general information

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teknipaint & teknistain

teknipaint

A TekniPaint form is required if the customer requires a custom paint color.

The color matching procedures will take a minimum of 10 working days.

Standard lead times apply once customer approved sample is received by Teknion Customer Service Representative.

using the teknipaint

Prior to placing the order, Dealer submits the color match sample (minimum size 2" x 2") to Teknion Customer Service Representative in conjunction with a completed TekniPaint form.

After the color match process is completed, two (2) samples are returned to the Customer Service Representative who forwards them to the Dealer with a sign-off sticker, attached to the back of the sample, for approval by the customer.

Customer formally signs-off on the color samples by signing the attached sticker.

Dealer returns one (1) of the customer approved samples to a Customer Service Representative or a fax of the signed off sample to Teknion.

Dealer submits the order, quoting the paint name and paint number as indicated on the customer sign-off sticker.

Teknion products included in this program:

- Panels and Supports
- Providers, Overheads & Active Storage Products
- Electrical Products
- Pedestals, Lateral files & Storage Cabinets.

TekniPaint forms and information on how to use these forms can be found at www.teknion.com/products for your printing convenience.

teknistain

A TekniStain form is required if a Teknion Wood product is needed in colors outside our standard offering.

To order a Custom Wood Stain, follow these instructions:

If specifying a custom color for Seating, use code NOCWS.

If specifying a custom color for District, Interpret, Leverage, Marketplace, or Expansion Casegoods, use code ZOCWS.

If specifying a custom color for Dossier, Table&Conferencing and Executive Casegoods, use code ZCCWS.

Forward a TekniStain form to your Customer Service Representative along with two color samples. Allow two (2) weeks for the TekniStain approval process. The Custom Wood Stain sample must be signed off prior to placing product order. The total lead time will begin once final approval samples have been received from customer to Teknion.

using the teknistain

Teknion requires dealer or client to supply one (1) TekniStain form for each color being custom matched.

Include three (3) for U.S./two (2) for Canada minimum 3 x 3 color samples for each color being submitted for Custom Wood Stain

Teknion will provide customer with two color samples for each TekniStain submitted. The customer must sign the back of the approved sample. The second sample to be kept for customer reference.

TekniStain forms and information on how to use these forms can be found at www.teknion.com/products for your printing convenience.

care & maintenance

Regular cleaning of your furniture system will maintain the appearance and optimize the long term return on investment.

teknion dna™

Due to the unique shape and size of **dna** and the inherent properties of some fabrics, mild creasing or puckering may result and is not considered a quality issue by Teknion. In most cases, the fabric can be smoothed-over by hand to improve the appearance.

teknion aluminum anodized wall products

Cleaning

- Wipe down your Anodized Aluminum surface with a damp sponge to remove general surface dirt. This will not eliminate stains or scratches, but will help to prevent dust and dirt buildup. Dry the Aluminum with a towel to prevent water spotting.
- With signs of black oxide from rubbing abrasion, squeeze one or two drops of mild dishwashing detergent into a cup of water. Apply the soapy water to an abrasive sponge and scrub the Aluminum vigorously. Anodized Aluminum requires an abrasive touch with a gentle cleaning solution, as many harsh cleaning products will react with the Aluminum.
- Rinse the Anodized Aluminum surface with clean water and then dry it with towels. Use long strokes and avoid changing directions for best results. If this method fails to thoroughly clean the Aluminum, proceed to contact Teknion.

An oil product could mask some stains temporarily; you may experience the stain returning after the oil flashes off. Because of time constraints we mix Isopropyl Alcohol to our water mix in order to speed drying. Not rubbing alcohol because it will contain a moisturizer to counter drying the skin.

whiteboard

Cleaning

We recommend that you erase your whiteboard after every use.

If you need to leave the content on your board then we recommend that the whiteboards should at least be cleaned weekly with the wet whiteboard cleaner recommend by the related marker manufacturer.

Cleaning your whiteboard will remove the chemical build-up that can occur with repeated use of dry erase markers. This can help maintain your whiteboard.

Maintenance

Use Dry erase markers only. All dry erase markers can write legibly on a whiteboard surface, but not all will erase properly due to their composition. Do not use low odor dry erase markers or permanent (indelible) markers. The use of proper markers can help avoid staining or ghosting.

Follow the Cleaning recommendations. It is recommended that the whiteboard is erased daily using an eraser designated for use with dry erase markers from the marker manufacturer. We also recommend that a complete cleaning is performed at least once a week with the wet whiteboard cleaner recommend by the related marker manufacturer.

To remove permanent marker. Write on top of the permanent marker, erase with a dry eraser,using a dry erase marker, and then clean with the wet whiteboard cleaner recommend by the related marker manufacturer.

Ghosting Issues

Faded content that remains on your whiteboard after erasing/cleaning is commonly known as ghosting.

To help avoid ghosting, do not use permanent or non-dry erase markers. Avoid using red and orange markers for easier cleaning and to reduce the likelihood of ghosting.

In order to avoid ghosting use our cleaning and maintenance recommendations. If ghosting remains try of the following actions to remove:

Apply whiteboard cleaner and wipe entire whiteboard with a paper towel, and let dry. Use Mix Joy® dishwashing detergent with warm water and apply to the whiteboard using a paper towel, then wipe dry with a clean cloth. Repeat as necessary.

If ghosting or staining remains, you could use a small amount of rubbing alcohol on a clean, soft towel.

care & maintenance

metal & plastic

Wash surface regularly with mild soap and water. Dry with a clean cloth or soft paper towel to prevent soap streaks.

source laminate & fascia laminate

In order to maintain the life and appearance of your thermally fused melamine panels, follow these guidelines:

- May be easily cleaned using a mild, non-abrasive, all purpose cleaner and a soft cloth. Coffee, tea or other difficult stains may be removed using a mild household detergent or a paste of baking soda and water (note: 10-20 strokes should remove most stains, excessive force or scrubbing may damage the surface).
- Abrasives such as scouring pads or gritty cleansers may permanently dull and /or scratch the surface and result in future staining.
- Do not place hot cookware, dishes or objects onto the surface. Knives and other sharp objects used directly on the surface can also be damaging.

foundation laminate

High pressure laminate (HPL) surfaces are highly resistant to wear, scratching, boiling water, food acids, alcohols, oil, grease and ordinary household chemicals.

General Care

Surfaces will retain their original appearance indefinitely when these simple precautions are followed:

- Wash surface with a non-residual, streak free cleaning product such as glass cleaner (ammonia based cleaner) to remove residue (oils, fingerprints, glass rings, smudges and smears).
- To remove superficial stains which may not be easily removed with soap and water, use a non-abrasive liquid cleaner.
- Use of an eraser can assist in the removal of ink marks.
- Avoid gritty or abrasive liquid cleaners and cleansing powders.
- Avoid bleaching cleaners and cleansing powders.
- Use a wooden cutting board when cutting, slicing or chopping.
- Use a trivet or hot pad under appliances.

flintwood & natural veneer

Teknion furniture is built to strict specifications to ensure many years of exceptional use. Like all natural products, Teknion wood surfaces may vary slightly in grain texture and color. Because each piece of furniture is unique, minor variations between pieces can be expected.

The beauty of Teknion's veneer is enhanced with a clear top coat which is not affected by most liquids found in offices or homes. This finish contains inhibitors to help prevent pigments from fading. However, like any wood product, the finish will fade with prolonged exposure to intense light.

Cleaning & Polishing

To clean, simply wipe the surface (in the direction of the grain) first with a dry cloth. Circular or sideways rubbing can adversely affect the appearance of the wood finish. If the surface is exceptionally dirty, add a mild soap solution to the water. Waxes and furniture polishes should be avoided as they may result in buildup or may deepen the gloss of the furniture.

General Care

- Remove any spilled liquids immediately with a blotting rather than a wiping action.
- Do not drag objects across finished surfaces.
- For chips, scratches or unusual damage, professional repair may be required.
- Avoid exposing the surface to extreme heat, cold or humidity.
- The surface finish may be burn-resistant but the wood beneath the finish is not and can be charred (e.g. by a burning cigarette).
- Exposure to strong sunlight should be avoided. The surface finish is fade proof but the wood beneath may change in color from extended exposure to sunlight.
- Place a desk pad under mechanical equipment. Rubber and oil will permanently mark the surface.
- Dust the surface frequently with a clean, soft, dry cloth.

solid surface

Routinely clean with a damp cloth. If a stain develops, wipe it with soap and water, or if you prefer wipe it clean with glass cleaner.

Do not expose your solid surface worksurface to harsh chemicals.

For tough stains, apply an abrasive cleanser and buff with a Scotch-Brite® pad using a circular motion.

care & maintenance

marble

Marble has a sealer to help protect the natural stone from staining and to prevent discoloration.

The surface of natural marble is very porous and easily absorbs moisture. Use coasters under all glasses, particularly those containing alcohol or citrus juices. Many foods and drinks contain acids that will etch or dull the surface. Do not place hot items directly on the marble surface.

Wipe off stains or spills immediately with water and a clean soft cloth a mild soap can be added to the water. Dry with a soft clean cloth or soft paper towel to prevent streaks. Do not use cleaners or abrasive cloths.

To keep the beauty of the marble surface a sealer should be applied yearly.

glass elements

With proper care, glass panels will retain their clarity indefinitely. Care should be taken against scratching or contact with very hot objects that might mar the surface.

Cleaning

Wipe glass elements with a mild soap or detergent and lukewarm water. Use a clean soft cloth, applying only light pressure. Rinse with clean water and dry by blotting with a damp cloth or chamois.

Grease, oil or tar may be removed with a good grade of hexane, aliphatic naphtha or kerosene. These solvents are available at paint and hardware stores.

Follow the manufacturer's recommendations.

Any oil film left by solvents should be removed immediately by washing.

Do Not Use window cleaning sprays, kitchen scouring compounds or solvents such as acetone, gasoline, benzene, carbon tetrachloride or lacquer thinner on glass elements.

Dusting

Dust with a soft, damp cloth or chamois. Dry or gritty cloths may cause surface scratches.

Polishing

Protect the glass elements and maintain surface gloss by occasional waxing with a good auto paste wax. Apply a thin, even coat with a soft clean cloth and polish lightly with cotton flannel. Then wipe with a damp cloth to help eliminate electrostatic charges that can attract dust particles.

Back Painted Glass

To maintain back-painted glass products, gently clean, do not scrub, with a soft, clean, lint-free cloth and soap and water solution. Do not use paper towels; their fibers can adhere to the finished surface.

Do not use window cleaning sprays, kitchen scouring compounds or solvents such as acetone, gasoline, benzene, carbon tetrachloride or lacquer thinner on back-painted glass.

altos/optos glass

Use a wash solution that includes a mild soap and detergent, or a slightly acidic cleaning solution (vinegar and water). A product like Windex can also be used. Do not use harsh cleaners, abrasives or alkaline materials.

Use clean, grit-free cloths, together with the wash solution, to clean the glass. Care must be taken to ensure that gritty dirt particles picked up by the cloth do not scratch the glass. Do not use metal scrapers or tools to remove stubborn materials or stains.

Immediately follow the washing with liberal amounts of clean rise water (for best results use distilled water).

Promptly remove excess rinse water with a clean, good quality squeegee. Debris must be removed from the squeegee to prevent possible glass damage.

skyline glass

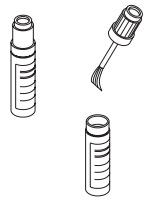
DO NOT CLEAN ETCHED AREAS PRIOR TO 30 DAYS AFTER INSTALLATION! To maintain the glass, gently clean - do not scrub - with a clean, soft, lint-free cloth and 4: 1 mixture of water and vinegar. DO NOT USE AMMONIA-BASED CLEANERS! Do not use paper towels; their fibers adhere to the etched surface and they will affect the protective quality of the Etch Sealer. Harsh scrubbing and/or abrasive cleaners may damage the protective sealer and void your warranty.

touch-up kits

Teknion offers two types of Touch-Up Kits; a bottle with brush (paint) or a crayon, depending on which finish the product is applied.

KT100 – Bottle with brush is available for:

Foundation
Mica
Accent
Filling & Storage Paint Colors

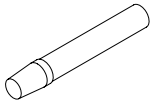


KT401 – Crayon is available for:

Fascia Laminate
Flintwood
Natural Veneer

KT402 – Marker is available for:

Flintwood
Natural Veneer



Ordering Touch-Up Kits:

Touch-Up Kits can be ordered through the Leverage product line specification software.

touch-up kit directions

Before You Begin

Make sure the surface is clean, dry and free of grease and oil. If needed, use a mild solvent and a clean cloth to wipe down surface. NOTE: Touch-Up should be used on small nicks and scratches only. it is not meant for large areas or deep gouges.

How to Use the Small Brush (KT100)

Always shake the bottle for at least one minute after the mixing balls begin to rattle. If the product is not adequately mixed, the color of the paint will not be correct. (Do not try to get all of the residue on the bottom of the bottle; it will never totally blend). Make sure that the product is capped tightly before shaking.

Dip brush into the bottle as far as it will go.

Slowly remove the brush from the bottle. The brush wiper which is mounted in the bottle opening reduces the opening diameter and helps to wipe excess paint from the brush. This eliminates dripping paint from the brush after removing it from the bottle.

Brush paint on with smooth strokes. Use very slight pressure when touching the brush to the substrate. Avoid retouching the wet paint film with the brush after it is applied. Do not try to retouch applied paint after paint has set up for more than 2 minutes.

When finished, recap the bottle.

How to Use the Crayon (KT401)

Apply by simply rubbing the semi-hard compound into the defect or damaged substrate or finish in a variety of directions.

Once applied, and slightly overfilled, the excess filler is removed by carefully leveling off using a semi-flexible plastic leveling card. An old bank card works sufficiently for this step. To finish off the task, use a soft lint free cloth for wiping off any further excess material from the area being worked on. Paper towel can also be substituted for a lint free cloth and this purpose.

How to Use the Marker (KT402)

Shake marker thoroughly to get full color strength. Depress the nib to begin material flow. Do not overload the nib with material. With light strokes, slowly apply color to the damaged area being careful not to "puddle" the material. Gently feather the applied material with a finger to blend the color in with the surrounding area.