Furniture handling, care & maintenance

healthcraft

April 2025

Furniture inspection schedule

Furniture

	Daily	Weekly	Monthly	Quarterly	Annually
Table legs - inspect for loose parts / movement			●		
Chair/lounge/sofa legs - inspect for loose parts / movement			●		
Timber dining chairs - full inspection (refer page 3)			●		
Upholstered furniture fabrics cleaned. (Spills to be cleaning immediately)		●			
Tables cleaned sanitised	●				

Outdoor products

	Weekly	Monthly	Quarterly	Annually
Table bases/table tops inspected for loose parts		●		
Table base adjustable feet checked for correct length	●			
Table bases (outdoors) inspected & cleaned	●			
Timber chairs/stools inspected & cleaned	●			
Timber chairs/stools inspected for loose parts or splitting		●		
Polypropylene / resin rattan chairs/stools/sunlounges inspected for cracking or splitting				●
Chair/stool feet wear				●
Tables/trolleys inspected & cleaned		●		

Upholstery Care

When cleaning upholstery:

- **Gently scrape off solids with a blade, blot off liquid soiling**
- **Warm detergent + water wash and gently rub with a soft brush (pH neutral detergent)**
- **Rinse clean with fresh water and dry.**

IMPORTANT

Pre-test any cleaning products on a small area before wide-spread use.

Keep away from sunlight, heat and vacuum regularly.

Do not machine wash, dry clean or use solvent based cleaners.

Use only white cleaning cloths.

Regular cleaning and acting quickly when tending to soiled upholstery will ensure the best longevity.

Never use hot water on protein based spills.

The use of Klinel wipes and sanitisers are acceptable to use on vinyl provided a fresh water wipe down is used after cleaning.

These instructions do not apply to fabrics which have not been supplied by Healthcraft Furniture or previously delivered furniture which may have differing cleaning characteristics.

BLEACH SANITATION / CLEANING

The majority of fabrics used in Aged Care Furniture upholstery fabrics and vinyls can be cleaned with up to 5% bleach* solution (50ml per litre). These fabrics typically have a waterproof backing and are known by brands including: Crypton, Tritan, Austex Fusion, Zircon Zem including the majority of Vinyls. For specific information on fabrics, please refer to your delivery docket or call Healthcraft Furniture. *Sodium hypochlorite 3-9%

Do not use bleach, solvent based or chemical cleaners on fabrics without backing, outdoor fabrics or fabrics with natural fibres.

Dining chairs

For optimal safety, longivity and hygeine, we recommend routine programmed inspections and cleaning of your chairs.

Correctly use of the chair:

• Chairs should be moved into position before the resident is seated. Chairs should not be moved while under the weight of a seated resident.

• If a chair needs to be moved, the resident should stand, the chair can then be moved, once in position, the resident can be seated. Should this method be incompatible with a residents physical capability, we recommend use of and alternate mobility chair with wheels.

• All four legs are to be in contact with the ground while under weight. Rocking on the chair will increase risk of failure.

• Actions such as pushing the chair or using knee to slide chair while resident is seated will void warranty. This type of action can place unreasonable pressure on chair joints and doesn't constitute normal use, as despite robust corner blocks to aid rigid construction this can place unreasonable pressure on chair joints.

• We recommend staff are trained in how to use the chairs in line with these instructions as part of their induction and ongoing training to ensure safety of residents, integrity of the chairs and that warranties are maintained.

What signs of wear and tear to look for:

• We recommended a programmed maintenance schedule to check the chair joints; screw fixings; glides every 2 months to ensure structural integrity and any issues addressed as needed.

• Operations staff should observe and identify any obvious issues as part of the daily cleaning routine.

• Dining chairs should be spot cleaned after each meal service with staff observing for signs of wear and tear.

• Chairs should be removed from use immediately if any issues are identified and referred for cleaning, repair or maintenance depending on the issue.

• The facility maintenance team can address non-structural issues on site inc luding:

- Cleaning of chairs.
- Tightening or any existing loose screws.
- Replacement of nylon chair glides.

Note, The use of replacement rubber or felt glides will void warranty as they place undue stress on the frame of the chair.

The joints shown below should be checked for movement and wear and tear.

Furniture

Tables

Your tables, with regular care and maintenance will provide many years of excellent service. All tables are to be lifted into place and not dragged as this could void the warranty. To maintain the quality finish please follow the cleaning and maintenance instructions set out below.

These instructions are provided as a recommendation without warranty, as the conditions and results may vary.

Solid timber and veneer

With regular care and maintenance your natural timber products will provide many years of excellent service. To maintain the quality finish please follow the cleaning and maintenance instructions below.

Cleaning Regular dusting with a dry soft cloth or light feather duster will avoid a build-up of grime, which will dull the surface finish.

Occasionally gently buff the surface in the direction of the wood grain with a soft lint free cloth and a light application of non-silicon polish such as Mirotone

Do not use silicon based cleaners such as Mr Sheen or any abrasive cleaners.

Maintenance All spillages should be removed immediately. Water or any moisture should never be allowed to remain on a wood surface.

To protect natural timber finishes use insulated coasters or place mats under hot, cold or damp objects.

Do not leave place mats or other items permanently on the table surface or fading can occur.

Do not expose to direct sunlight, near radiators, fireplaces or against air conditioning vents.

Laminates / Melamine

For general cleaning wash the laminate with a soft cloth in a mixture of warm water and diluted mild detergent. For heavier removal of food oils or finger marks use a mixture of warm water and diluted mild detergent with a soft bristle brush using a light circular motion. Rinse thoroughly and dry by gently buffing with a soft lint free cloth in the direction of the grain. In the absence of a grain gently buff in a circular motion.

When cleaning surfaces with water care should be taken to not allow the water to pool on a laminate or wood edge as this may degrade the bond and cause swelling.

Under no circumstances should steel wool, hot water, solvent or an abrasive cleaner be used. Use of polishes or sealers is not recommended, as these will over a period of time cause a residue buildup.

Marble

Marble should be washed often with clear lukewarm water and gently buffed dry with a soft cloth.

Glass

1. Regularly dust with a soft cloth or a light feather duster.

2. Clean with a recognised glass cleaner while following the manufacturers instructions.

3. Where the glass is inlaid ensure the cleaner does not migrate to surrounding wood or metal surfaces.

4. Frosted glass is susceptible to finger grease residue when touched. To clean use a recognised glass cleaner over the whole surface, which may need to wiped several time to remove dirt /grease out of the pores.

Powdercoated Metal

1. For normal cleaning wash surfaces with a soft cloth in mild detergent and lukewarm water.
Rinse throughly and gently buff dry with soft lint free cloth.

2. Scuff marks may be removed with an automotive soft paste wax or liquid while following the manufacturers instructions

Stainless Steel / Aluminium

For routine cleaning, wash surfaces with a soft cloth in mild detergent or soap and lukewarm water. Sponge, rinse with clear water and gently wipe dry in the direction of the polish grain with a soft lint free cloth.

Outdoor furniture

Polypropylene chairs

Polypropylene chairs & stools should be cleaned regularly to avoid dust/dirt accumulation, food contaminates and for general hygiene. We recommend using a non-commercial multi-purpose anti-bacterial cleaner and a soft cloth.
If furniture is predominately used outdoors it would be beneficial to use a non-commercial dishwashing liquid, with warm water applied with a sponge to the product to remove contaminates. In some cases with the above mentioned product it may be beneficial to use high pressure water to remove dirt build up.

All assembled tables and chairs should be fully inspected after the first week of use to allow for bedding in.
Adjust and tighten as required.

Metal outdoor and coffee table bases

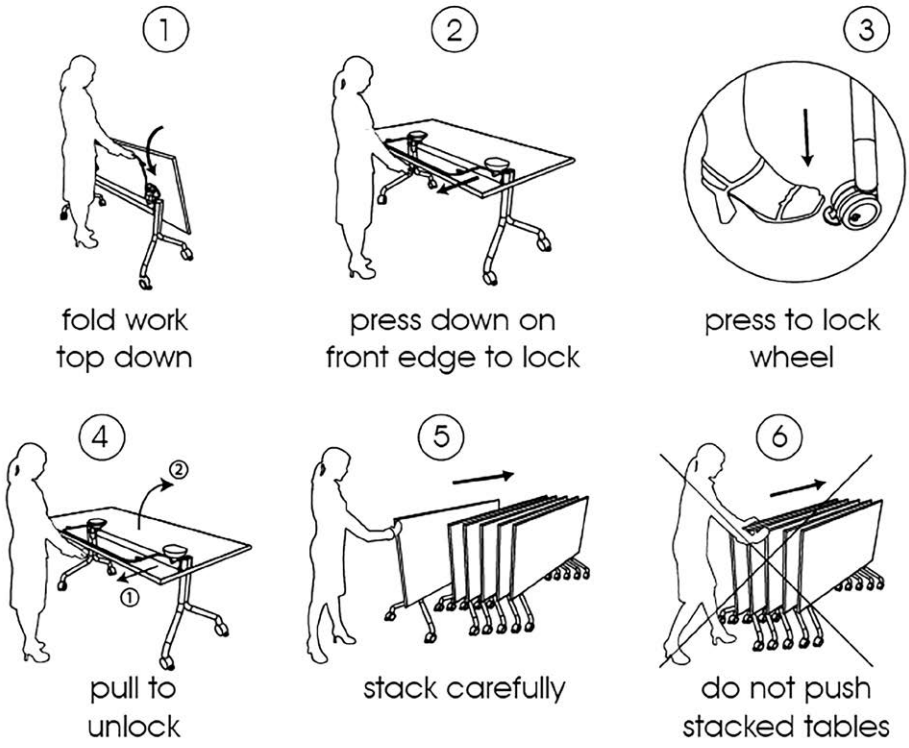
Metal table bases should be cleaned regularly to prevent any corrosion. This can be achieved by wiping down using non-commercial dishwashing liquid, with warm water applied with a sponge to the product OR using a non-commercial multi-purpose anti-bacterial cleaner and a soft cloth to remove contaminates.

Outdoor cushions

Outdoor cushion covers are to be hand washed. Commercial chemicals are not to be used to clean the cushions.

Folding tables

Table handling and stacking



Electric recliners

Be sure to position electric recliners away from walls to avoid abrasion to fabrics and additional stress being placed on the motors.

Ensure electrical cables are managed to avoid any risk of a trip hazard or cables being caught or impinging on the lift mechanism.

Please don't force the movement of the chair without the assistance of the motor as damage to the mechanisms and motor may occur.

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