



GUIDELINES

USE AND MAINTENANCE

GENERAL STANDARD OF USE

Mobile-partition walls and equipped walls are furniture components conceived for indoor spacial arrangement.

It is very important a proper analysis during the laying-out of the customer's needs, as well as those performances expected by partition walls, in order to avoid an improper use or different expectations from the actual performance.

Generally, it is essential that some rules are followed so that the product has its best use, as it follows:

- Ways through doors have to be always kept completely free from obstacles that may reduce the capability of actions and movements.
- Glass elements and transparent doors have to stand out clearly (under the responsibility of the customer/ technician, according to European guidelines on security) in order for workers not to accidentally hit them.
- Grips and mechanical components of both doors and shutters (hinges, handles, door-closers, etc), movable equipment of holders (removable frameworks, drawers, etc) have been built and tested according to current regulations to bear the fair amount of stress coming from an average use; therefore it is necessary to avoid overloads and violent impacts which may cause damages and danger for the user.
- Cupboard shutters have a rotation width depending on the chosen product, which can vary from 95° to 150°: above all in the first case it is necessary not to force the rotation beyond the legitimate width allowed by the hinge, in order to avoid permanent damages to the product and consequently the risk of detachment of the shutter; likewise, do not force the opening of the drawers over the end of their tracks.
- Shelves and removable frameworks may be removed and/or replaced in

other position without qualified workers, as long as these rules are followed:

- while moving and replacing frames, the greatest caution is required
- in order to avoid accidental unhookings or unusual stresses on the framework of the cupboard, after moving it, it is necessary to check the planarity of the shelf or the framework and the right hook of the equipment
- Avoid to overload the hanging cupboards, following the maximum safe load.
- Avoid to put objects that may result unsuitable with structures in order not to damage the shutters, sides and other components.
- Reaching the upper shelves of the cupboard, please use ladders or similar objects, avoiding to lean on the bottom shelves or drawers.
- Do not hang paintings, mirrors, lamps etc. without the previous agreement of Universal Selecta, in order to avoid damages, structural weaknesses or situations of danger coming from exposed wires, etc.
- Pay attention moving around glazed components, especially avoid hitting violently glazed-doors and shutters.
- Avoid to place heating devices as radiators or heaters, next to partition walls.
- While cleaning floors and other surfaces next to partition walls, do not use water streams nor liquid soap, in order to avoid accidental spots which may damage portions of partition walls next to those surfaces.

MAINTENANCE

REGULAR MAINTENANCE

Using the product daily may cause slight shifts of some of the movable components (e.g. doors and shutters hinges), compelling

the action of an operator for fixing them.

Universal Selecta suggests a periodical intervention to be done every year, during which those components that are frequently moved are to be tested, set and oiled if necessary.

In particular, it is recommended to check on them soon from the first installation for the following reasons:

- Every building is subject to small structural sinking, that may alter alignments among different modules of the wall and cause a new regulation of movable components.
- After loading the holders, these may suffer adjustments of the components, that may demand a new regulation of the hinges on the shutters and drawers, to reset both horizontal and vertical alignments of the spacing.

While cleaning, pay attention when next to wires and wall sockets of any sort.

Ordinary cleanings have to be done without taking apart those components that form the partition wall.

It is mandatory that employees in charge of the cleanings avoid to lean ladders on the glazed wall (the only glass area does not hold the person).

Soap has to be always used in a modest amount; an excessive use of it may cause seepages in joints or profiles, causing rings or stains on the surface of the solid or glazed panel on the wall.

RE-SETTING THE SPACE

Since office lay-out has to observe some security requirements as stated in the current legislation, it is necessary to point out that moving a partition wall means planning the space so that these requirements are followed. This design has to be shared with an architect-technician, able to verify what has been stated above.

Re-planning or modifying modules (e.g. adding a door-module instead of a solid or glazed one), taking apart and reassembling

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walls in other positions, will have to be done by suppliers or other workforce, but anyway supervised by the supplier itself.

Regarding those partition walls with fire resistance qualification or sound-proofing tests, issued by legally acknowledged laboratories, modifying the lay-out may alter the original performances.

These transformations have to be done strictly by the supplier or by a different workforce, but anyway supervised by the supplier itself. Any lack of the previous recommendation will cause the decay of the validation.

As for extraordinary cleanings on double glazed walls, it is necessary to take apart the glass itself in order to clean the side facing inside. Taking apart and reassembling walls will have to be done by suppliers or other workforce, but anyway supervised by the supplier itself.

PLANNED MAINTENANCE

As stated above, regular maintenance is required to keep in perfect condition some elements of the partition walls; those which need the greatest care are mechanical moving components and bearing anchorings on walls.

Therefore, planned maintenance will have to consider:

- checking the wear of hinges
- checking the wear of tracks in the drawers
- checking the wear of shelves and frames
- checking the good performance of the lock
- wall-plumbing and their perpendicularity
- general checking of both steadiness and good condition of the fastening system of the whole structure
- static checking of anchorings to walls, ceiling and floor

- checking on closing joints

MOVING COMPONENTS

To guarantee the best slide of any moving component (drawers, hinges, pullers, etc.) please remove often any dust with a soft cloth.

Oil, when required, with suitable lubricants advised from the supplier.

PLEASE AVOID:

- excoiating products

DOORS WITH SHUTTER

In peculiar building circumstances where the door may hit the wall or any other obstacle, it has to be placed a bumper that reduces the rotation of the shutter.

A wrong use may create the following dangers:

- obstacle the action of closing (dragging doors, stuck joints, malfunctioning locks)
- wrong assembling and control (e.g. doors bang)
- split between frame and shutter (danger of cracks)
- wrong setting of the strength of the door-shutter

Maintenance has to be done only from a specialized workforce, aimed at:

- as for safety, checking on the important parts both on the fastening of the door-closer and on moving components
- checking on screw tightening and replacement of imperfect components
- annual checking
- oiling moving parts
- checking on the balance of the door and its fluency

GENERAL GUIDELINES ON CLEANING

Regular and proper cleaning of furniture is very important and critical for a long-lasting

product.

As for cleanings, it is necessary to pay attention not to damage the finishing surface. Generally, please avoid excoiating products or aggressive soap.

While cleaning surfaces, the movement of the cloth has to be as horizontal, or vertical, as possible; on wooden panels it should be parallel to the veins.

Avoid circular movements, since the strength of the rubbing action may focus in one specific area and stains or streaks may occur.

It is recommended, when using untested products, to test them on a hidden small area.

Please use microfiber clothes, which, if used as listed above, are suitable for cleaning most of materials found on working environments.

WOODEN PARTS

Natural wood finishing is particularly delicate and subject to chromatic alteration due to normal wood ripening process.

Components that are upholstered with wooden sheets or those made of solid wood are varnished in order to prevent natural ageing of the wood itself, protect from dust and dirt, and keep the surface hydrophobic so that it can be cleaned when necessary.

The painting can be done either with polyurethane, polyester, acrylic, or water-based varnishes. Finishing surface can be done either in an open-pored way or in a closed one, depending on both the kind of varnish and the amount of it.

It is always recommended to clean wooden surfaces to avoid using spray or any chemical product. Please use a slightly damp cloth or if at all moist with water and a bit of neutral soap.

Rinse with a well squeezed cloth and dry properly all the surfaces.

Use the soap in the minimum amount, because using too much of it may cause seepages between panel and joint, with

possible swellings of the panel itself.

PRODUCTS TO BE AVOIDED

- Alkaline-based soap, exfoliating one, as well as containing soda, solvents, ammonia, or acetone
- Pumice, steel wool, rough rags, exfoliating products in general
- Furniture wax

If necessary, before proceeding with the cleaning of the whole surface, it is recommended to try on a little and hidden portion, being sure that the chosen product neither damages the finishing layer, nor alters its color and opacity.

LAMINATED AND MELAMINE-FACED PARTS

- Laminated panels are made of wood-based conglomerates, covered by hot or cold gluing, with laminated sheets which are composed inside by a kraft papered stand, soaked in phenolic resin, and outside by decorative sheets soaked in melaminic resin.
- Melamine-faced panels are made of wood-based conglomerates, covered by decorative sheets soaked in melaminic resin, pressed at high temperature.
- For ordinary cleanings, please use a soft cotton cloth, moist with warm water and neutral soap, or, if necessary, a blend of 95% water and 5% denaturated alcohol. Please notice that the amount of cleaning liquid must always be balanced, since an excessive use may cause seepages between a panel and a joint, with possible swellings of the panel.

PRODUCTS TO BE AVOIDED

- Alkaline soaps, containing abrasives or soda
- Pumice, steel wool, rough rags, exfoliating products in general
- Waxes or similar processes

VARNISHED COMPONENTS

The painting can be done either with polyurethane, polyester, acrylic, or water-based varnishes.

Finishing surface can be done either with an open-pored way or with a closed one, depending on both the kind of varnish and the amount of it. Texture can be either scratch-resistant, realized with microsphere-painting or smooth.

Varnished surfaces require an accurate and careful maintenance in order to avoid scratches: while cleaning, it is recommended to use neutral soap as well as alcohol diluted with a lot of water, immediately drying with a soft cloth, white and non-exfoliating if possible.

It may occur that, during the first cleanings, a light coloring is left on the cloth. That is due to painting-dust which during the drying time comes up to the surface: once removed, it will not show up again.

Please notice that the amount of cleaning liquid must always be balanced, since an excessive use may cause seepages between panel and joint, with possible swellings of the panel.

PRODUCTS TO BE AVOIDED

- Alkaline-based soap, exfoliating ones, as well as containing soda, solvents, ammonia, or acetone
- Pumice, steel wool, rough rags, exfoliating products in general
- Furniture wax
- If necessary, before cleaning the whole surface, it is recommended to test a hidden small area, being sure that the chosen product does neither damage the finishing nor alters color or opacity

ANODIZED ALUMINIUM COMPONENTS

The anodized aluminium finishing is obtained by a galvanic procedure which is aimed to endure the surface layer and to give it the coloring. The thickness after anodizing is usually among 10 and 20 micron.

As for ordinary cleanings, please use a soft cloth and only specific products for anodized aluminium.

To remove either scratches or light superficial

signs, it is advised to use slightly exfoliating products, specific for aluminium; in a few cases very light exfoliating papers can be used (scotch-brite kind), only there on damaged parts, and next it should be done as for ordinary cleaning.

PRODUCTS TO BE AVOIDED

- Powder and exfoliating products that may scratch the surface
- Steel wool and products that may result excessively aggressive for the surface as those containing chlorine, hydrogen chloride, bleach.

BRIGHT ALUMINIUM COMPONENTS

Bright aluminium finishing is obtained by grinding and then by polishing, first with natural-fiber plates, then with cloth-made ones and polishing creams.

Surfaces can be cleaned with common products, specific for glossy and/or glazed materials, wiping with a soft cloth.

Please clean the surface according to the direction of the satin-finishing, if any.

If using very chalky water, white stains may occur that will be easily removed with warm water and baking soda. The coat that may appear and which goes away while cleaning, leaving black dust on the cloth, is aluminium oxide, coming from usual ageing of the material, that may also show up some time later.

PRODUCTS TO BE AVOIDED

- Exfoliating powders and products
- Steel wool

METAL COATED COMPONENTS

It is a finishing obtained by powder coating (polyester, epossipolyester, epossidic) and polish, applied on metal components, with variable thickness from 80 to 120 micron and put in the oven for an established amount of time.

There are peculiar finishings, based on aluminium oxides, sensibly reacting to acids, even weak ones, getting permanently black due to oxidation of aluminium particles; it is advised a particular care, using and

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cleaning this kind of finishing that are usually called epossidic metallic.

To clean the product, please use a soft cotton cloth, moist with water lightly soaped (with neutral soap), or warm water and mild products, then dry immediately with a soft cloth.

PRODUCTS TO BE AVOIDED

- Excoriating powders and products
- Steel wool and products that may result excessively aggressive for the surface as those containing chlorine, hydrogen chloride, bleach

STAINLESS STEEL COMPONENTS

Steel is an alloy of iron and carbonium deriving from cast-iron. Stainless steel is obtained adding, in fixed percentages, chrome and nickel, which give to the new alloy a peculiar strength to both corrosion and oxidation.

Stainless steel is highly hygienic and an easy-to-clean material.

Please pay the greatest attention when taking off the protection film from products.

Surfaces can be cleaned with common products, specific for steel, wiping with a soft cloth. Please clean the surface according to the direction of the satin-finishing.

If using very chalky water, white stains may occur that will easily be removed with warm water and baking soda.

PRODUCTS TO BE AVOIDED

- Chlorine-based soap or compound one
- Powder soap and excoriating products
- Steel wool

CHROME-PLATED PARTS

It is a finishing obtained by a galvanic procedure, coating the surface with a layer of chrome, upon previous layers of nickel. The global thickness of the layer is among 10 and 20 micron.

For an effective cleaning, use specific products for chromed finishing, available on

the market, drying immediately with a soft cloth.

PRODUCTS TO BE AVOIDED

- Alkaline-based soap, excoriating ones, as well as containing soda or solvents
- Pumice, steel wool, excoriating products in general

PLASTIC COMPONENTS

Plastic material consists on a huge selection of products.

It is possible to briefly divide those materials into two main families, thermoplastic and thermosetting ones. To clean them it is necessary to follow directions from manufacturers.

It is generally advised, for ordinary cleaning, using a soft sponge, with water and common soap, may it be creamy as well as liquid.

PRODUCTS TO BE AVOIDED

- Solvents or acetone
- Steel wool, excoriating products in general

GLAZED COMPONENTS

Glass is a compound obtained by hot-mixing and then progressive hardening, with no trace of crystallization, some homogeneous melting mixtures, consisting mainly in silica (about 60-70%), other inorganic oxides (sulfate or carbonate), to which can be added: finers, pigments, whiteners, opaquers.

Its composition determines its chemical and physical features and consequently the field of use. Glasses are classified based on their composition as: sodium-calcium glasses (e.g. float-glass), lead-glasses (plate glass), etc.

For an effective cleaning, use specific products for glazed surfaces, available on the market. Where it is to be found glass combined with other materials such as wood or metal, it is recommended not to spray the product straight on the surface, but on a cloth instead.

Most of the products for glass-cleaning contains ammonia, a substance that may damage the surfaces of frames, both wooden and varnished, etc.

Use the soap in the minimum amount.

FLOAT GLASS

As for regular glazed transparent surfaces, as well as for the rough side (see forward), it is recommended using a blend of water and alcohol, or water and ammonia, to be used with precaution and in limited amount.

ACID-ETCHED GLASS

Acid-etched glass is a glass with a grained surface, obtained chemically using hydrofluoric acid, which has the power to undermine the glass.

Please clean those acid-etched parts using, with increasing cleaning power, the following products:

- Distilled water and a sponge
- Descaling products available on the market (liquid or gel)

As for the smooth part, please proceed as normal glazed surfaces (refer to float glass).

SANDBLASTED GLASS

Sandblasted glass is a glass with a grained surface, obtained mechanically, undermining the surface with a high-pressure jet of fine sand.

Please clean sandblasted glass with trichloroethylene (being an irritant and dangerous substance, it is recommended prudence and precaution).

Please clean the smooth part proceeding as for normal glazed surfaces (refer to float glass).

Note: acid-etched glazed surfaces may be defended with varnishing, in this case please follow those advices given for painted glass.

PAINTED GLASS

Painted glass is a glass to which is allied a layer of paint in order to obtain motives, peculiar effects, as well as protection for acid-etched and sandblasted parts.

Painting can be of two different kinds: oven painting or using catalyzed ones.

With oven paint, please use specific products, or blends of water and alcohol as well as water and ammonia (following advices above).

With catalyzed-painted glass instead, being a cold process easily corroding, please use a soft damp cloth only, or a blend of water and a little bit of neutral soap.

PRODUCTS TO BE AVOIDED

- Alkaline-based soap, exfoliating ones, as well as containing soda or solvents
- Pumice, steel wool, exfoliating products in general