QUIETLOK®

PUBLIC AREA MILLWORK CARE

PROPER CARE FOR WOOD SURFACES

- Clean all surfaces frequently with a water-dampened soft cloth, moving the cloth with the grain.
- Immediately remove any liquids that come in contact with wood surfaces with a blotting action.
- Lift objects to move them, and never pull them across the finished surface.
- Avoid exposure of furniture to extremes of hot and cold or to wide humidity variances.
- For additional safeguard, a protective pad can be used on surfaces. This single item can ensure a lasting finish by protecting furniture from possible damage caused by pens and sharp objects.
- Do not leave plastic, vinyl, or rubber items on finished wood surfaces. Sustained contact may cause deterioration of the finish due to possible chemical reactions between the plastic, vinyl, or rubber and the catalyzed lacquer finish.
- If using a protective glass top, place spacer pads under the glass top to allow the wood to breathe.
- Avoid exposure of furniture to strong sunlight. The wood underneath the finish may change color from prolonged exposure to sunlight.
- Avoid exposure of furniture to harsh solvents as it will cause finish deterioration.

PROPER CARE FOR LOW-PRESSURE LAMINATES

- Never use abrasive cleaners.

• REGULAR CLEANING

- Wash down with warm soapy water and follow up with a dry cloth. For texture finishes, the occasional use of a soft brush may be necessary to remove dirt build-ups and residues left by some spray-on cleaners.
- Use a general-purpose spray and wipe. A soft brush is effective on textured surfaces.
- For stubborn marks or stains, household bleach can be used in a proportion of 1 - 3 parts water.

• CLEANING SPECIAL MARKS AND STAINS

- Apply acetone and wipe with a dry cloth. Repeat if necessary.
- Other chemicals like vinegar, methylated spirits, or lacquer thinners can be used to remove glue, paint, rust, and marker stains.

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PROPER CARE FOR HIGH-PRESSURE LAMINATES SCRATCH AND IMPACT PROTECTION

- High-pressure laminates are resistant to scratches and impacts under normal circumstances. However, to extend the life of the surface, avoid moving hard or abrasive objects across the surface.

• HOT OBJECTS

- Avoid placing hot objects on the surface.
- Coasters or mats can help reduce possible damage from prolonged excessive heat exposure.

• GENERAL CLEANING

- Use a clean, damp, non-abrasive cloth with a mild liquid detergent or household cleaner.
- For hard-to-clean areas, use a nylon-bristled hand brush using a rotating motion. Rinse after cleaning and wipe dry with a clean, non-abrasive cloth.
- Never use cleaners containing acid, alkali, or sodium hypochlorite (bleach). These cleaners will mar, etch, corrode and permanently discolor the laminate surface. Such cleaners include drain cleaners, metal and oven cleaners, chlorine bleach, and some countertop cleaners, among others.
- Never use abrasive cleaning agents.

• SCULPTURED AND TEXTURED FINISHES

- These surfaces may require special attention to clean the depressed areas.
- Use a nylon-bristled hand or vegetable brush and a mild liquid detergent/water solution or household cleaner.
- Clean the soiled area using a rotating motion, then rinse and dry as indicated above.

• HIGH-GLOSS FINISHES

- If residual streaks and smears remain after normal cleaning, use a mild glass cleaner and dry with a clean, non-abrasive cloth.

• STUBBORN OR PERMANENT STAINS

- These include cash register ink, indelible ink, marking pen ink, newsprint, and label ink.
- If normal cleaning does not remove the stain, it may be reduced by applying a paste of baking soda and water to the area to draw it out. The paste will be slightly abrasive, so do not rub. Wipe the paste with a clean, non-abrasive cloth and rinse with clean water.

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PROPER CARE AND MAINTENANCE FOR TIMBER VENEER

- Wipe the surface regularly with a soft, damp cloth or chamois.
- Dry immediately.
- Any spots or spills should be soaked up and dried immediately.
- Do not use any abrasive cleaning agents or cloths.
- Do not expose the surface to alcohol.
- Do not use silicon-based polishes or cleaning solutions.
- Silicon-based products will penetrate through lacquer into the veneer of the table. If the table requires resurfacing, the silicon-soaked veneer will cause the new layers of lacquer to bubble. Tables that have silicon impregnations cannot be re-polished.

• DEEP SCRATCHES

- The most common cause of scratching of tabletops is due to hard or abrasive objects being placed on the timber surface. Avoid metal ends of suspension files, staples, heavy briefcases with metal corners, and other sharp objects.

• HOT OBJECTS

- If placing hot beverage pots or cups on the table, please use coasters to protect the surface.

• PLASTIC/RUBBER FEET OF EQUIPMENT

- Any equipment that has plastic or rubber feet should be placed on rubber mats. Rubber feet of equipment may leave black marks that would require re-sanding to remove the marks from the table surface.

• PEN AND PENCIL MARKS

- An appropriate clear or white eraser (rubber) can remove pen and pencil marks.

• !! PLEASE NOTE !!

- Veneer is a natural product and will deepen in color over time. For this reason, it is also difficult to match veneers when ordering worktops at different times. There will always be some differences in appearance in these cases.
- Cleaning is essential for all powder-coated surfaces to maintain the original performance characteristics of the coating.

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PROPER CARE FOR STONE/MARBLE SURFACES

- Before use, it's suggested to apply on cleaned marble surface water and humidity-blocking substances (Hydrex, Aquastop, Lntabrill, or similar). For application, instruction is provided on the package.
- It is suggested to treat surfaces with blocking substances according to necessity but at least once a year.
- Daily general cleaning should be done with a water-dampened soft cloth with a neutral pH level cleaning substance.
- Not to use any acid-based or toxic substances.
- Not to use cleaning materials that can scratch the surfaces.
- Remove all stains as soon as possible.
- Avoid exposure of marble surfaces to extreme temperature variations (boiling water vs. ice).

PROPER CARE FOR FABRICS AND PLASTIC COMPONENTS

- Protect from direct sunlight.
- Vacuum fabric regularly using an upholstery attachment and low suction or brush with a firm upholstery brush.

• SPOT CLEANING

- It is recommended to seek advice from the relevant fabric or leather supplier if staining occurs.
- As a general guide, treat spills and stains as soon as possible. Gently scrape any soil and liquid from the surface of the fabric.
- Do not scrub.
- Do not apply water or any liquid cleaner to the fabric, as this may result in permanent marking.
- Dry in the shade away from direct heat and sunlight.
- Allow drying thoroughly before reuse.

• GENERAL CLEANING

- If further cleaning is required, professional dry cleaning is recommended.
- Do not wet filling.

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PROPER CARE AND MAINTENANCE FOR LEATHER SURFACES

- Avoid placing leather in direct sunlight.
- Keep Free Evolve of dust and grit.
- Never use harsh chemicals, unidentified cleaners, solvents, or oils.
- Use a leather protection cream 3-4 times a year, following the manufacturer's instructions for use.
- If further cleaning is required, use an approved leather care product, following the manufacturer's instructions for use.

PROPER CARE FOR STAINLESS STEEL SURFACES

- Clean as required but at least every three months using a stainless steel polish and a lint-free cloth. To remove ground in dirt, a stainless steel finishing pad may be required.
- Light damage (surface scratches, etc.) can be removed using an emery pad (240 grit) and freeing oil such as "WD40". Care should be taken to follow the direction of the brushing grain. It is recommended that a trial repair be carried out on an unimportant surface first. No corrosive cleaners or other abrasives should be used.

PROPER CARE FOR OXIDIZED OR CHEMICALLY TREATED METAL SURFACES

- For general cleaning, use a damp cloth.
- Sources and abrasive cleaners are NOT suitable for this type of finish and may damage it.
- Before using any cleaning agents to remove stains or paint, etc., try on a small, inconspicuous area first to avoid causing more unsightly damage.
- If rust appears, it should be removed with cleaner immediately. Even if rust has not appeared, all surfaces must be cleaned at least once every 2 weeks for prevention. We suggest WURTH cleaner.
- After the surface is cleaned, it should be protected with oil every time. We suggest WURTH protective oil.
- The procedure shall be repeated every 2 to 3 weeks or by need if rust has appeared.

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PROPER CARE FOR METAL SURFACES INCLUDING POWDER-COATED SURFACES

- For general cleaning, use a damp cloth and warm soapy water only.
- Sources and abrasive cleaners are NOT suitable for this type of finish and may damage it.
- Before using any cleaning agents to remove stains or paint, etc., try on a small, inconspicuous area first to avoid causing more unsightly damage.
- For light damage (scratches, etc.), repair using touch-up paint to match the original color.
- Paint application should be carried out in accordance with approved methods detailed by the paint manufacturer.
- Please note that it is advisable to use professional painters to achieve the best results when touching up larger areas.

PROPER CARE AND MAINTENANCE FOR MECHANICAL PARTS

- Performing proper maintenance on the mechanical parts of your furniture helps enhance the durability and operation of each product.
- To maintain the smooth and quiet operation of the drawer suspension, lubricate the area housing the ball bearings every 3 to 6 months with high-quality jelly-like petroleum base lubricant.
- All mechanical parts are inspected and precisely adjusted; however, mechanisms such as drawer slides and locks can jar out of alignment during transit. Should any of these items not operate properly, contact MGroup™ for instructions or service work.

BOX AND DRAWER SYSTEM

• TO REMOVE THE DRAWER

- Pull the drawer to a fully open position.
- Depress tabs at both sides of the drawer.
- Simultaneously pull the drawer outward.

• TO REPLACE THE DRAWER

- Push the drawer slide back inside the pedestal box.
- Move the metal carrier fully forward in the slide.
- Align slides on the drawer box to the slides in the pedestal.
- Gently push the drawer into the drawer slide member.

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