



workstories...

GENERAL CARE



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desks & tables

FRAMEWORK

Albion frameworks are considered to be maintenance free. However, where cleaning of the frame is required, a mild detergent solution should be used. Use of harsh abrasives, acids, alkalis or bleaching products is not recommended.

CABLE MANAGEMENT

Ensure no liquid is allowed to access the power modules. Should this happen, isolate from the electrical supply immediately and consult a qualified electrician.

SCREENS / UPHOLSTERY

Vacuum your fabrics regularly to prevent build-up of dust and dirt on the fabric surface. Clean spills and stains quickly by mopping up the excess liquid using kitchen roll or a damp cloth. Then clean using upholstery shampoo, detergent or hand wash.

Always use a branded upholstery shampoo. Alternatively, both wool and polyester can be dry cleaned.

For spill or stain prone areas, a stain-repellent finish can be applied to certain fabrics. Alternatively, choose a wipe down upholstery solution.

TOPS: MFC LAMINATE

All MFC products can easily be cleaned with a damp cloth and a mild soap, or detergent if necessary, and buffed dry with a clean cloth. Never use abrasive powders or scouring pads to clean stubborn marks. In extreme circumstances, a mild alcohol product can be used, however this must be followed by a damp cloth soaked in water, ensuring no alcohol residue is present afterwards.

TOPS: FORMICA LAMINATE

Please refer to the supplier's instructions: <http://www.formica.com/en/us/products/formica-laminate#documentsTab>

TOPS: FORBO FURNITURE LINOLEUM

Please refer to the supplier's instructions: https://www.forbo.com/flooring/en-gl/products/linoleum/furniture-linoleum/bnare2#panel_104

TOPS: FENIX NTM

Please refer to the supplier's instructions: <http://www.fenixforinteriors.com/en/download#Technicalinformation>

TOPS: WOOD FINISHES

The fine finish applied during manufacture is a hard protective lacquer resistant to moderate heat and spillages of some beverages, but not alcohol. All spillages should be wiped off immediately with a slightly damp cloth to avoid any permanent staining.

For general routine cleaning, simply dust and wipe your veneered surfaces with a soft, damp, lint-free cloth. Dry immediately using a soft and clean cloth. Always wipe surfaces in the direction of the wood grain.

We strongly advise against the use of wax or spray polish on lacquered veneered surfaces, as a build up of polish will eventually damage the finish and cause unsightly patches. More stubborn stains can generally be removed by applying a mild, lukewarm non-abrasive soap solution using a soft lint-free cloth, gently rubbing over the stain working up a thin lather. Take care not to apply too much liquid and remember to always rub in the direction of the wood grain. Dry immediately using a clean soft cloth.

The shade and grain of wood veneers vary, this is not a fault but just part of the appeal and beauty of natural wood veneers.

To minimise the risk of damage please take some simple precautions:

Use coasters under glasses and hot mugs.

Don't place potted plants on a wooden surface unless kept in a watertight container and take extreme care when watering.

Wood is susceptible to bruising and scratching so use protective pads under any equipment.

Sunlight can damage wooden surfaces so avoid over exposure to direct sunlight. Fit blinds where necessary to diffuse the light.

Avoid exposure to excessive heat from a fire, radiator or local high temperature light sources.

storage

MFC PRODUCTS

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All MFC products can be easily cleaned with a damp cloth and a mild soap or detergent if necessary, and buffed dry with a clean cloth. Never use abrasive powders or scouring pads to clean stubborn marks. In extreme circumstances a mild alcohol product can be used, however this must be followed by a damp cloth soaked in water ensuring no alcohol residue is present afterwards.

METAL COMPONENTS ON FURNITURE

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In most cases our storage is designed with a certain element of steel and aluminium. This area of our furniture is protected and painted with a baked-on paint process. All these surfaces are resistant to dirt as well as liquids. However, liquids can discolour and stain the paint if left untreated, as well as cause damage to chromium plated and lacquered steel surfaces.

We recommend cleaning with a damp cloth and washing-up liquid, followed by a clean damp cloth. Ensure the metalwork is dry afterwards by buffing with a dry cloth.

In extreme cases a thorough cleaning may be required. We advise cleaning using methylated spirits.

Never use scouring powder to clean the product – this will damage the surface area pattern and also leave a white residue.

STEEL / POWDER COATING

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We recommend that metal cabinets be cleaned with warm water and a mild, environmentally friendly, detergent solution. A damp cloth can be used to remove dust particles. Do not use abrasive or solvent based cleaners, as that may permanently damage the paint finish.

LOCKS

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We advise that the locks are kept clear of any material other than the key they have been supplied with. We recommend that the lock is re-oiled every 18 months by using a form of WD40, to make sure the mechanism and lock bolts kept in full working order.

All keys should be kept clean, to make sure no dirt is introduced into the lock housing. Please note that a Master & Barrel replacement key are kept in stock for future reference.



environmental practices

We take our social and environmental responsibilities very seriously.

Workstories' factory operates from a newly constructed purpose built manufacturing facility, which houses some of the most up to date, energy efficient fabrication equipment available. This includes online powder coating with closed loop powder recovery, robotic welding, and automated all electric, 'lights out' laser and turret punching profiling equipment.

Our factory subscribes to the principles of lean manufacturing, and produces very low quantities of waste materials. Any waste materials that are produced including steel, aluminium, timber, cardboard and all plastic packaging are sent for recycling.

Workstories' factory of MFC boards and panels has been audited and found to meet the requirements of standard(s) FSC-STD-50-001 (Version 1.2) EN and FSC-STD-40-004 (Version 2.1) EN for FSC Chain of Custody Certification, and its quality management systems have received the BS EN ISO 9001:2008 certification.

The management team believe that Workstories impact upon the environment is minimal, and would invite anyone to come and inspect our operation.

Workstories is a full member of FIRA, and is in the process of achieving ISO9001 and ISO14001 certifications for 2019.

MATERIAL	% RECYCLED CONTENTS	% POST CONSUMER CONTENT	% POST INDUSTRIAL	CAN BE RECYCLED
Steel tube	55%	100%	100%	YES
Steel sheet	55%	100%	100%	YES
Plastic	10%	90%	90%	YES
Cardboard	80%	100%	100%	YES
Plastic	50%	100%	100%	YES
Pallets	100%	100%	100%	YES

general care

COVER FABRIC

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To care for cover fabrics, simply Hoover dust and lint regularly using an upholstery nozzle. Any fresh stains can typically be removed by wiping immediately with an absorbent, lint-free sponge or cloth. Start from the outer edge of the stain and work inwards to avoid creating a halo effect, using normal household distilled water to prevent limescale residue.

PLASTIC

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Please use a soft, damp, non-abrasive cloth for cleaning plastic. Subsequent gentle drying is recommended. For stain removal, we recommend using a mild commercially available cleaner. Never use abrasive cleaning agents such as powders or pastes, or aggressive all-purpose cleaners like alcohol, as these may damage the surface. We recommend that you avoid exposing your chair to the sun for any longer than is necessary.

ALUMINIUM

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For quick removal of contaminants on polished high-shine, matte chrome and aluminium surfaces, apply a glass cleaner with a clean, soft cloth and subsequently wipe the surface dry with a soft cloth. Always clean metal surfaces gently and without scrubbing so that the surface is not scratched. Never use cleaners containing granular substances, acetic acid or citric acid.

To minimise the risk of damage please take some simple precautions:

Avoid exposure to excessive heat from a fire, radiator or local high temperature light sources.

Before using any cleaning product, you should test it on an inconspicuous spot. Please follow the cleaning product manufacturer's instructions and contact a professional cleaning company in case of stubborn dirt or stains.



general care

CLEANING & CARE

The furniture should be regularly cleaned with a soft, dry cloth in the direction of the wood grain. If required, a damp, soft cloth may be used. Do not use abrasive, ammonia, bleach, spirit or oil-based cleaners, including D10 sanitiser. Periodically check and tighten hardware as necessary. Any lost bumpers or feet should be replaced as soon as possible to avoid damage to the furniture or the floor surface.

UPHOLSTERY

Upholstered furniture gets dusty and this can dull the colours and reduce the life of fabrics. Lightly vacuum or brush regularly but never use a stiff brush as this could damage the fibres. If you spill something on the upholstery, wipe excess liquid up immediately with a clean absorbent cloth. Then follow the fabric manufacturers cleaning instructions.

POWDER COATED METAL PARTS

Clean with lukewarm soapy water and rinse off with clean water. Wipe the entire surface with a clean, dry cloth.

CABLE MANAGEMENT

Ensure no liquid is allowed to access the power modules, should this happen isolate from the electrical supply immediately and consult a qualified electrician.

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TOPS: WOOD FINISHES

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For general routine cleaning simply dust and wipe your veneered surfaces with a soft, damp lint free cloth and dry immediately using a soft clean cloth. Always wipe surfaces in the direction of the wood grain.

We strongly advise against the use of wax or spray polish on lacquered veneered surfaces, as a build up of polish will eventually damage the finish and cause unsightly patches. More stubborn stains can generally be removed by applying a mild, lukewarm non abrasive soap solution using a soft lint free cloth, gently rubbing over the stain working up a thin lather. Take great care not to apply too much liquid and remember to always rub in the direction of the wood grain and dry immediately using a clean soft cloth.

The shade and grain of wood veneers vary, this is not a fault but just part of the appeal and beauty of natural wood veneers.

Wood is a natural product which varies in colour and grain. Sunlight can lead to colour change of veneered surfaces, so such surfaces should not be placed in direct sunlight. So that surfaces age evenly, items should be moved so that the entire surface is exposed to an even amount of light over time.

SAFETY WARNINGS

Furniture can be dangerous if improperly assembled or installed. Assembly should be completed by a qualified person following the provided assembly instructions.

Do not tilt, or lean back on the chair legs, as this could result in a fall.

Always stack chairs to the rear – this will help avoid unnecessary damage. All products should be used on a solid, level surface.

Do not stand on furniture, as it could cause a fall, resulting in bodily injury or death. For barstools, do not stand on the foot rest, as this could lead to the stool becoming unbalanced and overturning. Do not leave small children unattended on the chair or barstool.

With assistance of another adult, always lift, do not drag large or heavy furniture into position. Careless handling can result in serious or fatal injury.

Max recommended stack is 4 chairs for most m.a.d. stackable models.

general care

Handmade by Strangers, talented and unique in their own right, our hand finished products are distinctive with slight variations in every batch, making your item special – just for you. Here are some tips to keep your product ageing gracefully.

CLEANING & CARE

Wipe your product down regularly. Use a dry cotton cloth and make sure to get inside the crevices and keep dust off the surface. Feel free to even use a vacuum in the crevices.

When trying to clean a spill quickly use a dry cloth or sponge. If you must use a little water then be sure to wipe the area dry afterwards.

Please don't use soapy water or keep it drenched in water for too long. Do not use detergents or cleaning products.

Keep direct sun exposure to suitable levels. If you want your product to age and become more vintage then please let the product sizzle.

LEATHER

If you want that leather to stay primed then invest in some reputable leather conditioners, the kind that has the creamy consistency and buffs in well, check the conditioner labels for application and look to condition every 6 months.

Leather is a natural material and can occasionally dry out and small scratches can appear. Just like scratches on our skin these can heal themselves. Using a microfiber cloth give them a gentle buff until their appearances fade.

BRASS / LU-DA ALUMINIUM

Your item has been protected with a solid layer of polyurethane to help you protect the brass/aluminium, this is like insurance it covers you from the scratches on the surface getting in to the brass/aluminium underneath. This has been applied by industrial machines. If you find the item has lost its protective coating (this can happen due to its hand made appearance and also the location where the item rests) then please consult a furniture hardware store and ask for a polyurethane that can be applied by hand. If you like your product to age with distinction, then you will notice over time it gets a deeper and distinctive look.



general care

CARE & MAINTENANCE

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Apart from replacing or resetting fuses, Sourcetec products are manufactured to be maintenance free. For periodic cleaning, disconnect the unit from the power source and use a soft damp cloth, immediately after dry the unit with a soft dry cloth. Do not use harsh chemical solvents or detergents.

TESTING

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All Sourcetec units are tested before they leave the factory, any suspected damage or manufacturing defects need to be raised with Sourcetec immediately for further investigation.





guarantee

Workstories Ltd offers the below warranty on its ranges, unless otherwise stated. This applies when the product has been used for the purpose intended, and in line with the product use guidelines.

Wear and tear must be expected from normal use and are not covered by the warranty.

Workstories Ltd reserves the right to refuse replacement or repair if we feel that the product has been misused or has been accidentally damaged by another party.

Workstories Ltd also reserves the right to attempt to repair any damaged or faulty products before a decision is made to replace them. In this case, we shall not be liable for any loss occurred by the distributor or customer during this period.

Workstories Ltd will not be liable whatsoever for any consequential damage, loss or other expenses whether arising out of contact, negligence or otherwise. Any alterations to our products in any manner will automatically nullify any guarantees offered by Workstories Ltd.

BRAND	ALBION	BESTUHL	M.A.D.	UNITED STRANGERS	SOURCETEC
WARRANTY PERIOD	15 years Sit-Stand actuators have a 5 year warranty. Solid wood tops have a 6 month warranty.	5 years	5 years Solid wood tops have a 6 month warranty.	2 years	1 year





environmental practices

Workstories is dedicated to being environmentally conscious. We strive to ensure the continued availability of natural resources for current and future generations, and as part of our mission, we recognise the responsibility to protect human health, the environment, and natural resources, and to continually strive to improve the environmental quality of our operations.

To carry out this commitment, it is our policy to ensure all our factories:

Meet or exceed the requirements of all environmental laws and regulations applicable to our operations.

Limit our impact on the environment to the extent practicable and work to reduce recognised environmental risks to our employees and the communities in which we operate by employing safe technologies and operating procedures.

Continually assess our environmental programs and monitor our environmental performance.

Have operating policies and programs in place to implement our Environmental Quality Policy.

Albion range is fully manufactured in the UK to in a newly constructed purpose built facility, which houses some of the most up to date, energy efficient fabrication equipment available. The factory subscribes to the principles of lean manufacturing, and as a consequence produces very low quantities of waste materials. Any waste materials that are produced are sent for recycling.

At United Strangers the care for sustainability and environment is strong, the team wants to always improve involvement into this cause and show the world we can accomplish remarkable and modern things with recycled material, producing unique handcrafted pieces. Finding recycled material is not easy but it is why US is different and runs several ethical sourcing programs around the globe.

Bestuhl task chairs are 80% manufactured in a state of the art facility. All other materials are sourced locally from factories nearby. Once in the UK stock is transported from the docks to our central London warehouse. This means that, in stark contrast to European manufacture, efficient production is underpinned with sustainable sourcing of materials.

With a similar principle applying to our m.a.d. and Sourcetek brands, Workstories guarantees limited carbon footprint for our products. Workstories is a full member of FIRA, and is in the process of achieving ISO9001 and ISO14001 certifications for 2019.



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