



OPERATION & MAINTENANCE MANUAL



DISCLAIMER

The following information is supplied in good faith and is based on general furniture industry's practice.

Eastern Commercial Furniture Pty. Ltd including Healthcare Furniture Australia, do not take any responsibility for the results of any actions and treatment that may be taken based on this information.

Generally fabric warranty is intended to cover fabric performance according to its published performance and reasonable industry standards.

Fabric lifespan 'in-situ' is dependent upon a wide range of variables and adherence to recommended use and the care instructions provided.

The purchaser/applicant acknowledges Eastern Commercial Furniture Pty. Ltd incorporating Healthcare Furniture Australia does not warrant that the fabrics will be fit or suitable for the purpose for which the purchaser/applicant is acquiring the same, unless stated in sample presentation or given in writing.

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CHAIR OPERATIONAL PROCEDURES



TASK CHAIRS

ERGONOMIC OUTLINE

Sit normally on the chair and adjust the seat height so your thighs are approximately horizontal when your feet are flat on the floor.

Adjust the height of the backrest so that the lumbar support roll in the backrest of the chair is level with the lumbar region of your spine.

Adjust the angle of the backrest to ensure that your upper body is neither stretched back at an uncomfortable angle nor bent forward curving the spine.

Height adjustable arms (if fitted) should be set to a level where it is possible to rest both forearms approximately horizontally on the rests without straining your shoulders downwards or upwards.

Remember that throughout the day

your body posture will change, requiring adjustment of the chair to compensate. If sitting for long periods of time, move your feet and lower legs to prevent numbness.

ADJUSTMENT SUMMARY

The adjustments on the chair are controlled by two levers. The right hand front lever is used to adjust the seat height. The right-hand rear lever is used to adjust the seat and back angle. The backrest height is controlled by a small lever mechanism at the base of the back. The instructions are included on the paddle of the 2 levers.

SEAT HEIGHT ADJUSTMENT

The first step in correctly adjusting your chair is setting the seat at the correct height. The



front lever activates the gaslift. By lifting the lever upwards your chair seat height can be adjusted up or down. To make it higher lift the lever and take your weight off the chair, to go lower simply sit on the chair and lift the lever, let go when you reach the desired height.

Ideally you should adjust the height so that your feet can be positioned flat on the floor with your thighs virtually parallel to the ground – at a ninety-degree angle. If you are small and have your chair set higher than this then it is important that you use a footrest to eliminate pressure on the back of your thighs.

BACK HEIGHT ADJUSTMENT

It is important that the back of the chair

is correctly positioned to provide correct comfortable lumbar support.

TYPE 1 ERGO

The backrest height adjustment is controlled by a manual movement with a locking lever. To adjust the height release the lever, grasp the bottom edge of the back and lift upwards to raise the height or allow to fall to lower, then relock the lever. This allows adjustment of the lumbar curve so that it adequately supports the spine.

TYPE 2 SYNCHRO

As a general guide the position for this lumbar support can be determined by placing your hands around your waist and rolling your thumbs into your back. Generally this is about the right height to position the lumbar support.

CHAIR OPERATIONAL PROCEDURES



TASK CHAIRS CONTINUED

The backrest height adjustment is controlled by a ratchet concealed inside the backrest. To adjust the height grasp the bottom edge of the back and lift upwards. You will hear a ratchet click as the back is lifted. This allows adjustment of the lumbar curve so that it adequately supports the spine. When the back has reached the desired height, let go and it will lock in place. The back will adjust through its stroke until it reaches the top and it will reset and return to the bottom.

Ideally this adjustment is done in the sitting position.

SEAT AND BACK TILT ADJUSTMENT

TYPE 1 ERGO

The seat slope and back tilt are adjusted at the same time via the rear lever. To achieve

this, activate the lever by lifting. This releases both the seat and back, by using your legs and weight to 'rock' the seat forward or backward to position the seat to suit personal requirement. The angle of the seat should be adjusted to eliminate pressure underneath the thighs allowing the weight to go down through the legs and giving a slight forward tilt to the pelvis.

The back of the chair will follow your back tilt to provide back support. By releasing the lever downwards both the seat and back will lock in the selected position.

TYPE 2 SYNCHRO

Your chair has a synchro mechanism and can be operated in the following way.

Generally the seat and back are left floating, which ensures the chair is in permanent contact with your back.



The lever on the left-hand side controls both seat tilt and back pitch. It is operated by turning the lever up towards the underside of the seat. As soon as the lever is returned to its normal position the chair will remain at the desired angle.

Before attempting to adjust the angle of the chair get the seat height right and then adjust the lumbar support to the correct height.

TYPE 3 EXECUTIVE CHAIRS

As with synchron chairs, executive chairs have a floating seat and back option to ensure this is comfortable. It may be necessary to adjust the screw knob under the seat as this increases or decreases the tension to allow for varying body weights.

SAFETY

Generally chairs are not recommended for weight in excess of 105kg, there are specially designed chairs for larger people.

FURNITURE MAINTENANCE PROCEDURES



GENERAL MAINTENANCE

Furniture is designed to be maintenance free.

CLEANLINESS

Furniture should be dusted and seating and partition fabric vacuumed on a regular routine basis.

Heavier cleaning is subject to the type of environment ie. Training Area versa Receiving & Despatch Areas.

ACCIDENTAL PROBLEM

ie. Drink spilled on chair fabric refer 'After Care CTA Label 1'(Attachment 'A' pages 13–15). Test on a concealed area before proceeding. NOTE: Care instructions are attached to the underside of each chair.

DO NOT USE – rubbing or excess water to any fabric as it will also affect the upholstery foams.

Other than fabric the two other primary materials used in the furniture are melamine board and powdercoat steel.

Timber veneer table tops should be wiped with a dry cloth. A mild furniture polish can be used periodically however IT MUST NOT CONTAIN SILICONE as this will prevent recoating or refurbishment in the future.

It should be noted that polished timber veneer darkens with age due to natural light. Avoid furniture in direct sunlight as this will increase the process which may cause fading or yellowing.

MAINTENANCE

The furniture and filing cabinets can be cleaned annually with a mild soap water solution and wiped dry. Stubborn marks can be removed with a proprietary spray and



wipe detergent. Strong solvent solutions should not be used.

It is recommended that an annual inspection of chairs be done to ensure screws are still tight. Usage with loose arms or seats usually involves replacement parts instead of simple adjustment.

On the mechanical side it is recommended that annually the gas lift be moved through its operational range. This is done to keep the parts lubricated and will prevent the gaslift from becoming stiff to operate. For the same reason you should move the mechanism through its full range also.

FURNITURE LOCKING

All furniture locking has two (2) keys supplied and both the lock and keys are identified by a number.

Should a key be lost, replacements can be supplied by your local locksmith. However for an urgent situation we can supply master keys.

CONTRACT MAINTENANCE

We can offer periodic maintenance, programmed, repair and refurbishment services on a pre-arranged cost basis.

FURNITURE OPERATIONAL PROCEDURES



FURNITURE – LAMINATE/ MELAMINE

Including desks, returns, corner Workstations, bookcases, cupboards/ hutches, tables and underbench mobile pedestals

OPERATION

Use furniture as designed. Do not sit or stand on desks. Ensure storage units are stable on the floor.

SAFETY

Do not overload cupboards/hutches or bookcases, store from bottom upwards to prevent tilting. Do not store on top of cupboards or bookcases as this will cause instability.

FURNITURE – TIMBER VENEER & SOLID

Lacquer on timber furniture takes

approximately 4 weeks to initially cure (this is the same as all coatings such as paint). Extra care should be taken during this period. The lacquer continues to change over its life. The result being a darkening of the colour.

TIMBER CAN BE EASILY DAMAGED IF AFFECTED BY

Extreme temperature – use quality heat resistant place mats under hot drinks and food. Heavily plasticised place mats are not recommended.

Mechanical action – do not allow heavy and sharp objects to be rubbed or dragged across the table surface

All chemical substances and alcohol should be removed immediately to prevent damage.

Moisture may cause damage to furniture – clean up spillage immediately.



SAFETY

Furniture is generally heavy. It should not be dragged. Movement or relocation should be done by lift and carry.

Under no circumstance, should storage units be moved when they are loaded.

WORKSTATION PARTITIONS

Any layout must be designed to maintain strength and stability.

SAFETY

Re-arrangement of the partitions should not be attempted without specific training, it is recommended that it be done by ECF.

Most partitions carry power, voice and data cabling, therefore the appropriate trades should be in attendance. Do not excessively load partitions and shelving.

OPERATIONAL PROCEDURE

Lift furniture to move, it should not be dragged as this may cause damage. This is particularly important for legs on chairs and tables, and arms on all chairs, including lounge chairs.

Where seating has loose seat and back cushions, these should be turned on a regular basis.

LOUNGE SEATING

All upholstery should be cleaned on a regular basis once every 3-4 months to avoid dirt build up.

This is important where the body contacts the seating particularly head and hands, to minimise soiling by body oils.

UPHOLSTERY FABRICS CARE & CLEANING



THERE ARE INFINITE TYPE OF FABRICS FROM WOOL TO POLYPROPYLENE AND OTHER SPECIAL COMBINATIONS.

In facilities or areas where unique conditions or heavy domestic/commercial use is apparent (for eg. Nursing Homes and Waiting areas) a 'cleaning regime' should be drafted and put into practice to comply with accreditation requirements and warranty terms and conditions.

The 'Commercial Textile Association' has issued six after care labels which cover most fabrics (refer to **ATTACHMENT A** pages 13–15).

One of these labels or similar is attached to an upholstered piece of furniture and you should follow these guidelines.

ATTACHMENT B (pages 16–17) from the Woolmark Company suggests treatment for removal of specific stains on wool fabric.

ATTACHMENT C (page 18) are guidelines for treatment of Zircon/Crypton based fabrics.

ATTACHMENT D (page 19) are guidelines for treatment of Vinyls.

Warning: Whichever treatment you use it should first be tested on a hidden area.

ECF/HFA do not take any responsibility for the result of any treatment.



ATTACHMENT A

AFTERCARE

cta label ①

- **PRODUCT TYPE:** textile fabric, non-pile
- **PRODUCT TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight • Vacuum regularly using low suction • Rotate reversible cushions regularly

SPOT CLEANING

- Treat spills and stains as soon as possible • Gently scrape any soil or mop any liquid from the surface of the fabric • Do not scrub • Apply proprietary cleaning agents strictly according to instructions to remove the residue of the spill • Do not saturate the fabric or interior with water or other cleaning liquids • May be spot cleaned with drycleaning solvent

CLEANING

- **DO NOT REMOVE CUSHION COVERS FOR SEPARATE CLEANING, EVEN THOUGH THEY DO HAVE ZIPPERS**
- Clean with hot water extraction machine (hot)
- Professional cleaning recommended • Do not use dishwashing or laundry detergents • Use only upholstery detergent
- Do not wet filling • Dry in shade away from direct heat and sunlight • Allow to dry thoroughly before re-use
- OR**
- Clean using an on-site drycleaning machine (P)
- Professional cleaning only • Do not wet filling with solvent
- Extract solvent thoroughly after application
- Wipe gently, do not rub • **CAUTION** - exhaust solvent vapour outside building • Provide adequate ventilation during cleaning and drying • Allow to dry thoroughly before re-use • Avoid use of room during drying period
- OR**
- May be shampoo cleaned using upholstery shampoo • Do not use dishwashing or laundry detergents • Do not wet filling
- Wipe gently, do not rub • Dry in shade away from direct heat and sunlight • Allow to dry thoroughly before re-use



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OF AUSTRALIA & NEW ZEALAND
LIMITED

THIS LABEL MAY ONLY BE APPLIED TO CTA ENDORSED FABRICS

AFTERCARE

cta label ②

- **PRODUCT TYPE:** textile pile fabric (including velvet, velveteen, corduroy, chenille)
- **UPHOLSTERY TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight • Vacuum regularly using low suction • Rotate reversible cushions regularly

SPOT CLEANING

- Treat spills and stains as soon as possible • Gently scrape any soil or mop any liquid from the surface of the fabric • Do not scrub • Apply proprietary cleaning agents strictly according to instructions to remove the residue of the spill • Do not saturate the fabric or interior with water or other cleaning liquids • May be spot cleaned with drycleaning solvent

CLEANING

- **DO NOT REMOVE CUSHION COVERS FOR SEPARATE CLEANING, EVEN THOUGH THEY DO HAVE ZIPPERS**
- Clean with hot water extraction machine (hot)
- Professional cleaning recommended • Do not use dishwashing or laundry detergents • Use only upholstery detergent • Do not wet filling • Dry in shade away from direct heat and sunlight • Gently vacuum to restore pile
- Allow to dry thoroughly before re-use
- OR**
- May be drycleaned with an on-site drycleaning machine
- Professional cleaning recommended • Do not wet filling with solvent • Extract solvent thoroughly after application
- Wipe gently, do not rub • **CAUTION** - exhaust solvent vapour outside building • Provide adequate ventilation during cleaning and drying • Allow to dry thoroughly before re-use • Avoid use of room during drying period
- OR**
- May be shampoo cleaned using upholstery shampoo
- Do not use dishwashing or laundry detergents • Do not wet filling • Wipe gently, do not rub • Gently vacuum to restore pile • Dry in shade away from direct heat and sunlight • Allow to dry thoroughly before re-use



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UPHOLSTERY FABRICS CARE & CLEANING



ATTACHMENT A CONTINUED

AFTERCARE

cta label **3**

- **PRODUCT TYPE:** textile fabric non-pile **soil-resist treated**
- **UPHOLSTERY TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight • Vacuum regularly using low suction • Rotate reversible cushions regularly

SPOT CLEANING

- Treat spills and stains as soon as possible • Gently scrape any soil or mop any liquid from the surface of the fabric
- Apply proprietary cleaning agents strictly according to instructions to remove the residue of the spill • Do not saturate the fabric or interior with water or other cleaning liquids • May be spot cleaned with drycleaning solvent

CLEANING

- **DO NOT REMOVE CUSHION COVERS FOR SEPARATE CLEANING, EVEN THOUGH THEY DO HAVE ZIPPERS**
- **DO NOT SHAMPOO CLEAN**
- Clean with hot water extraction machine (hot) • Professional cleaning recommended • Do not use dishwashing or laundry detergents • Use only upholstery detergent • Do not wet filling
- Dry in shade away from direct heat and sunlight
- Allow to dry thoroughly before re-use
- OR**
- Clean with an on-site drycleaning machine (P)
- Professional cleaning recommended • Do not wet filling with solvent • Extract solvent thoroughly after application
- Wipe gently, do not rub • **CAUTION** - exhaust solvent vapour outside building • Provide adequate ventilation during cleaning and drying • Allow to dry thoroughly before re-use • Avoid use of room during drying period
- Re-application of soil-resist treatment may be necessary

WARNING

- This fabric has been treated with a soil-resist finish
- Do not apply a further treatment until necessary



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AFTERCARE

cta label **4**

- **PRODUCT TYPE:** textile pile fabric (including velvet, velveteen, corduroy and chenille) **soil-resist treated**
- **UPHOLSTERY TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight • Vacuum regularly using low suction • Rotate reversible cushions regularly

SPOT CLEANING

- Treat spills and stains as soon as possible • Gently scrape any soil or mop any liquid from the surface of the fabric
- Apply proprietary cleaning agents strictly according to instructions to remove the residue of the spill • Do not saturate the fabric or interior with water or other cleaning liquids • May be spot cleaned with drycleaning solvent

CLEANING

- **DO NOT REMOVE CUSHION COVERS FOR SEPARATE CLEANING, EVEN THOUGH THEY DO HAVE ZIPPERS**
- **DO NOT SHAMPOO CLEAN**
- On-site drycleaning recommended (P) • Professional cleaning recommended • Do not use dishwashing or laundry detergent • Do not wet filling with solvent
- Extract solvent thoroughly after application • Wipe gently, do not rub • **CAUTION** - exhaust solvent vapour outside building • Provide adequate ventilation during cleaning and drying • Allow to dry thoroughly before re-use
- Avoid use of room during drying period
- OR**
- Clean with hot water extraction machine • Professional cleaning recommended • Do not use dishwashing or laundry detergent • Use only upholstery detergent • Do not wet filling
- Gently vacuum to restore pile • Dry in shade away from direct heat and sunlight • Allow to dry thoroughly before re-use
- Re-application of soil-resist treatment may be necessary

WARNING

- This fabric has been treated with a soil-resist finish
- Do not apply a further treatment until necessary



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ATTACHMENT A CONTINUED

AFTERCARE

cta label 5

- **PRODUCT TYPE:** coated fabrics (including PVC and polyurethane), sheet plastic and woven plastic
- **UPHOLSTERY TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight

SPOT CLEANING

- Treat spills and stains as soon as possible
- Gently remove any soil or mop any liquids from the surface
- Persistent marks may need solvents
- Check the effects of any solvents on a hidden area of cover
- Clean as below

CLEANING

- DO NOT CLEAN WITH HOT WATER EXTRACTION MACHINE
- DO NOT CLEAN WITH ON-SITE DRYCLEANING MACHINE
- DO NOT USE ABRASIVE POWDER OR PASTE CLEANERS
- DO NOT WET EXCESSIVELY
- Wipe with a clean cloth dampened with a mild detergent solution
- A soft bristle brush may be used to remove ingrained soil
- Avoid scratching by gentle brushing
- Wipe with a damp cloth dampened with water to remove residual detergent
- Dry in shade away from direct heat



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AFTERCARE

cta label 6

- **PRODUCT TYPE:** Top-coated leather (not suitable for full-grain, nubuck or suede)
- **UPHOLSTERY TYPE:** non-removable covers

REGULAR CARE

- Protect from direct sunlight, direct heat and weather
- Regularly dust with clean dry duster

SPOT CLEANING

- Treat spills and stains as soon as possible
- Gently remove any soil or mop any liquids from the surface
- Persistent stains may require treatment by a professional cleaner
- Clean as below

CLEANING

- DO NOT USE SHOE, FLOOR OR LAUNDRY CLEANERS
 - DO NOT USE SHOE CREAM OR SADDLERY PRODUCTS
 - DO NOT USE SOLVENTS OR CLEANING FLUID
 - DO NOT USE ABRASIVE POWDER OR PASTE CLEANERS
 - DO NOT USE FLOOR, FURNITURE OR SHOE POLISHES
 - Avoid hard rubbing or scrubbing
 - Remove all liquid and food spills immediately
 - Clean contact areas of perspiration and body oils regularly • Dust before cleaning
 - Use only proprietary leather care products suitable for leather with a surface finish • Use leather cleaners strictly in accordance with the manufacturer's instructions
 - Occasional use of proprietary leather conditioner recommended • Dry away from direct heat
- OR**
- Make diluted soap solution using pure soap • Wipe with a damp cloth dampened with mild soap solution
 - Do not wet excessively • Do not rub hard • Wipe with clean damp cloth to remove residual detergent
 - Occasional use of proprietary leather conditioner recommended • Dry away from direct heat



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UPHOLSTERY FABRICS CARE & CLEANING



ATTACHMENT B

WOOLCARE STAIN CHECKLIST AND TREATMENT FOR BEDDING & FURNISHING FABRICS

STAIN REMOVAL CHART

Type of Stain	Order of Treatment		
	1st	2nd	3rd
Beer, Beetroot, Bleach	1		
Blood	10	6	
Burn or scorch mark	5		
Butter	2	1	
Candlewax	3		
Chewing gum	7		
Chocolate	1	2	
Cocoa, Coffee (black or white)	2	10	1
Cooking oils, Cream	2	1	
Crayon/Colour marker	2	1	
Egg, Excrement	1		
Fruit juice	9	1	
Furniture polish	2	1	
Grass	4		
Gravy/Sauce	9	1	
Grease	2	1	



Type of Stain	Order of Treatment		
	1st	2nd	3rd
Icecream	1		
Ink - ballpoint	4	1	
Ink - fountain pen	9	1	6
Lipstick	2	1	
Metal polish	2	1	
Mildew	1	5	
Milk	9	2	1
Mustard	1		
Nail Polish	8	2	
Oil	2	1	
Paint - emulsion	2	10	1
Paint - oil base	3	2	1
Rust	2	1	11
Salad Dressing, Shoe Polish	2	1	
Soft Drinks	9	1	5
Tar	3	2	1
Tea (black or white)	2	10	1
Urine, Vomit	1		
Wine - red	12	9	6
Wine - white	1		

UPHOLSTERY FABRICS CARE & CLEANING



ATTACHMENT B CONTINUED

TREATMENT (CLEANING AGENT)

- 1 Solution of one teaspoon of approved wool detergent (e.g. Softly) with one teaspoon of white vinegar and one litre of warm water.
- 2 Dry-cleaning fluid, lighter fluid or mineral turpentine. Caution: Ensure that no flame or lighted cigarette is near, and use in a well-ventilated area.
- 3 Mineral turpentine-effectiveness is increased if mixed with an equal quantity of dry-cleaning fluid. Caution: Ensure that no flame or lighted cigarette is near, and use in a well-ventilated area.
- 4 Methylated spirits. Caution: Ensure that no flame or lighted cigarette is near, and use in a well-ventilated area.
- 5 Hydrogen peroxide (20 vol.). Dilute 1 part to 10 parts cold water. Caution: Do not use on dark or patterned fabric.
- 6 Dye stripper. Dilute 1 part to 50 parts cold water. Caution: Do not use on dark or patterned fabric.
- 7 Chewing gum remover (freezing agent).
- 8 Nail polish remover.
- 9 Clean warm (not hot) water.
- 10 Cold Water.
- 11 Weak solution of white vinegar or lemon juice with cold water.
- 12 Absorbent powder (e.g. salt or talc). Sprinkle on spillage, leave overnight and vacuum next day.



NOTES

1. When attempting to remove any stains always ensure that the fabric is dry before proceeding to the next step in the order of treatment.
2. The solvents normally used in dry cleaning are perchlorethylene, white spirit or fluoro-carbons.

Note: Whilst this advice is offered in good faith, no responsibility is accepted for claims arising from the treatments proposed. If stains fail to respond to treatments listed, call a professional fabric cleaner immediately.

THE
WOOLMARK
COMPANY



UPHOLSTERY FABRICS CARE & CLEANING



ATTACHMENT C

ZIRCON/CRYPTON

SPECIAL CARE INSTRUCTIONS

This product is not intended for outdoor applications.

Cushion covers should not be removed for washing or drying. Cleaning should be done with covers in situ.

Please do not allow stains or spills to spread or be forced into fabric.

1. Blot off excess spill with a paper towel
2. Do not use solvent-based cleaning products.
3. Using a clean sponge, wash face of fabric with plain water or mild soap solution. Powdered enzyme detergent mixed with water is the preferred product. Customary upholstery shampoo, water based cleaning products and mild germicidal detergents may also be used.

4. For stubborn stains a liquid detergent such as Radiant, mixed with water, may be applied in a gentle manner, using a soft brush in a vertical fashion. Do not scrub.
5. Please make certain that all cleaning products are completely rinsed off the fabric, as failure to do so may cause a loss of repellent properties.

N.B Avoid using bleach, which can fade colours, pine oil cleaners or other harsh chemicals as they will eventually harm the product. If bleach must be used, please make absolutely certain that it is in a solution of at least 3 parts water to 1 part bleach. Please ensure that it is completely removed. Do not use any products that contain highly toxic tetrachloride. We recommend that you do not use any cleaning agent without first testing in a hidden area. As dye lots may vary from batch to batch, colour matching to previous deliveries or samples cannot be guaranteed.

Most fabric manufacturers offer a proprietary cleaning product which can be purchased.



ATTACHMENT D

VINYL CARE & MAINTENANCE

DO NOT MACHINE WASH – DO NOT DRY CLEAN

General Cleaning – Regular (weekly) cleaning of head-rests, arms and seat cushions is important to remove body oils which can cause hardening of the vinyl.

To clean, wipe with a cloth or sponge which has been moistened in warm soapy water, then dry with a soft, clean cloth.

The use of mild non-abrasive pure soap is recommended. Stubborn grime may require gentle scrubbing with a soft brush.

FOR TREATING SPECIFIC STAINS, ALWAYS REMEMBER THAT PROMPT ATTENTION YIELDS MORE COMPLETE REMOVAL

Warning – Never use furniture polishes,

abrasive cleaners or steel wool. Regular use of cleaners containing hydrocarbons or similar additives may cause damage to the vinyl and harden the surface. Strong solvents eg. acetone, are detrimental to the vinyl surface. Avoid exposure to excessive heat and non-colour-fast dyestuffs found in some articles of clothing as they may transfer dye to the fabric surface. Dye transfer to the surface of the fabric is not recognised as a manufacturing fault.

METAL FURNITURE OPERATIONAL PROCEDURE



FILING CABINETS

Finishes are generally powdercoated or baked enamel and generally only need a periodical wipe down. Any stubborn marks should be removed with a proprietary spray and wipe solution.

Do not store on top of units as it can cause instability.

Volume storage such as compactus, it is necessary to ensure the building floor loads are not exceeded and obtain engineering specifications if necessary.

OPERATION PROCEDURE

For safe operation of filing cabinets, NEVER open more than one drawer at a time, otherwise cabinet may become unstable and tilt forward

If an interlock is fitted, all drawers should be fully home before opening a given drawer.

An interlock can be overridden if two

drawers are extended at the same time or during the first 20mm of travel and these situations are to be avoided.

For stability reasons, ALWAYS load cabinets from the bottom drawer first. Failure to do so may cause cabinet to tilt forward.

SAFETY

Drawers SHOULD NOT be loaded beyond 22kgs uniformly distributed load for roller extension arms and 50kgs for ball track arms.

DO NOT apply excessive non-distributed loads to drawers or shelves.

GLASS AND STAINLESS STEEL CARE AND CLEANING



GLASS

Regular wiping will remove surface dust. Finger marks and spills can be cleaned by either a mild soap and water or a proprietary brand glass cleaner.

STAINLESS STEEL

Clean with warm soapy water. Never clean with abrasive cleaning products. There are specific stainless steel cleaning products available in the market

Some scratches may be repaired or minimised by gently rubbing the scratch with a scotch brite pad.

Never clean or try to fix scratches with steel wool.

LEATHER CARE AND CLEANING



CARE INSTRUCTIONS

All furniture carries detailed care instructions, which depend on the type of leather from which the furniture has been made. These should be carefully followed.

Semi aniline, pigmented and corrected grain top coated leathers should only be cleaned with special water based cleaners. These cleaners do not need to be 'rubbed in', it is more important to regularly clean the prime contact areas to remove the accumulated soils such as perspiration and body hair and oils. They should be removed even though the leather will not appear to be soiled. If cleaning is left until the leather is obviously soiled then it is likely to be irreparably damaged.

For aniline and nubuck leathers, we advise that you do not use any type of cleaner on

this product. We suggest that you should only use a soft suede brush in conjunction with a vacuum cleaner to remove dust and lint. In the case of localised soiling, a soft absorbent cloth or paper towel can be used to remove the stain. If stains are allowed to remain on aniline or nubuck leathers for an extended period, permanent darkening or discolouration may develop. For this reason, it is essential to remove any spills as soon as possible. Aniline and nubuck leathers are best cleaned with water-based cleaners. Solvent-based cleaners must not be used.

Aniline and nubuck leathers should be treated with a suitable protector after an area has been cleaned. This is described in the following instructions.



TYPE OF CLEANER

The use of the correct cleaner for leather is vital.

Semi aniline, pigmented and pigmented top coated corrected leathers should only be cleaned with a proprietary brand water-based cleaner. Solvent-based cleaners must never be used, as these will damage the top coating on the leather. Suitable cleaners may be purchased from reputable furniture retailers.

Aniline leathers, including nubuck, should only be cleaned with water-based cleaners.

Other household cleaners must not be used for upholstery leathers. These are likely to damage the leather.

LEATHER CONDITIONER

Semi aniline, pigmented and pigmented top coated corrected grain leathers should only be conditioned with a proprietary brand water-based conditioner. Suitable conditioners may be purchased from reputable furniture retailers.

Aniline and nubuck leathers may darken if treated with a leather conditioner. For this reason, the use of suede leather conditioners is not recommended.

LEATHER CARE AND CLEANING



STAIN REMOVAL

The following notes on the removal of some common stains are intended for general guidance only. Stains of a particular type may vary greatly in their difficulty of removal, depending on the severity and particular formulation of the stain. For example, a beverage containing a food colour is likely to be more difficult than a beverage that contains only natural colourants. Because of the many variables of stain removal, no responsibility can be accepted for the use of the following guidelines.

For severe stains or those not listed, it is recommended that an experienced tradesperson be consulted.

Stains should be removed as soon as possible. Delay may make it impossible to avoid permanent staining.

When attempting to remove a stain, avoid concentrated rubbing on a particular area, as this is likely to produce abrasion damage. It is better to leave a slight residual stain which may fade over time than to produce a permanent mark which may be more susceptible to accelerated wear and soiling.

Always clean from the outside to the centre of a stain. This will minimise spreading of the stain.

SPOT CLEANING

1. Remove excess soil immediately. Liquids should be gently mopped with absorbent cloth or paper tissue. Avoid pressing the liquid into the leather. Solid soils may be carefully scooped or scraped from the leather surface. The finish of the leather will keep most serious spills from becoming



stains. Pigmented-finish leathers have an inherent resistance to staining.

2. If the stain has dried, break or crush the stain and remove the loose particles by brushing or vacuuming.
3. Apply liquid cleaning agents by wetting a clean cloth with the cleaner. Do not apply the cleaner directly to the leather. Avoid saturating the leather. Use as little of the cleaner as possible. Work from the outside of the stain towards the centre of the stain to avoid spreading the stain. Turn the cleaning cloth frequently to keep a clean piece in contact with the upholstery. Blot any excess cleaner with a clean cloth or tissue. Cleaners specially made for upholstery leather should be applied strictly in accordance with the manufacturer's instructions. Note:
4. Allow the cleaned area to dry naturally away from direct heat. If the stain is still visible, repeat the cleaning process.
5. Allow the cleaned areas to completely dry before use.

STONE CARE AND CLEANING (GRANITE & MARBLE)



EVERYDAY CLEANING

Granite requires very little maintenance to keep the surface looking like new. For everyday routine cleaning we recommend wiping the surface with warm soapy water (a mild detergent) and a damp cloth or alternatively use a quality spray and wipe type cleaner.

EXTRA STUBBORN DRIED SPILLS AND STAINS

For removal of these we recommend Cream Cleanser and a Never Scratch All-Purpose Scrubber which can be used without damaging the stone, or alternatively applied to a soft damp cloth. To remove adhered materials like food, gum and nail polish, first scrape away the excess with a sharp blade. If there are any grey metal marks on

the surface, a mild detergent will remove it. Household bleach can generally be used as an effective cleaner to remove stubborn marks, but care should be taken as some products are considerably stronger than others.

HEAT RESISTANCE

Granite will tolerate brief exposures to moderately hot temperatures, however prolonged direct contact with, or radiated heat from very hot pots can cause thermal shock, discolouration or damage. Therefore we do not recommend placing hot pots, pans, electric frying pans and oven trays directly from the hotplate or out of an oven onto the surface. We always recommend the use of a hot pad or trivet to place hot items onto.



POLISHING

Granite is non-porous, it will keep its lustrous gloss and ultra smooth surface without polishing. And it never needs sealing.

TOUGH? YES. INDESTRUCTIBLE? NO.

As with any surface Granite can be permanently damaged by exposure to strong chemicals and solvents that undermine its physical properties. Do not use products that contain trichlorethane or methylene chloride, such as paint removers or strippers. Avoid any highly aggressive cleaning agents like oven cleaner that have high alkaline/pH levels. Should the surface be accidentally exposed to any of these damaging products, rinse immediately with water to neutralise the

effect. Marble and re-constructed stone are not as hard as Granite and would need a more vigilant approach.

WARRANTY



All furniture is warranted against defective materials and faulty workmanship for a period of 2 to 10 years from the date of manufacture dependent upon the product.

The warranty applies to the original purchaser of the furniture. You may be required to provide proof of purchase when making a claim.

The warranty excludes defects caused by the product not being used in accordance with instruction, accidental damage, neglect, misuse, being tampered with by unauthorized person, freight damage or any damage caused by flood, fire or other acts of nature beyond our control.



Finishes (laminates and fabrics) are covered by the respective supplier's guarantees.

All costs of transportation to and from Eastern Commercial Furniture Pty Ltd will be the responsibility of the customer.

Note. Warranty is based on normal commercial use 8 hours 5 days per week for heavy duty use. For 24-hour 7-day the warranty period is reduced.

For your specific product warranty, full service or repair please contact our office or check the website



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