

# Hard surfaces.

Product care and  
maintenance.

aspect 

# Our expert advice.



Aspect employ fine craftsmanship and the latest technology to manufacture award-winning commercial office furniture. This includes researching and testing the best ways to care for our products.

This guide will instruct you on the best ways to care for your hard surfaces, including tables and desks, whiteboards and storage units, so that you can maximise it's life.



#### **Durability with 10-year guarantee**

Aspect design and manufacture products to provide long-term value, backed up by a 10-year guarantee. In addition Aspect offers an 'Extra Care' programme that provides at our discretion, repair or replacement of furniture which is clearly defective in manufacture, workmanship or material beyond the warranty date.

#### **Continuity of supply guarantee**

Aspect guarantee availability of all Aspect products for 15 years from purchase date, facilitating long-term planning.

#### **Quality and environmental accreditation**

Aspect's manufacturing plants hold accreditation for design, manufacture, supply and installation to international standards ISO 9001 and ISO 14001. This provides an objective, externally-audited guarantee of the efficacy of our quality and environmental management systems.

#### **Repairs, replacement and relocation services**

Repairs and replacement services that are not warranty repairs are chargeable at the following rates:

##### **Hourly rate:**

\$95.00 (excluding the cost of travel time and mileage)

##### **Minimum call-out fee:**

\$175.00 +GST



## Laminates

- Never place hot or very cold items directly onto the table top.
- Extension leaves, which for certain table models can be stored under the table top, must be clean and completely dry before storage.
- No cleaning detergent is able to remove all stains. The following recommendations only apply where stains are superficial and do not apply where the laminate has been penetrated.
  - Wipe the table top with a clean cloth wrung in a solution of water and a household cleaning detergent (ammonia is acceptable).
  - Finally, wipe off with a clean, dry cloth.
- Never use abrasive cleaning products such as

steel wool or polish. Always use as mild and gentle cleaning detergents as possible with a soft damp cloth.

## Stain removal

- Wipe off dirt and dust.
- Wring a clean cloth in a solution of water and a household cleaning detergent.
- Pour a little extra detergent on to the cloth and wipe the table top until all stains are dissolved.
- Alternatively, the cleaning detergent can be applied directly onto the stain. Leave it for a while to take effect, before wiping it off again.
- Wipe off with clean water. To avoid stripes/blotches, wipe the table top with a clean, dry cloth until it is completely dry.



## Melteca/painted surfaces

- Wipe regularly with a clean soft damp cloth
- For soiled surfaces or light stains apply warm soapy water or a common household detergent containing no abrasive, acidic or alkaline ingredients
- Waxes or other polishes are unnecessary and should not be used

## Anodised and powdercoated surfaces

- Wipe regularly with a clean, soft and damp cloth
- For soiled surfaces or light stains apply warm soapy water or a common household detergent containing no abrasive, acidic or alkaline ingredients

Please note that whiteboards should be wiped with a damp or dry cloth only – chemicals should not be used on the surface.



## Caring for timber veneer

Caring for timber is just as important as caring for fabrics and leathers. Gentle dusting with a clean microfibre cloth will help maintain the beauty of your timber veneer. Aspect also recommend placing your timber veneer furniture away from excess heat and/or humidity, which may cause the veneer to crack or warp as it expands and contracts due to temperature variations.

Keep your timber veneer furniture in pristine condition by avoiding exposure to direct sunlight or ultra-violet light, which may cause discolouration or deterioration of the surface. Also place protective padding between the timber veneer and any object placed on it. This should be thicker for heavy, hot

or abrasive objects that may severely damage the wooden surface.

### **Minimise scratching**

To minimise scratching the timber veneer, avoid dragging objects across the surface. We also recommend not writing directly on top of timber veneer surfaces as pen or pencil marks may show.

### **Accidental spills**

Clean any spills immediately. Do not allow nail polish remover, hair spray, perfume or strong corrosive solvents to come in contact with the timber veneer, and do not use any chemicals, detergents or any product containing silicon to clean timber veneer.

As a natural product, timber veneer can feature variations in the grain, which add to the style and personality of the material.







## Caring for timber

As a natural product, timber can feature variations in the grain, which add to the style and personality of this material. No two trees are exactly the same.

### **Avoid direct sunlight**

Natural materials like timber are also vulnerable to expansion and contraction from changing temperatures. Aspect recommends placing timber furniture away from direct sunlight to avoid warping and discolouration.

### **Heat tolerance**

Our tables often have lacquered surfaces and can mostly tolerate the heat from coffee cups and dinner plates, however they cannot tolerate greater temperatures from dishes heated on the stove-top or in conventional or microwave ovens.

### **Water and moisture**

The lacquer is also water resistant, however cannot tolerate excessive quantities of liquid. Dry any spills immediately and polish the surface, otherwise liquid

may seep through the lacquer and cause irreparable damage.

### **Minimise scratching**

To minimise scratching the timber, avoid dragging objects across the surface. We also recommend not writing directly on top of timber surfaces as pen or pencil marks may show.

### **Regular maintenance**

Regular cleaning and dusting will help to keep the surface in top condition. Your furniture is a natural product and may expand and contract due to varying temperature conditions.

Remove ordinary dust with a soft, clean cloth, wiping with the grain. If using a furniture dusting-aid product, make sure to follow the manufacturer's directions on the product. Be sure to test polish on an unseen area before use and follow application instructions carefully.

Do not use polishes containing silicon or products that leave a greasy film, and avoid general cleaning products on timber surfaces.



## Location

Natural materials like timber are vulnerable to expansion and contraction from changing temperatures. Aspect recommend placing timber furniture away from direct sunlight to avoid warping and discolouration.

Placing furniture where it can touch external walls can create moisture build-up, and placing it too close to radiators, heaters and gas or wood fires can increase the risk of scorching damage or discoloration. Sharp objects such as buckles, rings and even the claws of a pet can scratch the furniture.

## End of life and environmental management

At Aspect we actively engage in the sustainability debate. Sustainability is a very wide and complex topic, which we are continuing to explore to better know how we can contribute to the enduring health of our people and our planet. In a market-place afloat with green wash, our mission is to present our customers with credible products so that they in turn may keep their footprint light.

## Life-cycle thinking

Designing great furniture for you has environmental impacts. Materials are consumed, supply chains and manufacturing processes are employed and from the time the product makes its home with you, there will be maintenance and end-of-life impacts.

At Aspect consideration is given to the environmental impact of the product through a process known as 'life-cycle thinking'. In employing life-cycle analysis our designers consider the various stages of our furniture's life, from cradle to grave (or preferably to recycling or up-cycling).

The goal is to reduce the impact on the environment over the life of the product.

## Product stewardship

In accordance with our product stewardship policy, at the end of the life of the product it can be returned to an Aspect Furniture manufacturing facility by the owner. All transportation costs belong to the owner.

Aspect will then re-use the materials, where possible, for the next great piece of furniture.



