





## The Beauty of Working with Haworth

True beauty is more than skin deep—and Haworth wood furniture offers much more than aesthetic charm.

Whatever the needs of your office—flexibility, technology support, aesthetics—we have a product line that fits the bill. You can choose from a wide selection of private offices, systems compatible furniture, conference tables, and multi-purpose tables in a variety of styles.

At Haworth, every piece of wood furniture is manufactured with an eye on environmental stewardship. Through innovative manufacturing techniques, recycling, conserving resources, and encouraging ecological forestry practices, we seek to replenish what we have used.



## The Beauty of Wood

Every tree is unique. So every piece of wood furniture will be unique. Your selection is a natural product that contains unique variations and characteristics, such as:

**Varying grain patterns and color** - Grain patterns are as individual as a fingerprint and can vary not only within a species but also within an individual tree. Even colors are distinctive, as different trees of the same species are affected by different growing conditions.

**Naturally occurring variations** - Depending on the species of wood, you may see figuring (horizontal lines across the grain), small spots and streaks, and other variations that occur naturally within wood.

**Flip** - As you walk around the workstation, you may notice a contrast between the surfaces. This is sometimes more obvious with worksurfaces in which the grain is at a right angle or on solid wood trim on a curved surface. This is because wood products naturally reflect light differently depending on the angle of the grain to the source of the light.

**Color changing** - It is natural for wood to change or fade and that transformation may lead to dramatic changes. The color changes will vary by species, stain color, and light exposure. This is most noticeable on light or clear finishes, particularly on Maple and Cherry. Those finishes will likely change substantially in the first three to six months.

Different species of wood change in different ways. Therefore, please consider the impact of color change when replacing or adding new furniture pieces, particularly if the pieces will be used with existing, older furniture. You may want to request a custom color match for darker finishes. However, because every piece of wood is unique, there will still be color and grain differences. All of these variations make each piece of Haworth wood furniture an original, one-of-a-kind “work of art” as well as a functional work tool. Please consider this as you select your new furniture.





## Wood Care

The individual characteristics and natural variations of wood make every piece of Haworth wood furniture one-of-a-kind. We've treated your furniture with quality finishes intended to preserve its unique beauty. Now it's your turn! By treating your wood furniture with a little tender loving care, you can extend its beauty and performance and maximize your enjoyment. Follow these guidelines, as well as any other care and maintenance guidelines provided for your specific products:

### DO:

- Clean all surfaces frequently with a soft, water-dampened cloth, wiping with the grain, followed by wiping with a dry cloth.
- Use coasters under hot objects such as coffeepots and cups (avoid temperature extremes).
- Lift objects to move them.
- Immediately remove all liquids on wood surfaces by blotting them dry. Moisture is not your furniture's friend!
- Use a protective desk pad (and remove periodically) under all writing areas and business machines.
- Level the product to prevent items from sliding across the surface and to allow better movement of drawer slides.
- Regularly move items around your surfaces to allow even sunlight to hit all areas of your furniture.
- Maintain consistent office environment with temperatures between 40°F and 90°F (4°C and 32°C) and relative humidity levels between 25% and 55%.
- Regularly maintain your wood furniture, including dusting, to avoid build-up of dirt and grime that can dull the finish. When you dust, use a damp cloth and follow the grain of the wood, while avoiding use of excessive amounts of water and not allowing water to stand on the wood surface.

### DON'T:

- Use paper towels as this will scratch the surface.
- Clean or wipe against the grain.
- Expose the furniture to extreme heat, cold, or humidity variations (keep away from radiators, air conditioning vents, humidifiers, fireplaces, etc.).
- Pull items across the wood as this will scratch the surface.
- Expose the furniture to strong and direct sunlight (this will accelerate changes in the color of the wood furniture).
- Leave items stagnant for extended periods of time on your surface, especially in the first 3-6 months.

- Use harsh solvents—they might cause the finish to deteriorate.
- Use glass cleaners or waxes.
- Allow water to stand on the wood surface.



## Questions?

Your local Haworth representative will be happy to assist you. Find them at [haworth.com](http://haworth.com). Be good to your wood furniture—and it will be good to you for years to come!



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