

## Foreword

In light of the recent global Covid-19 pandemic, we have prepared some updates based on the latest advice and information provided by our key suppliers and industry leaders.

We can advise regarding **Anti-Microbial** fabric selection or the option of re-upholstering your existing Morgan Furniture to achieve requirements for hygienic finishes.

## Cleaning vs Disinfection

Frequent cleaning is an important process in maintaining the appearance and value of your Morgan furniture. Daily cleaning will keep it looking its best and prolong the total life of the product, as well as enhancing your sustainability and environmental credentials.

**Cleaning** helps to remove germs, dirt, and impurities from the surface by use of mild cleaning agents. It helps to reduce additional wear during usage which may otherwise cause some loss of the certified performance and specified standards of your furniture.

**Disinfection** refers to chemicals that kill germs on surfaces, to lower the risk of spreading infection, and should be enacted after cleaning only if required.

In many cases disinfecting can be detrimental to the finish of the materials. It is advised to isolate / quarantine contaminated furniture for 72 hours to kill the virus.

Observing the difference between cleaning and disinfecting, both should be assessed based on your standard housekeeping & cleaning schedule.

Operators should note the selection of fabric & finishes of their furniture and follow the approved cleaning procedures accordingly.

Ensure that cleaning schedules are venue specific and adapted to the degree of usage experienced, paying careful attention to high touch areas such as table tops and seat arms.

## General

Alcohol-based disinfectants such as isopropyl, **Anti-Bacterial** wipes, hand sanitizer, ethanol, bleach, or acids may damage the finish of your furniture. Refer to upholstery suppliers care instructions to determine appropriate products.

Any coating applied on wood is only as durable as the wood itself. As a natural product, wood will always need more care than some man made surfaces such as composite laminates.

Lacquer provides a thin coat of protective material. The life of the coating is beyond the control of the manufacturer and cannot be guaranteed.

Silicone polishes such as wax polish or those delivered by spray cans, must not be used as these create a film on the lacquer which discolours when hot or damp implements are placed on it.

## Upholstery and fabrics

Always refer to the fabric manufacturers' instructions for specific information and the latest options for **Anti-Microbial** fabrics.

Accumulated contaminants such as dust and grit can reduce the service life and dull the colours of fabrics.

We recommend weekly to gently brush upholstery with a soft brush only, to prevent scratching of the leather or fabric finish. This gentle brushing can be combined with vacuuming using a soft brush attachment carefully extracting contaminants from the surface.

Then the surface can be cleaned using a light circular motion with a damp microfibre cloth soaked in warm Mild soap solution never a detergent. Do not soak the leather or fabric.

Chemicals, detergents and fabric polishes should never be used on faux leather / vinyl upholstery as these can remove the plasticiser and cause cracking. The surface can be cleaned with a warm solution of mild soap & water followed by rinsing and drying with a clean dry cloth.

## Furniture frame finishes

Chairs and table bases are finished with acid catalysed lacquers, which are medium duty and conform to BS6250 General Use. They offer basic protection against water, heat and abrasion. They are not synthetic finishes and can only offer a limited protection against damage.

The following guidelines should be followed when maintaining these products:

- Chemical cleaners should not be used. Use only warm water and mild soap and do not soak the surface for a long period (remove any excess water immediately).
- Silicone polishes should not be used - such as those delivered by spray cans.
- Avoid dragging objects on the surfaces as this will result in scratching which may only be removed by refinishing.
- Clean all food or liquid spillage as they occur.
- The longer they remain on the surface the more potential damage could result.
- We offer Hygienilac, an **Anti-Bacterial** Lacquer additive as an option that can be applied to show-wood finishes.

## Table top finishes

We offer table tops in veneered realwood laminate, wood effect or laminated composite, glass, marble and terrazzo. All veneered tops are finished with two coats of acid catalysed lacquer. This is of Severe Rating (FIRA BS 6250) for contract quality.

The following guidelines should be followed when maintaining table tops:

- Chemical cleaners should not be used. Use only warm soapy water and remove any excess water immediately.
- For laminated composite tops, follow the same guidelines as above. To remove stubborn stains, a mild detergent can be used.
- Glass tops may stain or adhere to timber if spillages are allowed to dry. They can be loosened using warm water and cleaned using a glass cleaner.
- Marble & terrazzo are beautiful and durable natural materials, however they are prone to staining from red wine, acidic foods, or invasive cleaning products.
- To keep your marble & terrazzo tops looking their best, use a clean soft cloth with water to wipe the surface. Do not use any cleaning products that are acidic contain bleach or ammonia or are abrasive such as metal scourers or cleaning pastes.

Contact our customer services department to discuss your requirements, or visit our website for further details:

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# Furniture Care & Maintenance \_ Covid 19

## Do

- Pay close attention to the latest Government guidelines on best practice for cleaning and disinfection during this Covid 19 pandemic.
- Always refer to and follow the fabric & material suppliers instructions for the latest recommended cleaning and maintenance procedures.
- Test any suitable cleaning products on a small inconspicuous area before general usage.
- Wear appropriate protection for general cleaning, and Personal Protective Equipment if required for disinfection.
- Clean the surfaces regularly using a damp microfibre cloth soaked in a mild soap solution with warm water.
- Let the fabric dry after cleaning before usage.
- Clean stains at the soonest opportunity and work from the outside inwards using either clean water, upholstery shampoo or a dry cleaning fluid in accordance with the manufacturers instructions.
- If the microfibre cloth is soiled or dirty they can be machine washed and re-used.
- Any cleaning cloths used on suspected contaminated surfaces should be disposed of according to the latest Government guidelines.
- Pay extra attention to heavily touched areas such as table tops, chair arms, seats, and clean those more regularly.
- Consider the option of Re-Upholstering your Morgan furniture to extend the service life of your furniture and support your sustainability credentials.

## Do Not

- Do not use alcohol-based cleaning products, or acids on surfaces as this will damage the product finish and properties. (Mild Detergents may be appropriate for some laminated composite table tops in accordance with care instructions).
- Do not soak the leather, fabrics or surfaces when cleaning.
- Do not aggressively rub surfaces as this can introduce scratches which harbour bacteria and degrade the specified properties of the materials.
- Do not use any abrasive cleaning materials or powders on the surfaces.
- Do not steam clean any surfaces as this can introduce creases or damage the product.
- Do not use silicon polishes such as those delivered by spray cans.
- Do not wipe down surfaces with Anti-Bacterial wipes, or hand sanitiser as this will damage the finish of the materials.

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