

<b>PRODUCT INFORMATION</b>	<b>TYPE OF PRODUCT</b>	Office Furniture
	<b>COMPANY NAME</b>	Kimball office
	<b>PRODUCT/COLLECTION NAME</b>	Varies
	<b>DESCRIPTION</b>	Natural wood veneers exhibit unique grain patterns and wood features. Minor variations in finish color and appearance will occur due to these natural characteristics of wood. The furniture you receive will be a commercially acceptable color match to this sample.
<b>MATERIAL FEEDSTOCK</b>	<b>MATERIAL CONTENT</b>	Select lines use FSC wood
	<b>RECYCLED CONTENT %</b>	Particleboard - 90% post industrial waste Steel - 30% post industrial waste
	<b>RAPIDLY RENEWABLE CONTENT %</b>	None
	<b>HARMFUL ADDITIVES</b>	None
	<b>HARMFUL EMISSIONS</b>	None
	<b>EMISSION STRENGTH OVER TIME</b>	None
	<b>TREATMENTS</b>	Not available
<b>MANUFACTURING</b>	<b>MANUFACTURING PROCESS</b>	www.kimballoffice.com
	<b>HARMFUL EMISSIONS</b>	Low – LEED Certified
	<b>LOCATION OF MANUF. PLANT</b>	Indiana & Kentucky
	<b>TESTS/CODES</b>	Varies by specific product – most will help earn LEED points
	<b>3<sup>RD</sup> PARTY CERTIFICATION</b>	Third-party forest certification based on standards developed by the Forest Stewardship Council (FSC) is the best way to ensure that wood products come from well-managed forests. Wood products must go through a chain-of-custody certification process to carry an FSC stamp. ISO 14001 certification, BIFMA FES, Greenguard, SCS Certified Gold
<b>INSTALLATION</b>	<b>INSTALLATION PROCEDURE</b>	See www.kimballoffice.com
	<b>INSTALLATION ADHESIVES</b>	For adhesives, we still look for VOC content instead of, or in addition to, verified low emissions; this is because emissions testing doesn't adequately test initial off gassing, and VOC content is currently the only widely available proxy. Low VOC content available.
	<b>UNIT COST</b>	Varies based on product
	<b>LIFE CYCLE ANALYSIS EXTRACTION</b>	We consider "appropriate durability": long life is more important in a building envelope than in interior finish materials that will be replaced for aesthetic reasons. Here, reduced maintenance can be particularly important.
	<b>END OF SERVICE LIFE</b>	Appropriately durable
<b>MISC. PROPERTIES</b>	<b>QUALITIES/PROPERTIES OF PRODUCT</b>	These products are environmentally attractive because they need to be replaced less frequently or their maintenance has very low impact, they can reduce costs as well as environmental impact.
	<b>MISC. COMMENTS</b>	Environmental awards: 2009 LEED-CI Certified Status for Atlanta Showroom; 2009 LEED-CI Certified Status for San Francisco Showroom; 2008 Green Star Award; 2008 LEED-CI Certified Status for New York Showroom; 2008 EPA Smart Way Certification; 2007 Voluntary Idling Program; 2007 Washington County Soil & Water Conservation; 2006 LEED-CI Silver Certification for Chicago Showroom; 2005 LEED-CI Gold Certification for Corporate Showroom; 2001 The Nature Conservancy, Corporate Conservator
	<b>CONTRIBUTION TO LEED POINTS</b>	Varies by product IEQc4.5: Low-Emitting Materials—Systems Furniture and Seating CI-2009 IEQc4.5: Low-Emitting Materials—Furniture and Furnishings Schools-2009 MRc6: Certified Wood CS-2009 MRc7: Certified Wood NC-2009 NC-v2.2 CI-2009 Schools-2009

<b>COMPANY PROFILE</b>	<b>GREEN PHILOSOPHY</b>	<p>At Kimball Office, sustainability is a passionate pursuit. We are proud of our stewardship and are committed to continued sustainable business practices.</p> <p>Our strategic approach to sustainability is based on People, Product and Process.</p> <p>People:</p> <ul style="list-style-type: none"> <li>Ensure sustainability is a clearly stated Kimball Office value</li> <li>Provide sustainability training and education to our employees</li> <li>Build facilities and perform renovations using USGBC LEED standards</li> <li>Contribute leadership and resources to industry and government sustainability programs</li> </ul> <p>Product:</p> <ul style="list-style-type: none"> <li>Design new products utilizing Design for the Environment Protocol (DFE)</li> <li>Maintain the highest level of product performance attributes for indoor air quality</li> <li>Implement Forest Stewardship Council Certification for our products</li> <li>Proactively respond to market drivers for the benefits of sustainability</li> </ul> <p>Process:</p> <ul style="list-style-type: none"> <li>Maintain our ISO 14001 certification for all manufacturing facilities</li> <li>Encourage innovation through lean manufacturing practices</li> <li>Develop sustainability strategies and incentives with our supply chain partners.</li> </ul>
<b>MAINTENANCE</b>	<b>CONTACT</b>	<p>1600 Royal St.  Jasper, IN  Tell: 800-482-1818</p>
	<b>AFTER INSTALLATION</b>	<p>Cleaning Instructions  Note: Always wipe with the grain.</p> <ul style="list-style-type: none"> <li>– Dust with a damp, soft cloth and dry the surface completely.</li> <li>– If needed, clean with a small amount of non-alkaline dish soap in warm water. Avoid waxes, solvents, ammonia, and other chemicals.</li> <li>– Frequent polishing is not recommended. If needed, use a no-wax liquid polish on a soft cloth. Immediately buff surface until dry. Before re-polishing, eliminate existing polish with a wax remover. If not removed, surface could appear streaky.</li> </ul> <p>Care Instructions</p> <ul style="list-style-type: none"> <li>– Immediately blot any liquids from the surface.</li> <li>– Avoid extreme heat, cold, or wide humidity variances. Prolonged sunlight could affect the color of the wood beneath the finish.</li> <li>– Use a desk pad to protect furniture from possible damage caused by pens and sharp objects.</li> <li>– If using a protective glass top, place felt or cork spacers under the glass to allow the wood to breathe.</li> <li>– Prolonged contact with plastic, vinyl, or rubber items may cause deterioration of the finish due to a chemical reaction. Place felt pads under these items to protect the wood surface.</li> </ul>