

Product Care and Usage

Thank you for choosing RGS Furniture

This piece of furniture was manufactured by RGS Global Sourcing. With minimal care, your furniture will provide you years of quality service. Your satisfaction is important to us. If you need assistance with any of the below instructions, please contact our customer service department at 866-816-9822 or email us at customerservice@rgsfurniture.com.

General

Your furniture should be dusted frequently using a soft, dry, lint-free cloth, dusting with the direction of the wood grain. Do not use chemicals or abrasive materials to clean surfaces. RGS also recommends the use of desk pads/mouse pads for high use areas to protect finishes.

Care of Laminate/Wood/Veneer Surfaces

Gently wipe the surface to remove any surface dust. Clean with a damp cloth and dry with a lint-free cloth. Do not use furniture polish that contains waxes and oils. Do not use bleach-based cleaners on laminate as it may cause discoloration. While laminate is durable and easily cleaned, avoid using hard bristle brushes which may scratch the laminate surface. Avoid sliding objects over the surface to prevent scratching. The use of coasters is recommended to prevent stains from liquids.

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.

Care of Leather/ Vinyl Surfaces

Dust only with a clean, dry, lint-free cloth. Do not use polish, wax, or liquid cleaner.

Care of Fabric Surfaces

Regularly clean your fabric with a vacuum or light brush. For spills, use a damp sponge to blot area. Follow up by blotting with a dry, clean towel. Let air dry. Do not rub or scrub. Heat should never be used when cleaning spills or stains. It can cause stains to set and become permanent.

Care of Plastic/ Polypropylene Surfaces

Clean with a mild soap-and-water solution applied to a clean, lint-free cloth. Gently wipe the surface to remove any surface dust. Wipe dry with a new, clean, lint-free microfiber cloth

Care of Hardware

Regularly tighten all nuts, bolts and fasteners. Inspect all joints and fittings to be sure that all are secure. Check and report missing hardware or loose joints.

Missing Parts? Assembly Questions?

Call us at 1-866-816-9822 or email help@rgsfurniture.com for immediate assistance.