



Care and Maintenance Instructions

Krug is proud to bring our commitment to comfort and quality into your office space. In order to keep your furniture looking its best, we urge you to follow our care and maintenance information.

Finish Color Matching

Krug puts forth every effort to minimize variations in our wood finishing processes. Wood is a natural product, some variations in grain, color and stain acceptance should be anticipated.

Caring for Your Furniture

Wood Finishes

Krug's extensive finishing process ensures a durable finish on all our products, with the following steps you can protect and prolong the life and beauty of the finish.

- Place felt pads on the bottom of any accessory or mechanical equipment - rubber and oil will permanently mark the surface
- Use a desk pad to prevent possible damage and imprinting caused by writing instruments and sharp objects
- Dust only with a clean, dry cloth going with the grain
- Clean any marks with a damp cloth using a small quantity of mild soap and detergent
- Do not use any wax-based polish, spray or silicone - they will eventually cause discoloration
- Do not place your furniture in a position of permanent exposure to direct sunlight

Plastic Laminates

- Clean Plastic Laminate with mild soap and water
- Wipe the entire surface, with the grain and follow up with a clean, dry soft cloth
- Do not use steel wool, hot water or any abrasive cleaning product – they may damage the laminate

Frosted Glass

Krug frosted glass doors, tabletops, modesty panels and privacy screens are susceptible to finger print grease residue when the frosted side of the glass is touched. If possible, wear latex gloves when installing or moving frosted glass.

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- Simply wipe with an ammonia based cleaner using a microfiber cloth
- The key in cleaning frosted glass is to clean the whole inside surface so that it will appear uniform with no streaking
- Frosted glass is cleaned basically the same as regular glass but the inside frosted surface may need to be wiped a couple of times in order to get all of the dirt/grease out of the fine pores

Fabric Upholstery

- Use only professional upholstery cleaning

Leather

- Leather is a natural product and requires very little care during use
- Most stains can be removed with a clean dry cloth
- For stubborn spots and stains, use a mild non-detergent cleaner, rinse well and let air dry naturally
- Do not use saddle soap, cleaning solvents, furniture polish, oils, varnish, abrasive cleaners, soaps or ammonia waters

Proper Maintenance of Mechanical Parts

All mechanical parts are inspected and precisely adjusted prior to delivery. However, mechanisms such as drawer slides and locks can fall out of alignment during travel. If any of these items do not operate properly on delivery please contact your dealer for service work.

Performing regular maintenance of mechanical parts will enhance their durability. The following maintenance steps will maintain smooth and quiet mechanical operation.

- On task chairs lubricate the area housing the ball bearings and other areas where metal slides on metal every 3 to 6 months with a quality jelly-like petroleum base lubricant
- Always be sure that your Desk and Credenza are level, to ensure correct drawer alignment