



## Laminated Surface (Tables/ Worktops/ Storage / Doors & Panels)

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- ✓ Clean with colin spray / thinner on dry cloth
- ✓ Stains of coffee , tea or ink use isopropyl alcohol
- ✗ Do not use kerosene
- ✗ Do not use water to clean, as it may lead to swelling



## Glass Surface(Glass tiles / Glass door / Glass panels)

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- ✓ Clean with water / colin spray with dust free tissue paper
- ✓ Use thinner for removing stain marks on glass that cannot be removed by colin spray
- ✗ Do not use newspaper for cleaning, as it may lead to scratches



## Powder Coated Surface (Frame/ Components / Powder coated tiles)

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- ✓ Clean with dry cloth / colin spray with dry cloth
- ✓ In case of paint peeling of after scratches, use powder coated spray cans of matching color.
- ✗ Do not use solvents like thinner, kerosene for powder coated components
- ✗ Do not use pointed tools like knife to remove gum marks / old stickers
- ✗ Do not use water to clean, as it may lead to discoloring
- ✗ Do not spray colin directly on powder coated surface, as it may lead to staining / discoloring



## Fabric (Fabric tiles / Fabric panels)

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- ✓ Clean with vacuum cleaner / fabric brush / cloth / soft brush
- ✗ Do not use water / damp cloth, as it may lead to fungus formation
- ✗ Do not use solvents like kerosene or thinner



## Chair :

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- ✔ Clean with dry cloth or vacuum cleaner ( without brush )
- ✔ Chair fabric should be changed once in two years so that dirt will go with old fabric
- ✘ Do not use kerosene or thinner

## Parts Requirements Maintenance Checks:

1. Frame alignment should be checked once in a year.
2. Table alignment should be checked once in a year.
3. Doors closer alignment should be checked once in a year.
4. Drawers should be opened and cleaned with colin spray.
5. Loose drawer handle should be tightened.
6. Check and adjust locks of all storages once in a year for firm locking.
7. Hinges of storages should be checked, adjusted and tightened once in a year.
8. Do not overload floor mounted storage and overhead storage.
9. The castors on office chairs, CPU and pedestal to be lubricated once in a year.