



Operation & Maintenance Manual Livn Manufacturing Limited

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Abstract

Operation and Maintenance Manual provides clear, practical guidance to ensure your Livn products deliver long-term performance, appearance and safety.

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1. Introduction & Purpose

Thank you for choosing Livn Manufacturing Limited furniture. This Operation and Maintenance Manual provides clear, practical guidance to ensure your Livn products deliver long-term performance, appearance and safety.

Important Warranty Notice Proper installation, use and maintenance in accordance with this Manual is a **strict condition** of the Livn Warranty (see Appendix 1 of our Terms and Conditions of Sale). Failure to follow these instructions, or failure to keep and produce maintenance records on request, will automatically void all warranties and exclude Livn from any liability.

Maintenance Logging Requirement You must maintain a written or digital log of all care and inspection activities (template at Section 9). Records must be kept for the life of the product and produced to Livn upon any warranty claim.

2. Scope of Products Covered

This Manual applies to all Livn furniture across the following sectors:

- Contract / Commercial (office, hospitality, education, healthcare)
- Kitchen
- Bedroom
- Bathroom
- Pet Sector – Aquarium stands and vivariums

Materials used in all Livn products include:

- High-pressure laminates and melamine surfaces
- MFC (Melamine Faced Chipboard)
- MFMD (Melamine Faced MDF)
- ABS edging tape
- PUR (polyurethane) and EVA (ethylene-vinyl acetate) hot-melt glues

Critical Protection Note Livn products are manufactured to the highest standards. However, **any damaged surfaces, chips, scratches or exposed core material must be protected immediately** to prevent moisture ingress, swelling or delamination. Exposed edges must be covered with compatible ABS edging tape or approved filler/sealant as soon as damage occurs.

3. General Care Instructions (All Products)

Daily / Weekly Routine

- Dust with a soft, dry microfibre cloth.
- For light soiling, wipe with a **damp** (not wet) microfibre cloth and mild pH-neutral soap solution. Dry immediately with a clean cloth.
- **Never** use abrasive cleaners, scouring pads, solvents, bleach, furniture polish or steam cleaners.
- Avoid direct heat sources (radiators, ovens, hairdryers) and prolonged direct sunlight.
- Lift (do not drag) furniture when moving.

Edge & Surface Protection

- Inspect all edges and surfaces monthly for chips, scratches or lifting edging tape.
- Repair **immediately**: clean the area, apply compatible edge banding or filler, and seal. Moisture is the primary cause of failure in MFC/MFMDf products.
- Use coasters, placemats and felt pads under all objects.

Weight & Stability

- Do not overload shelves or surfaces beyond the stated load limits (contact Livn for specific product ratings).
- Ensure all products are placed on level floors and secured where required (especially tall units).

4. Sector-Specific Care Instructions

4.1 Contract / Commercial Furniture

- High-traffic environments require more frequent inspection and cleaning.
- Protect high-wear areas (edges, corners, work surfaces) with additional guards where practical.
- Log all cleaning and inspection activities due to heavier use.

4.2 Kitchen Furniture

- Wipe up spills **immediately** – especially water, oil, acidic or alkaline substances.

- Use heat-resistant mats under hot pans (max surface temperature 80 °C).
- Avoid placing wet cloths or dish racks directly on surfaces for prolonged periods.
- PUR-edged products provide superior moisture resistance, but all edges must still be kept sealed and dry.

4.3 Bedroom Furniture

- Avoid placing heavy items on top surfaces for extended periods.
- Use drawer liners to protect internal surfaces.
- Keep away from windows to prevent fading from UV light.

4.4 Bathroom Furniture (Critical Water Protection)

- **Water spillage and cleaning negligence is a leading cause of failure.**
- Wipe up **all** water, condensation or cleaning splashes **immediately** – do not allow standing water on any surface.
- Use squeegees or absorbent cloths after every use of sinks, showers or baths.
- Ensure good ventilation and extraction to reduce humidity.
- Never place wet towels or toiletries directly on surfaces for long periods.
- Inspect seals and edges weekly – re-seal any gaps immediately.

4.5 Pet Sector – Aquarium Stands & Vivariums

- Aquarium stands must support the **full loaded weight** of the tank + water (typically 10 kg per litre). Check load rating on the product label.
 - Place on a **perfectly level** floor; use levelling feet if provided.
 - Vivariums: maintain stable humidity and temperature within manufacturer limits for the enclosure.
 - Wipe up any water spills or condensation **immediately**.
 - Use waterproof mats or trays under aquariums to catch minor leaks.
 - Inspect stand joints and edges monthly for signs of moisture damage.
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5. Cleaning & Maintenance Procedures

Task	Frequency	Method	Tools / Products Allowed
Dusting	Weekly	Soft microfibre cloth (dry)	None
General cleaning	Weekly	Damp microfibre cloth + mild pH-neutral soap, dry immediately	Warm water only
Stubborn marks	As required	Mild soap solution only – test in inconspicuous area	Soft cloth – no abrasives
Edge inspection & repair	Monthly	Visual check + immediate repair of chips/lifting tape	Compatible ABS tape or Livn-approved filler
Deep clean	6-monthly	Damp cloth only – no chemicals	Microfibre cloth

Prohibited Abrasive pads, steel wool, oven cleaners, bleach, ammonia, silicone polishes, steam cleaners.

6. Damage Prevention & Repair

- **Protect any damaged surfaces immediately** to prevent chipping, swelling or delamination.
- Small chips: clean, fill with matching filler, apply edge banding and seal.
- Larger damage: contact Livn for authorised repair options (repairs by unauthorised parties void the warranty).

7. Third-Party Accessories

Where sliding door systems, drawers, hinges, cam & dowel connections, painted doors, wrapped doors or locks are supplied or fitted, these components fall under the limited warranty terms set out in our Terms and Conditions of Sale (including the Warranty Schedule in Appendix 1).

Important: Livn’s warranty for these third-party items is strictly conditional upon full compliance with this Operation and Maintenance Manual **and** the specific installation, adjustment and care instructions provided with the hardware. Failure to follow the

manufacturer's guidelines for these components, or failure to keep and produce maintenance records, will void the warranty for those items and exclude Livn from any liability arising from them.

Livn takes no responsibility for defects or failures caused by incorrect installation, misuse, lack of maintenance, or adjustment of third-party hardware beyond the express limits of our warranty.

The following guidance is provided to assist with proper care. For full technical details, adjustment procedures and spare parts, please refer to the original manufacturer's instructions supplied with the hardware.

7.1 Sliding Door Systems

- Emuca Placard 74 and Hafele SLIDO F-Line 18 50A systems use top- and/or bottom-mounted tracks, rollers and guides.
- Ensure tracks are level and free from debris at all times.
- Clean rollers and tracks regularly with a dry cloth or soft brush to maintain smooth operation.
- Periodically check and adjust door alignment, height and tension according to the system's adjustment mechanisms (usually via screws or eccentrics on the carriages).
- Lubricate moving parts sparingly with a dry PTFE-based lubricant if specified by the manufacturer.
- Do not force doors; gentle operation prevents damage to rollers and tracks.

7.2 Drawers

- Hettich Innotech Attira, Blum Legrabox, Formed Artis, Formed Valo and Gratnell Trays drawer systems.
- Clean drawer runners and sides regularly with a dry cloth to remove dust and debris.
- Check and tighten all fixing screws and runner attachments periodically.
- For soft-close or push-to-open mechanisms, test operation gently and ensure damping functions smoothly.
- Avoid overloading drawers beyond their rated capacity.
- For metal or plastic tray systems (such as Gratnell), wipe with a damp cloth and mild detergent; ensure trays are fully dry before re-inserting.

7.3 Hinges (Sprung and Unsprung)

- Hettich Selektta Semi-Concealed and Formed AXITMAT Prameta 270 Degree hinges.
- Clean hinges periodically with a soft, dry cloth only. Avoid water, chemicals or abrasive cleaners to prevent corrosion.
- Check and tighten all fixing screws regularly.
- Adjust doors in three dimensions as needed: side (overlay), depth, and height using the built-in adjustment points.
- For soft-close versions, ensure the damping mechanism operates smoothly; do not obstruct or modify it.
- Test door closing from a small angle to confirm correct function.

General Hinge Adjustment Instructions

- For more detailed instructions please refer to the manufacturers guide on their site.
- Most Livn hinges allow **three-dimensional adjustment**. Always adjust one hinge at a time and check the door alignment after each change. Use a screwdriver only – do not overtighten screws.
- **Side / Overlay Adjustment** (left/right gap) Turn the screw on the hinge arm (usually the front screw) to move the door sideways.
- **Depth Adjustment** (in/out flushness) Use the rear or spiral screw on the hinge arm to move the door closer to or further from the cabinet.
- **Height / Vertical Adjustment** Loosen the mounting plate screws or use the cam/eccentric on the mounting plate to raise or lower the door.
- **Soft-Close Function** Do not obstruct or modify the integrated damper. If the door closes too quickly or slams, gently adjust the overlay/depth until the soft-close engages correctly in the final 30–40 degrees.
- **Important for Warranty**
- Record all hinge adjustments in your Maintenance Log.
- Incorrect adjustment or damage caused by forcing hinges may void the warranty for these components.
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7.4 Connections (Cam & Dowel, Dowel Fixings)

- These provide strong panel-to-panel fastening in flat-pack or modular assembly.
- During initial assembly, ensure cams are fully rotated to the locked position and dowels are fully seated.
- Periodically check all cam locks and tighten if loose (do not over-tighten to avoid stripping).
- If a cam or dowel becomes damaged or pulls out, replace with identical components and consider reinforcing the hole if the board is compromised.
- Avoid repeated disassembly where possible, as this can weaken the fixing over time.

7.5 Painted and Wrapped Doors

- **Painted Doors:** Wipe with a soft, damp microfibre cloth and mild pH-neutral cleaner. Dry immediately. Avoid excessive moisture, especially on edges. Protect from impact to prevent chipping.
- **Wrapped (Vinyl/Foil) Doors:** Clean gently with warm water and mild dish soap using a microfibre cloth. Rinse residue and dry thoroughly. Pay particular attention to edges and seams to prevent lifting. Do not use abrasives, solvents or steam.
- For both types: Inspect edges and surfaces monthly. Repair any lifting, chipping or damage immediately to prevent moisture ingress.

7.6 Locks

- F29 locks (keyed alike or keyed different).
- Operate keys gently; do not force.
- Periodically clean the lock mechanism with a dry cloth or compressed air to remove dust.
- Lubricate the keyway sparingly with graphite powder or a dry lock lubricant (avoid oil-based lubricants).
- Test locking action regularly and ensure the strike plate is correctly aligned.

Maintenance Note for All Third-Party Accessories Record all service, adjustment, lubrication or replacement of these components in the Maintenance Log. Any damage caused by incorrect installation, misuse or lack of maintenance of third-party hardware is excluded from Livn's warranty beyond the express limits stated in our Terms and Conditions of Sale.

8. Health & Safety

- Ensure all fixings remain tight.
- Do not climb on or overload furniture.
- Keep small fittings away from children and pets.

9. Maintenance Log Template

Product Reference: _____		Serial / Batch No: _____		
Date of Purchase / Delivery: _____				
Date	Action Performed (cleaning, inspection, repair, etc.)	Materials Used	Person Responsible	Notes / Photos

Recommendation: Keep this log digitally (photo of completed pages) and retain for the life of the product.

10. Contact & Support

Livn Manufacturing Limited 2-8 Telford Road, Lenziemill Industrial Estate, Cumbernauld, G67 2AX, Scotland Telephone: 0141 945 2888 Email: hello@livn.co.uk
 Website: www.livn.co.uk

Warranty Claims: Must be submitted in writing within the required period together with maintenance records and proof of compliance with this Manual.

Technical Support: QC@livn.co.uk

****Important** This Manual forms part of the contract of sale and must be passed to any subsequent owner.

Livn Manufacturing Limited – Protecting your investment through proper care.