



## Wood & Veneer Care and Maintenance

Wood and veneer products are natural wood, requiring more attention than other surfaces. When properly cared for, it will last long and keep looking beautiful. To maintain the quality of your Herman Miller products, please follow the cleaning procedures outlined here.

### Wood & Veneer

*Herman Miller products finished with wood, wood veneer, or recut wood veneer.*

#### Routine Care

##### Normal Cleaning

Dust regularly 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 furniture polish with a soft cloth.

*Do not use aerosol-powered cleaners or polishes.*

*Also, do not use polishes containing waxes or abrasives, or polishes that are oil based.*

### Stains

Herman Miller woods and veneers meet strict testing standards for resistance to wear, light, stains, water, and pressure.

#### To reduce the risk of damage, take some precautions:

Use coasters for glasses and mugs.

If a glass top is added to the wood or veneer surface, be sure it rests on felt pads.

Don't place a potted plant on a wood or 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.

#### Minor repair of water rings, stains, and scratches

Rub the surface lightly in the direction of the wood grain using No. 0000 steel wool.

Apply a scratch-removing polish with a colour and value that simulate the veneer.

*If the scratches are deep, consult a professional furniture refinisher.*

## Materials

### **Other Damage**

Wood is susceptible to bruising and scratching from heavy office equipment, so we encourage a protective surface is placed underneath.

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 wood and veneer. Use desk pads or some other protection where a lot of paperwork is done.

Sunlight can damage wood and veneer as well, so 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. Herman Miller suggests maintaining a relative humidity of 35-65 percent.