

## MAINTENANCE MANUAL

### I. Maintenance for Wooden Furniture

#### 1. Room condition for wooden furniture

- \* Wooden furniture should not be put in wet rooms which will cause the distortion of the furniture.
- \* Direct sunlight should also be avoided. Too strong sunlight will make the wooden furniture too dry and crack.
- \* Keep the wooden furniture away from heating machines (like air conditioner). Long heating on wooden furniture may cause the crack, distortion or worse quality of the paint.

#### 2. Cleaning of wooden furniture

- \* The surface of the furniture is not resistant to the water effect. If any liquid is spilt on the furniture edge and junction, wipe it off immediately, before it dries, because some of the furniture's parts might bloat
- \* Do not clean the wooden furniture with alcohol, gasoline or any other chemicals
- \* Wring out a piece of soft cotton cloth to wipe out the dust on wooden furniture first, and then use a piece of dry cotton cloth to wipe again to avoid any wet or water on wooden furniture.
- \* Wax the furniture on regular basis (1-2 times a year)

### II. Maintenance for Melamine Furniture

- \* The surface of the furniture is not resistant to the water effect. If any liquid is spilt on the furniture edge and junction, wipe it off immediately, before it dries, because some of the furniture's parts might bloat.
- \* Clean the dust on melamine furniture with dry cotton cloth or soft damp cloth
- \* Direct sunlight should also be avoided.

### III. Maintenance for Leather Upholstered Furniture

- \* Avoid putting your leather furniture under direct sunlight or heating, this will dry the leather and make the color changed. Ensure the ventilation of the room, too dry or too wet would accelerate the aging of leather.
- \* Don't use any chemistry to clean leather furniture. Wring out a piece of soft cotton cloth to wipe out the dust on leather furniture first, and then use a piece of dry cotton cloth to wipe again to avoid any wet or water on leather furniture.
- \* Avoid the contact of knife or any sharp tools with leather in case of any scratches on the surface
- \* Regular maintenance: there are pores on the surface of cow leather, which needs to be maintained in dry and wet seasons as well as human skin. Maintain the surface

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with professional leather care agent every 3 months.

\* Avoid oil stain, pen and ink etc to get the sofa dirty. If it gets dirty, clean the sofa immediately with leather cleaner

## IV. Maintenance for Fabric Upholstered Furniture

\* Avoid putting your fabric upholstered furniture under direct sunlight or heating ,the sunshine will deform the fabric and shorten the life of fabric upholstered furniture

\* Clean the dust on fabric upholstered furniture with dry cotton cloth.

\* If stained with some juice or drinks, dry it with a piece of cloths first. Then mix some neutral lotion with water and wipe off the stains. Finally clean and dry it with a piece of clean cloth

\* Use a professional dry chemical cleaning services at least once a year in order to have furniture upholstery nice for a longer time.

\* The floating dust in the air is easy to be adsorbed on the fabric. It is recommended to dust the fabric every month, especially the dust accumulation between fabric structures, so as to reduce the growth of bacteria.