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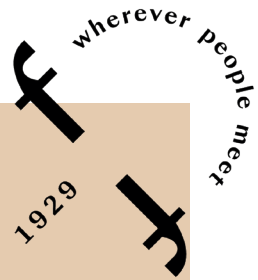


**Quality and  
maintenance manual**

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 furniture life.

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 is 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 debris are being recycled, according to Norsk Gjenvinning.



# Congratulations on your new Fora Form furniture

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



# Use, care and maintenance

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

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 the Fora Forms warranty:

- Accidental damage and normal wear and tear from use. (Especially regarding the deteriorating look of leather and 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 determine at its discretion.

Please notify your dealer immediately if you discover a fault with your furniture. Furniture by Fora Form will typically need little maintenance. Most of our collection is based on natural 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 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 the build-up of dust and dirt on the fabric surface. Frequent vacuuming with a soft brush will prolong the fabric's 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, removing it as quickly as possible is essential. Remove non-greasy stains by carefully dabbing with a lint-free cloth or sponge 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, bleach, ammonia, or soap for hard surfaces.

Due to excess dye in dark jeans, they may leave stains on textiles; washing and cleaning may only sometimes lead to satisfying results. If in doubt, contact your dealer or Fora Form.

## **Colour fastness**

We recommend testing stain-removal agents on an inconspicuous area first to check that the fabric's colour 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 the Cover should be vacuumed regularly using a soft brush. Remove non-greasy stains by carefully dabbing with a lint-free cloth or sponge 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 the soap will expedite the wear down of the fabric. Some fabrics are suited for the use of disinfectants. Using disinfectants or other chemical solutions, fabrics must always be rinsed swiftly afterward with clean water. Foam detergents are not recommended for 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**

Most fibers will weaken and change their properties in wet or moist conditions. After cleaning or stain removal, let the fabric dry thoroughly before use. Be careful when using solvents; these could dissolve the upholstery materials beneath. Never use concentrated detergents, bleach, ammonia, or soap for hard surfaces. We recommend testing stain-removal agents on an inconspicuous area first to check that the fabric's colour 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 leather's origin, the expression of its excellent quality, and the 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 dehydrate the leather and cause it to become brittle. Furnaces, fireplaces, and other heat sources, including dry air, may also dry the leather. Armrests and neck cushions, areas exposed to grease and sweat, might result in dark stains. Chemicals from hair gel and lotions can provide similar stains. It is essential 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 essential to know the quality of your leather, as semi-aniline or aniline/saddle leather should be cared for differently. If in doubt, contact Fora Form or your dealer.

Here are some general guidelines and advice:

Leather is sensitive to natural elements like water, oil, heat, light, and environments that are too humid or 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. Only use the furniture once the leather is completely dry.

## Leather upholstery - stain removal and cleaning

Regarding liquid stains, dab them immediately so the stain will not penetrate the leather. Give it some time if the stain is there; it may sink into the leather over time.

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

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



# Materials

## Lacquered 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. The surface is treated with a water-based UV lacquer.

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

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 effects 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 under heat and pressure. Tabletops in this material are durable, decorative, and have high 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 effects and detergents containing chlorine or highly alkaline/acid. Do not use furniture polishes or wax-based cleaners. Use a solution of 50% vinegar and 50% water for stains. Rinse with clean water and dry with a clean cloth. No maintenance is 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

## Glass

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

If scratches damage the coating, they may be fixed using the same RAL colour lacquer. 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 is 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 conditions. Møbelfakta is a guarantee of high-quality products. Almost all of the 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 essential for Fora Form.

Most of our furniture is 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 used packing materials.

All wood is FSC certified.

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





## Fora ReForm

A lot of furniture is discarded because we lack opportunities to repair, modernize and preserve original, timeworn pieces. Fora ReForm is a new way to give your Fora Form furniture the longest possible life. Using only original parts, we'll guarantee your product's quality and look, increasing its second-hand value, prolonging its life cycle, and protecting its originality.

With Fora ReForm, we're creating a sustainable lifecycle, from raw materials to use, reuse, and recycling. This prevents furniture from being thrown away because of a worn cover, broken armrests, or an outdated look. This is why Fora Form, as the first furniture manufacturer in Norway, is now implementing a system for updating and reusing original furniture. Your pieces will be picked up and sent to one of our certified Fora ReForm partners for repair and renewal.

By repairing and reusing Fora Form furniture, you'll reduce your CO2 footprint by 50-70 percent compared to buying a new piece. You'll receive refreshed and upgraded furniture with a new five-year warranty. We'll also issue a new environmental declaration (EDP) for your reformed Fora Form product, documenting its actual CO2 footprint and the environmental benefits of Fora ReForm.



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