



Product and maintenance manual

for Volkswagen

CONTENT

STANDARDIZATION AND APPLICABLE STANDARDS	3
FURNITURE DESIGNED FOR VOLKSWAGEN SALES LOCATIONS	5
GENERAL PRINCIPLES OF USE	5
INSTRUCTIONS FOR USE AND MAINTENANCE PRODUCT GROUPS	6
Tables	6
Cabinets	7
Containers	8
Stone tops and boards	9
Kitchen furniture	10
Metal components	11
Graphics panels	11
Stands	12
Stands with graphics	13
Stands with hanging system and gondolas	14
Hanging accessories	15
Chairs	17
Sofas	19
Illumination	20
Floors and flooring	21
Accessories	22

STANDARDIZATION AND APPLICABLE STANDARDS

AHREND manufactures a wide range of furniture for Volkswagen. This furniture is used in Volkswagen sales centres. The necessary development and specifications ensure that **Volkswagen is properly prepared and technically equipped for production.** Furniture is delivered and assembled by AHREND.

VOLKSWAGEN FURNITURE ASSORTMENT CONTAINS THE FOLLOWING COMPONENTS:

CODE	NAME	CONTAINS GROUPS OF PRODUCTS
ST	Storage modules	cabinets, metal components
CM	Counter modules	cabinets, tables, kitchen furniture, stone tops and boards, accessories
OF	Office modules	cabinets, tables, containers, metal components, chairs, accessories
LG	Lounge modules	sofas and sets, chairs, tables, stone tops and boards, cabinets, metal components
SR	Showroom modules	stands, stands with hanging system and gondolas, hanging accessories, graphic panels, stands with graphics, cabinets, tables, accessories, floors, lighting, graphics panels
SH	Shop modules	cabinets, stands with hanging system and gondolas, stands with graphics, hanging accessories, graphics panels
VR	Volkswagen R elements	cabinets, floors, metal components, chairs

Based on the tender requirements, **AHREND is to manufacture all furniture and equipment in compliance with the applicable standards.** Almost all European standardization institutions are members of CEN, the European Commission for Standardization (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom). **This means that AHREND observes EN standards valid in these countries.**

AHREND classifies furniture and equipment manufactured for Volkswagen, as „**Office furniture**“.

All components of the furniture manufactured for Volkswagen comply with the following standards:

EN 527-1: 2011	Office furniture - work tables and worktops, work desks, part 1, dimensions
EN 527-2: 2016	Office furniture - work tables and worktops, work desks, part 2, safety requirements
EN 14074 (91 1116) 1.2.2005 - ČSN	Office furniture - Tables, worktops and storage furniture - Test methods used to determine strength
CEN/TR 14073-1: 2004	Office furniture - Storage furniture, part 1, dimensions
EN 14073-2: 2004	Office furniture - Storage furniture, part 2, safety requirements
EN 14073-3: 2004	Office furniture - Storage furniture, part 3, Test methods used to determine stability and strength of structures

The application of **EN 14073** means that the so-called exception „A“ applies to the German market where the supplier of the furniture must make sure that requirements of EN 14073 and DIN 4554 standards have been complied with.

AHREND makes sure that requirements of DIN 4554 standards are observed.

In addition to the compliance with the above specified standards, **AHREND is contractually bound to observe structural and technical specifications of Volkswagen.**

Due to these specifications height-adjustable tables comply with EN 527-1 for D types.

FURNITURE DESIGNED FOR VOLKSWAGEN SALES LOCATIONS

This **furniture is designed to be installed in Volkswagen sales facilities and in adjacent sales areas.** When designing furniture for Volkswagen also functional and strength parameters of the contractor are taken into account **while using furniture it is necessary to observe the requirements and principles specified here!**

1) GENERAL PRINCIPLES OF USE

Correct functioning of the furniture depends on proper use. Furniture products must be used in a suitable environments and handled properly (do not use excessive force when handling, make sure no mechanical damage occurs)

- ambient temperature 15-30 °C,
- relative humidity 30-65%;
- the surface of the furniture may be cleaned using common non-abrasive cleaning agents (we recommend regular detergents diluted with water), do not use any solvents;
- preservation and maintenance of painted parts is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives. Glass doors and panels are cleaned with standard glass cleaners.
- **do not climb or sit on furniture, especially on any work surfaces, except for surfaces designed for sitting;**
- do not slide or move objects with sharp edges on tabletops;
- do not perform activities on furniture top surfaces that could cause mechanical damage (e.g. do not cut paper on the surface and do not perform repairs, etc.);
- **spilled liquids of all kinds must be wiped up, washed and dried immediately;**
- **do not place wet objects on the furniture**
- the alignment and levelling of the individual elements is ensured by height-adjustable footings or legs; we recommend performing an occasional check of the flatness /alignment of the furniture or the workplace and adjust and align individual elements if necessary;
- Assembly or disassembly - **followed by reassembly or relocation, may only be performed by a trained worker.** In order to maintain valid warranty, it is recommended to order these works from the supplier / furniture manufacturer;
- should the relevant components contain cables, a sufficient length of cables must be provided to allow maximum pull out of the element - without the need to interrupt the relevant connections;
- any interventions in the electrical system may only be carried out by a qualified personnel;
- **it is not permissible to carry and move tables by holding the tabletop** - due to the weight of the base, there is a risk that the tabletop will break the screws connecting the desk to the leg base!

Failure to comply with these requirements will invalidate the customer warranty.

2) DESCRIPTION, INSTRUCTIONS FOR USE AND MAINTENANCE OF RELEANT PRODUCT GROUPS

TABLES

work tables, meeting and conference tables

DESCRIPTION

Tables are designed for everyday office work - for writing and storing common items of daily use. **They are not intended for storage of large amounts of materials**, or to perform handicraft work - the structure may be overloaded.

The table top is made of laminated or HPL foil or glued chipboard finished with an ABS edge and it is connected to a steel base or supported by LTD side panels. Alternatively, stone tops on a steel base may be used.

Metric screws with cutting nuts are used to connect and assemble individual table components.

Leg bases are equipped with height adjustment to compensate for uneven floors. **Maximum adjustable range is 15 mm.**

Steel bases are tin plated as a standard feature, or a high-quality epoxy-polyester powder paint is used for surfaces.

TERMS OF USE

- Alignment of table sets is ensured by height-adjustable feet / footings;
- We recommend performing an occasional check of the flatness /alignment of the furniture or the workplace, and adjust and align table sets if necessary;
- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- **Correct function of the table system depends on correct use of the product.** It must be used in appropriate environment, i.e., under standard climatic conditions applicable to office spaces including optimum humidity, dust levels and proper handling (do not use excessive force when handling, make sure no mechanical damage occurs);
- **Do not climb or sit on work, conference and other tables;**
- Do not slide or move objects with sharp edges on tabletops;
- Do not perform activities on furniture top surfaces that could cause mechanical damage (e.g., do not cut paper on the surface and do not perform repairs, etc.);

CLEANING

- Furniture surfaces and tabletops may be cleaned using common non-abrasive cleaning agents (we recommend regular detergents diluted with water), do not use any solvents;
- Preservation and maintenance of painted parts is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Spilled liquids of all kinds must be wiped off, washed and dried immediately;

CABINETS

DESCRIPTION

Cabinets are designed for office environment and for storing documents and small items.

Cabinets are made of laminated (LTD) or HPL foil glued on a chipboard. Individual cabinet parts are finished with an ABS edge. Depending on the type, cabinets are either equipped with hinged doors or pull-out drawers, or they are designed with an open front surface.

Cabinets are equipped with a locking system (each cabinet has its own lock).

Cabinets are also equipped with height-adjustable system to compensate for uneven floors - not exceeding 15 mm.

Cabinet shelves are made of LTD and are finished with ABS plastic edges or made of glass with a polished edge.

TERMS OF USE

- To ensure correct functioning, cabinets must be used in a suitable environment and handled properly (do not use excessive force when handling, make sure no mechanical damage occurs)
- Maximum load capacity of LTD shelves at even load cannot exceed **55 kg / m². Do not overload!**
- The maximum load capacity of glass shelf is **25 kg/m². Do not overload!**
- The maximum load capacity of a drawer under an even load is **0.5 kg/dm³. Do not overload!**
- If necessary, the cabinet can be levelled using the built-in height-adjustable feet, which are located in the plinth. To do so, use a screwdriver - through the holes in the bottom of the cabinet. In case of moving, it is necessary to screw the feet into the plinth and readjust after the cabinet is placed at its new location. Improper alignment or levelling of the cabinet has a negative impact on the operation of the door and the function of the lock;
- As for cabinets without weights and exceeding height of 1,750 mm, we recommend attaching cabinets to the wall to increase stability.

CLEANING

- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted parts is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Cleaning **Plexiglas parts** - We recommend clean and treat Plexiglas only with cleaning agents free of alcohol (cleaning agents not based on alcohol). Alcohol **must not** come into contact with the Plexiglas surface. Contact with of alcohol makes Plexiglas brittle and destroys the material through degradation. It may also make the material less transparent - surface whitening (milk-like appearance). This negative effect is especially noticeable with Plexiglas. Only wipe off dust and dirt with a damp cloth or sponge. Do not use cleaning agents that could scratch the surface (for example nano-sponges) or rubber squeegees, as these could scratch the panel surface. Do not use solvents, alkaline cleaners or window cleaners containing ammonium hydroxide (ammonia) such as the „Iron“ brand-name. Do not remove dirt from the surface using razor blades or other sharp objects. Possible scratches may be polished with special polishing pastes designed for Plexiglas polishing.
- **Glass part** cleaning - When cleaning glass parts only use window cleaners such as Clin, or clean water. Do not use powdered sand, liquid sand, etc. Also multi-purpose microfibre cloths or sponge cloths are suitable for glass products. Do not use paper towels, dishwashing sponges, scouring pads, etc.
- When cleaning glasses with stickers, it is important to clean along the direction of the sticker or print, i.e. from top to bottom.

CONTAINERS

DESCRIPTION

Containers are designed for common office use and for storing documents and small items. **They are not designed for heavy parts and unstable objects.**

Containers are equipped with four furniture wheels for easy handling. The design of the wheels allows limited movement of the container on a flat surface. **If you try to overcome larger unevenness (for example a threshold), you may damage the wheels.** Certain containers are equipped with height-adjustable system to compensate for uneven floors, not exceeding 15 mm.

TERMS OF USE

Container drawers are equipped with a telescopic pullout system. The maximum load capacity of a pullout drawer under an even load is **0.5 kg/dm³. Do not overload!**

- Containers are equipped with a locking system, which locks other drawers to prevent sliding out when any drawer is pulled out. This prevents the container from tipping over
- The design of container wheels allows limited movement of the container on a flat surface. If you try to overcome larger unevenness (for example a threshold), you may damage the wheels.
- Correct function of containers depend on correct use. Containers must be used in the appropriate environment, i.e. under standard climatic conditions applicable to office spaces including optimum humidity, dust levels and must be properly handled (do not use excessive force when handling, make sure no mechanical damage occurs);
- It is forbidden to sit or step on containers

CLEANING

- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted parts is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.

STONE TOPS AND BOARDS

DESCRIPTION

Stone tops are intended for use in the kitchen and for storing small light objects near sofas.

Stone tops are made of technical (artificial) stone, thickness 12 mm. Stone tops are designed to be placed on a metal base or kitchen worktop

TERMS OF USE

- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- **It is forbidden to step on or sit on stone tops;**
- Objects with sharp edges must not be moved on the surface of stone tops;
- **It is necessary to avoid activities that could cause mechanical damage to the stone top (do not perform repair work, etc.);**

CLEANING

- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Only wipe off dust and dirt with a damp cloth or sponge. Do not use cleaning agents that could scratch the surface of the top (e.g. no nano-sponges).

KITCHEN FURNITURE

DESCRIPTION

Kitchen furniture is designed for kitchens - to prepare drinks and snacks. **It is not intended for continuous operation as in professional kitchens!**

Kitchen furniture is made of laminated (LTD) or HPL foil glued onto a chipboard finished with an ABS edge, thickness 2 mm. Metric screw with a cutting nut or eccentric systems are used to assemble individual components.

Cabinet assemblies are also equipped with height-adjustable system to compensate for uneven floors, which does not exceed 15 mm.

TERMS OF USE

- Kitchen furniture is levelled by means of height-adjustable feet;
- We recommend performing an occasional check of the flatness /alignment of the work top, and adjust and align the top if necessary;
- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- Correct function of this product depends on correct use. **It must be used in appropriate environment, i.e. under standard climatic conditions applicable to office spaces including optimum humidity, dust levels and must be properly handled** (do not use excessive force when handling, make sure no mechanical damage occurs);
- It is forbidden to step on or sit on levelled surfaces;
- Objects with sharp edges must not be moved on levelled surfaces;
- It is necessary to avoid activities that could cause mechanical damage to kitchen furniture (do not perform repair work, etc. on kitchen furniture);

CLEANING

- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted parts is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Cleaning **Plexiglas parts** - We recommend clean and treat Plexiglas only with cleaning agents free of alcohol (cleaning agents not based on alcohol). Alcohol **must not** come into contact with the Plexiglas surface. Contact with of alcohol makes Plexiglas brittle and destroys the material through degradation. It may also make the material less transparent - surface whitening (milk-like appearance). The negative effect is especially noticeable on polycarbonates. Only wipe off dust and dirt with a damp cloth or sponge. Do not use cleaning agents that could scratch the surface of the top (e.g. no nano-sponges). Do not use rubber squeegees as these may scratch the surface. Do not use solvents, alkaline cleaners or window cleaners containing ammonium hydroxide (ammonia) such as the „Iron“ brand-name. Do not remove dirt from the surface using razor blades or other sharp objects. Possible scratches may be polished with special polishing pastes designed for Plexiglas polishing.
- **Glass part** cleaning - When cleaning glass panels only use window cleaners such as Clin or clean water. Do not use powdered sand, liquid sand, etc. Also multi-purpose microfibre cloths or sponge cloths are suitable for glass products. Do not use paper towels, dishwashing sponges, scouring pads, etc.
- When cleaning glasses with stickers, it is important to clean along the direction of the sticker or print, i.e. from top to bottom.

METAL COMPONENTS

DESCRIPTION

Metal components are designed for storing documents and small promotional items (metal shelves), or as supporting parts for other furniture or as fill frames.

Metal components are made of sheet metal or steel beams. High-quality epoxy-polyester powder paint is used to paint metal surfaces.

TERMS OF USE

- It is forbidden to step on or sit on shelves;
- Do not slide or move objects with sharp edges on metal surfaces;
- It is forbidden to overload metal components. This may damage the component

CLEANING

- Clean metal parts or plastic surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.

GRAPHICS PANELS

DESCRIPTION

Graphics panels are designed to be hung on walls as decorative elements.

The frame of the panel is made of anodized Al profile where the printed fabric is inserted. Some frames are equipped with LED illumination system which provides backlight for the fabric.

TERMS OF USE

- **It is FORBIDDEN to lean any objects against these elements as the element may lose stability and fall;**
- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- Fabric in graphics panels may only be changed with caution

CLEANING

- Electronic parts may only be cleaned if the device is disconnected from the supply voltage
- Spilled liquids of all kinds must be washed immediately and the area must be dried;
- AL surfaces and metal parts may be cleaned using common non-abrasive cleaning agents (we recommend regular detergents diluted with water), do not use any solvents;
- **Only use a wet or damp cloth or sponge to wipe off dust and dirt from the top rubberised printed part.** The bottom part (AL anodized) - may be brushed with a dry and soft brush. To reduce the risk of soiling the fabric, we recommend using white gloves when inserting / tensioning the fabric in the frame.

STANDS

DESCRIPTION

Stands are designed to be used as independent items and to present vehicle characteristics and parameters.

Stands are made of metal sheets and a high-quality epoxy-polyester powder paint is used for the surface treatment. **Stands may contain electronic devices or Plexiglas pockets for catalogue/flyers.**

TERMS OF USE

- It is forbidden to step on or sit on stands;
- Do not slide or move objects with sharp edges on stand surfaces;
- It is forbidden to overload stands. Overloading may damage the stand.
- **Make sure that stand cannot fall on displayed vehicles;**

CLEANING

- Clean metal parts or plastic surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Cleaning **Plexiglas parts** - We recommend clean and treat Plexiglas only with cleaning agents free of alcohol (cleaning agents not based on alcohol). Alcohol **must not** come into contact with the Plexiglas surface. Contact with of alcohol makes Plexiglas brittle and destroys the material through degradation. It may also make the material less transparent - surface whitening (milk-like appearance). The negative effect is especially noticeable on polycarbonates. Only wipe off dust and dirt with a damp cloth or sponge. Do not use cleaning agents that could scratch the surface of the top (e.g. no nano-sponges). Do not use rubber squeegees as these may scratch the surface. Do not use solvents, alkaline cleaners or window cleaners containing ammonium hydroxide (ammonia) such as the „Iron“ brand-name. Do not remove dirt from the surface using razor blades or other sharp objects. Possible scratches may be polished with special polishing pastes designed for Plexiglas polishing.
- **Electronic parts** may only be cleaned if the device is disconnected from the supply voltage. Use only special cleaning agents (such as Optima professional cleaner) to clean displays. Under no circumstances use products containing abrasives (paper towels, nano-sponges, etc.)!

STANDS WITH GRAPHICS

DESCRIPTION

Stands with graphics are designed as a decorative elements . **The stands are installed on the floor.**

Stands are made of laminated (LTD) or HPL foil glued onto a chipboard finished with an ABS edge, thickness 2 mm. The lower part of stand is equipped with height-adjustable system to compensate for uneven floors, which do not exceed 15 mm. The frame with graphics is made of anodized AL profile where the printed fabric is inserted. **Some frames are equipped with LED illumination system which provides backlight for the fabric.**

TERMS OF USE

- It is FORBIDDEN to lean any objects against these elements as the element may lose stability and fall;
- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- **Fabric in graphics panels may only be changed with caution**

CLEANING

- Stands with illumination system may only be cleaned if the stand is disconnected from the supply voltage;
- **Spilled liquids of all kinds must be washed immediately and the area must be dried;**
- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Only use a wet or damp cloth or sponge to wipe off dust and dirt from the top rubberised printed part. The bottom part (AL anodized) - may be brushed with a dry and soft brush. To reduce the risk of soiling the fabric, we recommend using white gloves when inserting / tensioning the fabric in the frame.

STANDS WITH HANGING SYSTEM AND GONDOLAS

DESCRIPTION

Stands with graphics are designed as a decorative element. These stands are either placed on the floor or mounted on the wall. **They serve as a base for hanging accessories.**

Stands are made of laminated (LTD) or HPL foil glued onto a chipboard finished with an ABS edge, thickness 2 mm. Stands are attached to the building structures by means of a suspension system. Alternatively, the lower parts of the stands are equipped with height-adjustable system to compensate for uneven floors not exceeding 15 mm.

TERMS OF USE

- It is FORBIDDEN to lean any objects against these elements as the element may lose stability and fall;
- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- Fabric in graphics panels may only be changed with caution
- **The maximum allowed load of AI bar cannot exceed 28 kg per meter.**

CLEANING

- **Stands with illumination system may only be cleaned if the stand is disconnected from the supply voltage;**
- Spilled liquids of all kinds must be washed immediately and the area must be dried;
- Clean surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;

HANGING ACCESSORIES

DESCRIPTION

Hanging accessories are designed to be used in showroom and shop furniture.

Accessories are made of various materials and are designed exclusively to be hang on Ahrend rail system.

A high-quality epoxy-polyester powder paint is used for metal parts.

TERMS OF USE

- It is FORBIDDEN to lean any objects against these elements as the element may get loose and fall;
- It is forbidden to step on or sit on accessories;
- Do not slide or move objects with sharp edges on accessory surfaces;
- **Do not overload hanging accessories, as overloading may damage the accessory or pull out the hanging rails!**

LOAD CAPACITY OF INDIVIDUAL ACCESSORIES

- Shelf, Cherry Havanna, including holder for shop wall, 800x400x25 mm (SR 080.040.00.01) (SR.28)
Maximum load 6 kg
- Shelf, Cherry Havanna, including holder for shop wall, 1200x400x25 mm (SR 120.040.00.01) (SR.29) **Maximum load 10 kg**
- Support bar for shop wall, 1150x312x59 mm (SR 115.030.00.01) (SR.30)
Maximum load 10 kg
- Support bar for shop wall, 1150x137x59 mm (SR 115.013.00.01) (SR.31)
Maximum load 15 kg
- Frame box (for shop wall), 1200x260x340 mm (SH 120.026.34.01) (SH.20)
Maximum load 10 kg
- Shelf (for shop wall and central gondola), 1200x400x36 mm (SH 120.040.00.01) (SH.21)
Maximum load 15 kg
- Shelf with 2 short hanging rails for front hanging (for shop wall and central gondola), 1200x400x136 mm (SH 120.040.00.02) (SH.22)
Maximum load 15 kg
- Shelf with 1 long hanging rails for shoulder hanging (for shop wall and central gondola), 1200x400x136 mm (SH 120.040.00.03) (SH.23)
Maximum load 15 kg
- Screen mount for shop and material sample wall, for TV 25"-35" (SH 100.010.02.01) (SH.24)
Maximum load 25 kg
- Display rod (for shop wall and central gondola), dia. 25x300 mm (SH 002.030.02.01) (SH.25)
Maximum load 4 kg
- Display rod, long (for shop wall and central gondola), dia. 25x380 mm (SH 002.038.02.01) (SH.26)
Maximum load 4 kg
- Hanging rail, short, for shoulder hanging (for shop wall and central gondola), 540x380x25 mm (SH 054.038.02.01) (SH.27)
Maximum load 10 kg
- Hanging rail, long, for shoulder hanging (for shop wall and central gondola), 1080x380x25 mm (SH 108.038.02.01) (SH.28)
Maximum load 10 kg

- Central gondola on 2 bases for wheel display, 1200x850x1716mm (SH 120.085.08.01) (SH.08)
Maximum load approx. 30 kg/holder
The gondola must be loaded evenly.
- Cabinet for hanging system, board with glass cover, 1200x400x189mm (SH 120.040.00.11) (SH.29)
Maximum load 3 kg

CLEANING

- Clean metal parts or plastic surfaces using common non-abrasive agents (we recommend regular detergents, diluted with water), **do not use any solvents;**
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- **Glass part** cleaning - When cleaning glass panels only use window cleaners such as Clin or clean water. Do not use powdered sand, liquid sand, etc. Also multi-purpose microfibre cloths or sponge cloths are suitable for glass products. Do not use paper towels, dishwashing sponges, scouring pads, etc.
- **When cleaning glasses with stickers, it is important to clean along the direction of the sticker or print, i.e. from top to bottom.**

CHAIRS

DESCRIPTION

OFFICE CHAIRS

Office chairs are made of metal mechanism which allows height adjustment of the seat. Chairs also include backrest and armrests and a fully upholstered seat filled with PUR foam. Backrest is equipped with a mesh to allow air passage. To provide proper back support, the plastic frame of the backrest is ergonomically curved at the lumbar area. Office chairs may be rotated. As a standard feature chairs are equipped with a synchronous mechanism, a high-quality gas piston, a robust five-arm base and universal smooth-run wheels. The chair is designed exclusively for office use. Do not climb on seating furniture or do not sit on armrests. Improper use may cause injury and damage to the chair or to its components.

CONFERENCE CHAIRS

The structure consists of an upholstered continuous seat with a backrest. Chair metal base is chrome-plated.

CONFERENCE BAR STOOL

Upholstered continuous seat with backrest on a high base with a footrest. Stool metal base is chrome-plated.

WORK CHAIRS

Work chairs are equipped with a metal mechanism which allows height adjustment of the seat. The seat is upholstered and filled with PUR foam. Work chair may be rotated. As a standard feature it is equipped with a synchronous mechanism, a high-quality gas piston, a robust five-arm base and universal smooth-run wheels. The chair is designed exclusively for workplaces. Do not climb on seating furniture. Improper use may cause injury and damage to the chair or to its structural components.

SEATING CUBES, one-colour upholstered seating cube (choice of two colours). Upholstery is the same or (depending on the colour) similar to chairs.

TERMS OF USE

- Correct function of the seating cube depends on correct use of the product. It must be used in a suitable environment. It must comply with regular climatic and dust requirements, optimal humidity 30–65% and air temperature 15–30 °C, protection against direct sunlight and excessive heat (never close to heat sources!) and must be properly handled (do not use excessive force when handling, make sure no mechanical damage occurs);
- When using seating furniture equipped with adjustable mechanism, check the tightness of control elements to prevent possible injuries
- It is strictly forbidden to disassemble or heat the gas piston. The gas piston is under constant pressure and there is a risk of injury;
- Use chairs for sitting and for regular office work only. Other uses, such as stepping on the chair or using armrests for sitting, may cause injuries or damage the chair;
- The distance between furniture and any heat source should be at least 500 mm;
- Protect upholstered furniture from colliding with sharp edges or with other furniture and sharp objects.

Detailed information may be found in the information leaflet, which is delivered together with the seating furniture.

ATTENTION

If you fail to follow instructions in this manual, the manufacturer will not assume any liability for damage caused by improper use or care.

CLEANING - CHAIRS IN GENERAL

- Clean the metal frame, plastic surfaces and upholstery fillings using common non-abrasive agents (**we recommend regular detergents, diluted with water**), do not use any solvents;
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Use a vacuum cleaner or a dry brush for a routine maintenance and cleaning of upholstered chairs;
- Spilled liquids of all kinds must be dried immediately;
- **Use a mild soap or diluted solution with a non-aggressive agents to remove stains from upholstered furniture.** Cleaning solution temperature may not exceed 30 °C. Wipe off the area and its surroundings with a damp cloth. Make sure the furniture will not get too wet, and dry it carefully;

CLEANING - SEATING CUBES

- Regularly remove dust from the seating cubes, preferably with a deerskin cloth dipped in a soap or in a special agent, or wipe off lightly with a cotton cloth dipped in clean water;
- Protect the surface from moisture and grease;
- Apply special leather/leatherette care products once or twice a year to treat the leather properly and to maintain attractive appearance and elasticity. We recommend using highly effective Skai Cleaner designed for leatherette cleaning. Use Skai Cleaner and warm water with a microfibre cloth or a soft brush regularly to achieve best results;
- Do not only treat or clean the soiled area, but apply to its surroundings as well. Never rub hard
- Due to the natural elasticity of the material, the leather will always act „alive“. Slight folds may form during use and the leatherette or leather may shift and extend;
- Seating cubes must be placed in an area with optimal climatic conditions:
- Medium humidity 30–65% and air temperature 10–35 °C. Never close to heat sources!

DESCRIPTION

Sofas are designed for regular sitting.

Sofas are designed with a metal base frame finished with high-quality epoxy-polyester powder paint. Upholstered seats and backrests and other parts of the set are attached to the frame. Seats and backrests are filled with PUR foam and upholstered with fabric. **Stepping on sofas may cause injuries or may damage the sofa or its components.**

Sofas can be added with cabinets and stone tops or boards.

TERMS OF USE

- Correct function of sofas depends on correct use of the product. It must be used in a suitable environment which complies with regular climatic and dust requirements, optimal humidity 30–65% and air temperature 15–30 °C, protection against direct sunlight and excessive heat (never close to heat sources!) and must be properly handled (**do not use excessive force when handling, make sure no mechanical damage occurs**);
- We use sofas for sitting only. Other uses, such as stepping on the chair or using armrests for sitting, may cause injuries or damage the chair;
- **The distance between furniture and any heat source should be at least 500 mm;**
- Protect upholstered furniture from colliding with sharp edges or with other furniture and sharp objects

ATTENTION

If you fail to follow instructions in this manual, the manufacturer will not assume any liability for damage caused by improper use or care.

CLEANING

- Clean the metal frame, plastic surfaces and upholstery fillings using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.
- Use a vacuum cleaner or dry brush for a routine maintenance of upholstered furniture;
- Spilled liquids of all kinds must be dried immediately;
- Use a mild soap or diluted solution with a non-aggressive agents to remove stains from upholstered furniture. Cleaning solution temperature may not exceed 30 °C. Wipe off the area and its surroundings with a damp cloth. Make sure the furniture will not get too wet, and dry it carefully;

ILLUMINATION

DESCRIPTION

Lighting or illumination systems are used in showroom ceilings as decorative lighting. The colour of the light may be changed.

These systems consist of a metal frame finished with high-quality epoxy-polyester powder paint. LEDs and applicable accessories are mounted to the frame. **The frame is suspended from the ceiling by means of steel cables.**

The illumination system category also includes ceiling panels and electronic systems remote controls

TERMS OF USE

The lighting is controlled by a remote control. **It is forbidden to interfere with or modify electrical equipment in any way.** The suspended frames cannot be loaded in any way. Do not put any items on the frames.

CLEANING

- **You may handle or clean the frames only when the power supply is disconnected, otherwise there is a risk of injury by electric shock!**
- Clean metal frames and plastics using common non-abrasive agents (we recommend regular detergents, diluted with water), do not use any solvents;,
- Preservation and maintenance of painted or polished components, including plastics, is to be done by using commonly available product designed for furniture treatment (waxes, polishes) free of any abrasives.

FLOORS AND FLOORING

DESCRIPTION

Individual parts of floating floors are inserted into a frame, which is made of anodized Al profile. In some cases, this frame contains backlit LED elements.

TERMS OF USE

- Assembly or disassembly - followed by reassembly or relocation, may only be performed by a trained worker.
- If there is a car displayed on the floor, do not turn the steering wheel as it will damage the flooring material. **The floor is „floating“, that means it is not glued along its entire area!**

GENERAL CLEANING

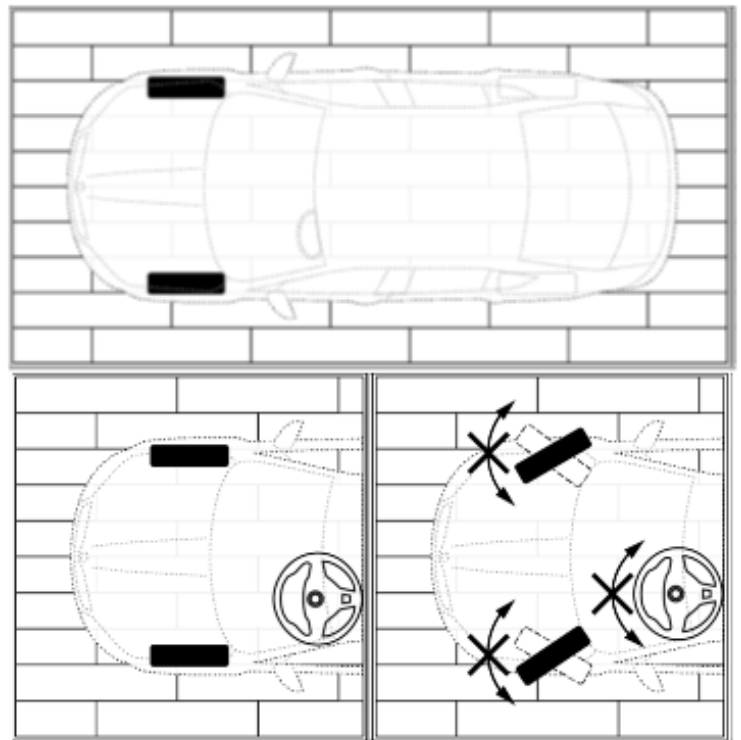
If the floor is equipped with a LED stripe, only use dry cleaning. Do not use wet cleaning.

The cover and the LED stripe are not waterproof!!!!

DAILY CLEANING

The need for cleaning depends on the specific environment.

- **Dry mopping** – Remove loose dust and dirt with a dry microfibre mop (400-600mm) or a vacuum cleaner
- **Wet mopping** – clean the floor by mopping, only if necessary. Use Dr. Schutz products designed for laminate surface cleaning or comparable agents and a mop cloth. Soak the mop in warm water with a floor cleaner. Do not treat more than 15-20 m² at a single time. Wash the floor thoroughly with clean water and wipe it dry with a cloth.



REMOVAL OF RESISTANT STAINS (RUBBER PRINTS)

Use Dr. Schutz laminate floor cleaner to remove stubborn stains or rubber prints. You may also use a comparable cleaner and mop, rag or non-abrasive white sponge. Gently spray the floor. Press the spray bottle 4-5 times over an area of approximately 3 m². Leave the product on for about one minute. Remove the stain by wiping it off with a clean mop dampened in lukewarm water. Repeat if necessary.

Remove the border area or outline of the stain by spraying it with a floor cleaner. Leave the cleaner on for a few minutes to dissolve the stain. Remove the stain by wiping it off with a clean mop dampened in lukewarm water. Repeat if necessary.

Spray chocolate, grease, juice, liqueur or wine stains with a floor cleaner or use warm water with a universal floor cleaner.

Use denatured alcohol, acetone, benzine or other cleaning solvents for tar, graphite, lipstick, shoe polish, ink, soot, nail polish or cigarette stains.

Allow wax or chewing gum to get hard dry, and then carefully scrape off. Use a plastic scraper.

Stains need to be removed from the floor immediately. Some stains tend to adhere over time and it is more difficult, or sometimes even impossible, to remove them.

THINGS TO BE AVOIDED

Floors must not be waxed or polished. **Never use a wire brush or other coarse materials to clean floorings**, as this could damage the appearance and structure of the floor. Do not use strong acids, such as nitric acid or hydrochloric acid, as they will cause irreversible surface changes.

Some surfaces and finishes may require special cleaning from time to time. If your floor is one of the following types, please follow the instructions contained in this manual to achieve optimal results.

INSTRUCTIONS AND ADVICE

To remove dirt adhering to the surface we recommend regular cleaning of the entire floor surface using an universal All around Floor Cleaner. If you clean the floor incorrectly, for example if you use an excessive amount of ordinary detergent or soap, a greasy layer may form on the floor surface.

To remove greasy layer, wet the floor using a microfibre mop, spray a sufficient amount of floor cleaner on the damp surface and clean and smooth out the surface with a mop. Wait approximately one minute for the cleaner to dissolve the dirt or grease. Wipe the floor with a damp cloth. Change the water regularly. Then use a dry mop to wipe the floor dry. If necessary, repeat these steps until the dirt or grease is removed.

- Based on specific needs you may also use a single-brush cleaning machine or a drying machine.
- We recommend using a small compact cleaning machine with a low brush speed designed for daily gentle cleaning.
- **„Medium-sized“ or „large“ machines or cleaning machines equipped with a driver seat are not recommended as these are too heavy.**
- Jet and / or high pressure cleaners are not recommended.
- **The weight of the machine should be less than 50 kg.**
- The pressure of cleaning brushes or pads should be between 15-30 kg.

The cleaning machine and its accessories (cleaning insert or brush) should be designed for daily and gentle cleaning. Scrubbing or scratching is not recommended.

ACCESSORIES

Accessories are small products that increase the comfort of using Ahrend products **designed for Volkswagen** sales locations such as chargers, cables, etc. **These accessories do not require any special handling or treatment.**