

Operations & Maintenance Manual

COVID-19

COVID-19 has been acknowledged and the care and maintenance instructions contained within this document should be followed as normal.

Advice, tips and instructions on operating and maintaining:

Upholstery - Textiles, wool, PVC, hide, suede	2
Wood veneer	2
Plastic Laminate	2
Melamine	2
Paint/lacquer surface	3
Bright chrome plating & stainless steel	3

Upholstery - Textiles, wool, PVC, hide, suede

All of our upholstery materials are supplied via trusted specialist third party suppliers and their respective maintenance guidance should be adhered to. Trinity Church Furniture will facilitate the obtaining of said maintenance guidance from third party suppliers upon request.

Wood veneer

There are many natural and synthetic finishes applied to wood, each of which requires special treatment, but wood and veneer surfaces actually require much less maintenance than is generally thought necessary. Over enthusiastic use of wax polish on a matt finish will downgrade the surface resistance as well as develop a gloss look. Wood surfaces should be dusted frequently using a soft cloth. Unless fine particles of dust are removed they act as an abrasive and cause minor scratches to appear. Always follow the line of the grain while dusting as wiping across the grain causes the grit in the dust to scratch. A damp cloth and a little mild washing up liquid should be used for cleaning, followed by a soft, dry, clean cloth. Do not leave surfaces in a damp condition.

Care and maintenance of veneer tables

Highest quality veneers are selected by Trinity Church Furniture and are treated with A/C (acid catalysed) lacquer. While this finish gives a good level of protection against damage it is nonetheless important to note that veneer is a natural material and is subject to the effects of atmosphere, heat and light. In heavily air-conditioned or over-heated areas, veneers will suffer and after a period of some months may show signs of stress. Veneers react differently to heat placed directly on the surface but in any event no items such as hot cups of coffee should be placed directly on a veneer, table-top mats must always be used. Ring marks from heat damage can often be rectified by specialist repair. The cleaning of veneer tables is important. Wax silicone polishes must not be used as these eventually build up a layer of wax residue, which is hard to remove. Surfaces should be cleaned only by a soft cloth very well wrung out in warm water. No abrasives should be used.

Plastic laminate

Laminates are tough and require less maintenance than other surfaces. Do not abuse them - they are not intended for use as a cutting or chopping surface. They do scratch. To clean, wash with soap or washing up liquid and a little water to remove surface grease and dirt and finish with a dry cloth.

Melamine

Light, fresh soiling: Clean with a slightly damp, soft clean cloth. Dry the surface with an absorbent paper towel or microfibre cloth.

Normal soiling – extended contact time: Clean with warm water, a clean rag or microfibre cloth, a soft sponge or soft brush. Use normal domestic cleaners or soaps that have no abrasive ingredients. Then wipe with fresh water, removing all traces of the cleaning agent to prevent streaks. Dry the surface with a clean, absorbent cloth or paper towels.

Paint/lacquer surface

Paint surfaces should be cleaned with a soft cloth and warm water to which a little washing up liquid has been added. Dry immediately with a clean, dry cloth.

Bright chrome plating & stainless steel

Chrome sometime becomes dull in poor atmospheric conditions but can be restored with a suitable furniture chrome cleaner. A soft cloth often removes topical finger prints and marks from chrome plating or stainless steel.

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General points to note

DON'T put furniture near radiators or direct sources of heat for long periods of time.

DON'T expose upholstered furniture to long periods of sunlight as ultra-violet rays not only bleach colour, but also deteriorate the fabric itself, reducing durability.

DON'T pull loose threads - always cut with a sharp pair of scissors.

DON'T use silicone polishes or self-polishing waxes on furniture

DON'T use rubber mats unless they are felt backed - some rubber compounds may stain or soften veneered surfaces

DON'T allow water to remain on veneered or wood surfaces - very few finishes are completely water resistant

DON'T place furniture in badly ventilated rooms - woods absorb or give off moisture depending on the atmospheric conditions

DO dust furniture regularly

DO follow the grain of the wood when dusting

DO use coasters / mats under plates, mugs, plants etc. to prevent ringing and staining

Above all, DO inspect and clean furniture regularly. Accumulated dirt contributes more to permanent damage more than any other single factor.

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Please note:

The above cleaning and maintenance suggestions are provided as guidance only. Any cleaning products or methods employed that are not recommended in this document or in guidance provided by our third party suppliers, are at the risk of the user and Trinity Church Furniture accepts no liability for any damage which may occur as a result.