

Wood Veneer Care and Maintenance

Veneer is a natural wood product which can require more attention than other decorative wood panel surfaces. When veneers are properly cared for, they will last a long time, providing years of enjoyment and use.

To maintain the integrity of your DWP products, please follow the cleaning procedures outlined in this document.

These instructions for the maintenance and care of your DWP products are provided to you as a service. No warranty is expressed or implied herein.

Solid Wood & Wood Veneers

This section references DWP panels finished with a wood veneer or a re-cut wood veneer, and applies to both horizontal and vertical surfaces.

Routine Maintenance & Care

Normal Cleaning

- Dust regularly with a slightly damp, microfiber cloth
- Wipe dry in the direction of the wood grain.
- Spills should be immediately cleaned

Once a month

- Clean the surface with a soft cloth dampened with a quality cleaner formulated for wood panels.
- Wipe the surface in the direction of the wood grain to remove dirt and fingerprints.
- Wipe dry with a clean, dry cloth.

Twice a year

- Apply a good quality furniture polish with a soft cloth.

Do not use aerosol-powered cleaners or polishes.

Also, do not use polishes containing waxes or abrasives, or polishes that are oil based.

Stains

DWP wood veneers are fabricated to resist wear, light, stains, water, and pressure.

To reduce the risk of damage, take some precautions:

- Use coasters for glasses and mugs.
- If a glass top is added to the horizontal veneer surface, be sure it rests on felt pads.
- Don't place a potted plant on a veneer surface unless it's in a water-tight container or in a drip tray.
- Don't let vinyl binders stay on a surface for very long.
- Use protective pads under equipment with "rubber" cushioning feet. Some chemical compounds

- used in the feet on office equipment, such as printers and monitor stands, may leave permanent stains or marks.

Minor Repair of Water Rings, Stains, & Scratches

- Rub the surface lightly in the direction of the wood grain using No. 000 steel wool.
- Apply a scratch-removing polish with a color and value that simulate the veneer.

If the scratches are deep, consult a professional furniture refinisher.

Other Damage

Wood is susceptible to bruising and scratching from heavy office equipment, so we encourage a protective surface is placed underneath.

Objects should be lifted instead of dragged across a surface.

Protective pads should be used under items with a rough bottom, like pottery.

Denting, caused by extreme pen pressure when writing, can also damage veneer.

Use desk pads or some other protection where a lot of paperwork is done.

Sunlight can damage veneer as well, so veneer surfaces should not be in direct sunlight.

To help a surface age evenly, users can periodically move items on their desks so that the entire surface is exposed to an even amount of light over time.

In addition to light, extremely high or low humidity is a damaging environmental factor.

DWPanels suggests maintaining a relative humidity between 35-65 percent.

Oiled Wood & Veneer

Routine Care

- For normal cleaning, dust furniture daily with a slightly damp, soft, lint-free cloth.
- Wipe dry with a dry, soft cloth in direction of the wood grain.
- To maintain the oiled veneer, very lightly brush wood areas with a fine Scotchbrite pad moving in the direction of the grain to open the pores of the wood and remove fingerprints and dirt.

Never use wax-based products (i.e. Pledge or Endust), aerosol-powered cleaners, polishes, waxes, abrasive cleaners, or oily polishes.

Oiled Finish Maintenance

Only apply oil when the product surface is dry

To oil DWP wood panels, prepare the product prior to applying the oil:

- Rub the entire surface with No. 000 steel wool in the direction of the grain to remove small surface marks, light scratches, and any build-up from previous oiling.
- Improve the appearance of deep scratches nicks by sanding the wood veneer lightly with no. 360 grit sandpaper in the direction of the grain.
- Use caution on veneered surfaces to avoid sanding through the veneer.
- Apply small amount of gunstock (boiled linseed or tung) oil to a clean, soft, cotton cloth.
- Wipe small sections at a time in direction of grain using a circular motion until the entire veneer is coated.
- Be sure to apply oil to all exposed edges of the veneer.

NOTE: Only apply oil on veneer surfaces.

Immediately wipe off any oil that makes contacts with leather, plastic, or metal parts.

Wipe off excess oil with a clean, soft, dry cotton cloth and smooth in the direction of the grain.

- Within 10 minutes, rub again with a soft dry, clean cloth until the entire surface is dry.
- After about three hours, polish with a soft dry, clean cloth.
- Allow the oil to dry for 24 hours before sitting in it to avoid transfer to clothing.
- As the oil builds over time, the period between applications will extend.
- Only apply oil when the product is dry.

NOTE: Properly dispose of rags used with oil as they can accidentally combust.

Rinse oily rags with water and hang over a line to allow air to get to all fibers.