

The results of our self-test "Disinfectants with high alcohol content" can be viewed on page 4.

1. CLEANING & CARE

The materials used are easy to care for and can be cleaned simply and efficiently with standard care products. Only use cleaning agents that do not **contain any abrasive, strongly acidic or strongly bleaching components**. **Before use, please observe the application recommendations and safety data sheets of the cleaning agent you are using.** Lista Office LO accepts no liability for damage to surfaces caused by improper cleaning and handling.

Please note

- Do not use linting cloths
- Remove dirt immediately
- Never use agents containing silicone
- Use commercially available cleaning agents

STEEL SURFACES

To clean painted steel surfaces, use water, glass cleaner and household paper. Wipe the surface moist without pressure and dry immediately afterwards. Do not use microfibre cloths. Do not use waxes, scouring powders or solvents containing chlorine compounds. Do not allow fruit, ink and felt-tip pen stains to soak into the surface under any circumstances.

We recommend the following commercial cleaning agents:

- Brilant of Wetrok
- Alcodor from Pramol Chemie
- Ajax glass cleaner
- Pril glass cleaner

WOOD SURFACES

Slight surface contamination can be removed with a soft, damp cloth. Treat stubborn stains with mild soapy water and rinse the soap away with clean water. Rub the surface dry afterwards to eliminate water residues.

Note: Veneered and colour lacquered surfaces are sensitive to scratches and must not be cleaned with abrasive cloths/cleaning agents. Wax, oil or silicone containing agents can damage the paint surface.

SYNTHETIC RESIN SURFACES

Slight surface contamination can be removed with a damp cloth. For stubborn dirt and grease stains, use mild soapy water. Good results have also been reported with commercial window cleaners (Ajax or similar). Stubborn dirt and stains disappear with the help of solvents such as alcohol (methylated spirits), acetone, petrol or nail varnish remover. As they absorb dirt well, absorbent, soft, non-abrasive cloths are ideal for cleaning synthetic resin surfaces. Please always ensure that the cleaning cloth is clean and free of dirt.

FENIX

The same recommendations as for synthetic resin surfaces apply to the super-matt synthetic resin Fenix NTM. As they absorb dirt well, absorbent, soft, non-abrasive cloths are ideal for cleaning synthetic resin surfaces. Please always ensure that the cleaning cloth is clean and free of dirt. In addition, regular cleaning with a dirt eraser (white cleaning sponge) is recommended for lasting regeneration of the surface.

SOLID CORE SURFACES

In case of any contamination, clean the solid core top with window cleaner and household paper. Olive oil can be used to care for the edges. Soak cloth with olive oil and dab the edges with it. The oil will be absorbed and the surface will be dry after a short time. Once the oil is dry, there is no risk of staining.

LINOLEUM SURFACES

Slight contamination can be cleaned with a soft, damp cloth. Use a neutral cleaner or special cleaner (e.g. Desktop Refresh from Belcolor) to remove stubborn dirt and stains. Apply the undiluted detergent to a soft cloth and clean the surface with it. Use a clean, absorbent cloth to remove the loosened dirt and then wipe the surface with clear water.

Note: Furniture linoleum is sensitive to scratches and must not be treated with abrasive cloths/cleaning agents.

TEXTILE SURFACES

Dust the felt and fabric material with a soft brush. Most fabrics can be easily maintained using a vacuum cleaner. Stains cannot be eliminated due to the bonding of the textiles with the carrier material.

FORMFLEECE

In the event of any contamination, the pressed fibre fleece mats must be rinsed out immediately with clear, warm water. This protects the surface structure. Do not use any cleaning agent and do not scrub or rub!

Stubborn stains

The removal of stubborn stains is at your own risk. Lista Office LO accepts no liability for this. It is advisable to test the effect of a cleaning agent against stubborn stains in advance on an inconspicuous area.

Wax-based stains (e.g. candle wax) can be removed with a wood or plastic spatula using pure benzine, oil-based stains (e.g. ballpoint pen) in turn can be removed with alcohol or at least lightened considerably. Care should be taken especially with painted surfaces (genuine wood, steel surfaces). Solvent-based cleaning agents attack painted surfaces and leave cleaning marks (e.g. petrol) or even irreparable damage (e.g. acetone).

Pencil marks or other spots can be removed with a non-aggressive eraser.

Maintenance tips

The components used in our products are largely maintenance-free. If function is impaired, this can be remedied by removing dust and, if necessary, using the greases recommended by the factory. Incorrectly applied lubricants, such as silicone, can permanently damage materials with devastating effects.

Please note

- Use factory recommended greases
- Never use lubricants containing silicone
- Avoid grease residues to protect clothing and office materials

PULL-OUTS

Pull-out rails with roller and ball bearings are maintenance-free. Any gumming due to dusting can be remedied by opening and closing several times. In case of functional impairment, a replacement is required.

GUIDE RAILS

Guide rails of roll-front cabinets and sliding-door cabinets are also maintenance-free. Optimal levelling of the cabinets and thorough cleaning of the guide rails with commercially available cleaning agents promotes smooth running of roller shutters and sliding doors. For roll-front cabinets, only use paraffin oil (under no circumstances may silicone-containing agents be used). Never use oils and greases on sliding-door cabinets, as felt components support the running properties.

LOCKS AND HINGES

These components are maintenance-free. In case of functional impairment, a replacement is required.

2. SURFACE DISINFECTION

This care instruction has been adapted due to the worldwide COVID 19 pandemic.

The manufacturer's recommendations on the concentrations of cleaning agents and disinfectants used must be observed and adhered to. Other products must be tested before use.

Attention!

Please do not use acetone, ammonia water, petrol, ethyl butyl acetate and ethyl alcohol in original or diluted solution.

If you are not sure whether your disinfectant is suitable for disinfecting Lista Office LO surfaces, first use the disinfectant on an inconspicuous area (e.g. the undersurface of the table). In any case, we recommend wiping the residues of the disinfectant dry with standard household paper after the surface has been disinfected.

We are pleased to confirm that the surface disinfectants listed below can be used with Lista Office LO products with confidence.

Determine the maximum exposure time for the respective surface according to the table "Test results of disinfectants with high alcohol content"!

- Sterilium® Protect & Care / Sterilium® Classic Pure / Sterilium® Products
- Bacillol® Products
- Kohrsolin® Products
- Mikrobac® Products
- Dismozon® Products
- Terralin® protect / Terralin® Liquid
- Buraton® Products
- Meliseptol® Rapid products
- Softa-Man® acute products
- Suma Quickdes® Products
- Microzide® Products
- B.Braun Ethanol 70%

There are countless disinfectants, which is why this list is not exhaustive.

TEST RESULTS OF DISINFECTANTS WITH HIGH ALCOHOL CONTENT:

Surface	Active substance	Application concentration	Maximum exposure time
Powder coated steel¹	Alcohol	Disinfectant with up to 78% alcohol content	Dry immediately
Solid core panels²	Alcohol	Disinfectant with up to 78% alcohol content	15 minutes
Genuine wood³	Alcohol	Disinfectant with up to 78% alcohol content	15 minutes, for dark wood dry immediately
Fenix⁴	Alcohol	Disinfectant with up to 78% alcohol content	15 minutes
Linoleum⁵	Alcohol	Disinfectant with up to 78% alcohol content	Dry immediately
Synthetic resin⁶	Alcohol	Disinfectant with up to 78% alcohol content	15 minutes

Powder coated steel¹: After immediate drying of the disinfectant, the surface shows no change. In case of more rigorous requirements, we also offer powder coating with enhanced resistance at the customer's request.

Solid core panels²: resistant

CLEANING, CARE & DISINFECTION

Genuine wood³: partly bad reaction, especially with dark wood

Fenix⁴: resistant

Linoleum⁵: bad reaction

Synthetic resin⁶: resistant