

## **WARRANTY CONDITIONS**

### **1. LIABILITY FOR DEFECTS OF THE PRODUCT**

- 1.1. The Supplier warrants that the Products are free from faults and that they comply with the agreed specifications and recognized technical standards. The Supplier is liable for material / production / workmanship defects of the Product in the moment of the Products' handover / takeover by the Buyer and furthermore the Supplier is liable for any defects which are proven to be caused by evident defects in material, production and workmanship of the Product throughout the whole duration of the warranty period.
- 1.2. The Buyer will examine the Product prior to the moment of signing the Handover protocol, which forms the Schedule No. 6 to the Agreement.
- 1.3. The Supplier is not liable for defects of the Product caused by the Buyer or any third party (e.g. installation and/or use of the Product contradicting the user's manual and/or Supplier's instructions and/or other materials related to installation or use) or by the force majeure. The Supplier's liability remains unaffected if the installation is performed by third-party authorized and/or supervised by the Supplier.
- 1.4. Warranties do not cover cuts or scratches caused by impact or accident. Warranties do not apply if the Product was placed outside the interior or in a damp environment.
- 1.5. The Buyer is not allowed to manipulate with the Product or its parts, except for general maintenance purposes. Should such manipulation, out of maintenance purposes, be carried out, the Buyer is not entitled to claim warranty for quality of such Product or its affected part.

### **2. WARRANTY AND FREE OF CHARGE WARRANTY SERVICE**

- 2.1. The Supplier shall provide the Buyer with basic warranty period of 5 (five) years with limitations mentioned in Art. No. 2.2. (hereinafter referred to as "basic warranty period").
- 2.2. The above mentioned basic warranty period does not apply:
  - for good functioning of the electro-technical materials and transformers where only 2 years warranty period shall apply;
  - to light sources (e.g. LED systems) where only 2 years warranty period shall apply;
  - to seating furniture, carpets and ŠKODA Moulded picture marks where only 2 years warranty period shall apply.
- 2.3. The basic warranty period may be extended by regular maintenance conducted by a the Supplier or any third party certified by the Supplier. Maintenance services are in particular considered all activities of specialized companies, which contribute to preserve the value, usability and appearance of the Product and which are performed in accordance with maintenance documents delivered by the Supplier (see Schedule No. 3)). After each maintenance visit the warranty period will be extended by 1 year.
- 2.4. Entitlement to the warranty extension will not be recognized if at least one maintenance service according the Art. No. 2.3. has not been performed during the basic warranty period. The Supplier may at his own discretion and with respect to the condition of the Product conclude with a Buyer an individual agreement on an extended warranty

conditions. Conditions during the basic warranty period shall not be affected by the individual agreement.

- 2.5. Each maintenance visit must be confirmed in the form of a written protocol. Without proof of maintenance visit, the extended warranty cannot be claimed.
- 2.6. The warranty may be extended up to technical life expectancy. The extension of the basic warranty period shall not apply for the Product listed in No. Art. 2.2.
- 2.7. Construction of the Product, quality of the materials used and the workmanship are such that under normal conditions and during regular annual performance of the maintenance work, a technical life expectancy of 8 years can be achieved. Technical life expectancy shall not be considered as a warranty period.
- 2.8. All warranties mentioned are starting on the date denoted on the handover / takeover protocol of the faultless Product.
- 2.9. Warranty also includes services related to installation of the Product, if those are provided by the Supplier's own capacity or by the Supplier's subcontractor or third party supervised by the Supplier.
- 2.10. The Supplier is obliged to apply warranty conditions towards the Buyer at least in the extent described in this Schedule No. 3. The Supplier shall inform the Buyer about the warranty, maintenance manual and cleaning manual at the latest at the moment of the Products' handover / takeover.
- 2.11. The warranty period provided in these Warranty Conditions does not include the period during which the Buyer is unable to use the Product due to a defect caused by evident defects in material, production and workmanship and the period during which the Product is being repaired due to justified claim of the Buyer. The warranty period is resumed after the successful restoration of the functioning of the Product.
- 2.12. From the warranty are excluded:
  - a) defects caused by an improper use of the instructions of cleaning and / or maintenance of the Product;
  - b) damages caused by external factors or where the Buyer is at fault, e.g.: mechanical damages, incorrect installation by the Buyer or a third party not authorized or supervised by the Supplier, defective connection of the electric power supply, consequences of weather conditions, contamination, flooding, overvoltage and others;

### **3. PRODUCT AND SPARE PARTS AVAILABILITY**

The Supplier herein agrees to remain an availability of the Product and its all relevant spare parts for the period of 5 years after the Agreement termination.

### **4. TERMS OF REMOVAL OF DEFECTS UNDER THE WARRANTY**

- 4.1. The Buyer is obliged to raise a warranty claim (hereinafter referred to as "Declaration of defects") to the Supplier by an email within 3 working days after identification of a given defect.

- 4.2. The Declaration of defects must contain detailed description and a photographic documentation of the detected defects.
- 4.3. The Buyer is entitled to primarily claim remedy of the defect by means of repair in a reasonable period of time, if repairable, or replacement of the Product for a new one, if the defect is not repairable. If the Supplier fails to remove the defect or fails to provide a new Product within a reasonable period of time, the Buyer is entitled to require a reasonable price reduction. If the warranty is not settled by the Supplier within 30 days after written request from ŠKODA (Art. 8.2 of these Warranty Conditions), the Buyer has the right to withdraw from the Case-specific purchase agreement relating to the claimed Product.
- 4.4. In case of several defects being discovered at the same time on the Product (min. 3 faults at the same time) or repetitive defect (2x repeated identical defect), the Buyer is entitled to claim the replacement of the Product or withdraw from the Case-specific purchase agreement relating to the claimed Product. The withdrawal from the Case-specific purchase agreement concerns only Products for which repeated or multiple defects have been proven.
- 4.5. Articles 4.3. and 4.4. shall not apply by warranty claims related to LED lighting sources, where in case of defect the Supplier shall only provide the Buyer with new LED lighting sources.
- 4.6. The Declaration of defects can be submitted and applied for on the last day of the warranty period at the latest. The determining date is the date of submission of the Declaration of defects by the Buyer to the Supplier.
- 4.7. If there is a repair within the warranty period, a new warranty is not provided for the Product or new parts.

## **5. CLAIM APPLICATION PROCESS**

- 5.1. The Supplier is obligated to remedy any justified defects claimed within the warranty period free of charge on his own expense and in shortest possible time. The Supplier is also obligated to settle the claims claimed within the warranty period within the following deadlines:
  - a) decide the Buyer's claim entitlement and the means of removal of defects within the period of 10 working days of the Declaration of defects delivery; the Supplier shall inform the Buyer about his decision;
  - b) produce new claimed parts within the period of 8 weeks, starting on the date of the Buyer's claim approval.

Delivery of parts to the agreed place and delivery time is subject of a separate arrangement between the Supplier and the Buyer.

- 5.2. All costs related to remedies of justified claims are to be covered by the Supplier. In case of local repair, the Buyer shall agree upfront with the Supplier on costs of the remedy.

5.3. Should the Supplier fail to remedy claimed defects on the Product in accordance with warranty conditions within the stated period, the Buyer is entitled to withdraw from the Case-specific purchase agreement relating to the claimed Product.

## **6. CLAIMED DEFECT REMEDY DOCUMENTATION**

6.1. The Supplier will draw a document of claimed defect remedy, to be signed by contracting parties, stating the way the defect was remedied or stating reasons for refusal of repair or replacement of the Product claimed.

## **7. SANCTION FOR VIOLATION OF WARRANTY CONDITIONS**

7.1. Should the Supplier violate warranty conditions stated by the Case-specific purchase agreement, the Supplier is obligated to pay the penalty:

- a) 10% of the price of claimed Product for each week of the delay when failing to take decision of the Buyer's claim entitlement and the means of removal defects within the deadline of 10 working days of the Declaration of defects delivery,
- b) 10% of the price of claimed Product for each week of the delay when failing to produce new claimed parts within 8 weeks from the approval of the Buyer's claim entitlement.
- c) 75% of the price of each claimed Product in a situation where the Supplier refuses to provide the Product and/or all relevant spare parts under Article 3 of these Warranty Conditions.

7.2. Particular amount of the contractual penalty shall be calculated on the basis of the pricelist which constitutes Schedule No. 2 of the Agreement.

## **8. REJECTION OF THE CLAIM**

8.1. In case the Supplier rejects the Buyer's claim, the Supplier is obligated to draw a Claim Rejection Protocol stating relevant reasons for rejection of the Buyer's claim entitlement and is also obligated to provide the Buyer and ŠKODA with a copy of the Claim Rejection Protocol.

8.2. ŠKODA is entitled to investigate each Buyer's rejected claim by means of specialized third party. In case the third party finds the Buyer's claim justified, the Suppliers is obligated to consider the Buyer's claim as justifiable and provide given performance.



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# INSTRUCTION FOR THE USE

## NEW ŠKODA AUTO

### SHOWROOM PRODUCTS

New Corporate Identity/Corporate Design  
("CI/CD") showroom concept

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TECHO, a.s. produces a wide range of showroom furniture for ŠKODA AUTO. Development and specification is performed by ŠKODA AUTO, technical preparation and production, delivery and installation is arranged by TECHO.

#### THE ŠKODA RANGE OF FURNITURE INCLUDES:

- sales/service zones
- desks for offices
- modular cabinets
- high cabinets
- mobile pedestals
- divider panels
- tables for waiting zone
- conference tables
- free standing panels
- wall attached „slim“ panels
- attached accessories
- upholstered bench
- plant holder
- information stands
- hospitality unit
- flooring - carpet
- flooring – laminated flooring
- reception
- decorative back for free standing panels
- free standing dividing wall
- seating.

Under the conditions of the tender TECHO will produce all furniture and fixtures in compliance with applicable standards. In addition, in relation to the tender documents in which the applicable standards are not listed, we have prepared a list of these standards so that we can submit a document specifying which requirements are met by TECHO's products.

Almost all European standards organisations are members of CEN (European Committee for Standardisation) (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Island, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom). This means that in these countries TECHO is obliged to observe the CEN standards.

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TECHO classifies the furniture and fittings that it produces for ŠKODA AUTO as „office furniture“. All items of furniture for ŠKODA AUTO comply with the following standards:

EN 527-1: 2011 Office furniture – Work tables and desks, part 1, dimensions

EN 527-2: 2002 Office furniture – Work tables and desks, part 2, safety requirements

EN 527-3: 2003 Office furniture – Work tables and desks, part 3 Test methods for the determination of stability, strength and durability

EN 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 for the determination of stability, strength and durability

Application of standard EN 14073 means that for the German market exception A applies, according to which the furniture supplier must ensure the fulfilment of requirements of standards EN 14073 and DIN 4554.

TECHO ensures that the requirements of DIN 4554 are met.

In addition to compliance with the stated standards, TECHO is contractually bound to observe the design and technical specifications of ŠKODA AUTO.

As a consequence of these specifications the height adjustable tables comply with standard EN 527-1 for type D.

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## 1) INSTRUCTIONS FOR THE USE AND CARE OF FURNITURE INTENDED FOR ŠKODA SHOWROOMS

The furniture is intended for furnishing the sales areas and adjacent administration areas of ŠKODA showrooms. When designing the furniture the requirements of the customer (ŠKODA) with respect to functionality and stability were incorporated. It is nevertheless necessary to adhere to the following user instructions.

## 2) DESCRIPTION

The furniture is made from laminated chipboard with a melamine or HPL finish and ABS edges. Thanks to the use of ABS edges the furniture is very resistant to physical damage and it also helps to protect the chipboard from excessive humidity.

For the desks and decorative panels a tried and tested system of welded components and closed steel profiles with a high-quality epoxy-polyester powder finish is used. The strength and stability of the furniture is ensured by a technical solution and assembly joints.

Description of product groups 11, 15 and 22 is given in the separate specialised user manuals.

## 3) CHARACTERISTICS OF THE MAIN FURNITURE COMPONENTS

### **Desks and meeting tables (product group 1, 2, 7, 8)**

On a steel base is attached a worksurface or the desk construction has a cabinet added (product groups 1 and 7). Desks (group 1) have a metal drawer without lock set into the desktop. The inset metal drawer has a load capacity of 1 kg and slide out cabinet bottom for PC has max. load 10kg.

Some of the desks have right or left versions and come in different lengths.

### **Cabinets (product group 3, 4, 6)**

The modular cabinet system offers versions with wing doors, pull-out or open. High cabinets have wing doors. For safety reasons it is recommended that these high cabinets be safely anchored and attached together as one configuration. Attachment fittings can be ordered separately..

The load capacity of shelves in high cabinets, metal and wooden drawers or pull-out frames in modular cabinets is 30 kg. Maximum load capacity of extended drawers is 15kg, which should not be exceeded.

Mobile cabinets have 4 castors, two of which have brakes. Cabinets with drawers have a counterweight for safety. The castors enable limited movement of the cabinet over a flat surface. Movement over irregularities, such as a door sill, can damage the castors or cause the pedestal to tip.

All cabinets have locks fitted, and modular cabinets also have a blocking system.

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### **Mobile pedestals (product group 5)**

Pedestals have 4 furniture castors, 2 with brake, and are fitted with metal counterweight for safety. The castors enable limited movement of the pedestal over a flat surface. Movement over irregularities, such as a door sill, can damage the castors.

Pedestal drawers are fitted with telescopic slides. Load capacity of extended drawers is 15 kg.

Pedestals are fitted with a central lock and blocking system allowing only one drawer to be pulled out at a time.

The upper pen drawer is just for writing utensils. Other objects could cause the drawer to jam.

### **Sales panels „Slat wall“ (product group 9), Divider panels (product group 6)**

These are various types of free standing panels with top and bottom cabinets produced with different front surfaces according to requirements. The visible surface of the panel can be an unbroken. The basic front panel (9.1) consists of panels with aluminium profiles for attachment of various elements depending on the desired method of usage. Panels 9.13 to 9.16 are metal faced with a wood core.

The supporting structure of the panels is metal with levelling screws. On the structure are suspended or attached cabinets and front panels.

The bottom cabinets of wooden panels (product group 6 and 9) are lockable (separate lock barrels). The panel range also includes a lockable glass cabinet between the upper and lower cabinets.

The load capacity of the drawer in the bottom cabinets is 15 kg. Depending on the design, the load capacity for attached accessories (product group 10) is 0.5 – 25 kg. We do not recommend attaching heavy items (wheels etc.) of the same type along one profile. The maximum load per profile is 25 kg.

The load capacity of the small TV (up to 35“) holder (item code 10.20 and 10.21) is max. 12 kg. The load capacity of the large TV (50“– 65“) holder (item code 10.19) is max. 70 kg. These max. loads are conditional on following correct installation procedure!

Sets of panels are closed with side covers or covering panels made from laminated chipboard.

The cabinets feature integrated LED lighting. The LED lighting set comprises LED strips (low-voltage) with connectors, cables, distributors and adaptors for connection to mains 230V and switch with two-way adapter including extended cable. The connection method depends on the length of a set of panels. The tenant or landlord is responsible for electricity circuits in the building.

Configuration of panels on which a display case is mounted (10.9) or a “Double Drawer Unit” (10.8) or the full glass high presentation cabinet (9.17) must be anchored depending on actual location to a wall (brick or concrete) or to the floor. For panel 9.17

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the upper part of the panel should be attached to a wall. The parts pack for wall attachment does not come as standard.

Slim panels (product group 9.18 – 9.30) must be fixed to a wall (brick or concrete)! When preparing project documentation, it is necessary to check anchoring options.

Slim Panels are not designed for attachment on the reverse side of panels 9.1 to 9.17!

#### **Flex-face (for Car Island)**

**Description:** Flexface is made from anodised aluminium profile. There is a stretched fabric in between these aluminium profiles (flexface). There is a LED bar at the upper part

**User Instructions:** It is prohibited to lean anything on these elements as it could lead to its release and fall. Both the installation and eventually the de-installation must be carried out by an experienced and trained worker.

**Cleaning:** It is necessary to wash and dry all leaked or spilled fluids of all kinds immediately. Cleaning of aluminium frames and metal covers is performed using common non-abrasive detergents. (It is recommended to use regular detergent diluted with water). Do not use any organic or inorganic dissolvent. Fabric cleaning – upper rubberized part – please use a moisturized cloth or sponge only to remove dust and dirt. The bottom part can be cleaned by dry gently brushing. It is highly recommended to use white cloth gloves for inserting or stretching the fabric into the aluminium frame to avoid a risk of dirty fabric and then necessary cleaning

ATTENTION! This element is electrified!

#### **Upholstered bench (product group 11)**

These products are covered in a separate user manual.

#### **Plant holder (product group 12)**

Made from wood and mounted on directional castors. It includes a sealed stainless steel insert for the plants.

#### **Information stands (product group 13)**

The product group consists of painted metal stands, coat stand and a rubbish bin.

#### **Kitchenette (Hospitality Unit) – (product group 14)**

Category of individual base cabinets with plinth (14.1 – 14.4 worksurfaces (two dimensions for two or three cabinets in configuration) and configuration of thin and thick panels. The fridge does not come as part of the fridge cabinet 14.1. Cabinets 14.2 and 14.3 are supplied with three metal grommets with flip cover and powder paint finish. No abrasive or aggressive cleaning agents should be used on these items. Cabinet 14.3 is supplied with a sink, siphon and tap. The hole for fixing the tap is prepared on site during installation.

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#### **Flooring (product group 15 and 16)**

These products are covered in a separate user manual “carpets from synthetic fibres” for product group 15 and “laminated flooring SUMAVA” for product group 16.

#### **Reception (product group 17)**

Design and materials similar to other furniture. Left or right arrangement depending on layout. Each of the modules in product group 17 has its own set position in the reception configuration, which is based on the design and its construction. Modules for disabled persons (17.10 and 17.11) have a sliding top with manual mechanical locking in two positions. The top extends 300 mm. Load capacity of top is 15 kg.

#### **Decorative backs for free standing panels (product group 18)**

The decorative backs for panels group 9 are made from MFC with a grey foil finish. Cover panels (18.7 and 18.8) with space for PC are made from a combination of MFC, metal and foil.

#### **Handover divider (product group 19)**

A freestanding configuration of four or five panels with metal base, MFC plinth or attachment of fabric to aluminium part of frame. The printed colour motive is just on one side. The reverse side of the printed fabric is grey. If required the fabric can easily be changed. Cleaning only using a vacuum cleaner. To remove stains from fabric use a weak soap solution (max. 30°). Wipe the affected area and the surrounding fabric with a damp cloth. Then evenly brush the fabric across the whole area to re-stretch it.

#### **Seating (product group 22)**

These products are covered by a separate user manual.

### **4) PRINCIPLES FOR USE**

- The correct functioning of the furniture is dependent on their use in a suitable environment and correct handling (no force should be used that could cause physical damage)
  - temperature 10 - 40°C
  - relative humidity 30-70%
- Clean the furniture surfaces with standard non-abrasive substances (we recommend standard detergents diluted with water); do not use any organic or inorganic solvents.
- Care and maintenance of painted/varnished parts is performed using standard non-abrasive furniture polishes and waxes. Glass doors and panels should be cleaned with standard glass cleaning products.

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## Instruction for the use Showroom furniture ŠKODA AUTO

- Don't stand or sit on furniture, except where this is intended.
- Don't move objects with sharp edges across top surfaces.
- Avoid performing activities on top surfaces that could result in damage to the surface (e.g. cutting paper, repair work etc.).
- Spilt liquids of any type should immediately be wiped up and the surface dried.
- Do not place wet items of clothing on the furniture.
- The levelling of the individual items is performed using the adjustable feet. We recommend an occasional control of the level of items and correction to the same level were necessary.
- Assembly and disassembly should only be performed by trained personnel. In order to preserve the guarantee we recommend that such work is arranged through the supplier.
- If the items have integrated cabling, the cables should be long enough so that the items can be pulled out without interrupting the power supply.
- Tables should not be moved by holding on to the worksurface. Due to the weight of the base this might cause the top to become separated from the base.
- For the care and use of the upholstered bench a separate instructions sheet is attached to this document.

**Failure to observe the above instructions will invalidate the agreed guarantee.**



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## INSTRUCTIONS FOR COMMERCIAL CLEANING

### GENERAL

Instead of wet cleaning, use a dry cleaning method. These methods are effective from both an environmental and a financial perspective.

### REGULAR DAILY CLEANING

Cleaning requirements depend on the given environment.

### DRY MOP

Remove free lying dust and dirt using a dry mop with a microfibre head (40-60 cm) or vacuum cleaner.

### WET MOP

Only wet mop the floor when required. Use the **universal floor cleaner All around Floor Cleaner** and a **Pergo mop cloth**. Soak the mop cloth in warm water with the universal cleaner (a solution of 30 ml to 7 l of water). Do not clean in one go an area greater than 15-20 m<sup>2</sup>. Clean thoroughly and wipe dry with a cloth.

### REMOVAL OF STUBBORN STAINS AND/OR RUBBER MARKS

To remove stubborn stains or rubber marks use Floor Cleaner and a clean mop, cloth or a non-abrasive white sponge. For an area of 3 m<sup>2</sup> spray 4-5 times. Let the cleaner take effect for about a minute. Then remove the stain with a clean mop and water. If required repeat the process.

### SPOT REMOVAL INSTRUCTIONS

SPOT/PROBLEM	SOLUTION
Limited stain area	Spray floor cleaner on the stained area Leave it to take effect for a few minutes. Then wipe with a clean mop and lukewarm water. If necessary repeat procedure.
Chocolate, grease, juice, spirits, wine	Spray on floor cleaner or use warm water with added <b>universal floor cleaner</b>
Tar, crayon, lipstick, shoe polish, ink, soot, nail polish or cigarette burns	Denatured alcohol, acetone or other cleaning solvent, benzine
Wax and chewing gum	Leave to harden and then carefully scrape off and remove.

Stains should be removed without delay before they soak in, which makes removal more difficult or even impossible.

## MAINTENANCE

Pergo flooring should not be waxed or polished. Never use abrasive or rough materials which might damage the appearance or structure of the floor. Some surface textures and finishes will require special cleaning from time to time. If your Pergo floor is one of the following types, follow the given instructions for best results.

## INSTRUCTIONS AND ADVICE

### Matt surface finish

Dirt easily builds up on a matt surface finish. Therefore in such case we recommend regular cleaning of the entire floor surface using All Around Floor Cleaner to remove dirt adhering to the surface.

If the floor is cleaned incorrectly, for example using disproportionate amounts of standard cleaning product or detergent, a greasy layer can form on the surface. For removal of such a coating use a damp microfibre mop; then on the damp surface spray a sufficient amount of floor cleaner and wipe the surface with the mop. Then leave for a minute or so to give the cleaner a chance to break up the grease. Then wipe the surface with a damp cloth, regularly rinsing the cloth. Then wipe with a dry mop. If necessary repeat the process until the grease has been removed.

### Polished (gloss) surface finish

On a polished surface dried water drops are visible. Therefore after washing, the floor should always be dried with a dry mop.

### Floor with bevelled edges

These types of floors are sensitive to the collection of water in the joints between the bevelled edges. **For this reason a wet mop should not be used with this flooring. Just a slightly damp mop should be used.** Wring out the mop and make sure that no water collects in the joints. Always dry the floor after cleaning.

### Cleaning agents

When spots or marks occur, denatured alcohol or cleaning solvents can be used without damaging the surface layer. However, strong acids such as nitric acid or hydrochloric acid will cause irreversible damage.

## CLEANING EQUIPMENT

Depending on specific requirements a floor cleaner with one brush or a machine with brush/dryer can be used.

- Recommended is a small compact cleaning machine with low-speed brushes intended for daily cleaning.
- „Medium“ or „large“ cleaning machines or „sit-on“ machines are not recommended due to their high weight.
- Jet and/or high pressure cleaning machines are not recommended.

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- The machine weight in normal circumstances should not exceed 50 kg.
- The brush pressure should be in the range 15-30 kg.

### Intensive cleaning

- Cleaning machine and accessories (cleaning insert or brush) should be suitable for daily gentle cleaning.
- Scrubbing is not recommended.

### Cleaning agents

- The laminated flooring should not be polished (whether with a high-speed machine or using polish) or waxed.
- Use only environmentally friendly cleaning products with low level of lather and pH around 7 (neutral).

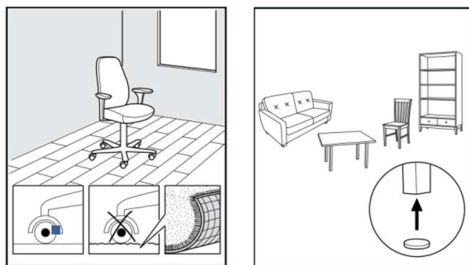
### STANDARD CLEANING (AND CLEANING AFTER INSTALLATION):

To remove dirt and dust vacuum clean the floor, clean with a dry mop or sweep with a brush. Occasionally wipe using a Pergo microfibre mop and a dilute solution of Pergo Floor Cleaner (2 measures of cleaner to 7l of water). Wash the mop head in a washing machine at 60°C without washing powder or softener.



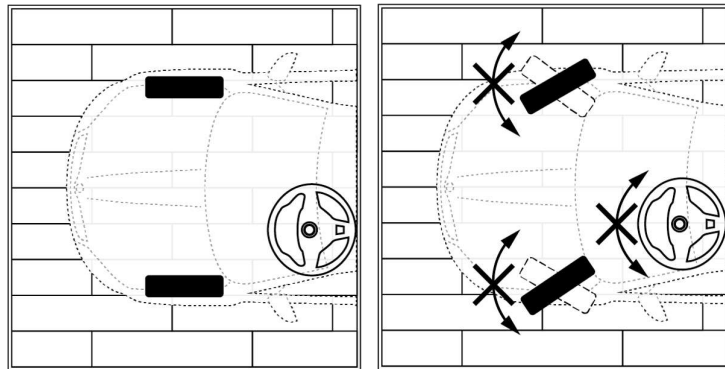
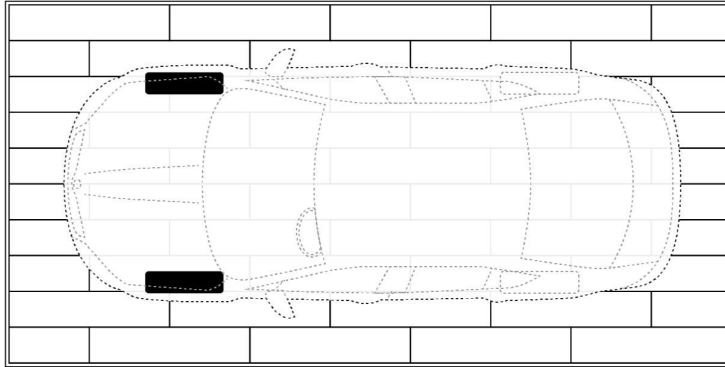
### SPECIAL ADVICE

- Office chairs used on this flooring should have castors for hard floors.
- Protect the floor by fitting soft pads to furniture legs.



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- If a car is placed on the flooring it is important not to turn the steering wheel as this will damage the flooring. The flooring is resting on but not glued or fixed to the base floor!



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## 1) PREVENTATIVE MEASURES

A significant part of all introduced dirt can be minimised using cleaning mats outside the entrance and clean zones in the entrance areas. It is necessary to observe a minimum length of the internal zones of 2 – 3 steps. These clean zones need to be regularly cleaned in order to fulfill their intended purpose over the long-term.

## 2) STANDARD DAILY CLEANING

Standard daily cleaning is vital for the ensuring the cleanliness of the carpet and determined at what intervals it will be necessary to perform for intensive cleaning. In relation to the degree of usage of the space it is necessary to thoroughly vacuum the carpet with a brush vacuum, e.g. CC-Carpetlife brush vacuum cleaner, on a daily or several times weekly basis in order to remove freely lying dirt and dirt from the surface and the carpet pile so the fibres regain their shape. For deep pile carpets set the brush vacuum to the lowest setting (hards/smooth surface) so as to avoid any tangling of the fibres. In order to maintain the good appearance of the flooring it is important to also remove any stains when performing the daily cleaning routine (see point 3).

## 3) STAIN REMOVAL

Stains should if possible be removed **immediately – don't let them dry!** Liquids should be soaked up with a sponge or paper towel (make sure colours don't run) by dabbing – **don't rub**, lose dirt vacuum clean. Cleaning should always be performed from the edge to the centre so as not to spread any stains. Do not use any standard domestic cleaning products or detergents to remove stains. The recommended stain remover for this carpet is **CC-Fleck&Weg**, which removes water soluble and insoluble stains. On particularly stubborn water insoluble stains (e.g. paint, glue) use **CC-Fleckenspray**. Do not spray the stain remover directly onto the dirt spot, but spray onto a cloth and then wipe the stain – gradually from the edge to the centre of the stain. Soak up a dissolved stain with a dry cloth or paper towel and rinse the spot with clean water so that no traces of the cleaning product remain. Then apply a cloth or paper towel until all remaining liquid is soaked up. For really obstinate stains it may be necessary to repeat this procedure. It is necessary to proceed with care as the carpet should not be completely soaked.

## 4) INTENSIVE CLEANING

In addition to the daily cleaning and stain removal it is necessary at certain intervals to perform a deep basic cleaning of the carpet to remove all dirt.

### 4.1 Dry extraction cleaning

Dry extraction cleaning enables the local cleaning, e.g. of areas subject to particularly hard wear, whilst the carpet can remain in use during cleaning. This system is particularly suitable for constructions where wet cleaning is not possible or

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recommended (e.g. loosely laid or stretched carpet, carpet with felt backing, when using water soluble glues, or where raised floors are used). For carpets with a deep pile it is necessary to first check the feasibility of using this cleaning method as the action of mechanical cleaning may tangle the fibres. Before cleaning first vacuum with a powerful brush vacuum cleaner (e.g. **CC-Carpetlife-brush vacuum cleaner**). Areas with significant dirt build-up (e.g. walkways) pre-clean by spraying with **CC-Fresh-Up 2v1**; the carpet should not be saturated. Then evenly spread onto the area for cleaning **CC-Carpetlife-powder** and use a powerful brush device (e.g. **CC-Multi Clean 350**) to thoroughly rub into the fibres. After the powder has been worked in with the dirt, remove it by vacuum cleaning thoroughly with a brush cleaner.

#### 4.2 Wet extraction cleaning

This method is hygienic and enables the deep cleaning of the carpet pile. It must not of course be used for constructions or backings that are sensitive to damp. For extraction cleaning use **CC-Konzentrát for carpets** or **CC-Sprüh-Ex**. Apply a solution of the appropriate concentration into the tank of the extraction machine. For best effect use the rotating drum brush with extraction appliance **CC-Premium F2**. In a single pass the cleaning solution is applied into the carpet, the rotating brush has a cleaning effect and the suction strip at the back vacuums up the dirt. Alternatively the cleaning can also be performed with a spray extraction using certain of the CC extraction cleaners. In this case the extraction cleaning does not use a rotating brush, which is better for deep pile carpets.

**Carpet cleaned using the wet method can only be used after it has fully dried.**

#### 5) IMPREGNATION AND PROTECTION OF CARPETS AGAINST REPEAT DIRT BUILD-UP

After intensive cleaning the carpet can be treated with a suitable impregnation. There are two options for type of impregnation. Impregnation of the still damp carpet with **CC-Baygard-carpet protection** that acts as a long-term repellent against dry dirt and increases the stability and elasticity of the fibres. This makes the daily cleaning easier and more effective. This impregnation method is suitable for areas subject to heavy use, such as corridors etc. Impregnation of a dry carpet with **CC-Fleckschutz**, which repels liquids making them easier to soak up with a cloth. Treatment with **CC-Fleckschutz** is suitable for spaces where food is served and anywhere where drinks might be spilt.

#### 6) ANTISTATIC TREATMENT

Electrostatic charge accumulates particularly in the winter when the air is dry. Treating the fibres by spraying them with **CC-Antistatikum** prevents the build-up of antistatic charges. At a relative humidity of around 60% antistatic charges will not as a rule occur.

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## 1) INSTRUCTIONS FOR THE CARE OF SEATING

These instructions contain information on the design, cleaning and care of seating for ŠKODA AUTO sales offices and adjacent showrooms. The seating meets the demanding requirements for office use. All parts that a user might come into contact with have been designed so as to avoid injury or damage to property.

## 2) DESCRIPTION

The **office chairs** include a metal mechanism for adjusting seat height, backrest position and armrests, and the fully upholstered seat with PUR foam cushioning and a mesh fabric backrest. For correct body support the plastic backrest frame is ergonomically contoured in the lumbar region. The office swivel chair comes as standard with a synchronous mechanism, high quality gas lift, robust five-arm base and smooth running universal castors. The chair is intended for office use. Standing on the chair or sitting on the armrests may result in injury and/or damage to the chair.

**Conference chair** with upholstered seat and backrest on a metal base. The type of base differs according to the method of use (four-leg – type A; central base – type B; four-leg with armrests – Office Manager Chair).

**Conference barstool** – with upholstered seat and backrest on a central high base with footrest and circular base. The base has a chrome finish.

**„Cube“ seat** - one-colour upholstered seating cube (selection of four colours). The cover fabric is the same of (depending on colour) similar to the upholstered bench and conference chairs.

## 3) USER INSTRUCTIONS

### Office and conference chairs

- The correct functioning of the chair is conditional on the use of the product in a suitable environment, i.e. standard climate for office interior, humidity 30–70% and air temperature 10–40°C, protected against direct sunlight and excessive temperatures (should never be placed next to heat sources) and suitable handling – rough handling may result in damage;
- Metal frame, plastic and cushioning with fabric removed can be cleaned with standard non-abrasive products (we recommend standard water diluted detergents), do not use any organic or inorganic solvents!
- cleaning of painted and polished surfaces, including plastics, can be performed using standard furniture polishes that don't contain abrasive components;
- general cleaning of chairs with a vacuum cleaner or brush;
- any spilt liquids should be immediately wiped up;
- to remove stains from upholstery use a weak soap or similar non-aggressive solution (max. 30°C). Wipe soiled spot and surrounding area with a damp cloth and avoid saturation and then carefully dry;

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- when using seating with a mechanism check the tightness of the control elements to avoid the risk of injury;
- where a product has a gas lift, this gas lift should on no account be dismantled or expose it to heat. The gas lift is under constant pressure and mishandling it may result in injury;
- chairs should only be used for seating. other methods of use such as standing on the chair or sitting on the armrests may result in injury and/or damage to the chair;

#### Cube

- regularly dust the cube seat, the best method is using a damp chamois leather with soap or a special cleaning product, or gently wipe with a damp cotton cloth using just water;
- protect the surface from damp and greasy dirt;
- once or twice a year use special leather cleaning product that refreshes its appearance and maintains its attractive appearance and suppleness. For best results we recommend using the product Skai Cleaner with a microfiber cloth of soft brush;
- do not treat just a greasy spot, but also the area surrounding it. Never rub with force;
- the natural qualities of leather mean that it will over time stretch;
- seating cubes should be placed in a space with suitable interior climate, i.e. medium humidity of 30–70% and air temperature 10–40°C. Never place next to a heat source!;
- protect the leather from exposure to direct sunlight;
- the distance between the furniture and a heat source should be at least 30 cm;
- protect upholstery from contact with the sharp edges of other furniture or objects.

#### NOTE

If these instructions are not observed then the manufacturer's guarantee will not cover any damage that arises due to incorrect treatment or use.



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## HIGHLIGHT WALL

### 1) DESCRIPTION

Highlight walls are made of anodised aluminium profiles. In between of those profiles is stretched printed fabric. The upper part holds a metallic cover with plexi-elements.

### 2) USER INSTRUCTIONS

- It is prohibited to lean anything on these elements as it could release the whole Highlight wall from its handles and collapse;
- The installation and possible de-installation must be carried out by experienced and approved worker;

### 3) CLEANING

- It is needed to wash and dry immediately all leaked or spilled fluids of all kinds;
- Cleaning of aluminium frames and metal covers is performed using common non-abrasive detergents. (It is recommended to use regular detergent diluted with water). Do not use any organic or inorganic dissolvent;
- Stretched fabric cleaning – upper rubberized part – please use wet or moisturized cloth/sponge to remove dust and dirt. Bottom part – it could be gently brushed without using water. To avoid the risk of necessary cleaning, it is recommended to use white cloth gloves within inserting/stretching the fabric into the aluminium frame.
- Plexi-parts cleaning – The plexi can be treated with alcohol-free detergents (not based on alcohol). Alcohol should never get in contact with the plexi board surface as this could cause opaque or frosted reaction of the material and in worse case more fragile spots or material destruction (degradation). The effect is especially noticeable by polycarbonates. Use only wet or moisturized cloth/sponge to remove dust and dirt. Do not use any detergents, that could scratch the surface. Do not use rubber wipers as they could also scratch the plexi-surface. Do not use dissolvent, alkaline detergents window cleaning detergents and detergents containing ammonium hydroxide (ammonia). Do not remove dirt from the surface using razor blades or any other sharp tools. It is possible to polish possible scratches with special polishing paste intended for plexi-polishing.

**ATTENTION! This element is electrified!**

## SUSPENDED ELEMENTS

### 1) DESCRIPTION

Suspended Element is made of anodised aluminium profile. There is a stretched fabric in between these aluminium profiles. Letters are made from a black self-adhesive 3M foil.

### 2) USER INSTRUCTION

- It is prohibited to lean anything on these elements as it could lead to its release and fall
- Both the installation and eventually the de-installation must be carried out by an experienced and trained worker.

### 3) CLEANING

- It is necessary to wash and dry all leaked or spilled fluids of all kinds immediately;
- Cleaning of aluminium frames and metal covers is performed using common non-abrasive detergents. (It is recommended to use regular detergent diluted with water). Do not use any organic or inorganic dissolvent;
- Fabric cleaning – upper rubberized part – please use a moisturized cloth or sponge only to remove dust and dirt. The bottom part can be cleaned by gently dry brushing. It is highly recommended to use white cloth gloves for inserting or stretching the fabric into the aluminium frame to avoid a risk of dirty fabric and then necessary cleaning

## DIRECTIONAL SIGN INTERNAL

### 1) DESCRIPTION

Directional sign internal is made of MDF with plastic ABS edging. Letters are made from a black self-adhesive 3M foil.

### 2) USER INSTRUCTION

- It is prohibited to lean anything on these elements as it could lead to its release and fall
- Both the installation and eventually the de-installation must be carried out by an experienced and trained worker.

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### 3) CLEANING

Cleaning only with using common non-abrasive detergents. (It is recommended to use regular detergent diluted with water). Do not use any organic or inorganic dissolvent.

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## 1) INSTRUCTIONS FOR USE AND CARE OF THE UPHOLSTERED BENCH

These instructions contain information on the design, use and maintenance of seating intended for use in residential and commercial interiors.

## 2) DESCRIPTION

Wood frame upholstered bench is on the exposed side padded with PUR foam. All seating parts are covered with EKO (artificial) leather. The visible and supporting back structure is made from laminated chipboard with furniture edges and HPL.

## 3) CARE AND USE INSTRUCTIONS

- Regularly dust the bench, ideally with a damp chamois and soap, or special cleaning solution, or dust with a damp cotton cloth.
- Protect from damp and grease.
- Once or twice a year use special leather cleaning solution so that the surface maintains its attractive appearance and suppleness. We recommend use of Skai Cleaner, for cleaning artificial leather. The best results are achieved with regular cleaning using Skai Cleaner and warm water applied with a microfibre cloth or soft brush.
- As a result of its natural flexibility leather of all types will stretch. During use small creases may form as the leather „works“.
- Benches should be placed in a suitable environment. Relative humidity 30 – 70% and air temperature 10 – 40 °C. Never place next to a heat source!
- The distance between the furniture and a heat source should be at least 30 cm.
- Protect the leather from direct sunlight.
- Regularly vacuum clean seams.
- Note: Red wine, coffee, alcohol, organic and inorganic solvents and caustic substances leave stains on leather.
- Do not use laundry detergents, detergents, waxes or turpentine. Always use natural cleaning agents - lukewarm water with neutral liquid soap. The cleaned surface should then be wiped dry.
- Common cleaning agents and chemicals may cause damage.
- In the event that a mark forms, clean away the dirt or liquid as well as possible with a spoon or cleaning blade so that it does not spread. Don't wipe, just dab with a sponge. Then use a swab to apply a suitable cleaning solution.
- Don't treat just the soiled spot, but also around it. Never apply excessive force when wiping.
- Protect leather from contact with sharp objects.
- Non-intended usage, such as standing on the seating, or sitting on the non-upholstered frame may result in injury and/or damage to the product.