

## Maintenance and Cleaning Instructions

One of the best characteristics of Maars's relocatable partitions is the low level of maintenance required for long-term durability.

The first part of the manual contains the cleaning instructions. The second part describes how parts of the partitions can be replaced and or adjusted.

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## 1 Cleaning Instructions

The partitioning system is almost maintenance free. General daily cleaning is recommended for removal of normal office dust etc.

### 1.1 Partition framework

Wipe down with warm soapy water and a damp cloth. Never use abrasive cleaning creams, sandpaper or alkaline substances such as washing soda.

### 1.2 Glass panels

Wipe down with warm soapy water and a damp cloth. Never use abrasive cleaning creams, sandpaper or alkaline substances such as washing soda.

### 1.3 Metal panels

Wipe visible dirt off the metal panels with a soft and dry cloth. Then mix some Hyprox with water and spray this on a clean cloth to wipe down the metal panels. Hyprox is a cleaning agent designed especially for metal panels. Do not spray Hyprox directly on painted wall surfaces. With this liquid, fingermarks can be easily removed.

Attention: Make sure to wring out the cloth thoroughly, never use a wet cloth.

### 1.4 Plasterboard panels

Because of the high quality of the Durafort top layer on plasterboards, these panels are almost maintenance free. Most stains can be removed with water and a little detergent. Always finish off with a damp cloth and clean water. Never use abrasive cleaning creams, sandpaper or alkaline substances such as washing soda. Please check the following list to see how certain stains can be removed.

#### **Liquids**

Tea	water
Coffee	water
Chocolate milk	water
Fruit juices	water
Wine	water
Spirits	water

#### **Clean with**

#### **Food**

Tomato puree	water and detergent
Chocolate paste	water and detergent
Egg	water and detergent
Oil, butter, grease	water and detergent
Salad cream and sauces	water and detergent
Ice cream	water and detergent
Chocolate	water and detergent

Try to remove fingermarks or light stripes with an eraser first.

### 1.5 Doors

Laminated doors, undamaged painted doors and undamaged veneered doors can be wiped down with warm soapy water and damp cloth.

### 1.6 Ironmongery

#### *Lift-off hinges*

- a. When installed correctly in accordance with manufacturer's instructions, these items are maintenance free.
- b. Do not apply graphite or other types of grease between working surfaces.
- c. In case of painted hinges, add some non-graphite high pressure ball bearing grease to the pin of the hinge; after that the hinges are maintenance free

#### *Door closers, locks and latches*

When correctly installed in accordance with manufacturer's instructions, these items are maintenance free.

## 2 Replacement instructions

### 2.1 Glass panels

If a glass panel of a Maars partitioning system is damaged or broken, it can be easily replaced on site. Remove the complete element with the damaged glass panel.

Both steel and aluminium frames can be opened by unscrewing the profiles at the corner connections. While doing this it is advised to put the frame on its longest side in vertical position. Once one of the profiles has been disconnected, the damaged glass panel can be removed from the element and a new glass panel can be installed.

Attention: Please be careful! Wear protective gloves when replacing the glass panel to avoid injuries. This also avoids fingerprints on the inside of the glass.

### 2.2 Metal panels

To replace a Metaline panel use a suction cup and place it on a corner of the panel preferably at the top and pull the panel out of the clamping stud. Repeat this on the other side of the panel and then remove the complete panel.

### 2.3 Plasterboard panels

Plasterboard panels can be replaced by first removing the cap or infill from the omega profile and then unscrewing the omega from the wall. After replacing the panels, the omega profile can be screwed back in to place and the infill or cap re-inserted in the omega profile.

## 2.4 Doorframes and window frames

Damaged door or window frames jambs and sills can be replaced as follows: remove the complete element that holds the damaged part. Place the complete element somewhere safely on the ground.

In the case of window frames follow instructions as described under 2.1 first. Once opened, the damaged profile can be replaced. After replacing the profile, lockup the element and install into the partition.

Attention: Please remember there may be color deviations between the old profiles and the new ones.

### 2.4.1 Adjusting the door leaf

The door frames are provided with adjustable standard lift-off hinges, each hinge contains 5 screws. To adjust the height, unscrew the screws of the hinge holder in the door frame slightly. Correct the door position by moving it up or down. Make use of synthetic wedges underneath the door to position it correctly and fasten the screws. Repeat this procedure for the other hinges starting at the top hinge first.

To adjust the depth, unscrew the hinge part on the door leaf one at the time. Adjust the hinge by adding or removing one or more of the shims that comes with the door when supplied. Screws fix the hinge to the door leaf.

## 2.5 Doors

### *Damaged painted doors*

- a. Should be repaired using a suitable filler, the damaged area and the rest of the door should then be lightly sanded to provide an even base, using suitable grades of sandpaper before undertaking repainting.
- b. When repainting, avoid color/shade variations by re-applying to the total surface area of the door.
- c. A change in the topcoat color may require the application of a suitable undercoat

### *Damaged veneer doors*

- a. If several areas are damaged, they may require re-coating with a clear varnish; in such cases, first remove all traces of wax, grease or dirt, and sand lightly to provide an even base.
- b. Apply a satin varnish. When dry, rub gently with 00-grade wire wool to remove any irregularities and to even up the appearance.