

CLEANING OF VARIOUS SURFACES

Anodized Surfaces



ITEMS MADE OF ALUMINIUM	CLEAN WITH	SCHEDULE
Frames Top Trims Vertical Trims Post Covers Post Sections Plates Caddy Shutter	Water / Dry Cloth Vacuum Cleaner (without brush)	Half yearly

For **chrome finished surfaces** like special round legs, chair frame and connector cap, clean with dry cloth. Stains that are not removed should be cleaned with Colin spray.
 ✗ Do not use chemical solvents like kerosene or thinner.

Chairs



ITEM	CLEAN WITH	SCHEDULE
Chairs	Dry Cloth / Vacuum Cleaner (Without Brush)	Weekly

Dust / Stains that are not cleaned by DRY CLOTH should be cleaned with pure Petrol. ✗ Do not use chemical solvents like kerosene or thinner.

Note: Cleaning schedule mentioned above is recommended for clean and dust free environment. Schedule may vary with actual site condition.

PANEL & WORKTOP CLEANING METHOD

Vertical Parallel Cleaning



Clean the panel from **top to bottom**, and not from left to right or right to left

✗ Do not use any strong acid or alkali solution for cleaning.

Avoid water spilling on the surfaces. In case water spills on the worktop, prevent it from accumulating towards the edges. Remove it by absorbing with a cloth or sponge.

Avoid spilling/sprinkling of water on fabric covered panels.

MAINTENANCE OF FURNITURE COMPONENTS



Slides

Metal drawer slides normally do not require lubrication. We test our slides for threshold value of 80,000 cycles using the cyclic tests. When slides receive heavy wear & tear, a small amount of light machine oil can be applied.



Swivelling and Turning devices

The swivels and castors on office chairs, CPU and pedestals are lubricated permanently, but if additional lubrication is needed it would be necessary to disassemble the swivel or castors.

Parts requiring maintenance checks

1. Frame alignment should be checked once in a year.
2. Drawers should be opened and cleaned with Colin Spray or any other flame proof cleaner.
3. Loose drawer handles should be tightened.
4. Table alignment should be checked once a year. If any misalignment or partition misalignment is found, it should be corrected.
5. Door closer alignment should be checked once in 3 months.
6. Spring loaded hinges of storages should be oiled with light machine oil once a year.
7. Check and adjust locks of all storages once a year for firm locking.
8. Hinges of storages should be checked, adjusted and tightened once in 6 months. Gaps should be uniformly adjusted.
9. Depending on site conditions and dust on site, the articulated keyboard tray should be checked and oiled with light machine oil.

For any other query, please call 09223307575 or mail at response@bpergo.com



MAINTENANCE AT WORK

FURNITURE MAINTENANCE MANUAL

At BP Ergo Limited, quality begins with a quality management system certified to meet the arduous requirements - ISO 9001-2000 International quality management systems / standards.

BP Ergo range of products are under warranty and are free from defects in design, materials or workmanship. Components and materials like electrical components, fabric, foam and other covering materials are excluded. (For warranty applicability please refer to the warranty certificate)

We request you to follow the product usage instructions to increase the life of your furniture.

Please refer Warranty certificate for more details.



CLEANING OF VARIOUS SURFACES

Laminated Surfaces



ITEM	CLEAN WITH	SCHEDULE
Tables / worktops / storages	Colin Spray & dry cloth	Weekly
Tile (post lam / prelam)		
Doors & Panels		

For stains of coffee, tea, ink etc. use Isopropyl Alcohol.
 ✗ Do not use thinner or kerosene.
 ✗ Do not use plastic or metallic scrubber for cleaning.

Painted Surfaces



ITEM	CLEAN WITH	SCHEDULE
Painted worktops	Colin Spray & soft brush	Weekly
Painted tiles		
Storage shutters	(no wet cloth to be used for cleaning)	

For stains of coffee, tea, ink etc. use Colin spray with dry cloth.
 ✗ Do not use thinner or kerosene.
 ✗ Do not use plastic or metallic scrubber for cleaning.

Glass Surfaces



ITEM	CLEAN WITH	SCHEDULE
Glass tiles	Water / Colin spray with:	Weekly
Glass doors	a. Tissue paper	
Glass Panels	b. Newspaper	

Use thinner for removing stain marks on glass that cannot be removed by colin spray.

Powder Coated surfaces



ITEM	CLEAN WITH	SCHEDULE
Frames / components	Dry cloth & water	Weekly
Powder coated tiles	Colin Spray & dry cloth	
Case wall top / Overhead Hamper / Powder coated legs / Privacy panel		

In case of paint peeling off after scratches, use powder coated spray cans of matching colour.
 ✗ Do not use solvents like thinners, kerosene for powder coated components.
 ✗ Do not use pointed tools like knife to remove gum marks / old stickers.

Veneer Surfaces



ITEM	CLEAN WITH	SCHEDULE
Tabletop	Colin Spray & Dry cloth	Weekly
Storages		
Tiles		

✗ Do not use plastic or metallic scrubbers.
 ✗ Do not use chemical solvents like kerosene or thinner.

Fabrics



ITEM	CLEAN WITH	SCHEDULE
Fabric Tiles	Vacuum Cleaner / Fabric brush	Weekly
Fabric panels	Cloth / Soft brush	

Dirt spots on fabric that are not removed by fabric brush should be cleaned with pure petrol.

Stainless Steel Surfaces



ITEM	CLEAN WITH	SCHEDULE
Free Standing tables	Colin Spray & Dry cloth	Weekly
Handles		
Modesty panels of Tycoon		

Glue marks or stains that are not removed by Colin should be cleaned with Isopropyl Alcohol (laboratory grade).
 ✗ Do not use chemical solvents like kerosene or thinner.

PVC Membrane Surfaces



ITEM	CLEAN WITH	SCHEDULE
Worktops / Pedestal fascia	Colin Spray & Dry cloth	Weekly
Panels		

✗ Do not use chemical solvents like kerosene or thinner.

Marker Tiles / Panels



ITEM	CLEAN WITH	SCHEDULE
Laminated Marker Tiles	Colin Spray & Dry Cloth	Daily
Glass Marker Tiles	Soft Cloth dampened with water	
Ceramic Marker Tiles	Mild Soap / Spray type	
Laminated Marker Panels	Glass cleaners	

Stains that are not removed by Colin should be cleaned with isopropyl alcohol (laboratory grade). Do not use chemical solvents like kerosene or thinner, or cleaners containing abrasives, acids or alkalis- It can damage the decorative surfaces. Use alcohol based dry wipe marker pens. We recommend Staedtler, Kores, Camlin, Reynolds, Artline brand marker pens. Please wait for at least 2 min. so that the spill evaporates and it is cleaned properly

Plastic Surfaces



ITEM	CLEAN WITH	SCHEDULE
Keyboard tray	Colin Spray & Dry cloth	Half yearly
Pencil tray		

✗ Do not use chemical solvents like kerosene or thinner.

Sr.no.:BPEL / 07-08 /



Warranty for Modular Furniture /Office Furniture System

Name _____

Address _____

P.O./ L.O.I No. _____

Invoice No. _____

BP ERGO LIMITED Warrants that:

1. Modular Furniture / Office Furniture System [products] and its components are free from any defects in design, materials or workmanship.
2. In an unlikely event of failure of any component or part of the product while under normal use, like Edge sealing coming out, patchy surface on worktop, wrinkles in fabric, malfunctioning of locks, castors, slides / telescopic slides / guide rails, misalignment of frames, trims, tiles etc. and sagging of worktops within normal limits, BPEL will repair or replace at its discretion, with any comparable product, free of charge, any component or part of the product, during the usage period of 3 [three] years from the date of supply and installation to original customer.
3. This warranty is void if the customer modifies any part of the product or component without notifying BP Ergo Ltd., or if attachments are made to the component / product or if the component / product are not installed in accordance with Installation manual and application guidelines of BP Ergo Ltd.
4. This warranty does not include Customer's own materials or textiles applied to BPEL products.
5. This warranty expressly excludes followings:
 - a. Electrical components.
 - b. Fabric, foam and other covering materials torn due to misuse.
 - c. Work surface damaged/ chipped due to misuse.
 - d. Powder coating peel off due to misuse.
 - e. MDF and particle board are wood based products and moisture content is between 7% to 12 % at the time of manufacturing tiles and panels. Fungus gets accumulated under adverse environmental conditions like higher humidity, higher temperature and improper ventilation. Fungus starts developing, if the furniture remains in above mentioned condition at the time of storage or regular usage. The development of fungus on BP Ergo Products under such circumstances does not stand covered under product warrantee.
6. To the extent allowed by law, any implied warranties – including any warranty of merchantability or fitness for a particular purpose – are disclaimed and to the extent they are legally required, are limited in duration of these written warranties.
7. BP ERGO LIMITED shall not be liable for loss of time, inconvenience, commercial loss or incidental or consequential damages, under any circumstances.
8. This warranty is valid only if it carries the BP Ergo Ltd. seal [rubber stamp] and is duly signed by Company Officials.
9. This warranty is valid only if the total price for the goods as per purchase order (P.O.) / invoice has been paid by the customer to BP Ergo Ltd.
10. All claims under this warranty are Subject to the Jurisdiction of the competent court in Nagpur alone notwithstanding that the goods may have been sold or delivered or installed elsewhere.

For BP Ergo Ltd.

Authorised Signatory

Date of Issue:

Place: