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# Care and Maintenance information Timber veneers (Panelling & Furniture)

Veneer is a natural wood product, so it requires more attention than other surfaces. When veneer is properly cared for, it will last long and keep looking beautiful. Here are some tips.

## **Routine Maintenance**

Wood is very durable and requires little attention. Routine maintenance is simply regular dusting with a slightly damp, soft, lint-free cloth. Wipe dry with a dry, soft cloth in the direction of the wood grain. Spills should be immediately wiped up with a damp cloth.

**Once a month**, clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture. Wipe the surface in the direction of the wood grain to remove dirt and fingerprints. Wipe dry with a clean, dry cloth.

**Twice a year**, apply a good quality emulsion wax with a soft cloth. Emulsion wax is clear and prevents fingerprints. But don't use aerosol-powered cleaners, polishes, waxes, abrasive cleansers, or oily polishes.

## **Stains**

To reduce the risk of damage, take some precautions:

- Use coasters for glasses and mugs.
- If a glass top is added, be sure it rests on felt pads.
- Don't place a potted plant on a veneer surface unless it's in a water-tight container or in a drip tray.
- Don't let vinyl binders stay on a surface for very long.
- Use protective pads under equipment with "rubber" cushioning feet. Some chemical compounds used in the feet on office equipment, such as printers and monitor stands, may leave permanent stains or marks.

## **Other Damage**

Wood is susceptible to bruising and scratching from heavy office equipment, so encourage customers to place a protective surface underneath. Also, objects should be lifted instead of dragged across a surface. Protective pads should be used under items with a rough bottom, like pottery.

Denting, caused by extreme pen pressure when writing, can also damage veneer. Use desk pads or some other protection where a lot of paperwork is done.

Sunlight can damage veneer as well, so veneer surfaces should not be in direct sunlight. To help a surface age evenly, users can periodically move items on their desks so that the entire surface is exposed to an even amount of light over time.

In addition to light, extremely high or low humidity is a damaging environmental factor. We suggest maintaining a relative humidity of 35-65 percent.

**PLEASE NOTE: Before specifying veneer for furniture, determine the kind of use it will receive. If the veneer is going to receive a lot of heavy use and damage to veneer is likely, it may be best to use laminate instead.**

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