

Product Care Instructions

This piece of furniture has been manufactured by Jasper Desk Company. Crafting wood office furniture since 1876, Jasper Desk is the oldest wood office furniture manufacturer in the United States. The following information, along with the suggested maintenance schedule, will enable you to enjoy this unit with a minimum of care.

We hope you enjoy your new furniture and use it with the same pride in which it was manufactured for you.

General

Avoid direct sunlight to furniture surfaces. Sunlight will cause the wood itself, underneath the finish, to fade and change color.

Because wood is a natural material subject to expansion and contraction, it is essential to maintain a stable environment of humidity and temperature where Jasper Desk products are installed. Checks and warpage can develop in wood furniture subjected to extremes in humidity and dryness.

For proper operation, your furniture must be adjusted. Check the appearance of the unit and adjust the glides as necessary. The unit should be checked again after loading drawer, or if the furniture is moved.

A Word of Caution

Contact between finish and certain plastic and rubber compounds may result in discoloration and finish damage. Jasper Desk recommends the use of felt pads under telephone, laptop or business machine feet and desk accessories to protect the finish.

Jasper Desk also recommends the use of desk pads or glass to protect the luster of the finish.

Contact your local Jasper Desk representative or Customer Service for assistance.

Care of Wood Surfaces

Only natural A-1 select grade veneers and wood materials are used in Jasper Desk products. Natural woods product subtle shades, tone variations, and grain contrasts. Care should be used in the design of office lighting to avoid the appearance of an uneven finish due to the changing reflective light qualities of natural woods.

Jasper Desk products are finished with the highest quality varnish. Your furniture should be dusted frequently using a clean, soft, dry cloth, dusting with the direction of the wood grain. Polish your furniture periodically; depending upon the amount of use the furniture receives.

For all wood surfaces on your furniture, we recommend a good liquid cleaning polish without wax, silicone, or a petroleum oil-type base.

There are several reasons for this:

Most waxes will leave a build-up of wax film that will quickly detract from the natural beauty of the wood. This film eventually has to be removed.

Products containing silicone will raise the sheen of the finish making any subsequent cleaning or repairing difficult, or in some cases impossible.

Most petroleum-based products are very slow drying and difficult to remove, and are therefore dust catchers and finger-printable.

Guardsman Polish, which is recommended by Jasper Desk, lists the contents and is available at many department and hardware stores. Most common household polishes do not list the contents and may include ingredients not recommended for the cleaning of your furniture.

Minor nicks and scratches can be repaired with touch-up crayons available from Customer Service. For deep mars contact a professional wood refinisher.

Care of Laminate Surfaces

Clean only with mild soap and water to remove spots and fingerprints. Use water sparingly and dry immediately. *Do not use any polish or wax.*

Care of Leather Surfaces

Dust only with a clean, soft, dry cloth. *Do not use polish, wax, or liquid cleaner.*

Care of Vinyl Surfaces

Clean only with mild soap and water. Use water sparingly and dry immediately. *Do not use any polish or wax.*

Care of Metal Surfaces

Wipe smooth powder coat finishes and textured metals with a damp cloth. For stubborn stains and grease marks, use soap and water. Brush textured metals with a soft dry brush to remove dirt.

Care of Textiles/Fabrics

Refer to the fabric mill manufacturer. Clean ability will vary based on fabric type. For best results, a professional service is recommended. Dirt and crumbs may be gently brushed or vacuumed off. Spills should be wiped up immediately with a cloth. If upholstery has been protected with Scotchgard or Zepel, the coating should be reapplied yearly.

Care of Drawer Suspensions

Jasper Desk drawers operate on the highest quality ball-bearing suspensions available, requiring very little maintenance. We recommend lubricating the ball-bearing track with a petroleum jelly every six months.

Care of Drawer Interiors

Any household cleaner may be used; however, any petroleum-based or thinner-based cleaner should be avoided.

Drawer Removal

Each unit is hand-built and each drawer hand-fitted, drawers must be replaced to their original positions to operate properly. Prior to drawer removal, it is essential that each drawer be labeled so that it can be returned to its original position.

Care of Hardware

We recommend using a window-type cleaner for all door and drawer pull hardware. Use care to avoid contact with the wood finish. *Avoid using any petroleum-bases or thinner-bases cleaner.*