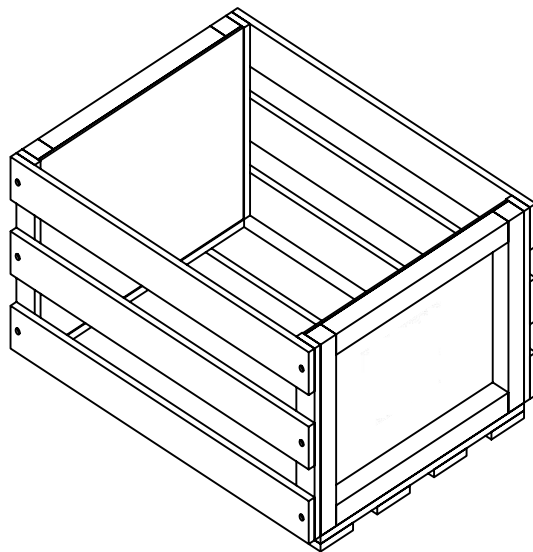


# Record Storage Crate



Congratulations! You have purchased a stylish piece.  
We strive to provide fine furniture products, built with quality materials and hand finished details. Please carefully follow the assembly instructions to ensure your furniture is assembled correctly to provide long lasting enjoyment.

**Should you experience any damaged, defective, or missing parts, or need help with assembly, please call us directly before contacting the retailer.**

# Care and Maintenance Instructions

## Keeping Your Furniture Beautiful

Quality furniture is a significant investment expected to last for generations. To maintain its beauty and help it last, furniture needs the right care. No finish is totally indestructible. But with regular care, the finish will last much longer, providing years of enjoyment to you.

## Tips to Protect and Care for Your Furniture

1. Avoid placing your furniture in direct sunlight, as sunlight causes fading.
2. Avoid extreme changes in temperature by arranging furniture away from radiators, heat and air vents and air conditioning units.
3. Avoid placing plastic or rubber materials (lamp bases, notebooks, placemats, etc.) on your furniture, as certain plastics contain ingredients that may damage the finish.
4. Periodically rotate accessories on furniture so they do not sit in the same spot all the time.
5. Use pads, cloth or felt to protect the furniture surface from plastic, rubber, hot dishes, beverages, bookends, flowerpots and vases.
6. Clean up spills immediately. Use a blotting rather than a wiping action. Water left over a long period of time will cause white spots in the finish. Alcohol, perfume, after-shave and medications can cause severe finish damage.
7. Use a protective pad when writing on the furniture surface.
8. Lift and place objects rather than dragging them across the furniture surface.
9. Avoid placing furniture directly under windows.

**Wood Furniture Care:** We recommend dusting frequently with a clean, soft, dry, lint-free cloth. Clean the surface by rubbing in the direction of the grain. We recommend polishing your furniture approximately every six months, using a clean, soft, lint-free cloth and rubbing the polish in the direction of the grain. Guardsman furniture polish or any furniture polish that doesn't contain silicone is recommended.

**Leather Furniture Care:** Wipe spills immediately with clean cloth or sponge. For spots or stains and daily cleaning, clean with mild non-detergent soap. Rinse well, gently wipe off, and allow to air dry. Cleaning Butter, Oil or Grease from Leather: Wipe leather with a clean cloth, and leave alone. The oil will be absorbed by the leather. DO NOT APPLY WATER. Also, do not use saddle soap, cleaning solvents, furniture polish, oils, varnish, abrasive cleaners, ammonia or any other type of chemical solution.

**Granite Care:** Our granite is not sealed, so you may want to apply an over-the-counter sealant, which will provide a small amount of surface protection, but we still recommend cleaning spills promptly. Use a slightly damp cloth to clean as needed. Wipe dry. We also do not recommend using abrasive cleaners, chemical solvents, strong detergents, cleaners with bleach, and

furniture polish. Be sure to use trivets, coasters, placemats, and adhesive felt pads to help prevent scratches.

**Butcher Block Care:** For best results, clean finished butcher block surfaces with soapy water or commonly available kitchen counter top cleaners. Do not use abrasives or powder cleansers. Do not allow moisture stand on the surface for prolonged periods of time. To sanitize, rinse the butcher block with white vinegar by using a vinegar-water solution in a spray bottle, spritz the butcher block all over. Let sit for a while. While that sits, make a lemon salt mixture by pouring about 1/4 cup salt into a bowl, and stir in enough lemon juice to make a paste, adjust the consistency as you go, to make a workable paste. The final step, using a scrub brush, thoroughly scrub your butcher block with the lemon-salt paste. If the paste gets too dry, sprinkle on a little more lemon juice. Rinse well, and squeegee off as much water as you can, and then let it dry overnight. Make sure to seal it before you get it dirty again. Pour out a small amount of oil, and rub it into the wood using a cloth or paper towel. As the oil soaks in, add more and continue rubbing and polishing with the grain until the oil is absorbed. The first time you seal your butcher block, it may take several applications before it stops “drinking” oil, but in later cleanings you’ll just need to refresh it. Keep adding oil until no more soaks in, remove any excess with a cloth.

**Wicker Furniture Care:** Regular cleaning is recommended for wicker, as it generally cannot endure harsh or abrasive treatments. This also minimizes mildew buildup. To remove dirt and debris, vacuum with a dust-brush attachment or use a dry paintbrush. Clean with a mild soap solution. Scrub, and rinse. Avoid using too much water, which can weaken the fibers. Avoid sitting on the wicker when still damp, which can cause wicker to sag. Please always cover the furniture when not in use, and store properly during inclement weather and the winter/rainy seasons. If wicker furniture is caught during a sudden rain storm, please make sure to drain any water that may have accumulated inside the frame.

**Metal Furniture Care:** Because most metals, except aluminum, are subject to rust, metal furniture is usually finished with layers of clear varnish, paint, or a durable powder coating. Use a mild soap solution, and scrub, rinse, and dry. After cleaning, apply a coat of quality liquid or paste auto wax with a lint-free cloth. Use a silicone spray to lubricate swivels and glides on chairs. If metal outdoor furniture is caught during a sudden rain storm, please make sure to drain any water that may have accumulated inside the frame.

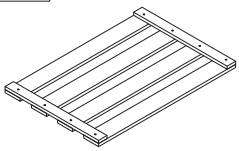
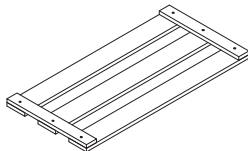
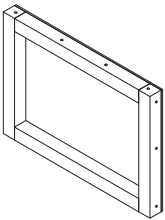
**Outdoor Cushion Care:** Please note our cushions are made from a polyester foam, and the covers are made from a moisture resistant polyester blend. This does not mean they are waterproof! Cushions should be stored and covered when not in use to protect them from rain, sunlight, and other staining agents. We do not recommend leaving cushions out in inclement weather, and if cushions become wet, please dry them immediately by removing the cushion from the cover so they can dry separately. Wring out any excess moisture before drying. Air dry only! Cushion covers are machine washable (gentlest cycle with like colors and cold water), and we recommend separating the cushion cover from the core for any cleaning purposes. Always air dry the cushion covers and cushion cores after wringing out excess moisture, and do not attempt to wash cushion cores.

**Outdoor Furniture Storage:** We highly recommend storing any outdoor furniture during the winter and/or rainy seasons. Before storing your furniture, please ensure all moisture collected

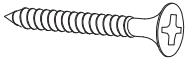
in the frame tubes has been drained. When outdoor furniture is not in use, we recommend covering all the furniture to protect it against the elements. If outdoor furniture is caught during a sudden rain storm, please make sure to drain any water that may have accumulated inside the frame.

**Coastal Customers:** Due to the corrosive nature of salt, extra care must be taken due to the higher salinity in the air as well as the possibility of direct contact from sea spray. Keep outdoor metal/wicker furniture covered when not in use, and rinse with fresh water on a regular basis to prevent salt accumulation. Make sure to drain any water that may accumulate inside the frames after rinsing. Additional protection in the form of protective transparent sealer is recommended as well.

# PART LIST

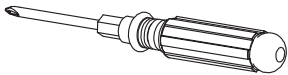
A	B	C
		
Bottom Panel 1pc	Long Side Panel 2pcs	Short Side Panel 2pcs

# HARDWARE LIST

#1

1"xØ4xD8
Screw 22pcs (Extra 2)

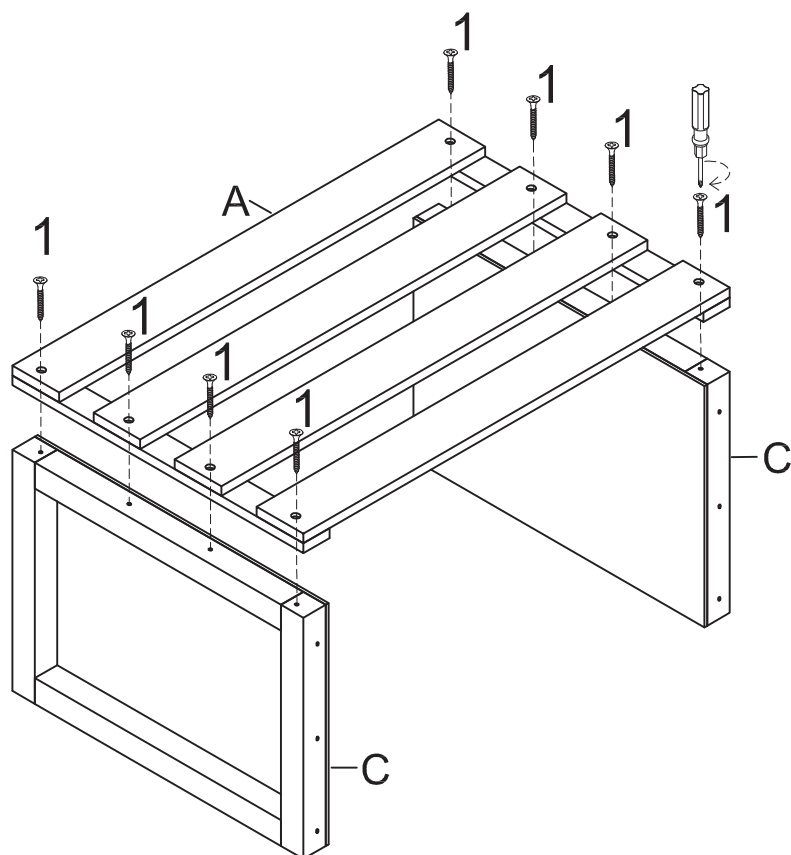
# ADDITIONAL TOOLS ( Not Provided)

Note: It is not recommended to use power tools during assembly. However a screw gun can assist with mounting .



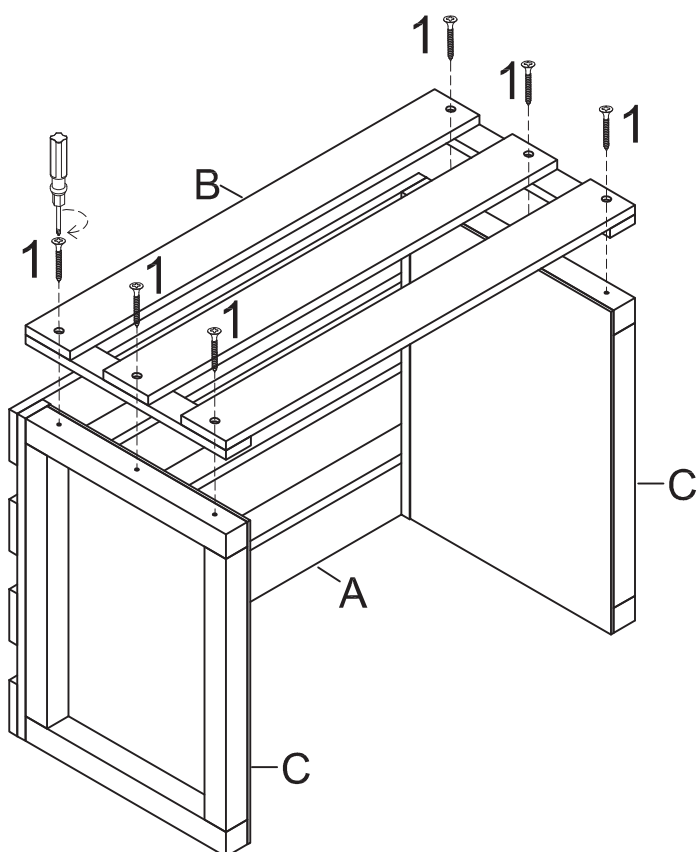
Phillips Head Screw Driver

**Step 1.** Attach Bottom Panel (A) to Short Side Panels (C) with Screws (1) using phillips head screw driver .



#1  x 8

**Step 2.** Attach Long Side Panel (B) to Short Side Panels (C) with Screws (1) using phillips head screw driver . Repeat this step to the another long side panel .



#1  x 12

Step 3. Turn the crate upright .

