narbutas

Product care guide

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Ensure that your NARBUTAS products will continue to provide excellent performance for years to come by following the recommendations provided in this guide.

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General exploitation instructions

! **Regular care will extend the life cycle of your furniture. Furniture that lasts is friendly to the environment and is also economical. Please read the instructions before using your new furniture.**

- Office furniture use has a standard period for use – 8 hours a day, 5 days a week. Extended product beyond the standard period will reduce the warranty period proportionally.

- When rearranging furniture, it is recommended carrying instead of pushing the products.

- Unplug During Cleaning: Before cleaning any electronic component, ensure it is unplugged or powered off to avoid electrical shock.

- The manufacturer is not responsible for mechanical product damages and the warranty for any of those damages is not applicable. Irresponsible activities might include: scratching, breaking, heating, the products or parts of it, as well as using them not for the intended purpose.

- Our furniture should be used in a dry, well-ventilated environment (average temperature is from +5 C to +35 C, relative humidity from 30% to 70%).

- Do not stand or sit on office desks, cabinets because you might not only damage the product, but also hurt yourself.

- Avoid Liquid Contact: Keep liquids away from electronic components to prevent short circuits.

Soft / Upholstered furniture

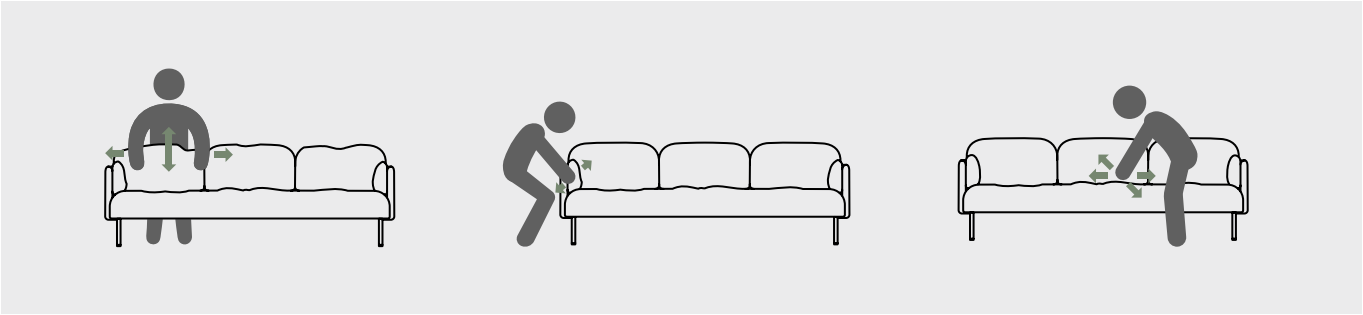
The appearance of new upholstered furniture may change slightly after transport or storage, which can temporarily affect its overall look. These changes are normal and do not indicate a defect.

Follow the tips below to help restore the furniture to its original shape and maintain its appearance over time:

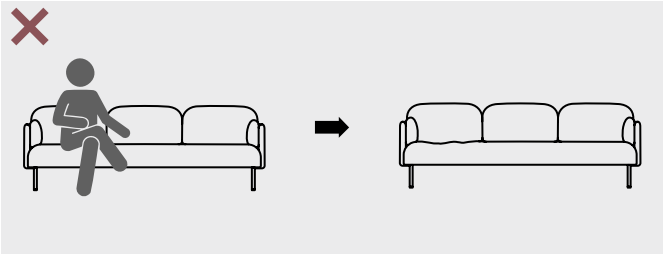
Lightly stretch the fabric to help outer seams, which may have creased, wrinkled, or shifted during transport or storage, return to their proper alignment.

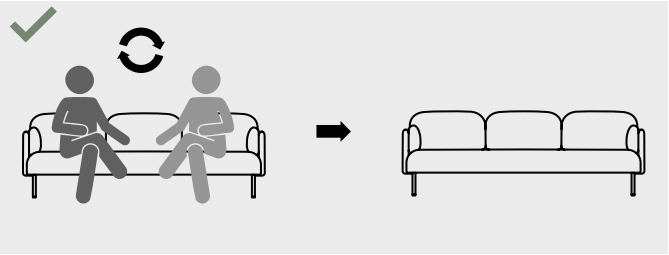
Use both hands to gently smooth the fabric surface, starting from the center and working outward toward the edges.

In some cases, fabric and filling naturally adjust with use, which may result in minor folds or wrinkles. This is a normal process and not a cause for concern.



To keep your furniture looking its best:
Position furniture away from direct sunlight to preserve the fabric's colour, prevent fading, and maintain its aesthetic appeal over time.
Regularly dust and smooth the fabric to maintain its shape and appearance.
Distribute use evenly to avoid concentrated wear in specific areas.





Melamine and laminate surfaces

Hard surface furniture can have many different board finishes that bring various advantages for the user.

MFC (melamine faced chipboard) is durable and easy to maintain. Although it has limited moisture retardancy, the durability of melamine panels is well suited for daily use in the office environment.

CPL (Continuous Pressure Laminate) and HPL (High-Pressure Laminate) will enhance the same features of MFC and bring them to an even higher level: superior wear resistance – scratch, impact and abrasion. Laminate is resistant to humidity and moisture suitable for spaces highly exposed to such an atmosphere.

Types

- Melamine (Resistance to surface wear: IP < 50 revolutions (Initial Wear Point)
- Melamine (Resistance to surface wear: IP < 150 revolutions (Initial Wear Point)
- Laminate (CPL and HPL) (Resistance to surface wear: IP ≥150 revolutions (Initial Wear Point)

Wear & Scratch Resistance

Type	Resistance Level	Key Office Furniture Applications	Scratch Resistance & Protection Recommendations
IP <50	Moderate	Suitable for surfaces with low to moderate contact: vertical panels, cabinet interiors, tabletops, desktops (with extra protection).	Surfaces may be prone to scratches. Use pads made of cloth, felt, or rubber to protect against items like warm mugs, dishes, file binders, or office equipment.
IP <150	High	Suitable for frequently used surfaces: tabletops, worktops, shelving.	Generally stronger, but scratches can still occur. Extra protection optional. Optional use of protective pads or mats recommended for high-contact areas.
IP ≥150	Very High	Ideal for high-traffic surfaces: office desks, conference tables, communal worktops, surfaces exposed to frequent use or abrasion.	Highly resistant to scratches and wear. Additional protection is usually unnecessary.

(IP) – Initial Wear Point indicator

MDF Valchromat®

Valchromat® is a mass-coloured, moisture-resistant MDF panel made from wood fibres individually impregnated with organic dyes and bonded with a special resin.

Products featuring Valchromat® have a lacquered surface that enhances the colour and provides protection. Over time, slight tonal changes may occur. Surfaces should be protected from deep scratches, intensive light and prolonged exposure to liquids.

Care instructions:

- **Here are some tips on how to maintain your items and keep them at top quality throughout the years:**

  Laminate furniture and MDF Valchromat® should ideally be kept in spaces that have a humidity level between 35-65% and a room temperature of 18 – 24 degrees Celsius.

- **Light spoiling:**

  Wipe off dust and light soiling with a paper towel, a soft clean cloth (dry/damp) or a sponge. When using a damp cloth, ensure to use warm water to prevent streaking. Dry the surface with an absorbent paper towel or microfiber cloth.

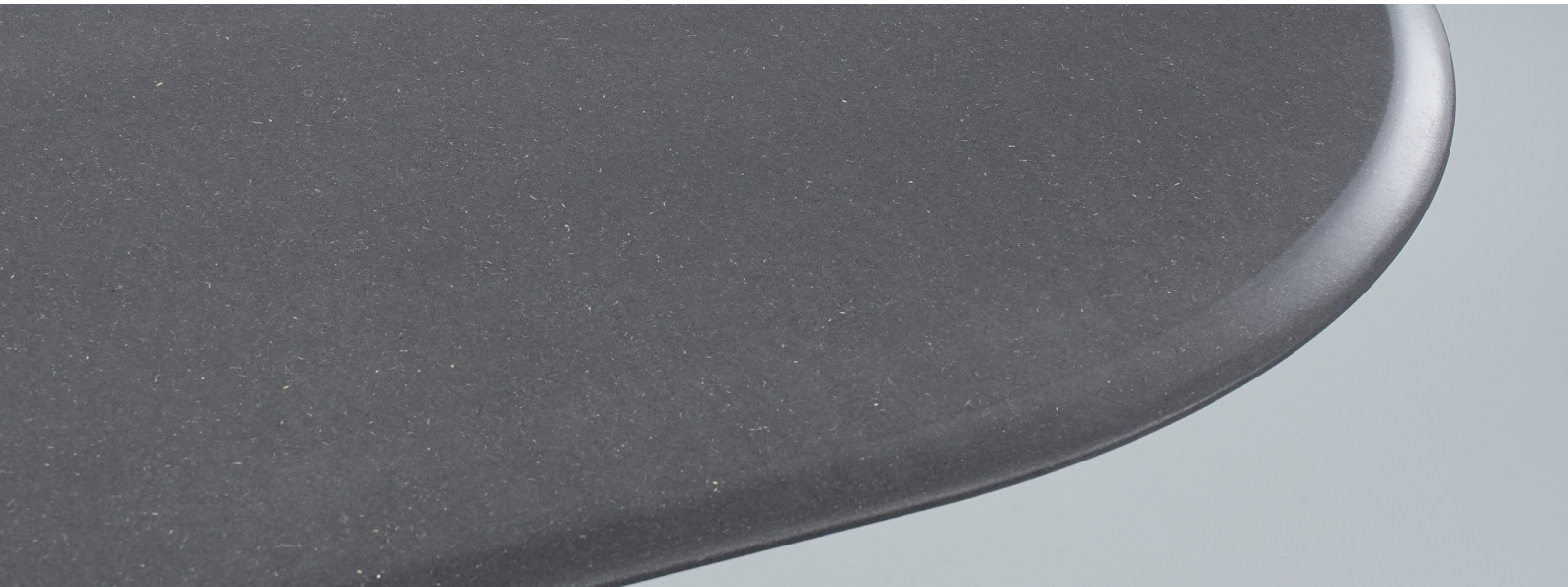
! **Bigger or older stains:**

In case of bigger stain or it staying for a longer contact time with surface additionally 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 forming. Dry the surface with a clean, absorbent cloth or paper towels.

Disclaimers: The following cleaning agents should not be used under any circumstances: scouring and abrasive agents (abrasive powders, scouring pads, and steel wool), polish, washing powder, bleach, detergents with strong acids and acidic salts, steam cleaning equipment.

The surface of laminate furniture is not resistant to moisture. If any liquid is spilt on the desktop or panel edge, wipe it off immediately, before it dries. Excessive moisture exposure can result in laminate panels bloating.

Some finishes require extra precautions due to their features in order to maintain quality. MDF (Medium-Density Fibreboard) desktops with raw (painted) edges are especially sensitive to contact with hard surfaces like metal or wood. Such desktops should only be compatible with soft upholstered seating.



Enamel

Thanks to its solid structure, the enamel finish stands out for its smooth surface, and ease of maintenance. However, despite its hardness, enamel can still scratch, chip, or crack if exposed to sharp objects or heavy impacts. Chairs with hard or plastic armrests should be avoided, as they may rub or scratch the tabletop over time. We do not recommend using OFY chairs with tables that feature an enamel-coated surface.

Natural wooden surface

Solid wood, Veneer, Engineered veneer Linea

Furniture with natural wood surfaces or components will continue to evolve and change years down the road, even after production is completed. The newly developed shades testify to the authenticity of the natural materials used in creation of these products.

Here are some tips on how to maintain your items and keep them at top quality throughout the years:

- Solid wood and veneer items should ideally be kept in spaces that have a humidity level between 30-50% and a room temperature of 18 – 22 degrees Celsius.
- Keep all wooden products at least one meter away from a direct source of heat (heaters, radiators, fireplaces etc.).
- Often move around items on your veneer surfaces in order to provide an even amount of light.
- Do not cover your natural wood items with airtight materials, such as plastic for longer periods.
- Avoid placing your veneer and solid wood furniture in direct sunlight.
- The lacquered surface is generally strong, but not resistant to scratches. Therefore, make sure to use pads out of cloth, felt or rubber to protect veneer surfaces from scratches that can be caused by items such as – warm mugs and dishes, file binders and other office equipment.

Care instructions:

- Dust with a slightly damp, soft, lint-free cloth. Wipe the surface in the direction of the wood grain to remove dirt and fingerprints.
- Use only solvent free furniture cleaners, harsh chemical products dull the surface and can remove the protective layer of the polish.
- Any spillage should be immediately wiped up with a damp cloth. Wipe dry with a dry, soft cloth in the direction of the wood grain.
- Both natural wood and veneer can be renewed if needed, however a specialist should be commissioned.

Wool

Steelcut Trio 3, Synergy, Velito, Velito presto

Wool is nature's very own environmentally friendly, biodegradable luxury. In addition to subtly warming the body in cool environments wool also gives you the best sitting comfort when it is hot. Wool is the only fiber that can absorb more than 30% of its own weight in moisture without feeling wet.

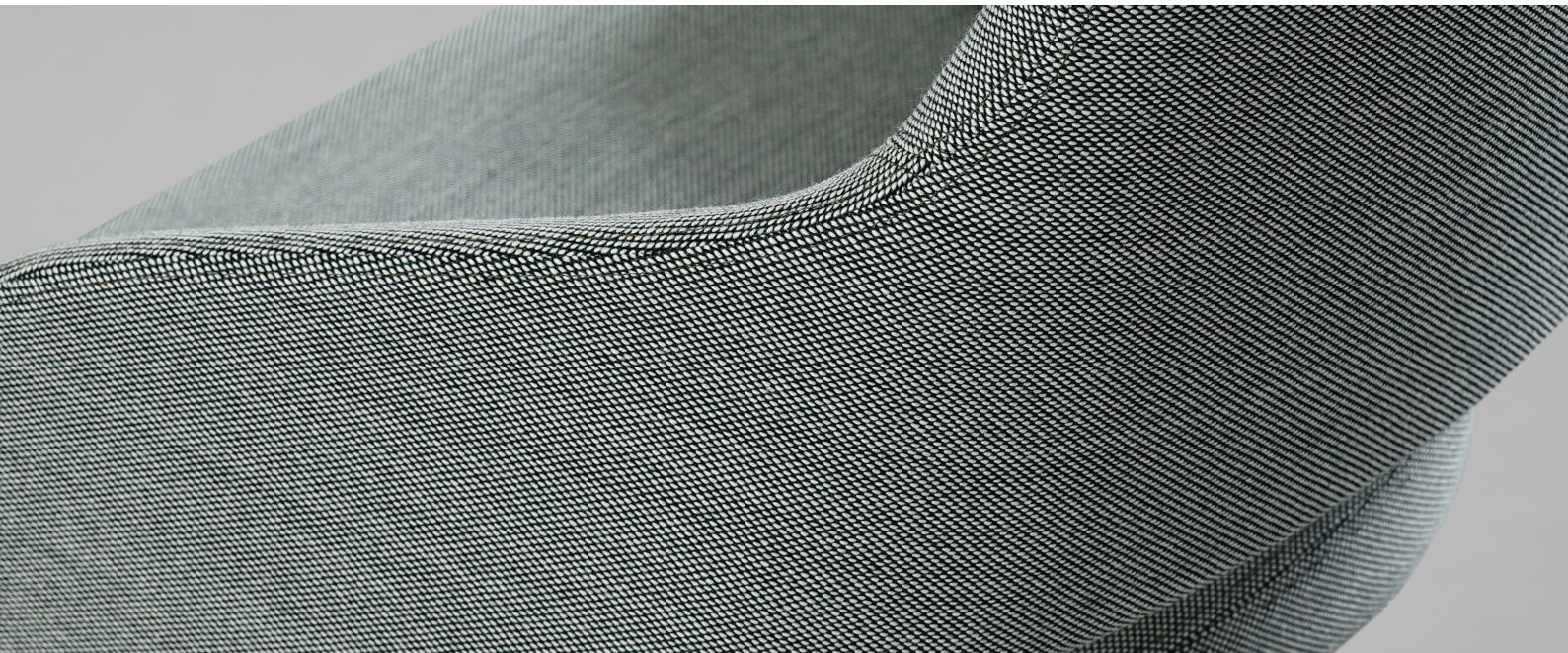
Wool fabrics that are displayed on NARBUTAS products meet the highest quality and environmental standards. (OEKO-Tex 100 and/or the EU Ecolabel).

- Wool is antistatic and does not attract dirt like other fabrics.
- Wool is also water repellent, so spillages are slow to penetrate the fabric.

Care instructions:

- To maintain the beautiful colour and appearance of the fabric, we recommend gentle vacuuming, preferably every week, with a soft nozzle.
- Always remove stains as quickly as possible. Most stains and dirt can be removed using an ordinary pH-neutral detergent diluted in lukewarm water at normal strength (follow the directions on the bottle).

! For more information regarding specific stain removal, please see our suppliers STAIN GUIDE.



Polyester

Berta, Era, Step, Step Melange, Bondai, Dream
Including recycled polyester: Xtreme Plus, Cyber, Austea, Lucia

Polyester fabrics that are displayed on NARBUTAS products meet the highest quality and environmental standards. (OEKO-Tex 100 and/or the EU Ecolabel).

Care instructions:

- To preserve the fabric's attractive colour and appearance, we recommend regular vacuuming, preferably every week, with a soft fitting.
- Get to spills and stains quickly. Mop up the excess liquid using kitchen roll or a damp cloth. Then clean using upholstery shampoo or detergent.
- General cleaning with water and soap reduces the number of germs and microorganisms on the surface. A sanitizing or disinfection process can be used to reduce the number of microorganisms even further. Please see Anti-bacterial cleaning and protection guide.

! For more information regarding removal of specific stains, please see cleaning and stain guide.

Genuine leather

DNN

Real leather may have scars and wrinkles, or minor changes in tone or imperfections that are not considered faults but an anomaly that confirms the natural quality of the material. As such, they are considered a positive feature of the product.

Care instructions:

- Gently rub the whole surface in circular motions using liquid hand soap diluted with water (1 part soap to 9 parts water). Rinse and wipe with a clean damp cloth to get rid of any excess soap. Repeat as needed and then let dry.
- Once a month, you can use a soft-bristle brush for a deeper cleaning. Remember, light colours need more care, more often.
- Products made with leather should not be exposed to direct light and positioned at least 1 meter away from the source of the heat, as those factors may contribute to discoloration or drying of the leather, which can cause cracks.

Artificial leather

RNN, Valencia C5

Artificial leather in known to have a more consistent appearance which can be appealing for spaces where a more unformal look is required. Artificial leather provides a versatile and functional option for upholstery, especially in settings where durability and easy maintenance are key factors.

! Valencia C5 products are in its majority protected by PERMABLOK3® or PERMAGUARD®, two of the most effective defence systems against germs, stains and abrasion. Two impermeable barriers to safeguard your investment.

Care instructions:

- Vacuum the upholstered furniture regularly to prevent build-up of dust and dirt on the surface.
- Clean the whole surface in circular motions using liquid hand soap and water (1 part soap to 9 parts water).
- Rinse and wipe with a clean damp white cloth to get rid of any excess soap. Repeat as needed and then let dry.
- Once a month, use a soft-bristle brush for a deeper cleaning.

Never use:

- Solvents like acetone, whiteners, waxes, silicones or detergents and/or cleaning products that are not pH neutral.

Suppliers General cleaning guide: Link
For optimum care and cleaning please read extensive cleaning instructions in the link.

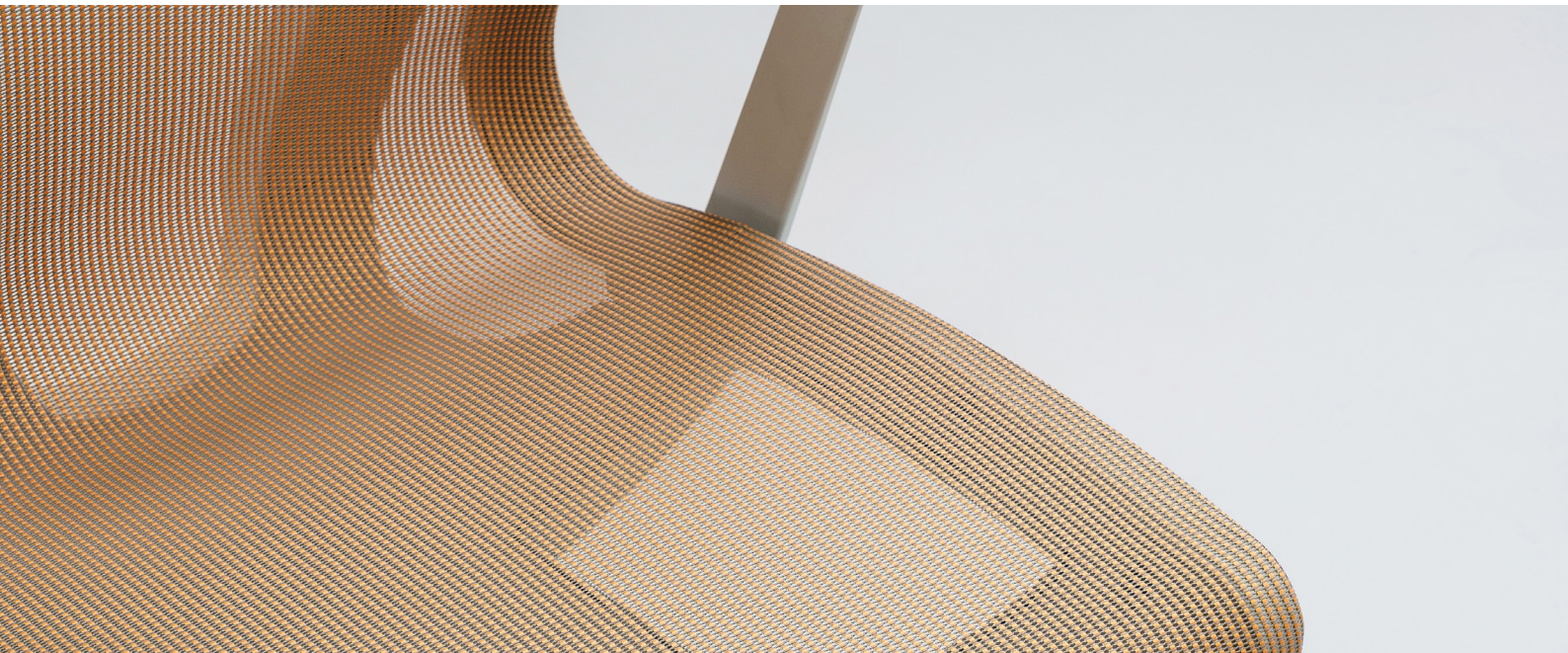
Mesh fabric

GM, KM, MM, PM, SS, RM, Tale, Rhythm

Mesh fabric offers advantages such as enhanced breathability, providing comfort by preventing heat buildup, and a durable, lightweight design suitable for long-term use. Its modern aesthetics contribute to a professional office look, and features like adjustability and easy maintenance make mesh chairs practical and ergonomic choices for the workplace.

Care instructions:

- Mesh chairs should be vacuumed regularly as crumbs tend to get caught in the little spaces. Use an upholstery attachment while vacuuming mesh fabrics.
- It is recommended to frequently brush mesh fabric products with a soft-bristled brush to get rid of any dirt or debris. Additionally, this will help to prevent pilling and keep the product appearing brand new. Do not rub, or brush the mesh harshly.
- When caring for polyester mesh (KM, RM, MM, GM, Tale, Rhythm) - do not apply water or any liquid solution. Wetting the fabric with any liquid solution may result in permanent damage.
- Mesh produced out of plastic (PM, SS) – can be additionally cleaned with a neutral detergent and a soft or damp cloth.



PET felt

PET felt is made from plastics with more than 50% recycled content. It is soft to the touch, though durable and has a great acoustic performance. It's look resembles natural wool, but the steady structure allows for a wider variety of applications. Also, it is an office-friendly material with extremely low emissions of formaldehyde and volatile organic compounds.

Care instructions:

- To remove dust or dirt use a bristle brush to loosen the particles. Then vacuum dust and dirt thoroughly from the material.
- For spills and stains, blot away any excessive moisture off the material as quickly as possible. Wipe the area with a damp cloth and blot dry.
- Due to the porous structure, PET felt can be easily cleaned with a generous amount of water. In most situations, water is sufficient for stains removal. Refrain from rubbing the material – blot the surface instead.
- It is possible to disinfect PET felt without damaging the surface or colour. Please use ethanol-based disinfectants with 70-85% concentration. Mist the surface of the product. Apply generously and allow the material to air dry.

Plastic

Recycled and virgin plastic

Both virgin and recycled plastics are versatile materials that can be shaped and moulded into various forms and used for a wide range of applications. Products made out of high-quality plastic are lightweight, yet durable and can withstand inevitable damages that occur in the office setting. Plastic: recycled or raw can be recycled further. More over plastic components are easy to clean and less likely to stain.

Care instructions:

- Wash plastic surfaces with a soft cloth soaked in mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.
- Avoid using harsh cleaners with abrasive tendencies.

Powder coated metal

Powder coating provides a robust finish that's more resistant to scratches, chips, and fading than traditional liquid paints. It's also environmentally friendly since it doesn't contain the same volatile organic compounds (VOCs) found in liquid paints, making it safer for both the workers applying it and the environment.

Care instructions:

- It is recommended only to use a soft cloth to clean powder coated surfaces but in case more severe cleaning is necessary, a soft cloth wrung in lukewarm water can be used.
- Always dry immediately after cleaning with soft dry cloth.
- Avoid using abrasive cleaning agents or aggressive cleaning agents on powder coated surfaces as this may permanently damage the surface.

Polished aluminium and chrome

Polished aluminium is less likely to stain compared to other metals. This is particularly handy in busy environments like offices where spills are inevitable. The resistance to corrosion and staining contributes to the longevity of the furniture. With proper care, polished aluminium components can keep their sleek appearance for a long time.

Care instructions:

- Furniture with chrome plated surfaces can be wiped with a damp cloth soaked in warm water or a mild detergent. Wipe the surface with a dry cloth after to avoid streaks and limescale stains.
- If normal cleaning products are not sufficient, the surface can be cleaned with household rubbing alcohol.
- Water can cause light rusting on chrome plated surfaces. We recommend using a suitable metal polish such as Brasso or Autosol® to remove rust on chrome-plated surfaces.

Electronic components

Taking care of electronic components will ensure they keep powering up and working smoothly.

Electronic components, power socket blocks and cables:

- Avoid Overloading: Be mindful not to overload the sockets, as this can lead to overheating and damage. Check product cable management guidelines for specific recommendations of installation or contact our Sales Support team.
- Regular Inspection: Periodically inspect the cables, connectors, and control panel for any signs of wear or damage.
- Excessive heat can damage cable insulation. Keep cables away from heat sources such as radiators or direct sunlight.
- Use cable organizers, clips, or ties to secure cables in place. This not only helps with organization but also prevents unnecessary stress on the cables.
- Cleaning: Wipe the surface with a dry cloth to remove dust or dirt. Ensure the sockets are dry before use. Or vacuum clean from gathered dust.

Electronic Locks:

- Battery Check: If the lock is battery-operated, check and replace the batteries as needed. All our locks may have indicators for low battery levels. Check user manual.
- Programming Security: If your lock is programmable, follow secure programming practices and change access codes periodically.