



# Care and Maintenance Guide

At Bureau, we prioritize strategic design and quality materials to create lasting furniture. Our research-driven approach ensures the longevity and sustainability of our products. Use these tips to optimize your experience.

# Cleaning Your Booth

Our booths are designed to be low-maintenance and only require periodic cleaning to keep them functioning optimally. This guide provides detailed instructions on how to maintain your booth. If you have any concerns or questions, please feel free to contact [info.ca@withbureau.com](mailto:info.ca@withbureau.com) for prompt assistance.

	<b>Do</b>	<b>Pro-Tip</b>	<b>Don't</b>
PET Panels	Use low suction for regular vacuuming; clean with water or upholstery detergent; wipe dry with a damp cloth	Treat stains gently; always test disinfectants in a small area first	Don't expose to direct sunlight or use high-pressure sprays; avoid chlorine-based bleach or products with high alcohol content
Chairs	Clean casters with a vacuum; tighten screws regularly; use mild cleaners on chair bases	Check mechanisms monthly to keep movement smooth and extend lifespan	Don't let dirt build up in wheel mechanisms or overtighten screws
Glass	Use a clean microfibre cloth with glass cleaner; rinse with warm, soapy water if needed; dry thoroughly	A damp chamois works best for a streak-free finish	Avoid abrasive sponges, ammonia-based products, or strong chemicals
Shell	Wipe with a damp cloth and mild detergent; dry with a soft cloth	Clean regularly to maintain electrostatic coating and color consistency	Avoid abrasive cleaners or harsh chemicals
Laminate	Wipe weekly with a clean, soft, damp cloth and mild detergent	Buff lightly with a dry cloth to maintain sheen	Avoid strong solvents or abrasive cleaners
Fabric Upholstery	Vacuum weekly with a soft brush or use fabric-safe cleaner; dry completely after cleaning	For deep cleaning, use professional upholstery services	Don't use solvent-based detergents or oversaturate fabric
Hardware	Wipe with a soft, damp cloth; use mild detergent for stubborn stains	Keep metal parts dry to prevent tarnish	Don't use harsh chemicals that can damage finishes
Carpet	Vacuum regularly; use low-suction setting; spot clean spills immediately	Use a neutral cleaner and soft brush for longer carpet life	Avoid soaking carpet or using strong solvents
Vinyl Surfaces	Clean with damp cloth and mild detergent; rinse and dry thoroughly	Regular dusting prevents build-up and keeps the surface smooth	Don't use abrasive cleaners or alcohol-based solvents

# Maintaining Your Booth

Our booths are designed for easy maintenance. For detailed instructions and assistance, please contact [info.ca@withbureau.com](mailto:info.ca@withbureau.com). Each component is built for durability and simple care. That's why we've designed our booths with modularity in mind. Parts can be serviced, replaced, or refreshed with ease to extend their lifespan.



## Electrical

Always use a qualified electrician for maintenance. If you suspect an electrical fault, disconnect power and contact your Bureau representative immediately. Your safety is our priority. Don't attempt repairs yourself.



## Door Hardware

Over time, the movable parts of your booth's door may need small adjustments to keep them operating smoothly. If hinges, handles, or locks feel loose, contact your Bureau representative for quick guidance.



## Relocating

Planning a move? Our Booth Movement Service handles disassembly, transport, and reassembly with care. We work closely with you to ensure your booth is set up exactly as you envision in its new location.



## Bureau Marketplace

Life is full of changes. If you no longer need your booth, we'll help you find it a new home through the Bureau Marketplace, a space designed to connect you with nonprofits or organizations that can benefit from it.



## Refresh Program

Want to update your booth without buying new? Our Refresh Program replaces or upgrades parts to extend lifespan, improve appearance, and add new functionality, keeping your space efficient and dynamic.



## Accidental Damage

Mistakes can happen anytime, and we understand. If your booth is scratched, dented, or damaged, contact us for repair or replacement. We work with you to assess the damage and offer cost-effective solutions to restore your booth to its best condition.



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