

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.