

balma

Furniture Use and Maintenance Manual

1. Use | 4-5

- 1.1 Preparing furniture for use
- 1.2 General recommendations for use
- 1.3 Recommendations for using mechanical and electromechanical elements

2. Surface maintenance | 6-13

- 2.1 Melamine chipboard
- 2.2 Natural veneer
- 2.3 Nano-laminate
- 2.4 Lacquered MDF boards

2.5 Compact laminate

2.6 Quartz conglomerate

2.7 Powder-coated steel elements

2.8 Upholstery

3. Surface disinfection | 14

Thank you for choosing Balma office furniture.

We want to offer our customers top-quality products, whose quality is guaranteed by our project solutions, selection of raw materials and components, and our strict quality policy.

We are confident that our furniture will be ideal for everyday use.

The long-term and trouble-free use will be ensured by complying with the basic usage rules and by following cleaning and maintenance recommendations. Proper use is also a required condition for maintaining the warranty.

1. Use

1.1 Preparing furniture for use

Transporting and unpacking

Before transportation Balma furniture is packed in the factory in special boxes to protect it from any damage, soiling and harmful weather conditions. During transportation and storage all the recommendations placed on the boxes should be followed. While unpacking it is recommended to minimise the use of sharp tools to prevent furniture damage when cutting through the boxes.

Assembling

The assembly of Balma furniture should be done in accordance with the manual, using the attached mounting parts/fittings and other fastening elements indicated by the manufacturer. Caution should be taken while moving/carrying or assembling individual pieces to prevent any damage, scratches or soiling. In order to assemble your furniture, we recommend using a highly specialised and experienced team with professional tools and equipment.

Secured furniture arrangement

Furniture should be placed on an even and stable surface. To compensate for some slight unevenness of the floor, levelling mounts should be used or the stability of the furniture should be ensured in another way. In case of tall elements manufactures require some additional fastening to the wall – it is absolutely crucial to follow this recommendation.

Re-arranging and carrying

Balma furniture is designed for areas calling for frequent arrangement changes, so it may safely be moved and re-arranged.

When moving furniture, it is required to:

- hold construction elements (i.e. arms or legs), never table-tops or furniture upholstery
- secure movable elements (i.e. drawers or doors)

Moving/re-arranging furniture always requires great caution.

1.2 General recommendations for use

Load

Balma takes full responsibility for the durability and quality of the furniture as long as it is used as intended by its manufacturer. It is forbidden to exceed furniture maximum load. That includes tables, shelving units, shelves and planters in particular. It is not allowed to sit on those pieces or place too many things or heavy objects onto them.

Temperature and humidity

Balma furniture is made from materials which are resistant to changes in temperature and humidity, which are typical for any standard office areas. The optimal conditions for using the majority of our products are: the temperature range between 15-30 degrees Celsius and humidity between 25-80%.

Protection from excessive heat

Balma furniture should not be placed next to heaters or other elements which can become hot. The furniture should not be exposed to direct sunlight.

Protection from scratches

All work surfaces, especially furniture tops, should be protected from getting scratched. Moving any elements on those surfaces is not allowed as that may result in the scratching for example, of ceramics or objects made of stone or metal.

It is recommended to make use of tablecloths, napkins, cork coasters/placemats, etc. to preserve the aesthetic and pleasant appearance of the surface.

NOTE: some fabrics are especially prone to change their qualities (i.e. discolourations mostly) when exposed to sunlight.

1.3. Recommendations for using mechanical and electromechanical elements

Fittings, locks, wheels, rails, guide tracks and other mechanical elements used in Balma furniture have a maintenance-free structure and do not require maintenance and lubrication.

While using this furniture make sure to:

- protect movable elements (locks, guide tracks and wheels in particular) from getting jammed by small objects,
- never allow mechanical elements to get heavily soiled,
- never allow mechanical elements to have contact with water or chemical substances,
- for locking and unlocking use only keys provided by the manufacturer or keys cut by a professional company.

2. Surface maintenance

2.1 Melamine chipboard

Melamine chipboard shows high durability and resistance to scratching and soiling. To clean it, mild detergents dissolved in warm water may be used. In most cases it is enough to wipe the surface with a cloth or a sponge, whereas in case of heavy soiling a soft brush may be used. To dry the surface, paper towels or a dry microfibre cloth should be used.

Use



away from heaters (distance should be kept)



load (no overloading)



temperature 15-30°C (optimal temperature range)

Cleaning and maintenance



gentle wiping with a wet cloth



mild detergent allowed



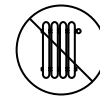
drying with paper towels

2.2 Natural veneer and wooden elements

Wooden elements and those with a natural veneer finish should never be cleaned with water; instead, they should be dusted using delicate cotton fabrics. After pre-cleaning the furniture should be maintained with mild wood cleaning agents following the producer's instructions and recommendations specified on the package. Coffee, alcohol and tea stains should be removed immediately.

NOTE: wooden elements or natural veneer-covered elements are relatively soft materials, prone to scratching and discolourations caused by UV radiation and high temperature (e.g. hot mugs). It is recommended to use coasters or placemats to protect the furniture surface.

Use



away from heaters (distance should be kept)



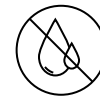
load (no overloading)



temperature 15-30°C (optimal temperature range)



air humidity 25-80%



no contact with water



placing hot plates or cups not allowed



protecting against scratches

Cleaning and maintenance



dusting (with a cloth)



cleaning and maintenance with special wood cleaning agents, no greasy cleaning agents to give a shine and lubrication allowed

2.3 Nano-laminate

Nano-laminate is a material of exceptional durability. It has a perfect matt surface with better anti-fingerprint protection than any other materials used. It is resistant to scratching and abrasion. It is antistatic, which makes its everyday care extremely simple. Tops made of this material are very durable.

Characteristic features:

- resistance to scratching, friction and abrasion
- smooth and velvety surface
- low light reflectivity
- chemicals resistance
- antistatic
- hydrophobicity
- anti-fingerprint protection
- high resistance to acid solvents and care and preservation agents
- dimensional stability even with changes in high temperatures ranges
- enhanced antibacterial properties
- hygienic
- surface suitable for contact with food
- easy daily care
- resistance to dry and humid heat

Use



load (no overloading)



temperature 15-30°C (optimal temperature range)

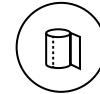


placing hot plates or cups not allowed

Cleaning and maintenance



mild detergent allowed



drying with paper towels



cleaning and maintenance with special wood care agents, no greasy cleaning agents giving a shine and lubrication allowed

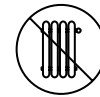


gentle cleaning with a wet cloth (the surface does not require any particular care or maintenance), in case of persistent stains, the surface should be cleaned with a damp melamine sponge (the so-called “magic sponge”), and then dried

2.4 Lacquered MDF boards

MDF lacquered board is one of the most popular modern materials used in manufacturing furniture. In its everyday use it is characterised by its high wear resistance. More serious soiling of MDF lacquered board with matt and velvet finish may require using a damp cloth and a mild detergent. Any strong chemical agents or rough or sharp materials should not be used as they may cause irreversible surface damage or discolourations.

Use



away from heaters (distance should be kept)



load (no overloading)



temperature 15-30°C (optimal temperature range)



air humidity 25-80% (optimal range)



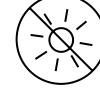
no contact with water



placing hot plates or cups prohibited



protecting against scratches



no exposure to direct sunlight

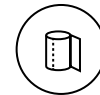
Cleaning and maintenance



dusting (with a cloth)



gentle wiping with a wet cloth



drying with paper towels

2.5 Compact laminate

Compact laminate is a wood-based product characterised by its high durability and resistance to micro scratches. Its surface is uniform and non-porous, which ensures hygiene. It is characterised by its unusual thickness of 12 mm as well as a core that matches the colour of the surface of the top.

Characteristic features:

- resistance to micro scratches
- anti-fingerprint protection
- humidity resistance (however, prolonged contact with water may cause damage to the top)

Use



placing hot plates or cups not allowed



prolonged contact with water not allowed

Cleaning and maintenance

To clean compact countertops, it is recommended to use microfiber cloths or paper towels, and warm water with some mild degreasing agent designed for the household use. Any persistent stains should be cleaned with detergents containing acetone. Before applying them, a check should be performed on a sample piece to ensure they will not cause any damage to the surface.

2.6 Quartz conglomerate

Silestone® is a hybrid low-porosity surface made from minerals and recycled materials which contribute to its exceptional strength and durability.

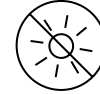
Characteristic features:

- low surface porosity which guarantees zero liquid uptake
- soil resistance
- impact resistance
- acid resistance
- easy to clean
- food contact surface
- colour stability

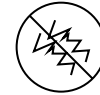
Use



placing hot plates or cups not allowed



no exposure to direct sunlight



protecting against scratches



no polishing allowed

Cleaning and maintenance

To clean Silestone®, Q-Action detergent is recommended. If this product is unavailable, a mild pH neutral soap and water should be used. In case of persistent stains, a soft sponge should be used with no rubbing as to prevent scratches.

More information as well as cleaning, maintenance and general exposure to chemicals tips can be found at www.silestone.com

2.7 Powder-coated steel elements

Chrome elements as well as elements made of stainless steel and lacquered steel should not have any contact with water as this contact may cause spots/stains and discolourations. Some discolourations or roughness on invisible surfaces of those elements may appear as a result of technological operations of the production process and they do not affect the aesthetics or durability. Metal elements should be cleaned with a soft dry cloth not to cause any scratches on the surface.

Use



load (no overloading)



protecting against scratches

Cleaning and maintenance



dusting (with a cloth)



gentle wiping with a damp cloth



drying with paper towels

2.8 Upholstery

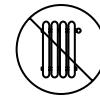
In case of upholstery it is critical to clean the fabric immediately. Upholstered elements should be vacuumed or cleaned with a soft brush, avoiding excessive rubbing. Removable fabric covers should be gently shaken out. Pile fabrics require regular brushing with a soft brush.

Stain removal

Before using any upholstery cleaning agent, to avoid ruining the fabric, a test should be performed on a small part of the furniture which is not so much visible. In case of spills on the fabric (e.g. coffee spills), the spill should be dried with a napkin or a clean cotton cloth, any impurities should be removed (in this case - coffee grounds), and only then the stain removal should proceed. Do not soak the fabric for too long. Once the stain is removed, the cleaned spot should be immediately dried. The excess of water or a cleaning agent can be removed by gentle pressing a clean cloth against it.

Note: some colour-fading fabrics, e.g. jeans, may transfer the colour onto the furniture upholstery. If, even after a few washings, the clothes still transfer their colour onto the upholstery, it is the very fabric of those clothes to be blamed, and not of the upholstery. Any upholstery soiling of this kind shall not constitute the grounds for making a complaint.

Use



away from heaters (distance should be kept)



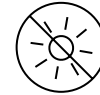
load (no overloading)



temperature 15-30°C (optimal temperature range)



air humidity 25-80% (optimal range)

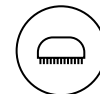


no exposure to direct sunlight

Cleaning and maintenance



vacuuming



brushing



mild stain removers

3. Surface disinfection

The following materials used in manufacturing Balma furniture are resistant to disinfectants:

- Melamine chipboards
- Nano-laminate

The surfaces show resistance to alcohol and disinfectants used. These cleaning agents do not cause any changes to the surface. However, due to a wide assortment of available disinfectants which have different ingredients, way of working and use it is recommended to check on some invisible surface how that particular disinfectant will work. It will be possible then to check whether a given disinfectant will not be too aggressive, and if, in turn, it will not cause any surface damage or discolouration.

The following materials used in manufacturing Balma furniture are sensitive to disinfectants:

- Surfaces covered with natural veneer
- Lacquered MDF boards - matt
- Lacquered MDF boards - velvet
- Powder-coated steel elements

These surfaces are sensitive to substances containing alcohol, including disinfectants. Any disinfection should be preceded with a test performed on some small surface. It can be observed then if the agent does not damage the surface. It is recommended to use disinfectants that do not leave wet surface. Long-term and frequent use of disinfectants may gradually cause some discolourations and permanent damage to the surface.

balma

FABRYKA MEBLI BALMA SA

UL. POZNAŃSKA 167

62-080 TARNOWO PODGÓRNE

POLAND

T: +48 61 89 66 400

E: export@balma.pl

www.balma.eu