

SPACE MANN

Maintenance & Cleaning Guide

Pod Product

The panels that form the pods require no special maintenance and should be cared for as any other office furniture item would be.

Aluminium framework:

There are many ways to clean the framework, from using plain water to harsh abrasives and the type of cleaning that should be used is governed by the finish, degree of soiling, and the size, shape and location of the surface to be cleaned.

The following cleaning materials and procedures are listed in ascending order. When cleaning the framework, you should start with the mildest method possible on a small portion of the frame and progress to the harsher methods only if necessary. The first two should be all that is necessary in most cases.

· Plain water · Mild soap or detergent · Solvent cleaning, e.g. kerosene, turpentine, white spirit · Non-etching chemical cleaner · Wax-base polish cleaner · Abrasive wax · Abrasive cleaner

After applying the cleaner, the frame should be washed down thoroughly with water and dried with a clean cloth. Try not to allow concentration of the cleaner at the bottom edges of the framework.

If using proprietary cleaners, the maker's recommendation should be obtained and followed carefully.

Please note that if abrasives are used then the appearance of the aluminium finish may be altered. If there is a grain in the finish, then cleaning should always be with the grain. Regular cleaning of the surface with the correct materials will ensure a long-lasting product.

Glazing:

The acrylic glazing should be cleaned with plain water, a mild detergent or soap or a proprietary glass/window cleaning solution. It should always be dried with a clean cloth to avoid streaks. If using proprietary cleaners, the maker's recommendation should be obtained and followed carefully. For glass use a water-based glass cleaner with a soft cloth. If manifestation has been applied avoid cleaning solution on manifested areas.

Fabrics:

Fabrics can be vacuumed if necessary or cleaned with a damp cloth. Please refer to the fabric manufacturers for specific stain removal.

http://www.camirafabrics.com/sites/default/files/document-library/WEB_Cleaning%20Guide_UK.pdf

Whiteboard panel:

The whiteboard panel should be cleaned with plain water or a proprietary whiteboard cleaning solution. If using proprietary cleaners, the maker's recommendation should be obtained and followed carefully.

Doors:

All door hinges and rolling components are self-lubricating. No greasing or oiling of wheels is required.

Polyester Panels:

The PET surface material can be vacuumed if necessary or cleaned with a damp cloth. If using proprietary cleaners, the maker's recommendation should be obtained and followed carefully.

Electrics & Ventilation:

Please ensure all power is disconnected to the pod before any investigation into power is undertaken.

Please refer to purchasing Terms & Conditions. All electrical components have a 12-month manufacturer's warranty.

The ventilation fan unit only requires periodical cleaning using a cloth impregnated with a soft detergent. All ventilation covers should be kept clean from dust or any other obstruction.

All electric sockets are protected by a 3.15 Amp fuse. They are designed for office equipment use only.