



O&M MANUAL

WORK POLO TABLE



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WORK POLO TABLE

FINISHES

WORK POLO TABLE



TOP FINISHES

MFC - SQUARE EDGE

35	SO	60	YY	69	20	19
Verade Oak Kronospan D305 SU	Light Sorano Oak Egger H1334 ST9	Grey Nebraska Oak Egger H3332 ST10	Beige Grey Lorenzo Oak Egger H3146 ST9	Gold Craft Oak Kronospan K003 PW	Natural Noble Elm Kronospan D5500 SU	Silver Liberty Elm Kronospan K019 PW
24	VV	46	BB	30	RR	10
Tiepolo Walnut Kronospan D8953 SU	Maple Kronospan D375 PR	Bavaria Beech Kronospan D381 PR	Black Egger U999 ST7	Anthracite Kronospan U164 PE	Reed Green Egger U604 ST9	Stone Grey Egger U727 ST9
GG	KK	NN				
White Egger W980 ST2	Grey Egger U708 ST9	Taupe Grey Egger U750 ST9				

MFMDf 25mm with ABS edging and undercut edge detail

24	VV	UU	GG	27
Tiepolo Walnut Kronospan D8953 SU	Maple Kronospan D375 PR	Light Grey Kronospan U112 PE	White Kronospan K101 PE	Graphite Kronospan U162 PE

VENEER (GROUP 1) Clear lacquered finish. Matching edging.

01	02	03	04	05	06	07
Crown American Oak	Crown Ash	Crown Maple	Crown American Cherry	Crown Black American Walnut	Crown Plum Mahogany	Straight Grain Oak

ALPI - VENEER (group 2) Clear lacquered finish. Matching edging.

51	52	53	54	56	57
Dark Grey Oak Alpi 11.04	Balanced Grey Oak Alpi 10.66	Grey Oak Alpi 10.65	Titanium Oak Alpi 11.05	Breeze Oak Alpi 10.69	American Walnut Alpi 10.16

TOP FINISHES

FENIX with laminate backing. Matching ABS edge

FA	FC	FD	FE	FG	FO	FP
Bianco Male	Bianco Alaska	Bianco Kos	Beige Luxor	Beige Arizona	Castoro Ottawa	Grigio Londra
FI	FJ	FL	FF	FK	FM	FB
Verde Comodoro	Rosso Jaipur	Blu Fes	Grigio Efeso	Grigio Antrim	Grigio Bromo	Nero Ingo

ABET LAMINATE with white laminate backing. Matching ABS edging.

AA	AB	AC	YY	AE	AF	AG
Ice White	Spring White	Cream	Mountain Grey	Dark Grey	Volcano Brown	Black
AH	AI	AJ	AK	AL	AM	AO
Aubergine	Umber Brown	Sahara Beige	Dark Blue	Pacific Blue	Olive Green	Pleated Teak
AP	AN					
Grey Zebrano	Grey Maple					

METAL FRAME FINISHES

STANDARD LEG FINISHES



RAL9005 Black

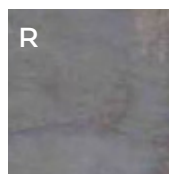


RAL9016 White

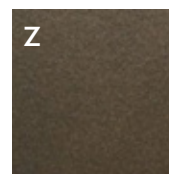
OTHER



RAL9006 Silver



Raw Clear Lacquer



Bronze Y2214F

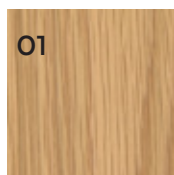


Beige Grey
RAL7006

Other finishes are available at a minimum order quantity.
Order less than 15 positions are subject to a surcharge.

WOOD CLADDING FINISHES

VENEER (GROUP 1) Clear lacquered finish. Matching edging.



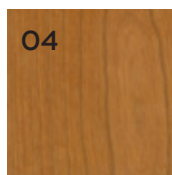
Crown American Oak



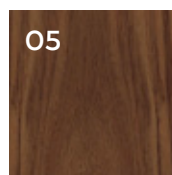
Crown Ash



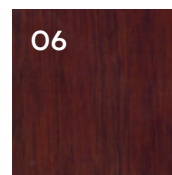
Crown Maple



Crown American
Cherry



Crown Black
American Walnut

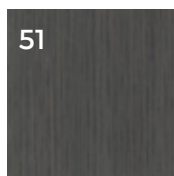


Crown Plum
Mahogany

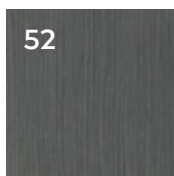


Straight Grain Oak

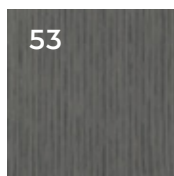
ALPI - VENEER (group 2) Clear lacquered finish. Matching edging.



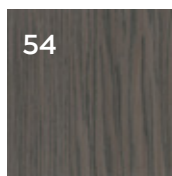
Dark Grey Oak
Alpi 11.04



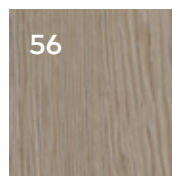
Balanced Grey Oak
Alpi 10.66



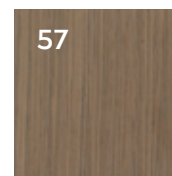
Grey Oak
Alpi 10.65



Titanium Oak
Alpi 11.05



Breeze Oak
Alpi 10.69



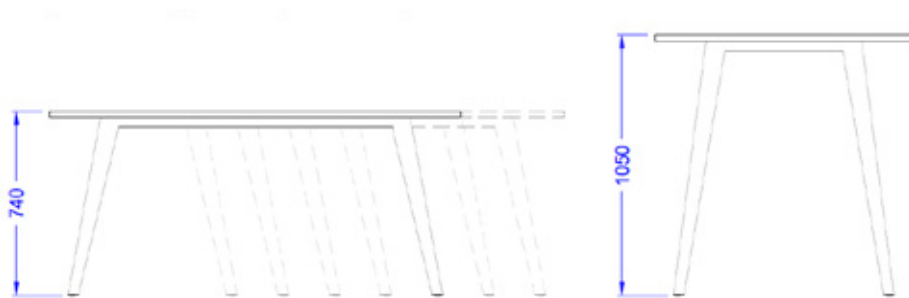
American Walnut
Alpi 10.16

WORK POLO TABLE

SPECIFICATION

WORK MEETING TABLES SPECIFICATION

The Task Work table program offers a minimal and stylish table solution suitable for all environments. The angled metal leg design framework utilises a modular beam system allowing a variety of size options to be easily achievable. This framework can be finished in standard durable epoxy powder coated finishes. Framework is available in a 740mm height for seated applications, and for 4 leg frame assemblies there is also the option of a 1050mm height for standing and/or high stool seating use.



Top panels are available in a wide range of MFC, MFMDf, Fenix, Abet Laminate and Veneer finishes to compliment any office or meeting area scheme. Veneer cladding covers are available for metal legs, providing a wood-like appearance with a softer, refined finish. For the 740mmH version, three sizes are available: 2000mm, 2400mm, and 2800mm in diameter. The same tabletop sizes are also available for the taller 1050mmH version.



WORK POLO TABLES



WORK POLO HIGH TABLES



WORK POLO TABLE

CARE & MAINTENANCE

WOOD CHARACTERISTICS

Each tree is naturally unique, so variations in grain and colour should be expected both between logs and within the same log.

VENEER SURFACES

All surfaces, which have a lacquered finish unless an oiled finish has been applied. While lacquer is highly durable, it can scratch if abrasive objects are placed on or dragged across it. To protect the finish, all objects placed directly on veneered surfaces should have felt pads or rubber feet. Avoid placing briefcases, handbags, or dragging equipment, packaging, or boxes across lacquered surfaces, as trapped grit or dirt can cause visible scratches. Use table mats for plates, cups, glasses, and bottles to prevent surface damage. Darker veneers are more prone to showing scratches.

CLEANING INSTRUCTIONS

For daily cleaning, wipe with a clean, damp (not wet) cloth, followed by a dry cloth. For tougher stains, dip your cloth in a mild soap and water solution, then wipe with a cloth dampened in clear water before drying thoroughly. High-gloss polish may help minimize fine scratches. For blemishes, chips, or gouges, contact special services for professional repair.

Soil build-up should be removed with a soft yellow duster and a beeswax polish, (silicon free).

Apply a light coating of wax to each section buff one section at a time with a soft yellow duster so that every part of the table surface has been polished. This will build up a lustre over time.

We recommend routine maintenance be carried out by cleaning services. If chips, scratches or gouges occur please contact specialist repair as soon as detected. If left, moisture and dirt can be absorbed into the core material causing irreparable damage.

WATER / ALCOHOL/ BEVERAGE SPILLS

Always use coasters to protect the finish from heat and moisture. Wipe up any spills immediately with a soft cloth or paper towel.

WRITING ON WOOD VENEER

Excessive pen pressure when writing can cause dents and damage to wood and veneer surfaces. To prevent this, use a desk pad or other protective covering in areas where frequent writing or paperwork is done.

OILED FINISHES

To maintain oiled wood veneer, gently brush the surface with a fine Scotch-Brite pad in the direction of the grain to open the wood's pores and remove fingerprints and dirt. Avoid using wax-based products (such as Pledge or Endust), aerosol cleaners, polishes, waxes, abrasive cleaners, or oily polishes.

Apply oil only when the wood appears dry, and immediately wipe off any oil that comes into contact with leather, plastic, or metal parts. Use a clean, soft, dry cotton cloth to wipe off excess oil, smoothing in the direction of the grain. After 10 minutes, buff the surface again with a clean, dry cloth until fully dry. After approximately three hours, polish with another soft, dry cloth. Allow the oil to cure for 24 hours before use to prevent transfer to clothing.

CLIMATE CONTROL

Veneer and solid timber naturally absorb and release moisture in response to changes in climate. In extremely dry conditions, wood may lose moisture and shrink slightly. To minimize movement, we recommend maintaining an average relative humidity of 50% ($\pm 10\%$).

Fluctuations in timber can cause bolts and screws to loosen over time, potentially leading to misalignment and uneven surfaces. Regularly check and tighten fittings to ensure stability.

DIRECT SUNLIGHT

Keep timber surfaces out of prolonged direct sunlight, as it can prematurely age the wood and damage the finish. During the first few months, avoid leaving objects or documents in the same spot for extended periods to ensure even darkening or lightening of the wood over time.

CLEANING MFC SURFACES

Melamine Faced Chipboards (MFC) are very easy to care and do not require any special maintenance.

It is an easily cleaned and hygienic surface which can be maintained by occasionally wiping over with a dry or damp clean cloth.

Dust can easily be removed using a dry/damp soft clean cloth.

Soiled surfaces can usually be cleaned with a soft clean cloth or sponge dampened with warm soapy water or a mild household detergent and wiped with a damp clean cloth to remove any remaining soap or detergent, and then dried with an absorbent paper towel or microfibre cloth.

Spillages must be removed immediately, the area washed with warm soapy water to remove any remaining spilled liquid or powder, finished with a damp soft cloth and then dried.

The following cleaning agents SHOULD NOT be used:

- Scouring and abrasive agents (abrasive powders, scourers, steel wool).
- Polish, washing powder, furniture cleaner, bleach.
- Detergents with strong acids and acidic salts.
- Steam cleaning equipment.

Never use substances that leave traces (waxes or oils for instance).

Hot objects should not be deposited on the surface, as this may result in discolouration.

CLEANING LAMINATE SURFACES

This surface is hygienic, easy to clean, and features an opaque, anti-fingerprint finish with antistatic properties, reducing dust accumulation and bacterial build-up. No special handling is required simply use a damp cloth with mild detergents. Most household cleaners are suitable, but avoid excessive water, as it can damage surrounding veneered surfaces and electrical components within the cubby flaps.

CLEANING FENIX SURFACE

EVERYDAY MAINTENANCE AND REMOVAL OF COMMON STAINS

As with any other material for interior design, a FENIX surface should be cleaned regularly. It does not require any special maintenance, just a damp cloth with warm water or a mild detergent. Almost all regular household cleaning products or disinfectants can be safely used. For the most common stains, you can simply clean the surface with warm water using a non-abrasive cloth. Tougher stains can be removed with non-abrasive household cleaners or solvents.

For older, dried or caked-on stains, use a magic sponge or soft cloth to remove them. After using any solvents, we recommend rinsing the surface with warm water and a detergent. Always rinse thoroughly to remove the detergent with clean water, preferably warm.

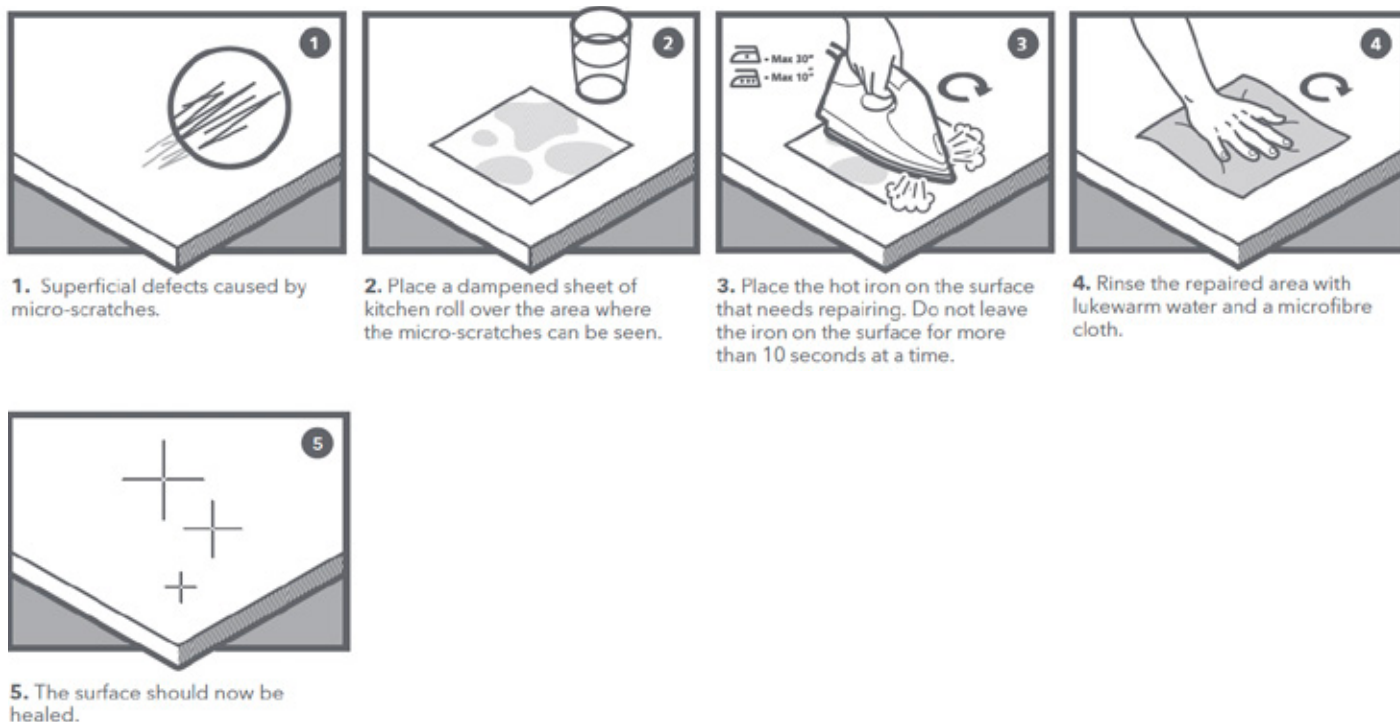
STUBBORN STAINS AND MINOR SCRATCHES

FENIX surfaces have a unique non-porous external layer, allowing you to keep it neat with simple, everyday care and cleaning methods. In case of stubborn stains, we recommend the use of a specific cleaning agent (as per the table reported on next page) to remove any trace of the stain.

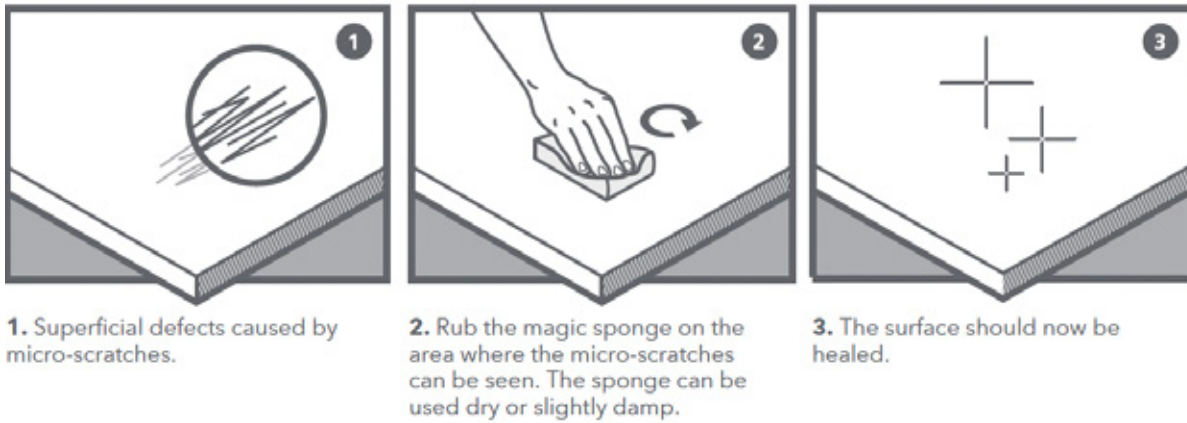
In case of micro-scratches, please refer to the MAINTENANCE INSTRUCTIONS for the surfaces as illustrated below.

MAINTENANCE INSTRUCTIONS

IRON



MAGIC SPONGE



USEFUL FENIX CLEANING ADVICE

For the best results when cleaning FENIX, it is important to remember the following advice:

- although very resistant, a FENIX surface must still never be treated with products containing abrasive substances, macro-abrasive sponges or unsuitable materials such as sandpaper or steel wool;
- strongly acidic or alkaline products should be avoided because they can stain the surface;
- bleach and heavily-chlorinated products should be avoided because they can degrade the surface. Sodium hydrochloride should be used at concentrations lower than 5%, and for no more than 5 minutes at a time, then rinsed off with a sponge or towel;
- hydrogen peroxide at concentrations lower than 3% should be carefully rinsed off. For concentrations higher than 3%, we recommend avoiding leaving this solution in contact with the surface for more than 10 minutes at a time, and the surface must be thoroughly rinsed with a non-abrasive sponge and then dried well;
- when using solvents, the cloth used must be perfectly clean so as not to leave marks on the FENIX surface. Any marks may, however, be removed by rinsing with hot water and drying well;
- do not use furniture polishes or wax-based cleaners in general, because they tend to form a sticky layer on the FENIX surface that attracts and traps dirt;
- do not use metal scrapers, iron brushes or any other metal tool to remove stains, paint, plaster or other substances from the surface.

FENIX CLEANING INSTRUCTIONS

CATEGORY	TYPE OF STAIN	AGE		
		LIGHT	MODERATE AND RECENT	STUBBORN
EVERYDAY DIRT	Dust, dirt in general, mixed dust and grease	1	2	2
	Fingerprints, nicotine stains, rubber marks	3	4*	4*
	Traces and marks of limescale, rust	2	5	5
	Black smoke	2	2	2
FOODS & DRINKS	Syrup, fruit or vegetable juice	1 or 2	2	2
	Sugar syrup, jam, caramel	1 or 2	2	2
	Spirits, milk, tea, coffee, wine, beer	1 or 2	2	2
	Animal and vegetable fats and oils	3	4*	4*
	Sauces, eggs	3	4*	4*
	Gelatin, organic residues, gum arabic	2	2	2
CLEANERS & POLISHES	Detergents, soap	1 or 2	2	2
	Furniture and floor polish	3	3	4**
	Shoe polish	3	3	4**
PAINTS & INKS	Pencil marks and chalk	1	2	2
	Pen ink and markers, tar	4**	4**	4**
	Synthetic oil paint	9 + 10	10	10
	Watercolour paint, colours and adhesive soluble in water or in aqueous dispersion (vegetable and vinyl)	2	2	2
	Graffiti, paint spray, paint, etc.	9 + 12	12	12
COSMETICS	Lipstick	3	3	4**
	Hairspray, foundation, face powder	4**	4**	4**
	Nail polish	9 + 4**	4**	4**
SOLVENTS	Halos, often as a result of use of solvents	4***	4***	4***
	Solvent inks for print	4**	4**	4**
WAX	Candle wax, paraffin wax, plaster-based waxes (tailoring)	3	11	11
SILICONES RESINS & GLUES	Silicone mastics, silicone-based products	6	6	7
	Residues of acrylic adhesives or vegetable gum after the protective film has been removed	12	12	12
	Two-component paints, glues and adhesives	4**	4**	7
	Synthetic resins	4**	4**	7
	Neoprene glue	9 + 4*	4*	4*
ORGANIC FLUIDS	Body fluids and dirt hospital (cells, dermis, germs, bacteria, blood, urine)	8	8	8

CLEANING INSTRUCTIONS - KEY

1.

USE A SOFT CLOTH OR PAPER TOWEL, EITHER DRY OR DAMPENED WITH WATER.
2.

USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
3.

INITIALLY USE A DRY SOFT CLOTH OR PAPER TOWEL. THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
- 4*.

USE A DEDICATED SOLVENT*, THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
- 4**.

USE A DEDICATED SOLVENT**, THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
- 4***.

USE A DEDICATED SOLVENT***, THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
5.

USE DETERGENTS CONTAINING ACETIC ACID OR CITRIC ACID AT UP TO 10% CONCENTRATION. RINSE WITH PLENTY OF WARM WATER. IF YOU USE DESCALING AGENTS FOR DOMESTIC USE, RINSE IMMEDIATELY.
6.

IMMEDIATELY WIPE AWAY ANY RESIDUE WITH WATER OR SUITABLE SOLVENTS BEFORE THE STAIN SETS. CHECK THE PRODUCT INSTRUCTIONS OR CONTACT THE MANUFACTURER FOR MORE DETAILS. FOR SILICONE, USE SUITABLE SOLVENTS.
7.

AFTER IT HARDENS, TRY REMOVING IT RUBBING WITH DRY TOWELS AND, USING WOODEN OR SOFT PLASTIC (E.G. NYLON) SPATULAS TO SCRAPE IT OFF WITHOUT CAUSING ABRASIONS OR SCRATCHES.
8.

AFTER USING WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN, WASH WITH DISINFECTANT DETERGENTS OR SIMPLY DISINFECTANTS THAT ARE ON THE MARKET OR PRESCRIBED BY HEALTH PRACTICES. FOLLOW THE INSTRUCTIONS. STEAM CAN ALSO BE USED FOR THIS TYPE OF DIRT.
9.

IMMEDIATELY USE A DRY SOFT CLOTH OR PAPER TOWEL.
10.

USE TRICHLOROETHYLENE OR NITRO SOLVENT, THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN
11.

AFTER IT HARDENS, TRY REMOVING IT WITH DRY TOWELS AND WITH A PHYSICAL APPROACH, USING WOODEN OR SOFT PLASTIC (E.G. NYLON) SPATULAS TO SCRAPE IT OFF WITHOUT CAUSING ABRASIONS OR SCRATCHES. IN THE CASE OF WAX, PLACE A PAPER TOWEL OVER THE AFFECTED AREA, HEAT WITH AN IRON, THEN PEEL AWAY UNTIL COMPLETELY REMOVED.
12.

USE ALCOHOL ON METAL SURFACES. FOR OTHER SURFACES, USE ACETONE OR, IF THE STAIN IS ESPECIALLY STUBBORN, COMMERCIAL SOLVENTS SPECIFICALLY USED FOR REMOVING GRAFFITI****. THEN USE WARM WATER (UP TO 35-40°C) WITH SOAP OR A MILD HOUSEHOLD DETERGENT, LEAVING IT TO WORK UNTIL THE DIRT STARTS TO LOOSEN.
- *

GASOLINE, TURPENTINE, WHITE SPIRIT, TRICHLOROETHYLENE, PERCHLOROETHYLENE, TRICHLOROETHANE ESPECIALLY FOR NEOPRENE GLUES, ALCOHOL.
- **

ACETONE OR NAIL POLISH REMOVER, GASOLINE, TURPENTINE, WHITE SPIRIT, TRICHLOROETHYLENE, PERCHLOROETHYLENE, TRICHLOROETHANE ESPECIALLY FOR NEOPRENE GLUES, ALCOHOL.
- ***

ALCOHOL.
- ****

THE OFFENDING ITEMS CAN BE EASILY REMOVED IF THEY ARE SOLUBLE IN WATER, OTHERWISE USE ORGANIC SOLVENT OR SPECIAL GRAFFITI CLEANER.



WORK POLO TABLE

TERMS & CONDITIONS / WARRANTY



TASK TERMS & CONDITIONS

GENERAL

(a) Task Systems Ltd. (herein after referred to as "the company") quote for and accept all orders subject to only the terms and conditions herein contained which are to the extent permitted by law to the exclusion of all other guarantees, conditions and warranties (including any as to quality or fitness for any particular purpose) whether express or implied by statute, common law or otherwise. In the event of customers' orders containing terms or conditions inconsistent with these terms of trading, the latter shall prevail.

(b) No addition or variation from these terms and conditions shall have effect unless the same is expressly accepted by the company in writing under the hand of a director of the company.

(c) The company's catalogues, price lists and other advertising matter shall not form part of any contract between the company and its customers.

(d) The company reserves the right to modify designs and specifications without prior notification.



WARRANTY

WARRANTY

Task Systems Ltd. products meet all relevant test criteria for strength, stability and ergonomics.

We offer a 5 year warranty for all soft seating, chairs and coffee tables, starting from the date of original installation. We offer a 10 year warranty for operator chairs. The warranty covers all manufacturing and component defects.

Task Systems Ltd. offer a full and comprehensive 10 year warranty period for workstations, workwall and storage commencing from date of delivery.



WARRANTY

TASK SYSTEMS LTD. DOES NOT WARRANT:

- Natural variations in wood grain or figure or the presence of character marks
- Changes in surface finishes due to aging or exposure to light
- Failure resulting from normal wear and tear
- Damage, marking or staining of veneer surfaces due to contact with rubber or similar compounds
- Damage from sharp objects or imprinting from writing instruments or prolonged exposure to direct sunlight

Our supply chain has been in operation for many years and is well structured and tested. It is our policy to dual source materials wherever possible thus avoiding any adverse risk exposure. Our supply chain is selected for its high standards and over the years we have worked in partnership to further enhance these standards.

We believe in open management and partner companies with a similar philosophy to ours.

All Task Systems Ltd. suppliers are constantly monitored and it is our policy to make regular visits to ensure the management and production process are in line with our standards.



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