

# Knight®

## Product Care Guide



# Caring for Your Office Furniture

Designed to help your furniture look better, work harder, and last longer, a little regular care goes a long way. Avoid prolonged exposure to direct sunlight, keep furniture away from excessive heat or moisture, and maintain normal indoor humidity levels to ensure products continue performing as they should.

At Knight, we design furniture for real workplaces, with durability and everyday use in mind. Good care protects performance, appearance, and warranty coverage over the life of the product.

If you're unsure about cleaning a specific product or material, always check before applying stronger cleaning agents. For additional guidance or product-specific advice, contact Knight or your authorised reseller.

Smarter care. Smarter workspaces.

# Seating

## FABRIC

- Vacuum regularly using low suction and upholstery attachment
- Spot clean with a damp cloth (do not saturate)
- Allow to dry completely before use
- For stubborn stains, professional cleaning may be required

## MESH

- Vacuum with a non-rotating attachment
- If required, wash gently with warm soapy water
- Ensure mesh is fully dry before use

## PU

- Dust regularly with a dry, soft cloth
- Clean with damp cloth and mild detergent when required
- Clean entire surface to maintain uniform appearance

## LEATHER

- Dust regularly using a soft, dry cloth
- Clean with a slightly damp cloth and mild soap solution if required
- Wipe the entire surface to maintain an even appearance
- Dry immediately with a clean, soft cloth
- Keep leather away from direct sunlight and heat sources to prevent drying or fading
- For conditioning, use manufacturer-approved leather care products

## BASES & CASTORS

- Wipe metal bases with damp cloth and mild detergent
- Keep castors free of hair, threads and debris
- For deeper cleaning, remove castors and soak in warm soapy water, dry thoroughly before refitting

## FRAMES & SHELLS

- Wipe with damp cloth and mild cleaner
- For stubborn marks, use appropriate household cleaner
- Follow same solvent guidance as melamine surfaces where required

## FUTURE CARE

Ongoing care will maintain the quality and cleanliness of your chair. Lightly vacuum or wipe the surface with a damp cloth at least once a week to keep dirt and dust from collecting. Once every six months make sure all screws, bolts and nuts are tight and there are no damaged or non functioning parts.



# Desking

## GENERAL CARE

- Clean surfaces regularly to prevent dirt and grime build-up
- Always use a soft cloth (microfibre recommended)
- Apply cleaning products to the cloth, not directly onto the furniture
- Avoid excessive moisture or standing water
- Clean spills immediately
- Always allow cleaned surfaces to dry completely before use

### Never Use:

- Abrasive cleaners or powders
- Scourer pads, wire wool or sandpaper
- Oven cleaners or harsh chemicals

## ROUTINE CLEANING

- Wipe desk surfaces with a lightly damp cloth
- Use a mild household detergent if required
- Dry with a clean, soft cloth
- Use a streak-free glass cleaner with a soft cloth to remove smears and fingerprints on dark melamine surfaces

## STAIN & MARK REMOVAL

- Always test cleaning products on an inconspicuous area first.
- General marks or stains: mild household cleaner, wipe with warm damp cloth
- Finger marks, smearing or stickiness: apply suitable solvent sparingly with a soft cloth
- Felt pen or marker: methylated spirits or appropriate solvent
- Paint: suitable paint solvent used carefully
- Glue (contact type): manufacturer-recommended adhesive solvent

After treatment, wipe with a clean damp cloth and finish with streak-free glass cleaner.

## FRAMES, LEGS & COMPONENTS

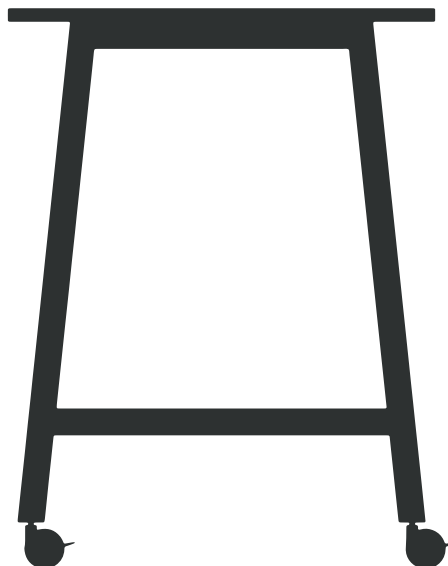
- Wipe metal and plastic components with a damp cloth and mild detergent
- Dry thoroughly after cleaning
- Avoid impact damage to legs, frames and cross-bracing
- Keep moving parts free from dust and debris
- Ensure adjustment mechanisms operate smoothly
- Check castors roll freely and lock correctly

### 6-12 Monthly Check

- Tighten all screws, bolts and fasteners
- Inspect mechanisms and moving parts for wear or damage

## CABLE MANAGEMENT & ACCESSORIES

- Keep cable trays and access points free from dust build-up
- Avoid overloading cable systems
- Check grommets and covers remain securely fitted



# Storage

## GENERAL CARE

- Clean regularly to prevent dirt and grime build-up
- Always use a soft cloth (microfibre recommended)
- Apply cleaning products to the cloth, not directly onto the surface
- Avoid excessive moisture or standing water
- Clean spills immediately
- Always allow cleaned surfaces to dry completely before use

### Never Use:

- Abrasive cleaners or powders
- Scourer pads, wire wool or sandpaper
- Oven cleaners or harsh chemicals

## ROUTINE CLEANING

- Wipe surfaces with a lightly damp cloth
- Use a mild household detergent if needed
- Dry with a clean, soft cloth
- Use a streak-free glass cleaner with a soft cloth to remove smears and fingerprints on dark melamine surfaces

## STAIN & MARK REMOVAL

- For stubborn marks, always test cleaning products on an inconspicuous area first.
- General stains: mild household cleaner, wipe with warm damp cloth
- Finger marks, smearing, stickiness: apply acetone sparingly with a soft cloth
- Felt pen or marker: methylated spirits or acetone
- Paint: acetone or paint thinners (use carefully)
- Glue (contact type): appropriate solvent from paint supplier

Finish by wiping with a streak-free glass cleaner to remove residue.

## HARDWARE, HINGES & DRAWER CARE

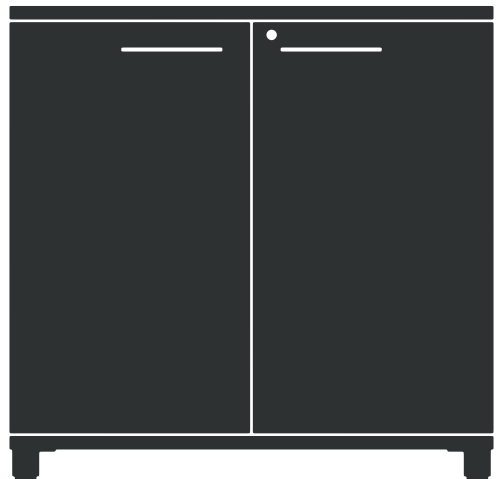
### 6-12 Monthly Check

- Tighten door hinges, handles and drawer runners
- Ensure drawers slide smoothly
- Check locks operate correctly

Keep hardware clean by wiping with a damp cloth and mild detergent.

## SHELVING & LOAD CARE

- Do not exceed recommended shelf load limits
- Distribute weight evenly across shelves
- Avoid point loading  
(heavy items concentrated in one spot)
- Reposition adjustable shelves carefully to prevent damage



# Screens & Panels

## GENERAL CARE

- Clean screens regularly to prevent dust and dirt build-up
- Always use a soft cloth or upholstery attachment
- Apply cleaning products to the cloth, not directly to the screen
- Avoid excessive moisture or over-wetting fabrics
- Allow all components to dry fully before use
- Avoid repeated pinning in the same area to prevent surface wear

### Never Use:

- Abrasive cleaners or powders
- Scourer pads, wire wool or stiff brushes
- Harsh chemicals or solvent-based cleaners (unless specified)

## FABRIC SCREEN CARE

### Routine Cleaning

- Vacuum fabric surfaces regularly using low suction and an upholstery attachment
- This removes dust and dirt trapped within the fabric fibres and helps maintain appearance

### Spot Cleaning

- Blot spills immediately with a clean, dry cloth
- Lightly wipe with a damp cloth if required (do not saturate)
- Allow fabric to dry completely before use

For stubborn stains, professional fabric cleaning may be required. Always check with the screen manufacturer before using specialist cleaning products.

## FRAMES, BRACKETS & HARDWARE

- Wipe aluminium or steel frames with a damp cloth and mild detergent
- Dry thoroughly after cleaning

Finish with streak-free glass cleaner if required.

## FIXINGS & MOUNTS

### 6-12 Monthly Check

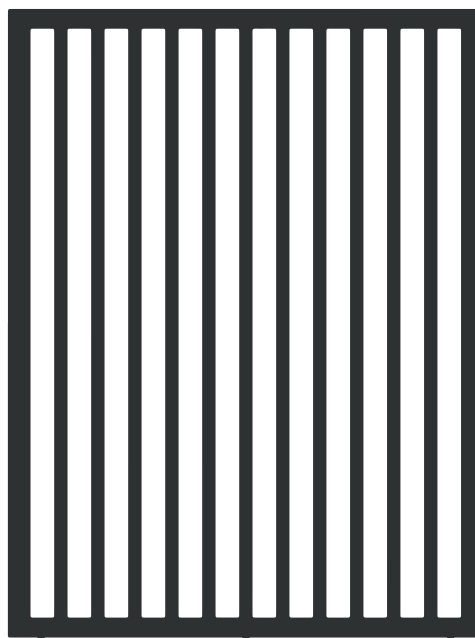
- Check desk clamps, brackets and fixings are secure
- Tighten fasteners where required
- Ensure freestanding feet or bases are stable and level

## FREESTANDING SCREENS

- Ensure screens are positioned on a level surface
- Avoid dragging screens when repositioning (lift where possible)
- Check feet or bases remain firmly attached and stable

## DESK-HUNG SCREENS

- Ensure screens are correctly installed and supported
- Avoid leaning or placing excessive weight on screens
- Do not use screens as shelves or load-bearing surfaces



# Care Checklist

Follow this checklist to maintain appearance, performance, and longevity of your office furniture. Regular care helps protect warranty coverage and ensures furniture continues to perform as designed.

## DAILY / WEEKLY CARE

- Wipe all surfaces with a soft, dry or lightly damp cloth
- Vacuum fabric and mesh seating using low suction
- Remove dust and debris from desks, chairs and storage
- Check chair castors are free from hair, threads and dirt

## MONTHLY CARE

- Clean worktops using mild detergent only
- Finish hard surfaces with streak-free glass cleaner
- Wipe chair bases, frames and table legs with damp cloth
- Spot clean fabric upholstery (do not saturate)

## 6-12 MONTH CHECKS

- Tighten screws, bolts, hinges and drawer runners
- Check chair adjustments and mechanisms operate smoothly
- Ensure castors roll freely and evenly
- Inspect furniture for damage or excessive wear

## MELAMINE CARE

### Melamine – Standard Colours

- Damp cloth and mild detergent
- Finish with streak-free glass cleaner

### Black Melamine

- Clean more frequently to remove fingerprints
- Use soft cloth only
- No abrasive or harsh cleaners

## SEATING CARE

- Fabric: vacuum regularly, light spot cleaning only
- Mesh: vacuum gently, wash with warm soapy water if required
- PU: wipe with damp cloth, clean full surface evenly
- Leather: wipe with damp cloth, dry immediately, condition periodically
- Allow all upholstery to dry completely before use

## SCREENS & PANELS

- Vacuum fabric panels on low suction
- Spot clean with damp cloth only
- Wipe aluminium frames with mild cleaner

## NEVER USE

- Abrasive cleaners or scourer pads
- Wire wool or sandpaper
- Oven cleaners or harsh chemicals
- Excess water or soaking

## IMPORTANT NOTE

If unsure about cleaning a surface or stain, stop and check first. Using incorrect cleaning products may cause permanent damage and could affect warranty coverage.

# Smarter Workspaces

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**AUCKLAND**  
Showroom  
Appointment only

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