



MAINTENANCE

For an interior to maintain its beauty and freshness long term, continual maintenance is vital. If this is done in the right way, the material's inherent character is maintained and age wonderfully. The aim is for the interior to always appear fresh, and any damage or wear and tear to be regularly repaired. This chapter describes recommendations for each material group. This is not a comprehensive description for all surfaces, but functions as a support for maintenance and cleaning of the base material included in the VNF concept.

Generally, it is a case of using common sense and environmentally-sound products - the more powerful the cleaning product you use, the more you wear the material out!



MAINTENANCE

FLOORS AND CARPETS

CLINKER FLOORS (THE STREET)

Start by cleaning using dry methods such as vacuuming, dry mopping or similar. It may then be advisable to damp wipe with a mop system or similar. Use a mild cleaning agent.



CONCRETE FLOOR (THE STREET)

For general cleaning, first try water and scrub with a soft, non-metallic brush to see if this removes the surface dirt.

If that doesn't work, step up to water with a mild soap, then water with a stronger soap, then water with a stronger soap plus ammonia.

If a sealer has been previously applied to the concrete surface, the surface may only need a light, general cleaning and to have the sealer reapplied or touched up in high traffic areas. However, if the concrete has ground in dirt or grime, the substance should be removed prior to installing a sealer. And the surface must be penetrated to do so.



WOODEN FLOORS (LIVING ROOM)

Make sure that as much dirt as possible is collected

in the entrance through the correct combination of entrance mats and ensure that these are cleaned regularly.

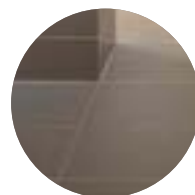
Please check out the Osmo cleaning instructions that can be found as an appendix to this document.



CLINKER ON WALLS AND FLOORS (TOILET ROOMS)

Before the floor is taken into use: Treat with joint impregnation so that the floor will be easier to clean.

Daily cleaning: Wipe with a damp cloth. Any soap and grease remaining should be removed with a weakly alkaline cleaning agent, after which the floor should be rinsed and dried.



TEXTILE CARPETS (OFFICE AND CONSULTATION ROOMS)

In order to maintain the high quality of the office carpet it is of utmost importance that cleaning and maintenance are held on a high level.

The carpet is naturally permanent antistatic.

Daily maintenance of the office carpet is kept with brush-type vacuum cleaner.

When the carpet is too dirty for ordinary vacuum cleaning we recommend that you hire a professional to clean the carpet approx. 1-2 times/year.

It should be done with a dry method in which a dirt-absorbing powder is brushed into the carpet to absorb up dirt. Thereafter, the powder is brushed up again, all with a special brush machine.

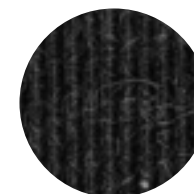
Water should never be used when cleaning the textile carpets.

First aid against stains:

Any stains should be removed immediately.

Dried-up stains can be brushed or vacuum cleaned while spilled fluids should be absorbed with dry cloth or a white paper towel. It is important to dab and not rub the stain away.

Special stain tissues can be used, e.g. stain tissues from Ogeborg. See the instruction on the packing.



DOOR CARPET

Remove the collected dirt by rolling up the carpet with interval. For larger rugs roll the carpet half way in both directions. Rotate carpet half a revolution once a year to distribute the wear.





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WALLS AND HANDLES

PAINTED WALLS AND DOORS

In the event of stains: Wipe with a damp cloth and, if required, a mild cleaning agent.



GLASS SURFACES

If required: Polish with a window cleaning agent or soapy water, using a squeegee or clean cloth. Remember that glass partitions coated with film are sensitive to strong cleaning agents



DOOR HANDLE

Cleaning – see stainless steel.
Each year: Check that the handle is fully tightened (attached). Any loose fittings should be adjusted. Poorly mounted fittings can affect the lock function as well as damage the rosette.



PULL HANDLE

Cleaning – see stainless steel.
Check that the mounting is correct with the threaded rod in the right position. Any movement in the handle can damage the surface of the door and lead to the handle becoming unstable.



ELECTRICAL CONTACTS IN PLASTIC

Dry with a damp cloth and, if required, a small quantity of mild cleaning agent.





MAINTENANCE

CEILINGS

GYPHUM CEILING AND ACOUSTIC SUSPENDED CEILING

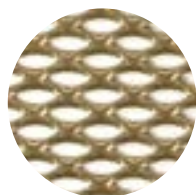
If required: Vacuum with brush nozzle 1-2 times a year, depending on the degree of soiling. Stains and discolouring on the painted surface can be cleaned with a damp cloth and a mild cleaning agent. Spirits, chlorine or other chemical agents should not be used.

If the tiles are very dirty, soda ash can be used for cleaning and a painting treatment is recommended.



METAL CEILING

If required: Vacuum with brush nozzle 1-2 times a year, depending on the degree of soiling.



RIBBED WOODEN CEILING

If required: Vacuum with brush nozzle 1-2 times a year, depending on the degree of soiling.





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TOILETS

SANITARY WARE

Dry with a damp cloth and, if required, a normal cleaning agent.

On the toilet: Use a soft brush and normal cleaning fluid with a pH under 8. A stronger agent can be used for the toilet bend.

Try acetic or tartaric acid to remove discolouring. Avoid scouring cleaning methods such as steel wool, scouring powder or strong alkaline agents.

STAINLESS STEEL

At regular intervals: Wash the surface with soapy water or a mild cleaning agent. Rinse away the cleaning fluid thoroughly with clean water. Finish cleaning by wiping or polishing the surface with a soft, dry cloth.

In the event of discolouration:

If spots appear on the surface, it is not because of the stainless steel, but impurities in the water, air or cleaning agent which have not been wiped from the surface. Spots can be avoided by careful cleaning.

If discolouration or spots occur, they can be removed using a cleaning agent for stainless steel or a polishing paste. Rinse again with clean water and polish with a soft, dry cloth.

Avoid scouring powder, steel wool and rough scratching material.



MAINTENANCE

FURNITURE

SOLID SURFACE

Solid surface worktops are cleaned with a mild solution of soap and water. Environment-friendly detergents, household detergents etc. may also be used.

If scratches should occur they can be easily removed with a damp Scotch Brite sponge using circular uniform motions. The same applies to stubborn stains and marks caused by cigarette burns. This cleaning procedure should be performed at regular intervals in order to reduce the amount of work required after any lengthy period.

Avoid getting too close to the surface with motor oil or similar, as it corrodes.

WHITE LAMINATE

Wipe with a damp cloth and, if required, a mild cleaning agent.

ALUMINIUM LAMINATE (BASE OF DISPLAY UNITS)

Wipe with a damp cloth and, if required, a mild cleaning agent.

PLEXIGLAS

Polish with a soft cloth. Hard textiles can easily cause small scratches. Water mixed with normal washing up detergent gives excellent cleaning results.

Tougher stains: first clean with white spirit, then with a normal mixture of washing-up detergent. In no circumstances use methylated spirits or acetone. Avoid direct sunlight.

CARPETS (IN LIVING ROOM)

See "Textile carpets (office and consultation rooms)"

LEATHER (SOFAS AND EASY CHAIRS)

Once a week: Dust or vacuum carefully.

Two-three times a year: Clean the leather carefully with special preparation. Tensider - clean surface and use soap on the inside. After cleaning, the leather must be treated with greasing agent and humectants, preferably containing wax.

Stains: If the stain is water soluble, it is best treated with lukewarm boiled water. Bathe plentifully with a sponge over an area larger than the stain. Mop up the moisture with a clean sponge or cloth. Work from the outside in towards the centre of the stain. Allow the leather to air dry.

If the stain is greasy, wipe away any excess immediately with a clean, soft cloth or paper towel. The stain will gradually disappear on its own into the leather. In an emergency, you can use a mild, un-perfumed and uncoloured soap. Dampen the stain carefully with the soapy solution. Avoid soaking the leather. Then let it air dry at normal room temperature. Afterwards, buff the surface with a soft, dry cloth.

If the stain is more persistent, for example ink, chewing gum or red wine, you should first consult an expert or the manufacturer Elmo Leather.

Never put leather furniture close to a heat source or in direct sunlight. Never use chemical solvents on leather.

WORK CHAIR AND VISITOR CHAIR

Mesh: wipe with a damp cloth.

BAR STOOL

Wipe with a damp cloth.

CHILDREN'S PLAY AREA

Wipe with a damp cloth.

