



Care & Maintenance Guide

Wood Care Tips

To maintain the beauty of your furniture and help it last, wood furniture needs regular and proper care. Most wood furniture is finished with a fine lacquer or varnish. It has a sheen gloss – ranging from high to low, depending on the finishing materials the manufacturer has selected. The finish adds to the beauty of the wood and protects it. No finish is totally indestructible, but with regular care the furniture will last much longer, providing years of satisfaction and enjoyment.

- Dust frequently
- Use a quality furniture polish. It will lessen your chance of expensive refinishing jobs. Polish approximately once a month. Always test before overall application.
- Dust with a clean, lint-free, dry cloth. Applying a quality furniture polish every six months will also add to the life and beauty of your new furniture
- Immediately wipe any moisture that may spill onto your furniture, always rub with the grain. Water will cause whites spots in the finish in a short amount of time. Other liquids, such as finger nail polish & remover, alcohol, perfume, and medicines can severely damage the finish of furniture.
- Avoid placing plastic, rubber or acrylic materials (stick-on feet, placements, etc.) on your furniture since the chemicals in these products may react with the finish and cause severe damage. It is better to use a piece of felt or cloth under accessories that could scratch or dent the surface of your furniture.
- Rotate accessories on furniture so they do not sit in the same spot all of the time.
- Avoid placing plastic or rubber objects on a wood finish, as their ingredients react with those of the finish.
- Use pads, cloth or felt to protect the furniture surface from plastic, rubber, hot dishes, beverages, bookends, flower pots, and vases.
- Use a protective pad when writing with a ballpoint pen.
- Lift and place objects, do not drag them across the furniture surface.
- Make minor repairs while they are still small
- Use the proper materials or professional help to repair badly damaged surfaces.
- Avoid wax, polishes. Regular use of wax polishes may result in the build-up of wax film on the surface of the furniture. This build-up may then pick up dirt, smoke and other pollutants in the air, which may result in smudges and streaks. Used long enough, this may cause the finish to soften, requiring expensive refinishing work. Wax build-up over time hardens, making it difficult to remove from the furniture's finish.
- Avoid silicone polishes. Silicone oil is an ingredient used by many furniture polish makers to create a high degree of shine. Silicone seeps into even the most lacquered finish, making it difficult to remove. Should it become necessary to refinish a piece of furniture, silicone makes it a very difficult process, even for a professional refinisher. Most furniture manufacturers recommend using polishes that do not contain silicone.
- Attention and care should always be given while installing or relocating furniture. Dropping, dragging, or stacking may loosen joints, break legs, scratch and chip wood surfaces or damage the upholstery.

Upholstery Care Tips

Before attempting to clean a spill, spot, or soiled area, obtain the correct cleaning method recommended by the COM manufacturer and test on an area that is not normally visible.

- The life of upholstered cushions can be extended through periodic turning. The weekly reversal of loose cushions will allow even distribution of wear over a long period of time.
- Protect upholstered pieces from the sun, as ultraviolet rays can cause fading, deterioration, and hairline cracking in wood finishes. Extreme room heat and/or humidity can also cause damage.
- Vacuum often and never brush any fabric with a stiff fiber or metal brush, as both are destructive to the fibers.