



CARING FOR THE WOOD FURNITURE

This article contains information on how to care for the wood in your church furniture. You have made a significant investment in your furniture and we, at New Holland Church Furniture, would like to help you to take care of it. If you have any questions, please do not hesitate to call us.

Frequent dusting, periodic cleaning and polishing (usually every 6 months), and making minor repairs during routine care will keep your wood furniture and finish looking their best for years to come.

Preventative Maintenance

1. ***Excessive exposure to direct sunlight will damage wood furniture.***

Even though the finest materials are being manufactured to be as fade-proof as possible, prolonged exposure to direct sunlight will almost always change the wood color and will deteriorate the wood finish and fabric color. Consider using curtains, blinds, or even stained glass windows whenever possible to protect the furniture.

2. ***High and low temperature fluctuations will damage wood furniture.***

Excessive high or low temperatures, such as unheated or non-air conditioned spaces (as in most churches during times of infrequent use), will cause cracking, warping, and even splitting in all wood furniture.

3. ***Standing liquid will damage wood furniture.***

Standing liquid left on any type of wood finish for any period of time will cause deterioration and cracking. Most of the time, this occurs from open doors and windows, leaks in the roof, careless mopping of floors, and from faulty cooling systems that create condensation through excessive humidity.

4. ***Dry conditions, as a result of low and high humidity, will damage wood furniture.***

Low humidity (a dry and moist environment) will cause warping and splitting of wood furniture. This condition can be resolved by installing a humidification system. These systems can increase or decrease the humidity in your facility. Heating, ventilating, and air conditioning (HVAC) contractors can help you choose a humidifying system that will meet your needs and budget. Ask your contractor about humidifying systems engineered specifically for church buildings.

Routine Cleaning & Polishing

1. ***Dusting your furniture frequently.***

This should be a routine activity that will enhance the beauty of your wood furniture. Every other month or so, dust the furniture using a clean, lint-free, absorbent cloth. Shake the cloth frequently to remove the collected dust.

Routine Cleaning & Polishing (cont)

2. *Washing wood furniture should be done on an as-needed basis, semi-annually.*

Prior to washing, the surface should be clean and free of dust.

CAUTION: Never clean wood furniture with a hose or excessive water. Standing water will cause significant damage to wood furniture.

- Prepare a simple mixture of warm water with a mild detergent (any major household brand will do)
 - Mixture: 1 tablespoon of mild detergent for every 3 gallons of water.
- Using a soft damp cloth (not dripping wet), clean a small area, rinse, and dry the area with a soft cloth after initial washing.
- Continue this cleaning method for the entire wood surface, overlapping the previously washed areas.

Use this process to clean all your wood furniture.

3. *Polishing wood furniture* more than annually or semi-annually is not necessary because today's wood finishing systems are very durable.

If polishing the wood becomes necessary, use a fine liquid polish similar or equal to Old English Oil.

CAUTION: Never use a water-based polish or polish containing wax. These will ruin the finish of the wood. **DO NOT** use excessive amounts of polish – be sure to wipe off excess.

Disinfecting Wood Furniture

- Wipe wood surfaces with Clorox Disinfecting Wipes. **DO NOT** use wipes that contain bleach. Use wipes sparingly as to not saturate the finish.
- Allow wiped surface to air dry for 10-15 seconds.
- After 10-15 seconds dry wood surface with a clean dry cloth.

If the product contains bleach it is not the approved product. Any product containing bleach or alcohol is not an approved disinfectant and will deteriorate the finish and void the warranty.

Cleaning Special Areas (Carvings or Wood Inlays)

New Holland Church Furniture recommends consulting a professional woodworking service for cleaning and caring of these areas. Significant damage can result from individuals who are not familiar with caring for these types of surfaces.

Repairing Wood Furniture

Repairing damaged wood furniture, other than light scratches or marks, should only be done by professional woodworkers skilled in repairing furniture. Inexperienced individuals may do irreparable damage to the wood.

- **Minor Repairs**

- Try polishing the surface with Old English Oil.
- For deeper scratches, visit your local hardware store to purchase a touch-up stick that matches your wood finish. Here is how to use a touch-up stick:
 - Fill in the scratch with the touch-up stick.
 - Thoroughly rub off the excess.
 - Apply a thin coat of polish such as Old English Oil.