



DESIGNBUILD CONSTRUCTION PTE LTD

Company Reg / GST No.: 201009345Z

Care & Maintenance Manual (CABINETARY)

Home Maintenance Tips

Homeowners contribute a great deal of indoor air pollutants to the indoor environment through home cleaning products, perfumes, paints, and stains. In addition to these pollutants, furniture release off-gases and contribute different indoor pollutants that may cause health problems if there is no proper ventilation.

Regardless of your level of immunity to the variety of pollutants present in your home, it is very important to allow fresh air into your home to replace the stale air. This includes opening your window throughout the year and running your ceiling or stand-alone fans to circulate the air.

Circulating fresh air is especially important when there are new products, materials or furniture in the house. In addition, a ventilation equipment should be used to increase and circulate the airflow.

Finishes Care & Maintenance

With regular care and maintenance, your furniture will provide many years of superior performance and satisfaction. To maintain the finish quality of your product, please follow the cleaning procedures outlined here.
Wood/Veneered Cabinet Surfaces

As with all wood products, avoid excessive moisture. All cabinets are usually designed for use inside the homes and buildings and is not intended for outdoor applications.

How to Clean and Maintain

Wipe all exteriors regularly with a slight damp soft cloth to remove dust.

Complete a small area at a time and wipe dry with a dry soft cloth in the direction of the wood grain.

Clean the surface once a month with a soft cloth dampened with a quality cleaner formulated for wooden furniture. Wipe the surface in the direction of the wood grain to remove dirt and fingerprints. Wipe dry with a clean, dry cloth.

Twice a year, apply a good quality emulsion wax to the finish with a soft cloth. Emulsion wax is clear and prevent fingerprints. Wood cabinetry finishes may be cleaned and protected by using any commercially available cleaning polish. A good emulsion-type cleaner is usually formulated without wax, petroleum solvents or silicones.

The extended use of wax polishes can result in a wax film buildup, while the use of silicone polishes can harm the cabinet's finish.

Cleaning Agents

Don'ts

Avoid spray-type polishes containing petroleum solvents, as they are flammable and toxic if swallowed.
Never use abrasive cleaners, scouring pads or powdered cleansers.
Do not allow oven cleaner to touch any part of the cabinet.
Do not use a dish cloth to wipe your cabinet exterior, since it may contain remains of grease or detergents.

Do's

Use a damp cloth when cleaning normal household spills.
After wiping thoroughly, dry the surface with a lint-free cotton cloth.
For stubborn stains, it may be necessary to use a mild detergent with warm water.
Always dry the surface immediately.

Everyday Care

It is important to wipe up spills and water marks as they occur. Pay special attention to areas around the sink and dishwasher.

Avoid draping damp or wet dish towels over the door of the sink base cabinet. Over time, this moisture can cause permanent water damage to the door. A convenient, out-of-the-way sliding towel rack is our best recommendation.

Care and Cleaning of Hardware

Do's

Periodically, use mild soap and warm water to clean door/drawer knobs or pulls.

Dry all hardware joints and surfaces and the surrounding area thoroughly with a clean soft cloth, buff hardware with a clean dry cloth.

Lubrication of hinges is not necessary; however, hinges can be cleaned or dusted using cotton-tipped swabs.

Minor Repair for Veneer Surfaces

For minor repair of water rings, stains, and scratches, rub the surface lightly in the direction of the wood grain using a good steel wool.

Apply a scratch-removing polish with a color and value that simulate the veneer. If the scratches are deep, consult a professional furniture refinisher.

Re-gluing Wood Furniture Veneer

Loose veneer

Small pieces of loose veneer can be reglued. Large veneer repair jobs should be handled by a professional furniture repairer.

If a piece of veneer has come off the surface, lay the veneer on a flat surface and scrape off the glue. Do not wet veneer.

Remove the old glue from the piece of furniture, not the veneer.

Put glue on both pieces and put the veneer in place, add a paper pad, and clamp down with C-clamps or lay weights on it.

Be sure the pressure covers all parts of the piece of veneer and don't remove the pressure until the glue is dry.

If veneer is still attached but has loosened from an edge or corner, use a hypodermic needle or thin knife blade to insert wood glue into the area.

Proceed with clamping as described above.

Blister

If you have a blister in the veneer, cut a slit with the point of a sharp thin knife at the side of the blister where the veneer is still glued. Be sure to follow the grain of the wood.

Hold the slit open with the knife. Fill the blister with warm white vinegar and let it stand for several hours to dissolve the glue.

Wipe away any vinegar that remains with a damp cloth.

Let the blister and the surrounding wood dry thoroughly before adding glue.

Then work plenty of wood glue under the blister, using a hypodermic needle or thin knife blade to get the glue in the blister.

Apply pressure to flatten it. Leave it under pressure until the glue is completely dry.



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Materials and Finishes

Wood Veneer : Maintenance

Do not use polishes or waxes on any veneered surface. Treat polyurethane and wax finishes in the same manner as fine wood furniture. Clean with a damp cloth and mild detergent.

Clean melamine surface finish in the same way as conventional laminates. It will withstand moderate heat, but do not place very hot objects (hot pans, casserole dishes, etc) directly on the surface.

Do not place hot objects directly on the surface of polyurethane or wax finished veneer, and do not use any abrasive or solvent cleaners.

Finishes Care and Maintenance

With regular care and maintenance, your furniture will provide many years of superior performance and satisfaction. To maintain the finish quality of your product, please follow the cleaning procedures for different types of materials and finishes outlined here.

High Gloss Spray Paint

For normal cleaning, wipe painted surfaces with a soft cloth soaked in detergent and warm water and let surface to dry. Remove scuff marks from low-gloss coatings with presoftened paste wax, following the manufacturer's instructions. (Always try on a small area where visibility is not obvious)

Remove scuff marks and scratches from high-gloss coatings using automotive polishing compounds, either liquid or paste. After polishing, apply a presoftened automotive paste wax to restore the original sheen.

Always ask a furniture specialist in determining the appropriate color and gloss for touch-up paint.

Powder Coated Finishes

Powder coating is one of the most durable and adaptable surface finishes available for metal components. However, like all quality finishes, it needs special care.

The best method for cleaning powder coated finishes is washing with soap, water and a soft cloth, sponge or extra soft bristle brush. NEVER use solvents such as acetone, contact cleaners, Dulon Thinners or Methyl Ethyl Ketone (MEK) to clean powder coated finishes. These solvents are very damaging to powder coat and will soften and/or dissolve the surface of the coating, diminishing its shine and durability or removing the finish altogether.

Polished Aluminum

For normal cleaning, apply a presoftened paste wax to polished aluminum components following the manufacturer's instructions. In humid places located near the sea, apply the wax once a month. In other areas, apply wax every three months to maintain the appearance of the aluminum.

Polished Chrome

For normal cleaning, wet cheesecloth in a nonabrasive cleaner, like liquid dish soap, and rub the polished chrome component lightly until the original luster reappears. Dry the component with a soft cloth to remove any soap residue.

Zinc-Plated Steel

If zinc-plated steel components become dull or corroded, rub the surface with a good steel wool. Remove marks with a liquid automotive chrome polish, following the manufacturer's instructions. Wipe clean with a soft cloth.

Marble, Granite or Slate

Like all natural materials, marble, granite, and slate require diligent care to preserve their beauty. Acidic liquids such as fruit juices, alcoholic beverages, and soda should not come in contact with these surfaces as they may etch them. Spills of any acidic liquid should be cleaned immediately with a light, abrasive compound. Avoid excessive moisture on these surfaces.

For normal cleaning, wipe marble, granite, and slate surfaces with a damp cloth. Dirt and fingerprints can be removed with a clean, soft cloth and warm water.

Maintain slate by occasionally rubbing surfaces with any clear, light-viscosity, nondetergent oil. Wipe off the excess oil. For lasting protection, allow the oil to dry and follow with a coat of non-yellowing paste wax.

Acrylic Glazing

For normal cleaning, first rinse the surface with clean water to remove any particles of dust or other abrasive materials. Sponge the plastic gently with warm water and a mild, nonabrasive soap or a solution of ammonia and water. Rinse thoroughly with clean water and dry with a soft cloth. After cleaning, the acrylic glazing can be polished with a good wax polish, applied with a clean, soft flannel pad.

Do not use benzene, acetone, denatured alcohol, or gasoline. These solvents soften cleaners, and hard instruments. Make sure cleaning materials are free of grit and other foreign materials.

Fiberglass-Reinforced Polyester

For normal cleaning, wash fiberglass-reinforced polyester with a soft cloth and a lather of mild soap and lukewarm water. Rinse with warm water and dry with a soft cloth. For stubborn dirt, follow the same procedure, using a soft brush to apply the mild soap solution.

After cleaning, or at least every six months, apply a furniture wax, following the manufacturer's instructions. The wax will make the surface easier to clean and more soil resistant.

Injection-Molded and Extruded Thermoplastics

For normal cleaning, wash injection-molded and extruded thermoplastics with a soft cloth soaked in mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.

Do not use solvents or abrasive kitchen cleaners.

Overmold Chair Base

For normal cleaning, wash overmold bases with warm, soapy water. Rinse and wipe dry with a soft cloth. Do not use any solvents or abrasive materials.

Laminates

Products using laminate may include tabletops, work surfaces, counter caps, transaction surfaces, flipper doors, and lateral files. For normal cleaning, wash the laminate with a soft cloth and a solution of mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.

For minor repair of burns or other stubborn marks, apply a nonabrasive liquid kitchen cleanser with a soft cloth soaked in warm water. Rub in the direction of the grain; use caution to avoid damaging the surface texture or gloss. If no grain direction is visible, rub with a light, circular motion.

Do not use powdered abrasives or other harsh cleansers like hypochlorite bleach, hydrogen peroxide, or nitric or hydrochloric acids, or lye; they may deface the surface and change the finish color.

Veneer or Recut Veneer Finish

For normal cleaning, dust furniture daily with a slightly damp, soft cloth. Wipe dry with a dry, soft cloth in the direction of the wood grain. Once a month, clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture. Wipe the surface in the direction of the wood grain to remove dirt and fingerprints. Wipe dry with a clean, dry cloth. Twice a year, apply a good quality emulsion wax to the finish with a soft cloth. Emulsion wax is clear and prevents fingerprints.

For minor repair of water rings, stains, and scratches, rub the surface lightly in the direction of the wood grain using a good steel wool. Apply a scratch-removing polish with a color and value that simulate the veneer. If the scratches are deep, consult a professional furniture refinisher.

Re-Gluing Wood Furniture Veneer

Small pieces of loose veneer or blisters in veneer can be reglued. Large veneer jobs should be taken to a professional furniture repairer.

If a piece of veneer has come off the surface, lay the veneer on a flat surface and scrape off the glue. Do not wet veneer. Remove the old glue from the piece of furniture and not the veneer.

Put glue on both pieces and put the veneer in place, add a paper pad, and clamp down with C-clamps or lay weights on it. Be sure the pressure covers all parts of the piece of veneer and don't remove the pressure until the glue is dry.

If the veneer is still attached but has loosened from an edge or corner, use a hypodermic needle or thin knife blade to insert wood glue into the area. Proceed with clamping as described above.

If you have a blister in the veneer, cut a slit with the point of a sharp thin knife at the side of the blister where the veneer is still glued. Be sure to follow the grain of the wood. Hold the slit open with the knife. Fill the blister with warm white vinegar and let it stand for several hours to dissolve the glue. Wipe away any vinegar that remains with a damp cloth. Let the blister and the surrounding wood dry thoroughly before adding glue. Then work plenty of wood glue under the blister, using a hypodermic needle or thin knife blade to get the glue in the blister. Apply pressure to flatten it. Leave it under pressure until the glue is completely dry.

Care and Maintenance of Fine Woodwork

Architectural woodwork should be treated like fine furniture, particularly that which is constructed of wood finished with a transparent finish system.

Fine architectural work is finished with a commercial finish which is durable and resistant to moisture. Allowing moisture to accumulate on, or stay in contact with, any wood surface, no matter how well finished, will cause damage. Prevent direct contact with moisture, and wipe dry immediately should any occur.

With the exception of true oil-rubbed surfaces, modern finishes do not need to be polished, oiled or waxed. In fact, applying some polishing oils, cleaning waxes, or products containing silicone may impede the effectiveness of touch-up or refinishing procedures in the future.

No abrasives or chemical or ammonia cleaners should be used to clean fine woodwork surfaces.

Routine cleaning is best accomplished with a soft, lint-free cloth lightly dampened with water or an inert household dust attractant. Allowing airborne dust, which is somewhat abrasive, to build up will tend to dull a finish over time.

Remove oil or grease deposits with a mild flax soap, following the directions for dilution on the container.

Avoid excessive or repetitive impact, however lightly applied. The cellular structure of the wood will compact under pressure. Many modern finishes are flexible, and will show evidence of impact and pressure applied to them.

Avoid localized high heat, such as a hot pan or plate, or a hot light source, close to or in contact with the finished surface. Exposure to direct sunlight will alter the appearance of fine woodwork over time.

Maintain the relative humidity around the woodwork every hour of every day, to minimize wood movement. Use the trims, cabinets and fixtures, paneling, shelving, ornamental work, stairs, frames, windows, and doors as they were intended. Abuse of cabinet doors and drawers, for example, may result in damage to them as well as to the cabinet parts to which they are joined.

Repair Furniture Surfaces: Veneer

Furniture and cabinet makers often apply a very thin layer of hardwood (veneer) over a less-expensive base material. The glue bonding the veneer to the substrate can fail, causing it to delaminate at the edge or bubble (blister) in the interior; or the veneer can be damaged enough to require a patch. You can usually make these repairs yourself. Purchase wood veneer at craft stores and through woodworking mail-order catalogs. (We recommend that you have a particularly valuable piece repaired by an experienced professional.) Here are the basics for repairing damaged veneer.

Materials Needed:

Very thin, sharp blade

Block of wood and weight

Flat metal ruler or other straightedge

Thin paper (tracing paper)

Hair dryer or household iron # 2 lead pencil

Brown paper bags or Kraft paper

Matching veneer

Veneer roller or wallpaper seam roller

Cutting board

Matte knife or very sharp wood chisel

120- and 220-grit sandpaper

Artist's palette knife

C clamps

Yellow carpenter's glue

Stain and finish with appropriate applicators and solvents

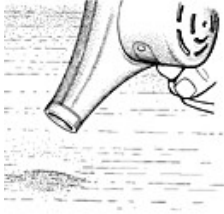
Wax paper

Artist's paintbrush and oil paints (optional)

Tip: This project requires that you make very sharp cuts into veneer, but even the sharpest matte knife or single-edge razor can damage it. For best results use a scalpel (available by special order from pharmacies) or a double-edge razor blade, which is thinner and sharper than a single-edge razor. To stiffen the blade and cover the unused edge, sandwich and glue the blade between two small, thin pieces of wood or wrap all but one edge of the blade with numerous layers of tape.

To Fix a Veneer Blister or Bubble

1. Try to Reactivate the Glue: If the furniture is old, the glue may be reactivated with heat. To do this, use a very sharp, thin blade to cut a straight slit through the veneer in the direction of the grain from one edge of the bubble to the other.
2. Then heat the surface with a hair dryer, or place several layers of brown Kraft paper (paper bags) over the area and use a household iron. When the glue is softened, immediately roll the area with a veneer roller or wallpaper seam roller



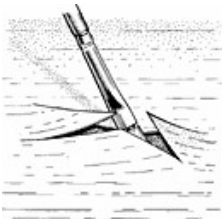
Tip: To avoid overheating and softening nearby well-adhered areas, heat a little at a time and press-and-release the veneer to test whether the glue has become tacky.

Re-glue the Veneer:

Re-glue the Veneer:

If heat doesn't work especially on modern glues, use a very sharp, thin blade to slit an elongated X through the veneer as much in line with the grain as possible.

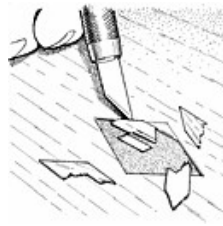
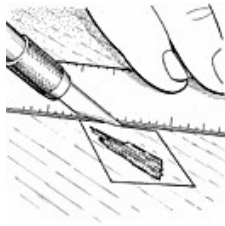
Then scrape as much old glue as possible off the substrate and the back of the veneer using a matte knife or very sharp wood chisel. Use an artist's pallet knife or similar tool to apply yellow wood glue between the veneer and the substrate. Roll the surface with a veneer roller or a wallpaper seam roller. Wipe off excess glue with a damp cloth. Cover the area with wax paper, a block of wood, and a heavy weight for at least one hour.



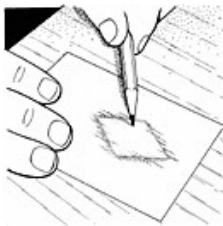
Tip: These same two steps can be used to rebond veneer that has delaminated at an edge, except that it is not necessary to slit the veneer.

To Patch Damaged Veneer

1. Cut out the Damaged Veneer: Use a matte knife (with a brand-new blade) guided by a metal ruler to make an elongated diamond-shape cutout in the veneer around the damaged area. The patch will blend with the grain and figure of the wood better if you avoid making cuts across the grain, therefore cut it so that the long points of the diamond are in line with the direction of the grain.

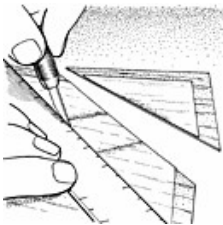


2. Remove Veneer and Old Glue: Remove the veneer inside the scored diamond using a matte knife and/or a very sharp wood chisel, beveled side facing down. Scrape off all the old glue to the bare wood.
3. Trace the Patch: Lay a piece of tracing paper over the cutout and lightly rub the perimeter with the side of a soft pencil. Tape a piece of matching wood veneer to a cutting board and tape the tracing paper over the veneer.



Tip: Compare and match as closely as possible the wood grain and figure of the area to be patched with that of the veneer patch.

4. Cut the Patch: Use a very sharp, thin blade (such as a matte knife) guided by a metal ruler to simultaneously cut through the paper and replacement veneer. Test the fit and, if necessary, carefully reduce the edges by sanding the grain against fine sandpaper on a hard, flat surface. Be very careful. The veneer will be delicate, especially at the points.



- 5 Install the Patch: Brush a thin coat of yellow wood glue on both the surface of the substrate and the back side of the veneer patch. Press the veneer in place with a roller and cover it with a piece of wax paper. Lay a block of wood over the wax paper and apply a C clamp or a heavy weight for about an hour.



- 6 Sand and Finish: Sand the patch until it is perfectly level with the surrounding area and apply stain and finish to match the existing surface.

Tip: To make the patch even less evident, use an artist's brush and oil paints or permanent markers to extend grain lines from the surrounding area into the patch (or vice versa) before applying a finish.



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Door Panel

General Door Maintenance

A little simple door maintenance can keep them looking like new. Following these simple guidelines can save you time and money, prolong the life of your doors and keep it operating like new for years to come.

- a.) Keeping your hardware clean and lubricated

Inspect the track for grease and dirt buildup. Any buildup can cause the door to bind and jump. Use a clean rag to remove any debris on the track. Keep the tracks lubricated by using graphite or light machine oil.

- b.) Check the hinge pins for rust and dirt

If you find rust, sand them down with fine steel wool or sandpaper. Once rust is removed, oil the hinge pins to keep them lubricated. Rollers must be in alignment with the track.

When you are checking, take the opportunity to oil the rollers as well. DO NOT USE OIL ON LOCKS!!! You must use graphite to keep the locks in operational condition. Give the mechanism and key channel a little puff.

- c.) Inspect the door for rust or flaking paint on a metal door

If you find either of these it could be a sign that moisture is taking its toll. Sand rust spots or flaking paint down to the bare metal. Apply metal primer to these spots and apply 2 finish coats.

- d.) Look for black marks near the bottom of the wooden doors

These can signal rot and should be attended to as soon as possible. Sand the areas where you find flaking or peeling paint. Prime and apply two coats of finish coat.

Also be sure to keep the door edges, bottoms and panels sealed with paint. This will help protect against moisture that can be fatal to your door mechanics.

These quick remedies will save you time energy and money, keeping your door in great condition, so it works when you need it!

Integrity Sliding and Swinging Door Maintenance

Integrity Sliding and Swinging door require very little maintenance to keep them functioning efficiently. Most problems can be eliminated by keeping the sill clean, ensuring smooth door operation.

Chemicals, solvents, paints and other harsh substances should never come in contact with the sill. Remove any paint, grease or caulk with isopropyl alcohol.

Wooden doors need to adjust to humidity levels in a home and may warp slightly as seasons change. Allow one full year for your door to go through this process.

Door handles can be wiped down with a damp cloth to remove fingerprints and smudges.

It is very seldom that door rollers require lubrication. Occasionally use spray lubricant to keep operation smooth (rollers are visible underneath the operator panel).

If you live in a cold climate, it is recommended that you remove the screen door in the winter. The screen mesh may collect snow and ice, causing it to sag.

Bi-Fold Door Maintenance

Check the bottom door rollers to ensure they are free and clear of obstructions when rolling up the side rails, and verify the wheels are tracking up the side rails or columns evenly. Inspect the bolts on the roller bolts.

Frequently inspect the complete doorframe and each door hinge. Lubricate hinges monthly.

Check oil level in the gear box every 3 months and replace oil every 3 years.

Inspect the limit chain on the limit switch box for proper tension/alignment, any signs of wear, and lubricate often. As the door is travelling down to the completely closed position make sure the down limit - switch is set correctly and working properly.

Inspect all electrical cords, ensure that they are in the proper positions, are not binding or pinching and are in good condition.

Verify that the cable clamps are tight and installed properly. Ensure that the cables are not touching or rubbing any obstacles on the door or building. Do not allow this to happen. Correct it.

Frequently inspect the cables. Replace them at the first sign of damage, wear or fraying.

When replacing the cables use the proper size cables and proper cable swags/stops on the ends of the cable for the door.

Keep all the cables the same equal tension - snug. Each cable should begin wrapping at the same location on each lift point when the door is in the completely closed position.

Verify that all the cables on each lift point have 1 full wrap around the drums when the door is in the completely closed position. Drums must not start wrapping cables in opposite direction as the door reaches the completely closed position.

The door should stop and the motor should turn off with 1 full wrap of cable remaining on each lift drum.

As the door is traveling upward verify that the cables are wrapping evenly across the drums. Each wrap must be side by side. Keep proper and equal tension on the cables. Cables must be monitored carefully especially when the cables are new and still stretching. Keep the cable clamps tight.

Cables must always be kept snug or tight when the door is in the closed position.

All cables should be kept at the same tension.

When your door is still new, the cables have a tendency to stretch or pull into place. This will cause the cables to loosen. Check often and tighten them when it becomes necessary.

Oil hinges, door rollers, pulley angles, and both side latches. Keep oil in the gearbox.

Make sure the limit switch is set correctly for the door to open to the designated clear opening. Do not run the door beyond this point.

The limit switch worm gears should occasionally be lubricated with a small amount of gear grease to add extra life.

Put all safety decals on the Bi-Fold Doors. Keep all safety decals clearly visible, clean and in good condition. Do not deface, remove, or paint over the safety decals. Call the factory if any decals are lost, worn, or damaged.

Keep all Shields in place, and safety decals in good shape. Replace any worn parts on your door to avoid damage to properties or personal items.

Vinyl Doors

Vinyl won't pit, peel or chalk over time. As a result, with only simple care and cleaning, your door can keep their beautiful appearance for years to come. Like any surface exposed to outside elements, your doors will get dirty from time to time, but cleaning them is a snap.

Following these simple cleaning procedures outlined here can maintain the finish quality of your vinyl door.

- a.) Wash using mild detergent & a soft cloth/ordinary long-handled soft bristle brush if necessary. Do not wash the doors with a high pressure spray. The extreme pressure could crack or destroy the caulking around the door.
- b.) For stubborn dirt and stains use the readily available household cleaners listed on the chart. Follow the manufacturer's instructions on use of the cleaners.
- c.) In some cases you may wish to use a very mild abrasive cleaner, but the use of any abrasive material could scratch the surface of the glass and door frame.
- d.) Do not use liquid grease remover, strong soaps and detergents containing organic solvents, nail polish remover, furniture polish or cleaners containing chlorine bleach. These items could affect the surface appearance of the vinyl.

Natural Hardwood Door

Solid hardwood doors repay a lifetime of value with a little care. When you first glimpse a solid hardwood door, you sense richness, warmth and natural beauty.

As a product of nature, solid hardwoods continue to react to their surroundings even after manufacturing and installation. Understanding this reaction and how to manage it will ensure that the hardwood door stands the test of time. Even after a century of adapting to humidity cycles, with proper care, solid hardwood product can retain all their durability and good looks. Water accounts for up to one-half the weight of freshly sawn wood. Before hardwoods are crafted into door, they are carefully dried, retaining just enough moisture for proper construction and finishing.

Solid hardwood's natural response to extremely dry air is to lose moisture and contract a bit. Conversely, under high humidity conditions, the wood may absorb excess moisture from the air and expand.

Maintain the relative humidity level at between 35% and 50% all year long in order to minimize the expansion and contraction of your hardwood door.

The following tips will help you preserve the beauty of finishes on your door and to protect their warmth and character.

DOs

- a.) Superficial surface dirt can be removed by a wipe with using a slightly damp cloth or chamois leather. Always dry the surface afterwards.
- b.) Always wipe along the direction of the grain to bring out the beauty of the timber.
- c.) Always rinse the surface well with clean water to remove excess detergent solutions or cleaners.
- d.) Grease, oily materials or other stubborn marks may require the use of stronger cleaning compounds, a non abrasive cleaner agent.

DON'Ts

- a.) Do not use strong detergents, ammonia, chemicals, scouring powders, stain removers thinner, nail varnish remover or other harsh cleaning substances to come in contact with finished exterior surfaces as they can cause damage.
- b.) Never use solvent-based cleaner or cleaners/waxes that contain silicon wax or oil based detergent as these may dull or damage the finish, leaving a greasy film and more difficult to clean.
- c.) Beware of sharp/hard objects that can permanently damage any part of your door.
- d.) Direct sun can discolor your door. Close curtains and blinds to protect from the sun's intense UV rays.
- e.) Don't let any moisture get into any joints.
- f.) Never try to hang or nail anything on the doors.

Stain Removal

The following tips are provided to help you treat common stains which could affect your timber door panel. As with other surfaces, the quicker you tackle a stain on the timber surface, the easier it is to remove. After removing the stain, wipe the surface using clean water and a damp cloth.

Stain	Removal Method
Fruit juice, milk, cream, tea, lemonade, beer, wine, coffee	Soap based cleaner (neutral soap)
Chocolate, grease, oil, shoe polish, scuff marks, tar	White spirits
Printing and other ink, lipstick	Alcohol
Blood	Cold Water

Annual Door Checklist

Use this checklist as a maintenance reminder and to prevent problems-once a year should be sufficient.

Make sure weather-stripping is effective. If not, contact your local Integrity dealer. Also, take care if using paints, stains and varnishes. These all contain solvents which, when coming in even momentary contact with weather-stripping, will cause it to lose its flexible qualities.

Check that all hardware (locks, opening mechanisms, etc.) operates smoothly.

Make sure any exposed hardware screws are tightened securely.

Clean any sand, dirt or dust from door hinges, sills and tracks.

Always consider your safety first-use caution on ladders, and always wear protective eyewear and clothing. When working with primers, paints, stains, cleaning solutions, etc., make sure that you use and dispose of these materials according to manufacturer's instructions.

Check doors for smooth operation. Wooden doors require a stabilization period after installation, sometimes taking up to a year to adjust to humidity levels and other environmental factors.