



**Early Excellence**  
Furniture Care,  
Safety & Delivery  
Information

Develop  
inspirational  
learning with  
Early Excellence

**We are delighted that you have purchased furniture from Early Excellence and hope you enjoy using it for many years to come. Our furniture offers you a simple and effective way of creating a well-organised environment that, when carefully planned and well maintained, will create a rich and stimulating context for children's learning and development.**

**To assist you in using the furniture appropriately, please ensure that you and your colleagues read the following guidance:**

#### **Quality Control**

Checking the Furniture on Arrival

All of our furniture is manufactured in the UK to the highest standards using premium grade materials and high quality fittings. We take great pride in the quality of our furniture and prior to delivery our staff quality check all items as they are placed in our vans. We use our own delivery drivers where possible, and as a result of the care we take, we have few problems or returns.

As your order arrives, please check each item of furniture to ensure it is undamaged. If you notice a problem, please **LET THE DRIVER KNOW STRAIGHT AWAY** so that the unit can be returned immediately and a replacement arranged.

If you notice a defect after delivery, please **NOTIFY US WITHIN TEN WORKING DAYS** in order that we can arrange a replacement. Any issues raised after this time will be dealt with at our discretion.

#### **Safety Information**

Using the Furniture Appropriately

As you placed your order, you will have made careful decisions about which furniture units you require. In our brochure, and on our website, you will find advice about the different styles of units and their intended use as follows:

To ensure safe practice, it is essential that the units you have purchased are used appropriately, as described below.

#### **All Units**

- Climbing on the furniture is dangerous and should be strictly forbidden. Please ensure children are supervised at all times when using Early Excellence furniture.
- Furniture should only be moved by staff members/teachers, ensuring that best practice manual handling guidelines are observed.
- Heavy items should be placed on the bottom shelves to minimise the risk of falling.
- Items should be removed from shelves before attempting to move the units.

#### **Option 1 – Single Side Straight Back Units**

- Shelving Unit (SU1)
- Paint Easel (PE1)
- Role Play Unit (RP1)
- Book Unit (BU1)

If you have selected any of the units above, you must ensure that it is placed against another unit of the same style, or another significant piece of furniture. These units can also be placed against a wall for support. Straight Back Units must **NEVER** stand independently. The Safety Notice on the back of the units **MUST NOT** be removed.

#### **Option 2 – Single Side Wing Back Units**

- Shelving Unit (SU2)
- Paint Easel (PE2)
- Role Play Unit (RP2)
- Book Unit (BU2)

If you have selected any of these units, they are secure and stable enough to stand independently.

#### **Option 3 – Mobile Units**

Locking devices on all castors must be engaged when the unit is stationary. Locking should only be released when the unit is being moved.

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[www.earlyexcellence.com](http://www.earlyexcellence.com)  
[www.earlyexcellence.shop](http://www.earlyexcellence.shop)

### **Manufacturing Guarantee**

With appropriate use and careful maintenance the furniture will last for many years. It is built to a high standard and comes with a 10 year manufacturing guarantee.

The guarantee relies on you maintaining the furniture according to our care instructions and appropriate use by both adults and children. Should damage occur as a result of misuse, we are happy to quote for repairs.

### **Wet Areas**

If you are placing any of the units in a wet area and they are likely to be standing in water you will need to add a set of small feet onto the bottom of the unit which will lift it slightly off the floor. This is essential with the Paint Easel and any unit to be used next to a water tray or sink.

The feet will help to stop the water soaking up and damaging the unit, but you will still need to be diligent as part of your every day routines and keep the floor around these units dry.

The delivery driver will supply the feet and show you how to fix them.

### **Uneven Surfaces**

Furniture units are designed to sit on a flat, level surface. To help with the problem of uneven flooring, levelling feet can be applied to the base of the unit to aid stability.

### **How to Move the Furniture**

All our furniture, including shelving units and tables, is made from quality grade materials and is therefore very heavy. It is tempting to drag the units into place rather than lift them, but this may cause damage. Please ensure the furniture is lifted correctly as we cannot accept responsibility for damage that occurs as a result of it being moved inappropriately.

When moving the furniture you should adhere to your school/settings safe practices for moving and handling large items and heavy objects.

Once in place, check to make sure that the units are stable.

### **Paint Easel Clips**

The Paint Easel Clips are specially designed for use with the easel. The clips are easy for children to handle provided that they are shown how to push the clips, rather than pull them. With correct use the clips will last a number of years, but over time they may break. A set of four extra clips will be attached to the paint easel on arrival. If you require additional clips, these can be purchased via our online shop: [earlyexcellence.shop](http://earlyexcellence.shop)

### **Resource Collections**

To help you develop your learning environment we supply a complete range of ready-made resource collections for each area of continuous provision. The collections connect with children's interests and provide you with high quality, open-ended resources that promote investigation, imagination and creativity. To see the full range visit our online shop: [earlyexcellence.shop](http://earlyexcellence.shop)

### **Storage Containers**

To make it easier for you to organise your resources, we supply our own, unique range of storage containers. The range includes baskets and transparent containers for a simple, natural look as well as a great range of colourful plastic boxes, trays and pots that add a touch of vibrance to the learning environment. To see the full range visit our online shop: [earlyexcellence.shop](http://earlyexcellence.shop)

**If you have any queries or would like more information, please do not hesitate to call us on 01422 311 314 or email: [sales@earlyexcellence.com](mailto:sales@earlyexcellence.com)**

### **Terms & Conditions**

Early Excellence products are used by young children of immature judgement. They are NOT intended for unsupervised use. The buyer assumes all risk of injury or applicability to a particular use. Our full Terms & Conditions are available at: [earlyexcellence.shop/terms-conditions](http://earlyexcellence.shop/terms-conditions) or you can request a copy by contacting our Sales Team on 01422 311 314.

**EX Furniture Care**  
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