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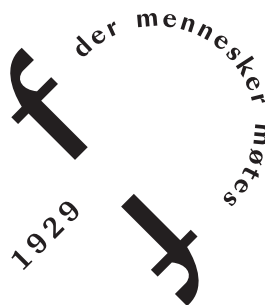
Quality and Maintenance Manual

We want you to enjoy your furniture for many years to come. If you follow our advice in this Quality and Maintenance Manual you contribute to prolonged life of your furniture.

We only use environmentally friendly materials and processes in our manufacturing unit in Ørsta Norway. Our goal is to manufacture furniture that can last for generations. All furniture made by Fora Form are made of FSC certified wood, manufactured according to ISO 14001, and has an EPD (Environmental Product Declaration) on all products. This ensures sustainability and a "cradle to cradle" philosophy.

We actively work to reduce waste. All packing materials and waste are being recycled according to Norsk Gjenvinning.

Congratulations
on your new
Fora Form
furniture



Wood is a natural material. Wood needs care, consideration and maintenance to keep its character and advantages.



Use, care and maintenance

To secure optimum life of your furniture, and for the 5 year warranty period to be valid, our Quality and Maintenance manual must be adhered to.

Fora Forms warranty covers defects in material and workmanship in all furniture, subject to the exceptions below.

The following are not covered as part of Fora Forms warranty:

- Accidental damage and normal wear and tear from use. (Especially regarding deteriorating look of leather and/or fabrics. Scratches, sun-damage, stains)
- Damage occurring during or arising from delivery and assembly.
- Damage resulting from neglect or abuse. Fora Form will assess the product for neglect or abuse and make a determination at its own discretion.

Please notify your dealer immediately if you discover a fault with your furniture. Furniture by Fora Form will normally need limited maintenance. Most of our collection is based on natural materials such as leather, wool, solid wood, laminated wood, plywood, MDF, Valchromat and veneer. These materials may change in volume especially if the in-house climate experiences rapid changes in temperature and/or humidity.

This means that all screws should be tightened:

- First after 3 months
- Second after 6 months
- Later on demand, if necessary

Furniture fabrics - use, care and maintenance

Regular maintenance:

Vacuum your fabrics regularly to prevent build-up of dust and dirt on the fabric surface. Frequent vacuuming with a soft brush will prolong the fabrics life. Remove spills and stains quickly. Mop up the excess liquid using a kitchen roll or a damp cloth.

Annual cleaning:

For annual cleaning we recommend using a foam detergent. Contact your dealer for guidance. Foam detergents are not recommended for use on vinyl fabrics.

Stain removal:

If you get a stain it is important to remove it as quickly as possible. Remove non-greasy stains by carefully dabbing with a lintfree cloth or sponge wrung out in warm water. Remove greasy stains by using appropriate detergents or solvents. Work from the edges and in. Always use a branded upholstery shampoo, or stain removers recommended for your fabric and type of stain. Be careful when using solvents; these could dissolve the upholstery materials beneath. Never use concentrated detergents or bleach, ammonia or soap intended for hard surfaces. Due to excess dye in dark jeans, they may leave stains on textiles; washing and cleaning may not always lead to satisfying results. If in doubt, contact your dealer or Fora Form.

Colour fastness:

We recommend to test stain-removal agents on an inconspicuous area first, to check that the colour of the fabric is not altered in appearance. Let the fabric dry completely before you proceed with cleaning.

Furniture fabrics - use, care and maintenance

Laminated fabrics

Laminated fabrics like Cover should be vacuumed regularly using a soft brush. Remove non-greasy stains by carefully dabbing with a lintfree cloth or sponge wrung out in warm water. Remove greasy stains by using appropriate detergents or solvents. Fabric must not soak in liquids to prevent damaging the foam and adhesive.

Faux leather

Wipe upholstery fabrics made from polyurethane/vinyl/faux leather with a dry or moist cloth. If using a detergent please note that residue from soap will expedite the wear down of the fabric. Some fabrics are suited for use of disinfectants. If using disinfectants or other chemical solutions, fabrics must always be rinsed swiftly afterwards with clean water. Foam detergents are not recommended for use on vinyl fabrics, please use special detergents meant for vinyl.



Furniture fabrics - cautions

Lightfastness:

Lightfastness is the resistance of dyes to the effect of sunrays and light. Please note that all fabrics will fade over time due to the influence of light. Fibers in the fabric will be weakened by sunlight. Place furniture away from direct sunlight. Protect your interior by using curtains, sunblinds, or other protectors. We recommend rearranging the furniture at intervals.

Damage from clothing:

Clothing with sharp details like studs, rough seams, belt buckles or zippers will increase wear and tear and may pull threads in the fabric.

Moisture and liquids:

The majority of fibers will weaken and change their properties in wet or moist condition. After cleaning or stain removal, let the fabric dry completely before use. Be careful when using solvents; these could dissolve the upholstery materials beneath. Never use concentrated detergents or bleach, ammonia or soap intended for hard surfaces. We recommend to test stain-removal agents on an inconspicuous area first, to check that the colour of the fabric is not altered in appearance.



Leather - use, care and maintenance

Natural product

Leather is a natural, living and classic material. Insect bites, wrinkles, pores and veins might be visible. These nuances reveal the leathers origin, the expression of its excellent quality and ability to age well. The leather changes, stretches, softens and gains patina with time.



Leather - cautions

Keep furniture upholstered in leather away from direct sunlight. Sunlight will dry the leather and cause it to become brittle. Furnace, fireplaces and other sources of heat, including dry air may also dry the leather. Armrests and neck cushions, areas that are exposed to grease and sweat might result in dark stains. Chemicals from hairgel and lotions can provide similar stains. It is important to remove these quickly. Dust may also damage the leather upholstery if not removed regularly.

Clothing with sharp details like studs, rough seams, belt buckles or zippers will increase wear and tear and may scratch or tear the leather.

Maintenance:

To perform the correct maintenance of your leather it is important to know the quality of your leather as semi-anilin or anilin/saddle leather should be cared for differently. If in doubt contact Fora Form or your dealer.

Here are some general guidelines and advise:

Leather is sensitive to natural elements like water, oil, heat, light and environments that are too humid or too dry. We recommend frequent vacuuming with a soft brush. We recommend annual major cleaning and treatment of your leather upholstery. Clean your piece of furniture before applying a nourishing or protective treatment. Nourishing treatment will prevent drying and cracking and prolong the life of your leather. Use branded products suitable for your type of leather. Do not use the furniture until the leather is completely dry.

Leather upholstery - stain removal and cleaning

Regarding liquid stains dab it immediately so the stain will not penetrate the leather. If the stain is there, give it some time, maybe the stain will sink into the leather in the course of time.

Always use a branded upholstery shampoo, or stain removers recommended for your type of leather and stain. Remove greasy stains by using appropriate detergents or solvents especially designed for use on leather. Remove non-greasy stains by carefully dabbing with a lintfree cloth or sponge wrung out in lukewarm water. Always work from the edges towards the center of the stain. Do not rub hard on the area as this might block the pores, leaving a shiny patch.

We recommend to test stain-removal agents on an inconspicuous area first, to check that the colour of the leather is not altered in appearance.



Materials

Laquered surface

Veneer is a natural wood material. Our veneer is cut. Variations in colour, patterns and hardness may occur. All our veneer is FSC certified. Surface is treated with water based UV laquer.

Valchromat is an upcycled tabletop made from resin and surplus products from the forestry industry, a plant-dyed MDF. Surface is treated with water based UV laquer.

For regular care we recommend using a damp cloth. If needed add a few drops of dishwashing detergents. Ensure to wipe surfaces dry with a clean dry cloth. Avoid detergents with abrasive effect, and detergents containing alcohol, chlorine or ammonia. Do not use furniture polish or cleaners that contain Silicone. Spillage must be removed quickly. No maintenance is needed.

Materials

HPL-laminate

HPL or solid High Pressure Laminate is manufactured by saturating multiple layers of kraft paper with resin. The boards are fused together under heat and pressure. Tabletops in this material are durable, decorative, and has a high level of impact resistance. For daily cleaning we recommend using a damp cloth. If needed add a few drops of dishwashing detergents. Ensure to wipe surfaces dry with a clean dry cloth. Avoid detergents with abrasive effect, and detergents containing chlorine, or highly alkaline/acid. Do not use furniture polishes or wax based cleaners. For stains use a solution of 50% vinegar and 50% water. Rinse with clean water and dry with a clean cloth. No maintenance needed.

Linoleum

Desktop Linoleum is a natural product based on linseed oil. Clean with a damp cloth and a PH neutral cleaner and wipe dry to remove any residues. Spillage must be removed quickly. We recommend detergents especially made for linoleum.

Treatment with Forbo Monel leaves a protective coating, and cares for the linoleum to prevent it from drying. Monel will also help restore the surface appearance and treat light surface scratches.

Materials

PUR-foam

PUR foam (Polyurethane foam) is a recyclable product, with warm, soft and anti-bacterial surface. Clean with a damp cloth and a PH neutral cleaner and wipe dry to remove any residues. Spillage must be removed quickly. Avoid detergents with chlorine, abrasive effect, or highly alkaline/acid. Do not use furniture polishes or wax based cleaners. Rinse with clean water and dry with a clean cloth. No maintenance needed.

Glass

We use tempered glass. Clean with a damp cloth, and use window cleaning detergents. Avoid abrasive detergents. No maintenance needed.

Steel/Aluminium

Clean with a damp cloth and a PH neutral cleaner and wipe dry to remove any residues. Avoid detergents with chlorine, abrasive effect, or highly alkaline/acid. Do not use furniture polishes or wax based cleaners. Rinse with clean water and dry with a clean cloth. No maintenance needed.

Materials

Powder coating /Epoxy coating

Powder coating provides a durable and environmentally friendly coating. Clean with a damp cloth and a PH neutral cleaner and wipe dry to remove any residues. Avoid detergents with chlorine, abrasive effect, or highly alkaline/acid. Do not use furniture polishes or wax based cleaners. Rinse with clean water and dry with a clean cloth. No maintenance needed.

If the coating is damaged by scratches they may be fixed by using laquer in the same RAL colour. Contact Fora Form for more information.

Plastic

We use recyclable coloured PP (Polypropylene) plastic for our furniture. Clean with a damp cloth and a PH neutral cleaner and wipe dry to remove any residues. Avoid detergents with chlorine, abrasive effect, or highly alkaline/acid. Do not use furniture polishes or wax based cleaners. Rinse with clean water and dry with a clean cloth. No maintenance needed.

A tip-off is to use an eraser to remove shoe stains on hard surfaces. Try on an inconspicuous area first.



Fora Form, quality and sustainability

Quality

Norwegian and Swedish Møbelfakta are accredited test facilities where furniture quality, strength, durability, flammability, safety, emissions and materials are tested and documented. A piece of furniture, which lives up to the three areas of requirements of Møbelfakta, has undergone extensive testing, is produced according to ethical guidelines and has been approved according to environmental requirements. Møbelfakta is a guarantee of high quality products. Almost all of Fora Forms collection is Møbelfakta approved.

Sustainability

Fora Form are ISO 9001 quality management, ISO 14001 environmental management and ISO 45001 occupational health and safety management certified. Sustainability is important for Fora Form.

Most of our furniture are EPD certified. An Environmental Product Declaration (EPD) is an independently verified and registered document (based on ISO 14025) that communicates transparent and comparable information about the life-cycle environmental impact of products.

We continuously work to sort and reduce our waste, and collaborate with Norsk Gjenvinning and Grønt Punkt (Green Dot Norway plc) regarding recycling of used packing materials.

All wood is FSC certified.

Our manufacturing unit in Ørsta use electricity that is 100% originated from renewable sources.





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