

## Lecterns and Podiums

Care and Maintenance Guide for AVFI Wood and Metal Lecterns.

Thank you for choosing AVFI for your lectern needs. To ensure your wood and metal lecterns remain in optimal condition and maintain their aesthetic appeal and functionality, follow this care and maintenance guide. Proper care will extend the lifespan of your lectern and keep it looking professional for years to come.

### •General Care Guidelines

- Regular Inspections: Periodically inspect your lectern for loose screws, loose casters, scratches, or signs of wear. Address minor issues promptly to prevent further damage.
- Avoid Harsh Conditions: Keep the lectern away from extreme heat, cold, humidity, or direct sunlight to prevent warping, fading, or corrosion.
- Weight Limits: Adhere to the manufacturer's weight capacity guidelines to avoid structural damage. Flip-up shelves have an 80lb capacity
- Cleaning Frequency: Clean the lectern regularly to prevent dust buildup, especially in high-traffic environments.

### •Safety Precautions

- Unplug Electronics: If your lectern includes built-in electronics, unplug it from power sources before cleaning or maintenance to avoid electrical hazards.
- Ventilation: Ensure adequate ventilation when using cleaning products or polishes to avoid inhaling fumes.

### •Caring for Wood Lecterns

- AVFI lecterns are crafted with high-quality finishes to enhance durability and appearance. Follow these steps to maintain the wood components: **Cleaning Dust Regularly:** Use a soft, lint-free microfiber cloth to remove dust from the surface. Wipe gently to avoid scratching the finish.
- Mild Cleaning Solution: For deeper cleaning, dampen a cloth with a mixture of mild dish soap and water (1:10 ratio). Wipe the wood surface gently, ensuring the cloth is not overly wet.
- Avoid Harsh Chemicals: Do not use abrasive cleaners, ammonia-based products, bleach, or solvents, as they can damage the wood finish or strip protective coatings.
- Dry Immediately: After cleaning, use a dry microfiber cloth to remove any residual moisture to prevent water spots or warping.
- Protect from Scratches: Use coasters, mats, or felt pads under heavy or sharp objects to prevent scratches or dents.
- Address Spills Immediately: Wipe up spills promptly with a soft, absorbent cloth to prevent staining or water damage.
- Repair Minor Scratches: For minor surface scratches, use a touch-up marker or wax stick that matches the wood finish. Follow the product instructions and buff gently with a soft cloth.
- Environmental Considerations: **Humidity Control:** Maintain indoor humidity levels between 40–60% to prevent wood from expanding, contracting, or cracking.
- Temperature: Keep the lectern in a climate-controlled environment (ideally 65–75°F) to avoid warping or cracking.

### •Caring for Metal Lecterns

- AVFI metal lecterns, often featuring powder-coated finishes, are designed for durability and resistance to wear. Follow these steps to maintain the metal components:
- Cleaning Dust Removal: Use a soft, dry microfiber cloth to wipe away dust and debris from the metal surface.
- Mild Cleaning Solution: For smudges or fingerprints, use a damp cloth with a mild dish soap and water solution (1:10 ratio). Avoid soaking the surface.
- Avoid Abrasives: Do not use steel wool, abrasive sponges, or harsh chemicals like bleach, ammonia, or acidic cleaners, as they can scratch or corrode the metal.
- Maintenance Prevent Rust: For powder-coated metal, inspect for chips or scratches in the coating. If found, touch up with a matching paint to prevent rust. For stainless steel, ensure it remains dry to avoid water spots or corrosion.
- Tighten Hardware: Check and tighten any visible screws or bolts periodically to ensure structural integrity.
- Protect from Impact: Avoid heavy impacts or dropping objects on the metal surface, as this can dent or chip the finish.
- Environmental Considerations Avoid Moisture Exposure: Prolonged exposure to moisture can lead to rust or corrosion. Keep the lectern in a dry environment.
- Outdoor Use (if applicable): If the lectern is used outdoors, ensure it is stored in a covered area or indoors when not in use to protect it from rain or extreme weather.

### •Special Considerations for Combined Wood and Metal Lecterns

- Many AVFI lecterns feature both wood and metal components. When cleaning or maintaining these lecterns: Use the appropriate cleaning method for each material.
- Check Joints: Inspect areas where wood and metal meet for signs of loosening or wear, and tighten any hardware as needed.
- Use Compatible Products: Ensure cleaning products are safe for both materials if cleaning the entire lectern at once.

### •Storage and Transport

- Storage: Store the lectern in a dry, climate-controlled environment when not in use.
- Transport: Use padded covers or blankets during transport to prevent scratches or dents. Secure the lectern to avoid shifting or tipping.

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### •Contact AVFI for Support

- For additional assistance, replacement parts, or specific care advice for your AVFI lectern model, contact our customer support team: Website: [www.avfi.com](http://www.avfi.com)
- Email: [sales@avfi.com](mailto:sales@avfi.com)
- Phone: 1-866-405-0655
- By following these care and maintenance guidelines, your AVFI wood and metal lectern will remain a durable, elegant, and functional centerpiece for your presentations and events. Thank you for trusting AVFI with your audiovisual furniture needs!