

# CARE & MAINTENANCE

## BEST PRACTICES

To keep your furniture products looking their best, BRC recommends the following general care and maintenance:

### Low Pressure (LPL) LAMINATES Cleaning:

Dust laminated surfaces off prior to cleaning. Wet a damp cloth with water, a mild soap or one of our approved cleaning products. Do not use abrasive cleaners as they may scratch or affect the surface appearance. Wipe the surface with the grain (where applicable) using a dry soft cloth.

Approved cleaning products: Glass Plus®, Dawn®, Pledge®, Mr. Clean®, Windex®,  
For disinfecting surfaces use products such as: LYSOL®, VIREX®, PURELL®, VIROX®

After use of the above disinfectants ensure that the surfaces are wiped with a damp cloth to remove any product residue.

Take note that any product with Hydrochloric, Sulfuric, or Phosphoric acid may permanently damage the surface. Abrasive elements and excessively acidic or alkaline solutions should be avoided. Prolonged exposure to wet surfaces and/or direct contact with water should be avoided.

### High Pressure (HPL) LAMINATES Cleaning:

Dust laminated surfaces off prior to cleaning. Wet a damp cloth with water, a mild soap or one of our approved cleaning products. Do not use abrasive cleaners as they may scratch or affect the surface appearance. Wipe the surface with the grain (where applicable) using a dry soft cloth.

Approved cleaning products: Glass Plus®, Dawn®, Pledge®, Mr. Clean®, Windex®,  
For disinfecting surfaces use products such as: LYSOL®, VIREX®, PURELL®, VIROX®, Fantastik®, multi-surface disinfectant, Clorox® Disinfecting Wipes, Caviwipes™, Cavicide™

After use of the above disinfectants ensure that the surfaces are wiped with a damp cloth to remove any product residue.

Take note that any product with Hydrochloric, Sulfuric, or Phosphoric acid may permanently damage the surface. Abrasive elements and excessively acidic or alkaline solutions should be avoided. Prolonged exposure to wet surfaces and/or direct contact with water should be avoided.

### Acrylic Tiles And Panels:

Dust regularly to keep surfaces free of dust particles. Clean any dirt or stain with a damp cloth. Do not use chemical cleaners or window cleaners as it may alter or permanently affect the surface appearance.

### Tempered & Laminated Glass:

Dust regularly to keep surfaces free of dust particles. Clean any dirt or stain with a damp cloth. Do not use chemical cleaners or window cleaners as it may alter or permanently affect the surface appearance.

### Edge Trim:

To remove minor scuff marks and general dirt from bases and connectors, use warm water and a soft cloth. Do not use harsh abrasive cleaners, as they may cause permanent scratches on the surface.

### Painted Metals:

Clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Abrasive elements and excessively acidic or alkaline solutions should be avoided. Prolonged exposure to wet surfaces and/or direct contact with water should be avoided.

### Standard Fabrics:

Standard Care Label W-S. Clean with water based cleaning agents, foam or pure, water free solvents. Vacuuming or light brushing is recommended to prevent dust and soil buildup.

### Bleach Cleanable Fabrics:

Bleach is an effective disinfectant, which means it kills most bacteria, fungi and viruses. When fabrics need to be disinfected or sterilized, use a 1:10 household bleach-to-water solution.



Do not saturate or soak furniture with cleaner



Use spray or damp cloth only



Wipe with damp cloth using fresh water after cleaning

# SAFETY NOTICE

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## **Instability Hazard**

Mobile items on casters such as flip top, personal and movable tables of any type and storage items of any type may present an instability hazard if not secured correctly while in use or in storage. Flip top tables or training tables of any type, are inherently more unstable when folded. BRC provides the following guidelines & warnings when using mobile products:

- Lock casters immediately after moving. Do not leave the casters unlocked when in use or in storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. Exercise strong caution while moving these items.
- Use caution when abrupt level changes in the floor are present (such as a doorway or room threshold) as caster failure or tipping may result.
- Do not stand, sit or lean on mobile items for support. They are not intended for this use and personal injury or property damage may result.
- Mobile units that feature height adjustable elements must be lowered to the minimum compressed height when moving to prevent instability. It is also recommended the user remove all computer equipment or other accessories to prevent possible weight imbalance or damage to equipment.
- Failure to follow the guidelines above may result in property damage or personal injury.

## **Heavy Load**

- This product must be anchored to wall to ensure stability & safety.
- It is the owner and installers responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of any wall mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage or personal injury.
- BRC can provide size and empty weight of its products only. As wall blocking is considered a building construction process, BRC cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

## **Load Bottom Drawer First!**

- Operate one drawer at a time.
- Unit may tip if loaded incorrectly.
- Unit should be attached to a wall or other furniture to reduce tipping hazard.
- Always load the heaviest files in the bottom drawer.
- Failure to follow the guidelines above may result in property damage or personal injury.

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