



MORRIS CONTRACT FURNITURE

## FURNITURE CARE



MFC, Tea ring mark.  
Use a damp cloth and a mild soap or detergent if necessary, and buffed dry with a clean cloth.

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### Day to Day Care and Maintenance

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#### MFC Products (Melamine Faced Chipboard)

All MFC products can be easily cleaned with a damp cloth and a mild soap or detergent if necessary, and buffed dry with a clean cloth. MFC is Heat and Stain resistant, but care should still be taken when placing Hot drinks on the tops. Never use abrasive powders or scouring pads to clean stubborn marks. In extreme circumstances a mild alcohol product can be used, however, this must be followed by a damp cloth soaked in water ensuring no alcohol residue is present afterwards.

#### Real Wood Veneers

Wood is a naturally occurring product and part of its unique characteristic and beauty is that no two pieces can be the same. The depth and shade of colours and grain pattern vary from item to item. Real Wood Veneered products are lacquered in the manufacturing process. This strong clear lacquer is designed to protect the wood veneer from marks and day to day wear and tear, as well as making cleaning easy as possible. Day to day care of your product can be achieved from gently dusting the furniture and polish with a soft, lint free buffing cloth. In extreme cases, products can be easily cleaned with a damp cloth and a mild soap or detergent, but must be followed by a thorough drying of the unit, again with a lint free buffing cloth. Never use silicon or wax polishes that leave surface residue. Never use abrasive powders or scouring pads to clean

stubborn marks as this will scratch the Veneer. In extreme circumstances a mild alcohol product can be used, however this must be followed by a damp cloth soaked in water ensuring no alcohol residue is present afterwards. This process must be followed by a thorough drying of the unit with a lint free buffing cloth.

#### Metal Components On Furniture

In most cases our furniture is designed with a certain element of steel. This area of our furniture is protected with Powder Coated Paint. All these surfaces are resistant to dirt as well as liquids. However, liquids can discolour and stain the paint if left untreated. We recommend cleaning with a damp cloth and washing-up liquid, followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth. In extreme cases a thorough cleaning may be required. We advise cleaning using methylated spirits and again followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

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### GLASS CARE & MAINTENANCE

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All our glass should be washed by hand. We recommend that a mild detergent is used, with hand hot water, together with a soft cloth or sponge and that the items are dried immediately. This will ensure that no "smears" occur. Alternatively, vinegar diluted in water can be applied with Chamois leather and dried using a plain kitchen towel.

## HINTS & TIPS

When moving furniture, always lift the unit as opposed to dragging or pushing. Dragging the furniture will cause legs to separate from the tops of desks and can cause bookcases, cupboards etc. to become unstable. Always seek help when doing this as the furniture can be extremely heavy.

Avoid changes in humidity. Real wood veneers are extremely susceptible to humidity changes. Always be aware that Veneers can fade in light, so try to place the Veneer product away from direct sunlight.

Do not sit on desk extensions, these units are designed only for the weight of modern day computer hardware.

Avoid over loading cupboard shelves, and glass shelves with heavy items. Uneven doors can give the illusion that doors are out of alignment. Doors can be re-aligned if necessary, by adjusting the hinges.

Protect Natural Veneered Products from prolonged exposure to sunlight. As with all furniture, never place furniture directly up against radiators or heaters.

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## SEATING CARE & MAINTENANCE

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### *Fabric Products*

Upholstered furniture gets dusty and dirty and should be viewed in a similar way to clothing, i.e. it needs regular cleaning. If snags appear, carefully cut off the loose ends with scissors or tuck back in. Never pull them under any circumstances. Upholstery can be lightly vacuumed or gently brushed to remove dirt and dust, but do not use detergents. Do not try to wash minor spills. If you spill something on the upholstery, simply act quickly and mop up excess liquid with a clean white cloth. Secondly, use a specialist fabric cleaning product - use in accordance with manufactures cleaning instructions. Clean your upholstery at least once a year and before soiling becomes ingrained.

### *Leather Products*

Leather needs very little special care, but to get the most out of your investment, you should follow the guidelines below. Irregularities in the grain, small scars and insect bites and other natural skin marks should not be considered as defects. Only real leather has these characteristics. It is perfectly normal for certain areas of leather to show signs of creasing and stretching.

Always protect the product from direct sunlight, as this will otherwise accelerate the natural on-going discolouration process. Dust should be removed by vacuuming and wiping with a slightly damp cloth, using a solution of warm water and mild soap. Never place leather chairs or sofas against any heating source, i.e. a radiator or heater.

### *Chrome and Metal Components of Seating*

Chromium plated areas of seating and sofas can be cleaned with a cloth moistened with methylated spirits. Use with caution and always use the cleaning materials in a ventilated area. Lacquered metal can be cleaned in the same manner as lacquered wood veneered surfaces. Painted aluminium chair bases can be cleaned with a soft damp cloth and a mild detergent followed by a clean damp cloth, ultimately ensuring that the metalwork is dry afterwards by buffing with a dry cloth.

In extreme cases a thorough cleaning may be required. We advise using methylated spirits followed by a clean damp cloth, ultimately ensuring the metalwork is dry afterwards by buffing with a dry cloth.

### *Black Polypropylene Plastic on Seating*

Avoid contact with boiling water, high heat, and flame, such as cigarettes, and all abrasives. Wash in warm soapy water and apply pressure where necessary, drying afterwards with a clean cloth. Never use scouring powder to clean the product - this will damage the surface area pattern and also leave a white residue.



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