



## **Finish Care and Furniture Maintenance**

To properly maintain the Product Warranty, industrial standards, and performance of Russwood Library Furniture products the following should be noted and followed whenever needed and at frequent intervals.

At the earliest indication of soiling or marking all wood finishes and plastic laminate surfaces and upholstered fabrics should only be cleaned with commonly known and available mild detergents and lukewarm water with a clean soft absorbent cloth or paper product made for such purposes. All surfaces should be completely dried immediately after cleaning.

All hardware such as, but not limited to, hinges, drawer glides, door pulls, wheels, locks, levelers, brackets, closures, anchors, pins, grommets, etc., should be used in its intended manner and inspected at regular intervals for normal wear. Any wear that in any way affects high performance should be immediately noted. Minor repairs such as tightening a screw or adjusting an adjustable glide or hinge should be made immediately. No repair should be attempted that may void the Warranty. Russwood can be contacted at any time for repair or care advice and in limited cases instructions for repair. (info@russwood.net)

All laminate edges and glued edge bands on furniture panels such as but not limited to shelving uprights, circulation desk units, table or carrel panels and all laminate work surfaces should be regularly inspected for proper adhesion. Any lack of adhesion should be immediately noted and RLF contacted. No repair should be attempted that may void the Warranty. Russwood can be contacted at any time for repair or care advice and in limited cases instructions for repair.

Once installed by approved RLF installers, circulation desk units should only be unbolted and re-arranged by authorized RLF personnel in order to maintain your Product Warranty.

Russwood Providence Series carries an additional warranty (contained herein). However, every effort should be made to move a table by lifting it rather than dragging it in order to lessen or eliminate stress on the leg assembly.

Under no circumstances should potted plants or any other moisture prone container be placed on a wood surface. Any resulting damage will void the Product Warranty. Any placement of potted plants on laminate surfaces should be “appropriately padded” and carefully monitored so as not to cause residual damage to wood surfaces or in any other way void the Product Warranty.

Wood fibers naturally shrink or swell, especially across the grain, with changes in humidity. Humidity and temperature are connected to each other. If significant changes in these occur, wood products can be adversely affected. In a climate controlled room cracking and swelling is rare. For this reason, it is typical for architects to require that heating and air conditioning systems be in use before library furniture is installed. Appropriate temperature and humidity levels should be monitored and maintained.

Every effort should be made to avoid placing any items, containers, or equipment on or next to wood or laminate surfaces that might immediately or eventually scrape, scratch, dent, rub or in any other way damage the finish. Felt or rubber pads under printers or other equipment set on any surface is highly recommended. Placing or arranging furniture with ample “walk around” space will minimize normal wear on wood and laminate surfaces.

**Russwood Library Furniture**  
**c/o Warranty Service**  
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