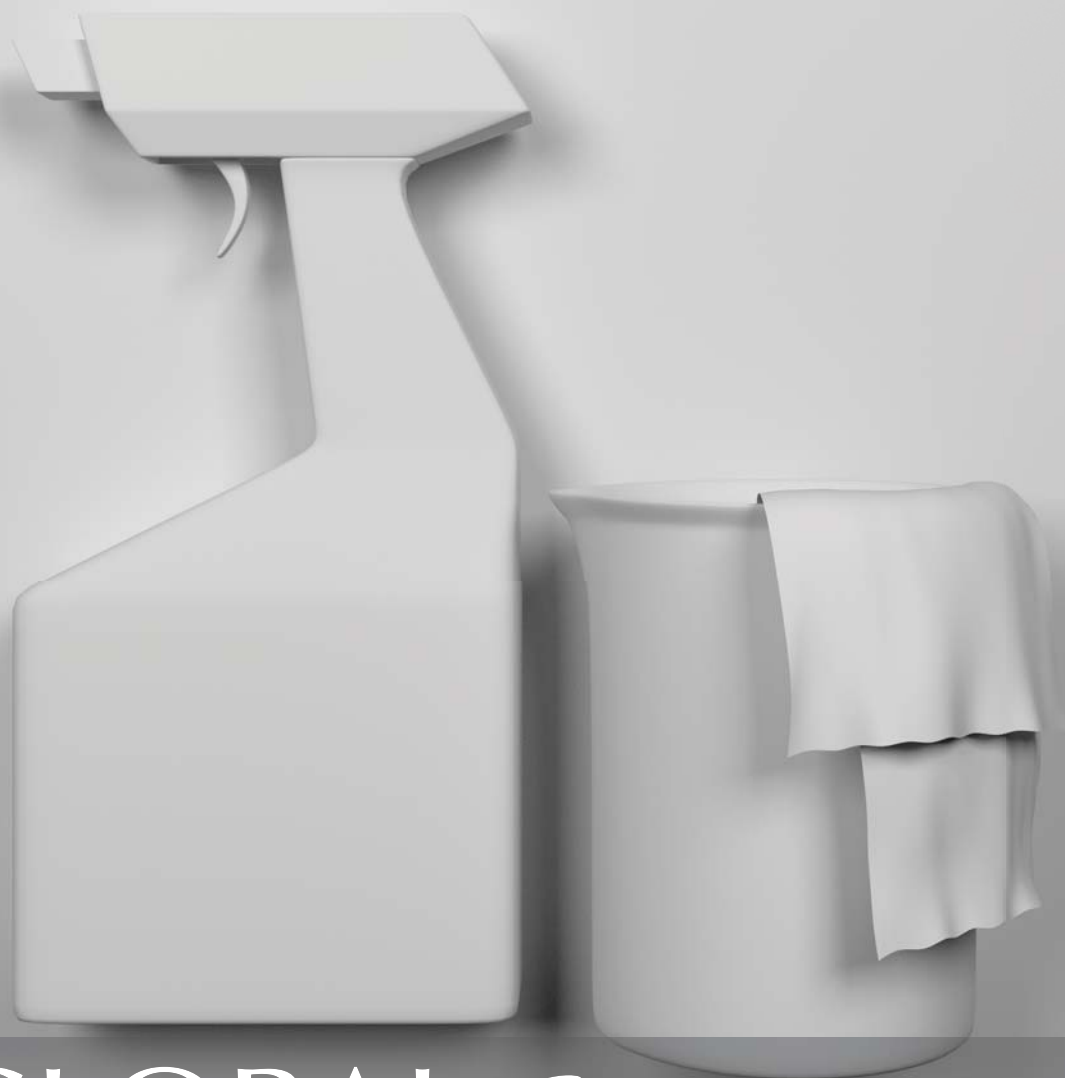


Care and Maintenance Guide 2011



GLOBAL *Contract*

OHSAS 18001:2007

ISO 9001:2015

ISO 14001:2015

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GENERAL INFORMATION

The following guide encompasses the Boulevard, Descor and Seating lines of Global Contract. The guide was compiled using information from our “raw” material suppliers and is relevant only to our standard offering finishes and fabrics.

The panel frames are manufactured out of sturdy aluminum with a powder coated enamel paint finish. To clean the frames of the panels, and all hardware associated with the Boulevard line, simply utilize a clean, damp cloth. For stubborn stains, on the panel frames, you may consider adding a mild detergent.

The work surfaces are manufactured using primarily Nevamar Brand laminates as the exposed surface. To properly clean these areas, it is best to use a clean, damp cloth. For stubborn stains, you are able to add a mild detergent to the water. Be certain not to use an ammonia-based solution. It will react with the pvc, or wood edge trim, causing permanent damage to the contacted areas.

The wood components of the Global Contract offering are manufactured by Descor. They are manufactured to strict specifications, and as a result, are easy to care for and maintain their appearance for many years. A damp cloth is generally

the only cleaning necessary. If the product is really dirty, a mild white vinegar solution can be added to the water, wiping with a dampened cloth, followed by wiping with a clean damp cloth, and finally, a dry cloth. Each motion of the cleaning must be done with the grain to prevent scratching.

The accessories sold with the Boulevard product line can be simply cleaned with a clean, damp cloth. If they are really dirty, a mild, non-abrasive solution may be added. Wipe with a damp cloth after the solution, and finally, a dry cloth. The fabrics are the trickiest and depending on the content of the fabric and the stain on the fabric are the determining factors as to how to clean the stain. Please refer to the attached guidelines for information.

Cleaning of the glazing in panels should only be done with a damp lint free cloth. A mild detergent can be used if necessary. Do not use paper towels in combination with a window cleaner-this may cause scratches to the glazing.

For further information, please contact your local representative associated with the Boulevard Product Line.

FABRIC CLEANING GUIDE

STAIN	OLEFIN	POLYESTER	NYLON
Beer	2,6	2,6	2,6
Fruit Stain	1,3	1,2,6	2,6
Blood	1,2,3	2,3,	1,2,3
Butter	4	1,2,3	2
Carbon Black, Castsup	2	2,5,6	1,2,3
Chewing Gum	4	9	9
Chocolate	1,2,3	1,2,3	1,2,3
Coffie	2,4,6	2,6	1,2
Cola Drinks	2	2	1,2
Crayons	5	2	2
Furniture Polish	2,5	1,2	1,2,3,4,5
Fruit Juice	1,2	1,2,4	1,2
Gravy	2	1,2,6	1
Ink (Permanent/India/Ball Point)	2,4,5	8	1,2,3,4,5
Ink Washable	1,2	1,2	2
Iron Rust	1,7	1,2	2,6
Linseed Oil	4	8	2
Lipstick	5	2,5,6	2
Milk	2	2,5,6	1,3
Mustard	2	2,6	1,2,6
Nail Polish	4	2,5,6	5,8
Oil	4,5	8	1,2,4
Paint (latex)	1,2,5	2,5,6	1,2
Paint (oil)	5	8	5,8
Shoe Polish	1,2,4	8	2
Tea	2	2,5,6	1,2
Water Colours	1,2,6	1,2,6	1,2,6
Wine	1,3,6	1,2,4,6	1,2

- 1 Water
- 2 Detergent solution
- 3 Detergent/ammonia
- 4 Volatile type solution
- 5 Paint, oil or grease remover
- 6 Undiluted white vinegar
- 7 Oxalic or citric acids
- 8 Professional cleaner
- 9 Freeze with ice cube, shatter with blunt object, vacuum, apply spot remover, blot, repeat if necessary

VICEVERSA ADDENDUM

PAINTED TOPS

Vice Versa painted tops are manufactured using Medium Density Fibreboard (MDF) with a powder coated, baked paint process. To clean the painted tops, utilize a clean damp cloth. For stubborn stains, you may consider adding vinegar or mild detergent. Painted tops should be handled with same care, and treated with

the same respect as a wood veneer surface. The benefit of painted tops is the ability to use available touch up paint to correct small scratches. Major gouges or cracks would require replacement of the top.

LAMINATE/WOOD TOPS

Vice Versa uses laminate and wood surfaces from the same manufacturers as the regular Boulevard product line. Please refer to the original Care and Maintenance Guide for the details concerning these tops.

LEGS/ALUMINUM

Vice Versa uses the aluminum from the same suppliers and paints with the same processes as the Boulevard line. Please refer to the original Care and Maintenance Guide for the details concerning aluminum (panel frames).

MEMO

The Memo is constructed out of durable white acryl. To clean the Memo surface, a mild detergent solution, or a non-abrasive solution ("Vim") can be used with a clean damp cloth. Follow with just a damp cloth and complete with a dry cloth if necessary.

MELAMINE CHASSIS

3-Hi Storage, Toto's and Bookcases have chassis constructed of melamine. This sturdy and durable finished surface can be cleaned with a damp cloth. If the product is really dirty, a mild detergent solution may be used.

ACCESSORIES

The accessories sold with the Vice Versa product line can be cleaned with a clean damp cloth. If the accessories are really dirty, a mild non-abrasive solution may be used. Follow with a damp cloth and then finish off with a dry cloth if necessary.

For further information, please contact your local representative.

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