

## **CLEANING AND MAINTENANCE OF OUR PRODUCTS**



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## INFORMATION

To ensure a longer life of our furniture, it is important to carry out regularly the right cleaning operations, using appropriate products for the different surfaces.

- Read carefully the various sections before cleaning the furniture and follow the recommendations;
- These instructions refer to the use of different care and cleaning products. Read the information provided by the manufacturer carefully and follow the instructions;
- The cleaning cloth must be used with horizontal or vertical movements. Circular movements are not recommended, the risk is to cause signs on the surfaces due to a concentrated rubbing on a specific point;
- Preferably use microfibra cloths or alternatively soft cotton cloth. They are suitable for most surfaces;
- Cleaning products should not be abrasive or too aggressive. To be sure, try in a small hidden area, to see the result first.
- Small chromatic differences may occur between objects of the same material, if purchased at different times. After the exposure to air or light, colors will tend to uniform.

## QUALITY

We offer our client long-lasting furniture. To do this, we need exceptional features such as quality, safety and trust. All the materials and Estel products passed the most stringent tests, for durability, safety, quality, emissions and environmental sustainability.

### **GENERAL ADVISE**

## ODOR

It is not possible to produce and supply a new product odorless. This is mainly due to the characteristic smell of the materials and packaging. However, proper air circulation will quickly disperse the smell of the freshly manufactured products.

## **CLIMATE CONDITIONS**

We suggest to maintain a constant temperature between 18°C and 23°C and a humidity rate of 45-60%. Heating during winter time reduces air humidity and can cause chromatic changes to the material or furniture.

## LIGHT RESISTANCE

Light resistance is a term that describes the tolerance of a material to natural and artificial light sources (sunlight, lamps,...). It is not possible to foresee and prevent aesthetic modification of materials and finishes due to prolonged exposure to light sources.

## DAMAGES

Inevitably surfaces can deteriorate in time. Intense and frequent daily use are key factors to the duration of the product.

The following factors could damage the furniture:

- Bangles, rings or watches could scratch the surfaces;
- Sharp objects, such as knives;
- Acids or oils;
- Animals;
- Exposure to direct light or eccessive heat.

# INTRODUCTION

## CLEANING

Suggested operations for the removal of any kind of "visible dirt" (dust, grease, liquids, organic material...) from any kind of material and surface.

## SANITIZATION

An activity aimed at eliminating any bacterium or contaminating agent that is not removed with common cleaning. Sanitization takes place using cleansing chemicals to bring back the microbiotical value within acceptable hygienic standards twhich vary depending on the environment and it's use. Sanitization must still be preceded by cleaning.

## DISINFECTION

It consists in the application of chemical disinfectant agents, to reduce -through destruction or inactivation- the microbiological load present on objects and surfaces to be treated. Disinfection must be preceded by cleaning to prevent dirt residues from compromising its effectiveness. Pathogenic microorganisms are destroyed by disinfection.

# SANITIZATION

Due to the possible survival of viruses in environments, potentially contaminated places and areas must be completely cleaned with water and common detergents before being used again.

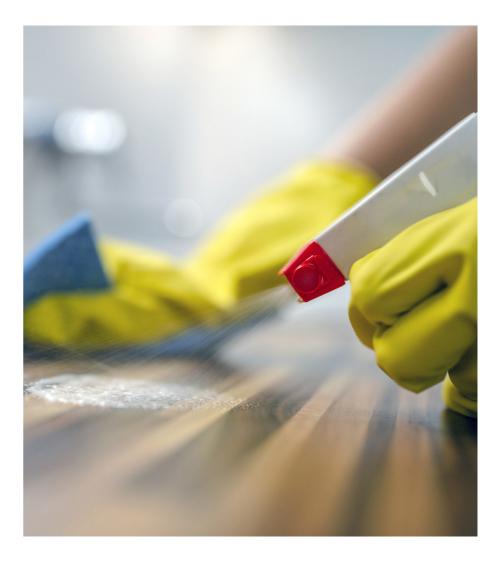
For decontamination after cleaning, use 0.1% bleach (sodium hypochlorite) or 0.5% hydrogen peroxide.

For surfaces that can be damaged by sodium hypochlorite, clean first with a neutral detergent, and then use disinfectants containing 70% alcohol (ethanol).

Bleach and alcohol have excellent disinfectant power, but must be treated with precaution, because of the risk of irritation (especially bleach) and possible damages to delicate surfaces (wood, marble etc).

In replacement, quaternary ammonium-based compounds can be used: it is recommended to refer to the product label where indicated "microbicidal action" or "disinfectant power".

Ensure ventilation of the rooms while cleaning with chemicals.





## MATERIALS

# SOLID WOOD

## **GENERAL INFORMATION**

Solid wood is a high quality natural material. To preserve its own aesthetical characteristics, the products are chemically treated to make the surface more resistant. However the colour of the surface could slightly change, in case of exposrure to sunlight.

### CLEANING

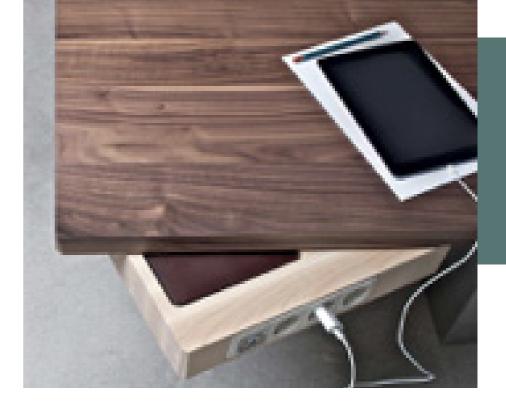
Clean regularly with a soft cloth, possibly hairless cloth and slightly moist. If there are wet stains, remove them immediately with an absorbing cloth.

- Do not use alkaline or acid products;
- Do not use microfibra cloths;
- Do not use cleaning products or steel wool.

## SANITIZATION

Use quaternary ammonium base compounds (for example benzalkonium chloride) for sanitization.

Form foaming solutions with hot or cold water. The product is absolutely odorless, non-corrosive, non-toxic, non-irritating to



the skin, used in right balance.

We suggest to test the product in a small area, possibly on a hidden area.

## MAINTENANCE

Usually, it is not necessary to use any product for the maintenance.

For special needs, we suggest to contact a specialist. Do not use sharp object, such as knives, that can scratch the surfaces.

Do not put on the surface wet or hot objects.

## VENEER

## **GENERAL INFORMATIONS**

The furnishings in veneer are manufactured with high quality materials. To preserve its own aesthetical characteristics, the furnishings are chemically treated to make the surface more resistant. They are covered with a waterproof varnish. However the colour of the surface could slightly change, in case of exposure to sunlight.

#### CLEANING

It is possible to remove dirt and liquids with a dry cloth. For more resistant dirt, use a moist cloth with a small quantity of neutral soap. Please note that the cloth must be only slightly moist and not wet, to prevent any surface to discolure or swell. Then remove carefully any residual moisture.

- Do not use alkaline or acid products;
- Do not use microfibra cloths;
- Do not use cleaning products or steel wool.

### SANITIZATION

Use quaternary ammonium base compounds (for example benzalkonium chloride) for sanitization.

Form foaming solutions with hot or cold water. The product is absolutely odorless, non-corrosive, non-toxic, non-irritating to the skin, used in right balance. We suggest to test the product in a small area, possibly on a hidden area.

## MAINTENANCE

If necessary, you can use a furniture polish, without silicone, once a year.

Do not use sharp objects, such as knives, that can scratch the surface.

Do not put on the surface wet or hot objects.





## LACQUER

## **GENERAL INFORMATION**

A good quality lacquering highlights the colour and the texture, enhancing the design.

The refraction of the light through a lacquered surface, creates particularly attractive and refined effects.

### CLEANING

Use a soft and moist cloth, sponges or chamois leather, rub lightly so as to avoid possible abrasions due to dirt residues. If necessary, use a moist cloth with neutral soap, without silicone.

To avoid halos, rub the surfaces, when its dry.

- Do not use alkaline or acid products;
- Do not use cleaning products or steel wool.

### SANITIZATION

Use quaternary ammonium base compounds (for example benzalkonium chloride) for sanitization.

Form foaming solutions with hot or cold water. The product is absolutely odorless, non-corrosive, non-toxic, non-irritating to the skin, used in right balance.

We suggest to test the product in a small area, possibly on a hidden area.

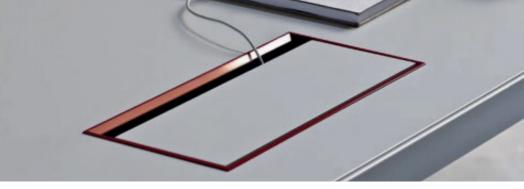


## MAINTENANCE

Do not use sharp objects, such as knives, that can scratch the surface.

Do not put on the surfaces wet or hot objects. All the sliding mechanisms do not require lubrication. In case of sliding rails, do not insert any object and remove the dust.

## LAMINATE and MELAMINE



#### **GENERAL INFORMATION**

One of the most important advantages of using laminates is the ease of cleaning. This is an anti-scratch material but you need to pay attention by cleaning the furniture with the right method to make sure they remain intact.

#### CLEANING

It is possible to clean the furniture, using a mix of warm water and neutral soap. Rinse with cold water and dry with a piece of paper or a soft cloth. If you use more aggressive cleaning products, rinse carefully.

Oil and hard stains can be removed with warm water and sodium bicarbonate. You can apply this mixture using a soft brush with a circular movement, without pressing. Rinse after the stain is removed.

- Do not use alkaline or acid products;
- Do not use cleaning products or steel wool.

#### SANITIZATION

Melamine and laminated panels are resistant to all alcohol-based household cleaning and sanitizing products.

We suggest to test the product in a small area, possibly on a hidden area. Take these precautions:

- avoid abrasive products or abrasive sponges;
- avoid aggressive products such as solvents, bleach or chlorinated substances, strong acids and bases;
- avoid the use of spray products directly on surfaces: it can leave halos. Apply the detergent on a soft damp cloth, clean, then rinse.

#### MAINTENANCE

Due to their particular structure, melamine and laminates guarantee high performance against scratches, impact and abrasions. However, avoid the use of abrasive substances or sharp objects, such as knives, directly on the surfaces. Keep the furniture far from direct sunlight, to avoid colour variations.

Do not forget that high temperature objects - such as cups and plates - if placed directly on the surface, may create stains that are difficult to remove.

Do not use sharp objects, such as knives, that can scratch the surface.

Do not put on the surface hot objects.

## FENIX ®

#### **GENERAL INFORMATION**

Fenix® is a modern material, created by using nanotechnologies. The surface is treated with new generation acrylic resins, hardened and fixed through Electron Beam Curing process.

Thanks to its low light reflection, the surface is extremely matt, fingerprint-free with a pleasant touch and feel. In addition to its main features, such as repairable micro-scratches, this innovative material is distinguished by specific properties that make cleaning very easy and doesn't need specific maintenance actions.

Extremely easy cleaning, high bactericidal abatement and antimildew properties, high resistance to rubbing, scratching and abrasion, as well as to household solvents and acid reagents.

### CLEANING

Easy and durable cleaning can be achieved through a normal home hygiene product.

- Do not use alkaline or acid products;
- Do not use steel wool;



• Do not use sharp objects, such as knives, that can scratch the surface.

If necessary, use a moist cloth with neutral soap, without silicone. Then remove carefully any residual moisture.

#### SANITIZATION

Fenix panels are resistant to all alcohol-based household cleaning and sanitizing products.

Take these precautions:

- avoid abrasive products or abrasive sponges;
- avoid aggressive products such as solvents, bleach or chlorinated substances, strong acids and bases;
- avoid the use of spray products directly on surfaces: it can leave halos. Apply the detergent on a soft damp cloth, clean, then rinse.

### MAINTENANCE

Fenix® surface must be cleaned regularly, but doesn't need a specific maintenance. A moist cloth with neutral soap is enough. All normal home detergents or disinfectants are well tolerated. In the presence of dirty traces which cannot be removed with normal household detergents, due to the irregular topography of Fenix® surface, can be removed using a nonaggressive solvent, such as acetone. Small scratches can be removed by using heat or a rubber.

# GLASS

## **GENERAL INFORMATION**

Glass is an industrial material derived from natural elements. For some technical reasons, it is not possible to produce a completely clear and regular glazed panel, without bubbles. The colour can slightly change from panel to panel. The specific glass load capacity is limited compared to that of other materials: therefore avoid to load too much weight on it. Available types of glass: Etched glass, Back lacquered etched glass, Clear float glass, Extra light tempered glass.

### CLEANING

Use a soft and moist cloth, a sponge or a chamois leather, to avoid any abrasion on the surface.

If necessary, the glass can be cleaned using a neutral soap or specific cleaning products for glass.

- Do not use any solvent to clean the lacquering on backpainted glass;
- Do not use cleaning products or steel wool.

## SANITIZATION

Glass surfaces are resistant to all alcohol-based household cleaning and sanitizing products. Rinse with a soft damp cloth to remove any halos.

Take these precautions:

• avoid abrasive products or abrasive sponges;

- avoid aggressive products such as solvents, bleach or chlorinated substances, strong acids and bases;
- avoid the use of spray products directly on surfaces: it can leave halos. Apply the detergent on a soft damp cloth, clean, then rinse.

## MAINTENANCE

Clean with a soft cloth, regularly, to remove the dust. Do not use sharp objects, such as knives, that can scratch the surface.

Damages to the surface can lead to future breakage.



## METALS

#### **GENERAL INFORMATIONS**

Here below types of luxury metal available:

- Chromed metal;
- Matt metal;
- Galvanized metal;
- Powder coated metal.

## CLEANING

Use a soft cloth and a neutral cleaning product Dry uniformly the surface using a soft cloth. If it is necessary to use a more aggressive product, please check if it is solvent free and test it in a small hidden area.

- Do not use alkaline or acid products;
- Do not use cleaning products or steel wool.

### SANITIZATION

We suggest any sanitization by following the 70% alcohol process distributed with a soft cloth and then rinse with a damp cloth.

We suggest to test the product in a small area, possibly on a hidden area.

## MAINTENANCE

Clean with a soft cloth, regularly, to remove the dust. Do not use sharp objects, such as knives, that can scratch the surface. Do not put on the surface wet or hot objects.



## ALUMINUM

### **GENERAL INFORMATIONS**

#### Anodized aluminum

The aluminum parts are treated to increase the thickness of the natural oxide layer on the surface. This process protects the surface from dirt and wear. Acids alkaline products, lemon juice and similar substances can damage the surfaces.

#### Die cast aluminum

This type of aluminum is available in two finishes: natural aluminum or brushed aluminum.



## CLEANING

Use a soft cloth and a neutral cleaning product Dry uniformly the surface using a soft cloth. If it is necessary to use a more aggressive product, please check if it is solvent free and test it in a small hidden area.

- Do not use alkaline or acid products.
- Do not use cleaning products or steel wool.

## SANITIZATION

We suggest any sanitization by following the 70% alcohol process distributed with a soft cloth and then rinse with a damp cloth.

We suggest to test the product in a small area, possibly on a hidden area.

## MAINTENANCE

Clean with a soft cloth, regularly, to remove the dust. Do not use sharp objects, such as knives, that can scratch the surface. Do not put on the surface wet or hot objects.



## CERAMICS

### **GENERAL INFORMATIONS**

Ceramic is made from natural mineral raw materials and has an extremely durable surface. It has high resistance to scratches and high temperatures, is waterproof and resistant to water and other liquids, as well as almost all the chemicals normally used at home.

#### CLEANING

For daily cleaning, a damp microfiber cloth is enough. For regular cleaning, we suggest using a neutral liquid detergent with a soft sponge or a microfiber cloth. Do not use metallic woofers or other abrasive tools, since after cleaning you may notice differences in the gloss of the material.

### SANITIZATION

Ceramic surfaces are resistant to all alcohol-based household cleaning and sanitizing products.

We suggest to test the product in a small area, possibly on a hidden area.

Take these precautions:

- avoid abrasive products or abrasive sponges;
- avoid aggressive products such as solvents, bleach or chlorinated substances, strong acids and bases;



• avoid the use of spray products directly on surfaces: it can leave halos. Apply the detergent on a soft damp cloth, clean, then rinse.

### MAINTENANCE

Clean with a soft cloth, regularly, to remove the dust. Remove any spills of staining liquids (like coffee, tea, red wine), caustic substances (such as oven cleaner), acids and colorants as soon as possible and rinse with water.

You can place hot pans directly on the surface, however we recommend the use of trivets to protect the surface over time. Avoid hitting the most delicate parts of the surface, such as corners and edges.

## LEATHER and SADDLE LEATHER

#### **GENERAL INFORMATION**

Leather is a unique and long-lasting natural material. Leather breathes, and can absorb and release body moisture. Our high quality, soft leathers, with brilliant colours are the result of our collaboration with best Italian tanneries. There can be slight differences between pieces, being a natural material.

#### CLEANING

Our leathers are subject to a natural process, therefore there may be a slight loss of colour.

- Do not use water or detergents, that can damage the surface;
- Do not use acids or alkaline products;
- Do not use removing-stain kits, shoe polish, solvents, floor wax, cosmetics or other aggressive detergents;
- Do not use steel wool, or dishwasher detergents.

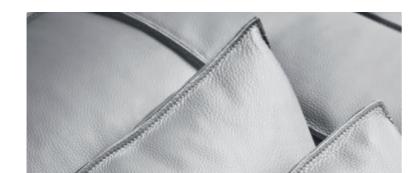
### SANITIZATION

To sanitize the surface, use a sanitizing detergent making circular movements with a soft sponge (for product suggestions contact Estel Care).

We suggest to test the product in a small area, possibly on a hidden area.

### MAINTENANCE

We suggest to keep the products far from light or heat sources. Protect the leather from abrasions and moisture. It is possible to remove dry stains using a soft brush or a vacuum cleaner (low power). Clean regularly the surface using a soft and dry cloth. Avoid vigorous rubbing. Do not use sharp objects, such as knives, that can scratch the surface. Do not put on the surface wet or hot objects.





## **ECO-LEATHER**

### **GENERAL INFORMATION**

Our Surround eco-leather is added with 0.3% biocide Thiabendazole. It is a fungicide whose addition is intended to protect the surface and prevent degradation due to mildew and microbial growth

#### CLEANING

The surface can be cleaned using a mix of warm water and neutral soap. Rinse with cold water and dry carefully with a soft cloth.

- Do not use acids or alkaline products;
- Do not use steel wool, or dishwasher detergents.

#### SANITIZATION

To sanitize the surface, use a sanitizing detergent making circular movements with a soft sponge (for product suggestions contact Estel Care).

We suggest to test the product in a small area, possibly on a hidden area.

#### MAINTENANCE

We suggest to keep the products far from light or heat sources. Protect the eco leather from abrasions and moisture. It is possible to remove dry stains using a soft brush or a vacuum cleaner (low power). Clean regularly the surface using a soft and dry cloth. Avoid vigorous rubbing. Do not use sharp objects, such as knives, that can scratch the surface. Do not put on the surface wet or hot objects.



## FABRICS

### **GENERAL INFORMATION**

Estel office and home fabrics collection present natural materials and Trevira polyester fibers, giving a huge range of categories and typologies. The fabrics are selected by specialists, considering strict quality characteristics. Every type of fabric is tested directly by Estel for resistance, wear and durability, criteria required to determine the longevity of a product.

#### CLEANING

Take action as soon as possible to remove liquids from the surface.

Do not use traditional detergents or solvents. It is recommended to remove stains from the surfaces by consulting a dry cleaning specialist. Clean the product at least once a year.

If it is possible to remove the fabric from the furniture, we recommend you to follow the cleaning and washing recommendations written on the data sheet of each fabric. Many of our polyester and Trevira CS fabrics are washable at 60°C.

Wool fabrics cannot be washed.

### SANITIZATION

Several laboratory tests with some of the most common active ingredients or disinfectants show that you can easily use these following products sprayed directly on the fabric without damaging it or changing its colour.



Active ingredients tested on our polyester & Trevira CS fabrics:

- Hydrogen Peroxide 5%
- 2-Propanol 80%
- Ethyl Alcohol 80%
- Sodium Hypochlorite 0,5% (bleach)
- Chloramine-T 5%
- Chlorhexidine 0,05%

Wool fabrics: in case of contamination, furniture upholstered with our woollen fabrics should be unused for a minimum of 48 hours.

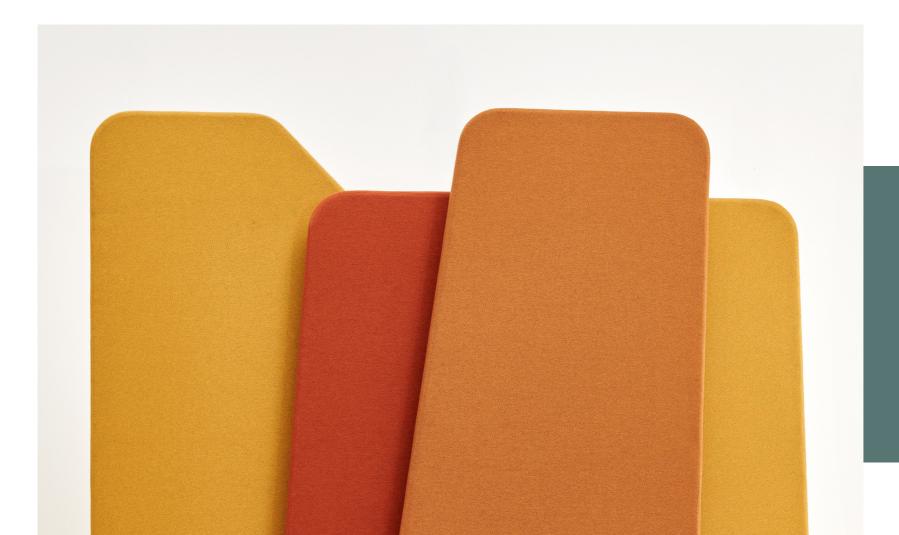
If there are no other alternatives, ethanol-based disinfectants can be used carefully with a risk of colour changes and damages on the fabric.

## MAINTENANCE

We suggest to keep the products far from light or heat sources. Protect the fabric from abrasions and moisture. It is possible to remove dry stains using a soft brush or a vacuum cleaner (low power). Do not use sharp objects, such as knives, that can scratch

Do not use sharp objects, such as knives, that can scratch the surface.

Do not put on the surface wet or hot objects.



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