

How to get long life from your Office Chair:

High-quality Ergonomic Chairs are an investment in your Workspace. If well-maintained and used correctly they will last for many years. Lifespans of Office Chairs can also be influenced by the quality of Construction and Usage.



Maintaining your Chair is not Rocket Science.

These **Simple Steps** help extend your investment so that you can enjoy your Chair for a longer time:

Regular Cleaning

- ☑ **Clean Chair surfaces:** Fabric Chairs require vacuuming to remove loose dirt and debris or spot cleaning with water or mild detergents. Leather or Vinyl Chairs may require specialised cleaners or treatment by Professional Cleaning Services.

Ask your supplier if you are not sure what applies to your chair.

- ☑ **Clean Castors:** Castors can stop rolling, break and cause strain to bases or gas-lifts if they collect grime such as hair, fibres and dust; they require regular inspection and removal of blockages.



Check and tighten Screws

- ☑ **Inspect your Chair** at least every 6-12 months for loose screws and bolts, especially under the seat and around the arms and back.
- ☑ **Tighten loose Screws** to ensure stability and prevent further damage. Replace missing screws.

Address Functional Issues

- ☑ **Squeaking:** Identify the source of the squeak and lubricate affected area with Silicon Spray or similar fluids (Do not use Oil).
- ☑ **Gas Lift Malfunction:** If the chair's height adjustment is faulty - e.g.: dropping in height when sat on or not moving at all, it may require replacement of the gas cylinder.
- ☑ **Castor Issues:** Check for broken or damaged castors and replace as needed. Always use castors suited to your specific hard or soft-floor surface. Contact us if you are not sure.

General Recommendations:

- ☑ **Avoid Direct Sunlight:** Sunlight can fade and damage chair materials.
- ☑ **Use Chair Mats:** Chair Mats can protect your flooring and the chair's base.

Contact us for assistance with repairs or replacements of components: 03 5333 5977