

# General use and safety instructions for furniture

Source: Furniture care instructions from the Federation of the Finnish Woodworking Industries

## General use of furniture

Furniture refers to movable or fixed furnishings used in interior spaces. The longevity and appearance of furniture require regular maintenance and proper use. Here are the key general guidelines:

### Use according to purpose

- Do not use furniture as steps, ladders, or storage places for heavy objects.
- Do not rock on the back legs of chairs.
- Do not sit on armrests, screens, or the edges of backrests.
- Follow the user instructions of the product.
- More safety instructions related to specific product categories are provided in the following section "Safe Use of Furniture".

### Protection from environmental factors

- Avoid direct sunlight, which can fade colours and weaken materials.
- Do not place furniture near heat sources (e.g. radiators, fireplaces).
- Protect furniture from moisture and temperature fluctuations, which can cause materials to warp, crack, or loosen joints. Do not leave furniture outside.
- Avoid furniture tipping over or getting crushed to prevent the product from being subjected to unusual, damaging or breaking forces.

### Protecting surfaces

- Use coasters, mats, and cloths to protect surfaces from hot, damp, staining, or scratching objects.
- Use felt pads or plastic protectors under the furniture legs to prevent its movement from scratching the floors.
- Regular inspection and maintenance.
- Check and tighten screws, joints, and mechanisms regularly to keep the furniture safe and usable for as long as possible.
- Clean surfaces of dust and dirt to prevent wear on finishes and upholsteries.

### Correct cleaning and care methods

- Only use cleaning methods and agents suitable for each material.
- Avoid strong chemicals, abrasive tools, and solvents unless stated otherwise in the instructions.

- Read more about possible material-specific care instructions.

#### Moving furniture

- Lift the furniture when moving. Pulling can damage the legs or joints.
- Protect edges and surfaces from bumps and scratches during transport and handling.

#### Recycling of packaging materials

- If you order the installation of products from Martela, the packaging materials will be removed and recycled properly by Martela.
- Sort the packaging cardboard and plastics for recycling.

## Safe use of furniture

The safe use of furniture requires the user to use the product properly and to regularly adjust the mechanical parts of the product. Do not use damaged furniture; instead, repair it as soon as possible. Take out of service any furniture that can no longer be repaired.

#### Chairs, sofas, and sofa tables

1. Check the condition of the chair regularly, including tightening the screws. This ensures that the joints of the chair remain strong and durable.
2. Do not use a chair, sofa, or sofa table as a step or ladder. Standing on furniture, especially on swivel or height-adjustable chairs, is dangerous and can lead to falls. Falling from a chair can result in serious injuries.
3. Do not allow children to play on chairs. Spinning, rocking, or climbing on a chair can cause pinching of fingers or result in falls from the chair.
4. Do not tilt the chair backwards or sideways in such a way that the wheels or legs lift off the ground. This may cause the structural parts of the chair to loosen or become damaged or result in the chair tipping over.
5. Do not apply pressure only on the front edge of the seat. Sitting on the front edge may cause the chair to tip forward. If you need to sit in a forward-leaning position, only use chairs that have a forward-tilting seat.
6. Do not place electrical devices on upholstered furniture. Electronics placed on upholstered furniture may overheat and cause a fire. Also, avoid contact with open flames or hot objects (e.g. candles and cigarettes).

#### Tables and storages

1. Assemble the furniture according to the assembly instructions.
2. The risk of cabinets tipping over must always be assessed according to the environment, the users, and the usage environment, ensuring the safety of users

even in situations of misuse. Particularly tall/narrow storage furniture is recommended to be secured to the wall to prevent them from tipping over.

3. Be careful not to pinch your fingers when opening and closing the storage furniture doors.
4. When installing electrically adjustable tables, check that the electrical connections are in good condition to avoid the risk of sparks that can cause fire. Connect the electrically adjustable table directly to the electrical socket, avoiding the use of extension cords. Ensure that the electrical cords are not trapped or stretched as the table moves from one extreme position to another. If the table gets stuck or the tabletop tilts, follow the separate instructions for resetting the table.
5. Regularly check that the furniture's fasteners and screws continue to be securely tightened and that the legs are firmly attached.
6. Do not use tables or cabinets as steps or ladders. Standing on a table or on top of a cabinet is dangerous and can lead to falls and serious injuries. This danger is particularly relevant for furniture with wheeled bases.
7. An electrically adjustable table must not be used to lift people or heavy loads.
8. If a storage unit needs to be moved, it must first be emptied of all loose items. The storage elements must be detached and moved one at a time.

### **Phonebooths and meeting modules**

1. Assemble the meeting module products according to the installation instructions. Especially during the installation of glass parts, be careful not to bump or scratch the glass to avoid breaking or developing hairline cracks along the edges, which can later lead to the breaking of the glass. The breaking of glass parts can create hazardous situations.
2. Always contact maintenance if there are any problems with the electrical components. The module socket must not be used for vacuuming.
3. Be careful not to pinch your fingers when opening and closing the meeting module doors.
4. Beware of tripping hazards when crossing thresholds.
5. Always use professionals when moving the modules, as understanding the structures requires special expertise.