

Operations & Maintenance

Furniture Care Guide

insight to impact.

Our mission extends far beyond furniture.

At Sagal Group, we are dedicated to imparting knowledge that empowers you to craft a workspace you will adore. Through our blog, we delve into a variety of topics, including design trends and practical advice for establishing a functional and inspiring office environment.

https://www.sagalgroup.co.uk/knowledge-centre/













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Total Lifecycle Care

Change is inevitable

Whether that's team growth, a merger, a downsize, a relocation, or perhaps a complete change in the way you work.



Annual Health Check

A dedicated site visit every year to inspect, train, upgrade, and ensure every Sagal product is performing exactly as you need it.

10-Year Factory Warranty

Complete peace of mind. Any manufacturing defect — we fix it. No question, no cost, no problem.

Continuty Programme

We protect your investment by ensuring the products you love today remain available to you for years to come — consistent quality, every time.

Global Delivery

Wherever your teams are in the world, we deliver the same industry-leading products and support through our trusted global network.

Performance & Utilisation Audit

Data-driven insight into how your space is really being used — from focus zones to collaboration areas — so you can optimise every square foot.

Reuse, Repupose, Recycle

We take responsibility for all unwanted furniture, working with you to reduce waste, honour our environmental commitments, and help build a better future.

Wherever your business takes you, or however your business evolves, when you purchase furniture from us, you are covered by our Total Lifecycle Care at no additional cost to ensure you always.

Furniture Care Guide

Here are a few tips to help you keep your furniture looking splendid; to maximise their longevity and appearance

FABRIC
Vacuum regularly – to remove grit and dirt
Treat stains quickly. Use a damp cloth while they are still fresh.
Deep clean on an annual basis using professional cleaning services

LEATHER
You will be able to maintain your leather furniture longer by removing spills immediately, dusting regularly and using care and cleaning products designed for leather furniture. Clean with a soft cloth and water. Small amount of mild soap, applying a very light pressure and then dry using a soft dry cloth. We remind that leather is extremely delicate and recommend to test the product on a hidden part and to wait at least 24 hours before proceeding.

- Vacuum regularly
- Keep room humid
- Absorb spills without pressure, do not rub
- Avoid direct exposure to sunlight and heat
- Avoid drying out leather, needs moisture

PLASTIC MATERIALS.
Cleaning: plastic surfaces usually need to be cleaned with a cloth and water. We recommend not to use dry cloths that might generate an electrostatic charge that will capture dust. For the most persistent stains a small amount of liquid soap diluted in water may be used.
AVOID THE USE OF SOLVENTS AND ABRASIVES

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MELAMINE AND PAINT SHEET METAL
Cleaning to be carried out with damp not wet cloth.
Wash with any type of water based detergent (eg. Detergents for the home) or with alcohol diluted in water at 50%.

WOODS
Cleaning: plywood surfaces need to be cleaned with a cloth and water. We recommend to dry immediately after the cleaning process. All liquids or other residue must be removed in order to avoid the absorption of the same.
Usage: being plywood a natural material you might notice an alteration of the colour shade during time and use. We also remind that plywood cannot bear with warm surfaces or high temperatures if placed directly on the wooden top.

VENEER

- Cleaning Soapy, warm, damp cloth followed by a dry cloth Moisture should not be left on the surface at any time.
- Any spillages should be wiped up with a dry cloth straight away – whether hot or cold MARKS Office equipment, faxes, calculators, telephones etc should be placed on a pad. Black rubber pads/feet on the underside may mark the veneer.
- Avoid any metal objects on the surfaces as they may scratch.
- Solvents Tippex, adhesives, nail varnish etc may remove the lacquer from the surface – avoid use of these materials.
- Do not place furniture against any heat source – this will dry out the wood and cause shrinking and splitting.
- Direct sunlight will increase the aging process. Some wood will fade, some will darken. Sunlight only speeds up the process.
- Other Wood veneers can crack and split when exposed, over time, to low humidity levels – this especially true in the case of air conditioning.

DO NOT USE SPRAY AND/OR WAX POLISHES

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Spot & Stain Removal Guide

To treat stains use **Step A first** apply small quantities of liquid, blot well with clean tissues after each application. Work carefully to release stain from edge to centre. Allow to dry.
If unsuccessful try Step B and then C.

1. White spirit, Turps, or substitute
2. 1,1,1 Dry cleaning fluid
3. Upholstery Detergent or Shampoo at manufacturer's recommended dilution
4. Acetone, nail polish remover – non oily
5. Cold water
6. Surgical spirit (alcohol)
7. Borax 2% solution, dissolve 1 tsp in cup of warm water, top up with cold water
8. Salt 2% solution, 1 level tsp in cup of tepid water
9. Use 3 as above & drop of spirit vinegar
10. Biological detergent 1% solution (1 level tsp in cup of warm water)
11. Use 6 as above diluted 1:5 water
12. Disinfectant, dilute as recommended on bottle, or 1 tsp in 2 pints water
13. Use 7 as above & drop of spirit vinegar
14. Chill with ice cubes in plastic bag
15. Hot iron over layers of white tissue
16. Consult a professional cleaner
17. Vacuum thoroughly

STAIN	A	B	C	STAIN	A	B	C
Alcoholic drinks	9	11	7	Ink (biro)	6	4	10
Blackcurrant juice	13	9		Ink (felt tip pen)	6	4	3
Blood	5 then 8	3	7	Ink (writing)	3	16	
Butter	14 then 15	1 or 2	3	Lipstick	1	2	3
Chewing gum	14	2 and 4	16	Milk	8	3	7
Chocolate	3	1		Mustard	3	7	11
Coffee & cream	3	1	7	Nail varnish	4	16	
Coffee (black)	13	11	3	Oil & grease	1	2	3
Cola & soft drinks	9	7		Paint (oil based)	1	3	16
Cooking oil	1	3		Paint (water based)	5	3	16
Cough syrup	3	7		Salad dressing	3	1	7
Cream	3	1	7	Shoe polish	1	2	3
Egg white	3	7	10	Soot	17	3	1
Egg yolk	8	3	10	Tar	1	2	3
Floor wax	1	2	3	Tea	3	11	7
Fruit juice/cordial	7	3	6 and 3	Urine	3	12	16
Furniture polish	1	3	2	Vomit	3	12	16
Gravy & sauces	3	1	7	Wine	3	13	11
Jam	3	7					

Sustainability

Sustainability has become an increasingly important issue in society, and businesses are expected to play their part in creating a more sustainable future. But what exactly does sustainability mean in the workplace, and how can companies ensure they are acting in a socially and environmentally responsible way?

At Sagal Group, we don't just tick boxes when it comes to sustainability and ethics - we take action. We are dedicated to reducing our environmental impact in every aspect of our business, from design to transportation, installation, and recycling.

Eco Van Run

Wherever possible we combine deliveries and installation, this is detailed on our quotes as an Eco-Van run as it just makes logical sense. Similarly when specifying furniture for our customers we will do our best to accumulate as much as possible from 1 factory rather than many, that reduces transport emissions.

Warranties

Our commitment to sustainability begins with designing high-quality furniture with a long lifespan, backed by extensive warranties and high levels of recyclability. This approach reduces the need for replacements, drives down the life cycle costs of our products, and minimizes waste that ends up in landfills.

Solar

Our factories always promotes as active protection of the environment, taking into consideration the impact of environmental resources at the initial stages of creation and product development. Two of our factories also use a 70kw photovoltaic system guaranteeing maximum energy efficiency across all production lines.

Commute

Our sustainable practices include promoting cycling to work. Two people cycling 150km each for a week can save 144kg of CO2 emissions compared to taking the train. Join us in creating a greener future! #sustainability #cycling #carbonfootprint #cyclecommute #LoveWhereYouRide

Materials

Proudly UK-manufactured, the steel in our furniture is made from 55% recycled materials and is fully recyclable, underscoring our commitment to sustainability. The MFC boards we use are sourced from FSC and PEFC accredited forests, which are managed to the highest environmental, social and economic standards

Let’s Connect

At Sagal we believe that the workplace should make us smile, they should inspire us to be great and most of all offer comfort and function to you the user.



WORKPLACE STRATEGIST

NOEL BREWSTER

noel@sagalgroup.co.uk
07551 215 176



MANAGING DIRECTOR

CHRISTIAN LOGUE

chris@sagalgroup.co.uk
07768 295 607



CREATIVE DIRECTOR

NATALIE RICE

natalie@sagalgroup.co.uk
07557 569 083

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