

## Care and Maintenance Instructions

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### *Wood Finishes:*

Nucraft recommends the use of any water emulsion-type polish to maintain the appearance of our products. While the use of polishes that contain wax, petroleum solvents or silicones may immediately enhance the sheen of a product, it may also eventually remove the fine original finish applied in our factory.

### *Dusting:*

Use a damp cloth to dust your furniture. Always dust with the direction of the wood grain. Any cleaning or liquid product should be removed immediately from the wood surfaces.

### *Cleaning:*

Should your wood furniture require a more thorough cleaning, it is recommended to use a vegetable oil-based cleaner such as Murphy's oil soap.

### *Protection:*

In some cases, the rubber support feet used on the bottom of common office equipment (teleconferencing phones, laptops, microphones, copiers, etc.) can create unsightly marks in the surface of wood tops, due to their oxidizing the lacquer finish. We suggest these machines be placed on a protective type of padding, such as felt.

Our finish material is a water white conversion varnish. This type of finish may be repaired in the field by a qualified refinisher.

### *Laminates:*

Laminate surfaces may be cleaned with a damp cloth and ordinary soap or non-abrasive household liquid detergent. Dry the surface with a clean cloth or soft paper towel to prevent streaks from appearing.

### *Metal:*

Metal surfaces can be wiped with a damp cloth and rubbed dry. A mild detergent can be used if necessary, but nothing abrasive should be used. A regular maintenance of metal parts including tightening of fasteners and a light lubrication of moving parts will extend the life of your furniture.

### *Glass:*

Clear or frosted glass may be cleaned with commercial glass cleaner. Be sure to use a lint free cloth if cleaning the frosted side of the glass.

### *Marble:*

Marble may be stone, but it is porous and stains easily. Wipe off anything spilled on marble immediately, just as you would from a wood surface. Occasionally wash marble surfaces with lukewarm water and wipe dry with a clean cloth. Wiping surface with a damp chamois will not leave streaks. Should your marble surfaces require a more thorough cleaning, wash with a mild detergent solution, rinse and wipe dry. A light coat of wax will protect the surface of the marble but is not considered essential. If wax is applied, it should be a colorless wax.

### *Granite:*

Granite surfaces may be cleaned with a damp cloth and ordinary soap or non-abrasive household liquid detergent. Dry the surface with a clean cloth or soft paper towel to prevent streaks from appearing.

### *Leather:*

Genuine leather requires very little care. Nucraft recommends that leather be dusted regularly. If a more thorough cleaning is needed, use lukewarm water and a mild soap, but nothing abrasive. Generate some lather and lightly rub the surface with a cheesecloth. Rinse off any soap film with clean water and towel dry. The leather may dry dull, however rubbing with a clean towel can restore a normal gloss. Never use furniture polish, oil, varnish, or ammonia. Saddle soap may be used to prevent the leather from becoming brittle or cracked and to maintain the original supple finish.