

Operations & Maintenance
Furniture Care Guide

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General Furniture Care Guide

Here are a few tips to help you keep your furniture looking splendid; to maximise their longevity and appearance:

FABRIC

- Vacuum regularly – to remove grit and dirt
- Treat stains quickly. Use a damp cloth while they are still fresh.
- Deep clean on an annual basis using professional cleaning services

LEATHER

You will be able to maintain your leather furniture longer by removing spills immediately, dusting regularly and using care and cleaning products designed for leather furniture. Clean with a soft cloth and water. Small amount of mild soap, applying a very light pressure and then dry using a soft dry cloth. We remind that leather is extremely delicate and recommend to test the product on a hidden part and to wait at least 24 hours before proceeding.

- Vacuum regularly
- Keep room humid
- Absorb spills without pressure, do not rub
- Avoid direct exposure to sunlight and heat
- Avoid drying out leather, needs moisture

MELAMINE AND PAINT SHEET METAL

Cleaning to be carried out with damp not wet cloth.

Wash with any type of water based detergent (eg. Detergents for the home) or with alcohol diluted in water at 50%.

PLASTIC MATERIALS.

Cleaning: plastic surfaces usually need to be cleaned with a cloth and water. We recommend not to use dry cloths that might generate an electrostatic charge that will capture dust. For the most persistent stains a small amount of liquid soap diluted in water may be used.

AVOID THE USE OF SOLVENTS AND ABRASIVES

WOODS

- Cleaning: plywood surfaces need to be cleaned with a cloth and water. We recommend to dry immediately after the cleaning process. All liquids or other residue must be removed in order to avoid the absorption of the same.
- Usage: being plywood a natural material you might notice an alteration of the colour shade during time and use. We also remind that plywood cannot bear with warm surfaces or high temperatures if placed directly on the wooden top.

VENEER

Cleaning Soapy, warm, damp cloth followed by a dry cloth Moisture should not be left on the surface at any time

- Any spillages should be wiped up with a dry cloth straight away – whether hot or cold MARKS Office equipment, faxes, calculators, telephones etc should be placed on a pad. Black rubber pads/feet on the underside may mark the veneer
- Avoid any metal objects on the surfaces as they may scratch. Once a scratch appears it is not possible to remove
- Solvents Tippex, adhesives, nail varnish etc may remove the lacquer from the surface – avoid use of these materials
- Do not place furniture against any heat source – this will dry out the wood and cause shrinking and splitting
- Direct sunlight will increase the aging process. Some wood will fade, some will darken. Sunlight only speeds up the process
- Other Wood veneers can crack and split when exposed, over time, to low humidity levels – this especially true in the case of air conditioning.
- **DO NOT USE SPRAY AND/OR WAX POLISHES**

Spot & Stain removal guide

To treat stains use Step A first apply small quantities of liquid, blot well with clean tissues after each application. Work carefully to release stain from edge to centre. Allow to dry. If unsuccessful try Step B and then C.

1. White spirit, Turps, or substitute
2. 1,1,1 Dry cleaning fluid
3. Upholstery Detergent or Shampoo at manufacturer's recommended dilution
4. Acetone, nail polish remover – non oily
5. Cold water
6. Surgical spirit (alcohol)
7. Borax 2% solution, dissolve 1 tsp in cup of warm water, top up with cold water
8. Salt 2% solution, 1 level tsp in cup of tepid water
9. Use 3 as above & drop of spirit vinegar
10. Biological detergent 1% solution (1 level tsp in cup of warm water)
11. Use 6 as above diluted 1:5 water
12. Disinfectant, dilute as recommended on bottle, or 1 tsp in 2 pints water
13. Use 7 as above & drop of spirit vinegar
14. Chill with ice cubes in plastic bag
15. Hot iron over layers of white tissue
16. Consult a professional cleaner
17. Vacuum thoroughly

STAIN	A	B	C
Alcoholic drinks	9	11	7
Blackcurrant juice	13	9	
Blood	5 then 8	3	7
Butter	14 then 15	1 or 2	3
Chewing gum	14	2 and 4	16
Chocolate	3	1	
Coffee & cream	3	1	7
Coffee (black)	13	11	3
Cola & soft drinks	9	7	
Cooking oil	1	3	
Cough syrup	3	7	
Cream	3	1	7
Egg white	3	7	10
Egg yolk	8	3	10
Floor wax	1	2	3
Fruit juice/cordial	7	3	6 and 3
Furniture polish	1	3	2
Gravy & sauces	3	1	7
Jam	3	7	

STAIN	A	B	C
Ink (biro)	6	4	10
Ink (felt tip pen)	6	4	3
Ink (writing)	3	16	
Lipstick	1	2	3
Milk	8	3	7
Mustard	3	7	11
Nail varnish	4	16	
Oil & grease	1	2	3
Paint (oil based)	1	3	16
Paint (water based)	5	3	16
Salad dressing	3	1	7
Shoe polish	1	2	3
Soot	17	3	1
Tar	1	2	3
Tea	3	11	7
Urine	3	12	16
Vomit	3	12	16
Wine	3	13	11



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