

### GENERAL CARE

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- Keep your furniture out of direct sunlight.
- Use desk pads and coasters to protect the surface from dents, scratches, and moisture from hot or cold liquids.
- If you choose to protect the surface with a glass top, use silicone bumpers or felt pads between the glass and wood surface.
- Use felt or leather pads on the bottom of office equipment and accessories used on the surfaces of your units.
- Do not use desk pads that have a plastic backing, as these can damage the surface.
- To avoid scratching the surface when moving objects on the desk, lift the object up and gently set it back down. Do not pull or slide objects across the surface of the desk.
- Reposition office equipment and accessories periodically on the surface of the desk to ensure even coloration as the unit ages.

### CLEANING INSTRUCTIONS

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#### Do's:

- For everyday cleaning, wipe the surface with a damp (not wet) cloth or sponge. It is important to wipe in the direction of the wood grain. Wipe dry with a clean, lint free cotton cloth.

#### Don'ts:

- Avoid wax based furniture polish cleaners such as Pledge® and Endust®. These products contain wax and silicone products that will build up on the surface. This build up will create a "cloudy" appearance on the finish of the unit.
- Avoid cleaning products that contain oils or are ammonia based.
- Do not wipe against the grain of the wood. Always wipe and polish with the wood grain.