



FURNITURE MAINTENANCE PROGRAM



FURNITURE MAINTENANCE PROGRAM

PROTECT YOUR INVESTMENT

Preserve your assets for years by keeping your furniture in working order and free of damages. Avoid costly downtime or loss of productivity.

- Reduce corporate risk by keeping the office healthy, clean and free of damaged furniture
- Increase employee morale and productivity
- Reduce number of small complaints to Facilities
- Streamline furniture warranty claims and repairs with a single point of contact to handle ALL furniture makes and models
- Increase the life of your furniture assets

CUSTOM DESIGNED TO FIT YOUR NEEDS

MAINTENANCE PLANS BASED ON NUMBER OF SEATS

- Monthly subscription
- Quarterly subscription
- On call - no subscription
- Reupholster and cleaning of lounge seating quoted by piece

ADDITIONAL SERVICES

- Liquidation of existing furniture
- Leasing of new furniture, fixtures and equipment
- Reconfiguration consultation, Meadows Office Interiors design and specification services
- Furniture rental
- Asset management
- Inventory control

FURNITURE MAINTENANCE PROGRAM



SEATING

All furniture, particularly modern task seating, wears down under continuous use. Task chairs are in use for six to eight hours or more per day. Parts become loose over time, mechanisms get fouled with dirt, casters crack and pneumatic height cylinders start to fail. Our maintenance program focuses on correcting these problems before they cause permanent damage.

BASED ON NUMBER OF SEATS

- Regularly scheduled assessment conducted by service technician; orders placed for parts; warranties serviced
- Pneumatic height cylinders adjusted and cleaned
- Loose parts tightened
- Mechanisms tightened and lubricated
- Cracked and damaged casters replaced
- Controls adjusted to original working order
- Arms and armrests cleaned or replaced



FURNITURE MAINTENANCE PROGRAM



SYSTEMS FURNITURE

BASED ON NUMBER OF STATIONS

- Regularly scheduled assessment conducted by systems technician; warranties processed and orders placed for parts
- Electrical and data ports evaluated
- Work surfaces cleaned and assessed for damage
- Drawer glides and ball bearing housings lubricated
- Locks adjusted
- Overhead cabinet lifts and locks maintained



CONFERENCE ROOMS & PRIVATE OFFICES

BASED ON QUANTITY AND SIZE

- Tables: wiring, surfaces and adjustable components maintained
- Seating: full adjustments and care as detailed in seating program



FURNITURE MAINTENANCE PROGRAM



FILING & STORAGE

BASED ON LINEAR FEET OF STORAGE

- Cabinet doors aligned
- Drawer glides and ball bearings lubricated
- Locks and keys paired and adjusted
- Paint touch-up, scratch removal
- Cabinet leveling



BREAKROOMS & CAFETERIAS

BASED ON TOTAL NUMBER OF SEATS

- Assess condition; clean and level tables
- Assess condition; clean and adjust seats
- Repair surfaces; warranty replacements or order new





CONTACT

885 Third Avenue • 29th Floor • New York, NY 10022
844.866.0333 • meadowsservicegroup.com • support@meadowsservicegroup.com

