

Furniture Use and Maintenance Manual

Thank you for choosing Balma office furniture.

We want to offer our customers top-quality products. Their quality is guaranteed by our design solutions, the selection of raw materials and components, and our strict quality policy.

We are confident that our furniture will be ideal for everyday use. Long-term and trouble-free use will be ensured by complying with the basic rules of use and following the cleaning and maintenance recommendations. Proper use is also a required condition for maintaining the warranty

1. Use

1.1 Preparing furniture for use

Transporting and unpacking

Before transportation, Balma furniture is packed at the factory in packaging that protects it against damage, soiling and weather conditions. During transportation and storage, all recommendations placed on the packaging should be followed. When unpacking, the use of sharp tools should be kept to a minimum to prevent damage to the furniture when cutting the packaging.

Assembly

Balma furniture should be assembled strictly in accordance with the instructions, using the supplied assembly components and other fastening elements indicated by the manufacturer. Care should be taken when carrying and assembling individual components to prevent damage, scratches or soiling.

Safe positioning of furniture

Furniture should be placed on an even and stable surface. Minor unevenness of the floor should be compensated for using levelling feet or in another way so that the furniture remains stable. For tall elements, the designers provide for additional fastening to the wall - this recommendation must be strictly observed.

Re-arranging and carrying

Balma furniture intended for rooms where frequent changes in arrangement are required is designed to make it easier to move and re-arrange safely. When carrying furniture, remember to:

- hold it by structural elements (the frame or legs), not by the top or upholstery,
- secure movable elements (drawers and doors).

Moving or re-arranging furniture always requires particular care.

1.2 General recommendations for use

Load

Balma is responsible for the durability and quality of furniture used as intended. Furniture must not be loaded beyond its maximum load capacity. This applies in particular to tables, shelving units, shelves and planters. Do not sit on these items or place too many objects or excessively heavy objects on them.

Temperature and humidity

Balma furniture is made from materials resistant to the changes in temperature and humidity typical of a standard office environment. The optimal conditions for using most of our products are a temperature of 15-30 °C and air humidity of 25-80 %.

Protection from excessive heat

Avoid placing Balma furniture directly next to heaters or other elements that become very hot. Furniture should also not be exposed to direct sunlight.

Protection from scratches

All work surfaces, especially furniture tops, should be protected against scratches. Avoid moving objects across their surfaces if they may cause scratches, such as ceramics or objects made of stone or metal. The use of tablecloths, napkins, cork coasters or similar protection is recommended

to preserve the aesthetic appearance of the surface for as long as possible.

NOTE: some materials are particularly prone to changes in their properties, mainly discolouration, when exposed to direct sunlight.

1.3. Recommendations for using mechanical and electromechanical elements

Fittings, locks, castors, rails, guide tracks and other mechanical elements used in Balma furniture are maintenance-free and do not require servicing or lubrication.

During use, make sure to:

- protect movable elements against being jammed by small objects, particularly locks, guide tracks and castors,
- prevent excessive soiling of mechanical elements,
- protect mechanical elements against contact with water and chemicals,
- use only keys supplied by the manufacturer or duplicated by a professional company to open and close locks.

2. Surface maintenance

2.1 Melamine chipboard

Melamine chipboard is highly durable and resistant to scratching and soiling. Mild detergents dissolved in warm water may be used for cleaning. In most cases, it is sufficient to wipe the surface with a cloth or sponge; for heavier soiling, a soft brush may be used. After cleaning, dry the surface with a paper towel or a dry microfibre cloth.

Use:

- keep away from heaters (do not place too close),
- observe the load capacity (do not overload),
- temperature 15-30 °C (optimal range).

Cleaning and maintenance:

- gently wipe with a damp cloth,
- a mild detergent may be used,
- dry with a paper towel.

2.2 Natural veneer and wooden elements

Wooden elements and elements finished with natural veneer should be dusted without water, using delicate cotton fabrics. After initial cleaning, the furniture should be protected with mild wood-care products, following the manufacturer's instructions and recommendations on the packaging. Coffee, alcohol and tea stains should be removed as quickly as possible.

NOTE: wooden elements and elements covered with natural veneer are relatively soft materials and are susceptible to scratches and discolouration caused by UV radiation and high temperature, for example a hot mug. The use of coasters or placemats is recommended to protect the surface against damage.

Use:

- keep away from heaters (do not place too close),
- observe the load capacity (do not overload),
- temperature 15-30 °C (optimal range),
- air humidity 40-70 % (optimal range),
- avoid contact with water,
- do not place hot dishes or cups on the surface,
- protect against scratches,
- long-term exposure to UV radiation may cause local discolouration.

Cleaning and maintenance:

- dust when dry, using a cloth,
- clean and maintain with specialist wood-care products; avoid greasy products that create a glossy or oily finish.

2.3 Nano-laminate

Nano-laminate is a material of exceptional durability. It has a perfectly matt surface with better anti-fingerprint properties than other materials used. It is highly resistant to scratches and abrasion. Its antistatic properties make everyday care particularly easy. Tops made from this material are highly durable.

Characteristic features:

- resistance to scratching, friction and abrasion,
- smooth, velvety surface
- low light reflectivity
- resistance to chemicals
- antistatic properties
- hydrophobicity
- anti-fingerprint properties
- high resistance to acidic solvents and care products
- dimensional stability even during changes involving high temperatures
- enhanced antibacterial properties
- hygienic
- surface suitable for direct contact with food
- easy everyday care

Use:

- observe the load capacity (do not overload),
- temperature 15-30 °C (optimal range),
- do not place hot dishes or cups on the surface.

Cleaning and maintenance:

- a mild detergent may be used,
- dry with a paper towel,
- clean and maintain with specialist wood-care products; avoid greasy products that create a glossy or oily finish,
- gently wipe with a damp cloth; the surface does not require special care or maintenance. For persistent stains, clean the surface with a damp melamine sponge, the so-called “magic sponge”, and then dry it.

2.4 Lacquered MDF boards

Lacquered MDF board is one of the most popular modern materials used in furniture production. It is characterised by high resistance to wear during everyday use. Heavier soiling may require the use of a damp cloth with a mild detergent. Strong chemicals and rough or sharp cleaning materials must not be used, as they may cause irreversible damage or discolouration of the surface.

Use:

- keep away from heaters (do not place too close),
- observe the load capacity (do not overload),
- temperature 15-30 °C (optimal range),
- air humidity 25-80 % (optimal range),
- avoid contact with water,
- do not place hot dishes or cups on the surface,
- protect against scratches,
- do not expose to direct sunlight.

Cleaning and maintenance:

- dust when dry, using a cloth,
- gently wipe with a damp cloth,
- dry with a paper towel.

2.5 Compact laminate

Compact laminate is a wood-based product characterised by high durability and resistance to micro-scratches. Its surface is uniform and non-porous, making it easy to keep hygienic. It has a thickness of 12 mm and a core colour-matched to the surface of the top.

Characteristic features:

- resistance to micro-scratches,
- anti-fingerprint properties,
- resistance to moisture; however, prolonged contact with water may damage the top.

Use:

- do not place hot dishes or cups on the surface,
- avoid prolonged contact with water.

Cleaning and maintenance:

To clean compact laminate tops, use microfibre cloths or paper towels and warm water with a mild household degreasing agent. Persistent stains may be cleaned with products containing acetone. Before use, test the product on a sample piece to ensure that it does not damage the surface.

2.6 Quartz conglomerate

Silestone® is a low-porosity hybrid surface made from minerals and recycled materials, which give it exceptional strength and durability.

Characteristic features:

- low surface porosity, ensuring zero liquid absorption,
- resistance to soiling,
- impact resistance,
- acid resistance,
- easy cleaning,
- surface suitable for direct contact with food,
- colour stability.

Use:

- do not place hot dishes or cups on the surface,
- do not expose to direct sunlight,
- protect against scratches,
- do not polish.

Cleaning and maintenance:

Q-Action is recommended for cleaning Silestone®. If this product is unavailable, use a mild pH-neutral soap and water. For persistent stains, use a soft sponge without rubbing too hard, to avoid scratching.

More detailed information and methods concerning cleaning, maintenance and general exposure to chemicals are available at www.silestone.com

2.7 Powder-coated steel elements

Chrome-plated elements and elements made from stainless steel or lacquered steel should be protected against contact with water, as it may cause stains and discolouration.

Discolouration or roughness may occur on some non-visible surfaces of these elements. These are residues of technological operations in the production process and do not affect their appearance or durability. Use a dry, soft cloth to maintain metal elements without scratching their surfaces.

Use:

- observe the load capacity (do not overload),
- protect against scratches.

Cleaning and maintenance:

- dust when dry, using a cloth,
- gently wipe with a damp cloth,
- dry with a paper towel.

2.8 Upholstery

For upholstery, it is important to remove soiling from the fabric surface as quickly as possible. Upholstered elements should be vacuumed or cleaned manually with a soft brush, avoiding excessive rubbing. Removable covers should be shaken out regularly. Pile fabrics require regular brushing with a soft brush.

Stain removal

Before using an upholstery cleaning product, test it on a less visible part of the furniture to avoid damaging the fabric. Spilled liquid, for example coffee, should first be absorbed with a napkin or clean cotton cloth. Solid residue should then be removed, and only afterwards should stain removal begin. Avoid soaking the fabric excessively. After stain removal, dry the cleaned area as quickly as possible. Remove excess cleaning product or water by gently pressing a clean cloth against the surface.

NOTE: some textiles with unstable colours, such as denim, may transfer pigment onto furniture upholstery. If clothing continues to leave marks on the upholstery after repeated washing, this indicates a defect in the clothing material, not in the upholstery. This type of upholstery soiling does not constitute grounds for a warranty claim.

Use:

- keep away from heaters (do not place too close),
- observe the load capacity (do not overload),
- temperature 15-30 °C (optimal range),
- air humidity 25-80 % (optimal range),
- do not expose to direct sunlight.

Cleaning and maintenance:

- vacuum,
- brush with a soft brush,
- use stain removers with caution.

2.9 Whiteboard surface

The whiteboard surface is intended for indoor use. Only dry-erase markers designed for whiteboards may be used on it.

Use:

- do not use permanent markers or other writing instruments,
- protect the surface against scratches and impacts,
- remove soiling as quickly as possible.

Cleaning and maintenance:

- remove writing with a soft microfibre cloth,
- clean heavier soiling with a slightly damp cloth and mild soap,
- do not use abrasive cleaners, strong solvents, alcohol-based products or rough cleaning materials.

2.10 Felt

Felt elements should be cleaned regularly to remove dust and debris using a vacuum cleaner fitted with a soft attachment or a dry, soft brush. Soiling should be removed as quickly as possible to limit its penetration into the structure of the material.

NOTE: during use, felt may undergo natural changes such as localised compression, creasing, pilling or slight variations in surface texture. These phenomena result from the properties of the material and do not constitute grounds for a warranty claim.

Use:

- avoid prolonged contact with water and moisture,
- protect the surface against intensive rubbing and mechanical damage,
- remove soiling as quickly as possible.

Cleaning and maintenance:

- vacuum regularly using a soft attachment or clean with a dry, soft brush,
- use products intended for textile materials in accordance with the manufacturer's instructions,
- test the cleaning product on an inconspicuous area before use,
- do not use products containing solvents, bleach or corrosive substances, or abrasive cleaners,
- do not use steam-cleaning equipment.

3. Surface disinfection

Materials used in Balma furniture production that are resistant to disinfectants:

- melamine chipboard
- nano-laminate

These surfaces are resistant to the alcohols and disinfectants used. Such products do not cause changes to the surface. However, due to the variety of disinfectants available, with different compositions, modes of action and applications, it is recommended to test the product on a non-visible area. This is the only way to determine whether a disinfectant is too aggressive and may damage or discolour the surface.

Materials used in Balma furniture production that are sensitive to disinfectants:

- surfaces covered with natural veneer
- lacquered MDF boards - matt
- powder-coated steel elements

These surfaces are sensitive to substances containing alcohol, including disinfectants. Before each use, a disinfectant should be tested on a small area to check whether it damages the surface. Disinfectants that do not leave the surface wet are recommended. Prolonged and frequent use of disinfectants may over time cause discolouration and permanent surface damage.

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