

# **Office Furniture Maintenance Guide - Kerala & Goa**

## **Office Furniture Maintenance Guide**

Practical maintenance tips to extend the lifespan of office furniture in Kerala & Goa.

Compiled by Surya Enterprises.

### **Why Proper Maintenance of Office Furniture Matters**

Proper maintenance helps extend the life of office furniture, maintains a professional look, and ensures comfort and safety at work. Especially in humid or coastal climates like Kerala and Goa, regular care prevents rust, mold, and material degradation.

### **General Office Furniture Maintenance Tips**

#### **Regular Cleaning and Dusting**

Use microfiber cloths to dust surfaces weekly. For wood, use furniture polish. For metal, a damp cloth with mild soap. Fabric chairs should be vacuumed regularly.

#### **Preventive Measures to Avoid Damage**

Use coasters for drinks. Don't overload desks or drawers. Keep furniture away from direct sunlight and moisture-heavy areas.

#### **Checking for Loose Bolts and Fittings**

Tighten screws, nuts, and bolts every 3-6 months on chairs, desks, and cabinets. Look for signs of wobbling or squeaking.

#### **Upholstery and Cushion Care**

Leather: Wipe with a damp cloth and condition monthly. Fabric: Use upholstery cleaner and vacuum weekly.

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Avoid over-scrubbing or soaking.

## **Maintenance Guide for Specific Office Furniture Items**

### **Office Chairs**

Clean the wheels regularly to remove hair and dust. Adjust lumbar support and check hydraulic lift functionality. Wipe mesh or leather backs as per material.

### **Desks and Workstations**

Avoid putting hot items directly. Use desk pads to prevent scratches. Polish wooden desks every few months.

### **Filing Cabinets and Storage Units**

Lubricate drawer tracks annually. Declutter and label files. Don't force drawers if they're stuck.

### **When to Replace Office Furniture?**

If you notice reduced comfort, structural damage, or wear that affects usability, it may be time to replace your furniture.

### **Conclusion**

A clean, comfortable, and well-maintained office improves productivity and staff morale. It also reflects positively on your company to visitors and clients.