

Product Guide

User and Maintenance Information

IMPORTANT INFORMATION:
Please save this product guide.

Welcome to Roomscapes!

Roomscapes, as the name suggests, provides you with the equipment to “landscape” your room however you desire. It was developed in response to your needs for creative environments, from activity centers to large room divisions.

It is a system of modular shelves and panels which can be easily and safely connected to each other (and disconnected) using a versatile octagonal Post. No tools are needed!

Packaging Recycling

All our packaging is recyclable in two simple categories:

Packaging Materials	Recycling Category
Cardboard boxes and pads, newsprint	corrugated cardboard
Plastic wrap, sheet foam, foam pads	Plastic #4 LDPE

Please help us preserve the earth for the children and recycle at an appropriate facility.

F601 Roomscapes Guide

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Recommended Use

Roomscapes is intended to provide safe, secure play spaces and room divisions. However, although it is intended for a wide age range, your arrangement of Roomscapes products must be appropriate for the individual children in your care.

⚠ WARNING

- ▲ These products are intended for use in caring for children of immature judgement. Therefore supervision is required at all times.

⚠ CAUTION

- ▲ For indoor use only, these products are not waterproof.

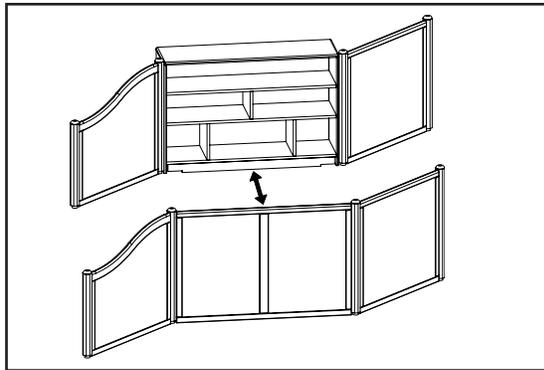


Figure A

Roomscapes shelves and panels are modular in length and height. This means that shelves and panels of the same length and height can be interchanged. (Fig. A)

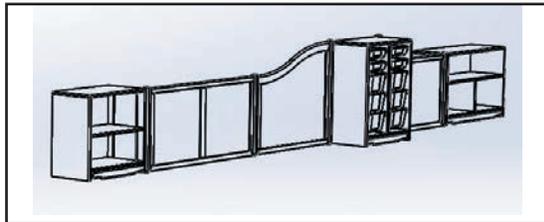


Figure B

To provide stability when dividing rooms, intersperse panels with shelves (Fig. B) or a set of Roomscape Wings (Fig. C). This allows you to create a stable, straight partition.

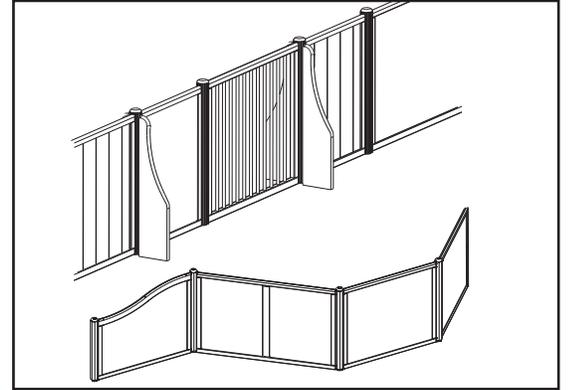


Figure C

Another way to provide stability is to connect panels (or shelves) at 45° or 90° angles to each other. This is necessary if you want to use only panels. (Fig. C)

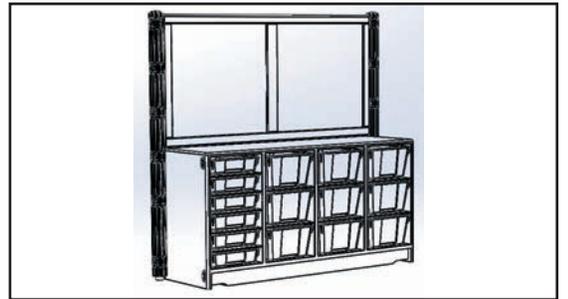


Figure D

Panels may be stacked on top of shelves or other panels to create display surfaces and add variety. (Fig. D)

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Safety Information

⚠ WARNING

Along with the ability to define your own space comes the responsibility to set up safe configurations. Because of the almost limitless options of the Roomscapes system, common sense is always needed to ensure that your setup is safe.

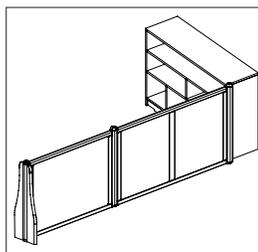
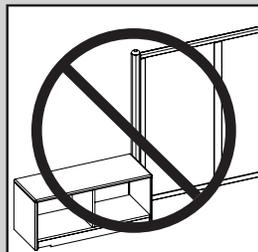
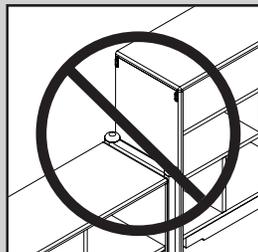
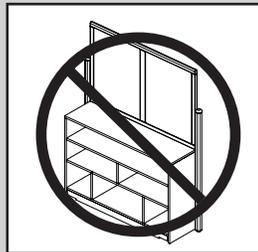
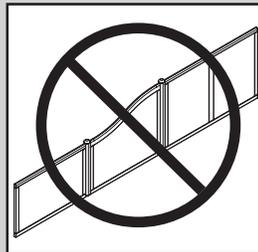
⚠ WARNINGS

- ▲ To avoid unstable setups, never connect more than two panels in a straight line without Roomscapes Shelves or Wings (see p.15), or at 45° or 90° angles to each other.
- ▲ The combined height of stacked items must never be higher than the top of the Post, and no more than 48".

⚠ CAUTIONS

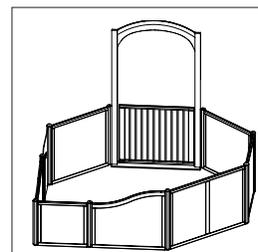
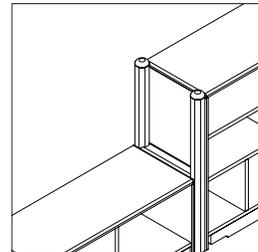
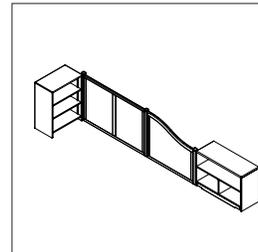
- ▲ The height of any Post must be the same as the height of the highest component it adjoins.
- ▲ The height of any panel must not exceed 24" above the connecting shelf or the shelf on which it is stacked.
- ▲ A 16" high shelf with panel stacked on top must have a pair of Wings attached at the back.
- ▲ Don't use a single corner shelf at the end of a line of panels.
- ▲ Panels must always be connected at both ends. Therefore, the last panel in a line of panels and shelves must always be connected to:

⚠ DON'T!

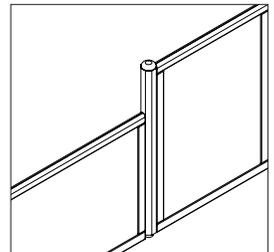
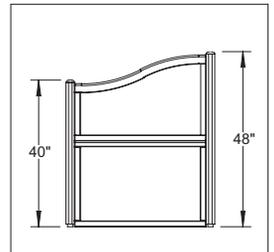
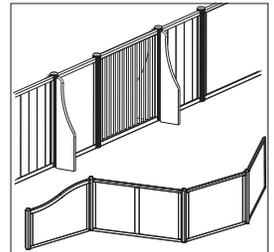


A shelf or set of Roomscapes Wings.

DO!



Or another panel.



Or a wall, using the Roomscapes Wall Adapter.

Here are some essential guidelines to follow when connecting your Roomscapes items. Please follow them, as well as any warnings or cautions for specific items throughout this guide.

Mobility & Connection

Mobility

Before connecting your Roomscapes shelves together, it is important to understand how to operate the **mobility feature** which can be easily engaged and disengaged using the following procedure:

1. With one person at each end of the unit, tip slightly forward or back. This allows the toe trim to pivot.
2. One person keeps the item tipped, while the other rotates the toe trim to the desired position by pulling or pushing on one of the handholds at each end of the toe trim. (Fig. E)
3. Tip the unit slightly to the other side and repeat the procedure with the other toe trim.

Note: To prevent objects from falling off shelves, tip unit back and engage the front wheels first. When disengaging wheels, tip unit forward, and release rear wheels first.

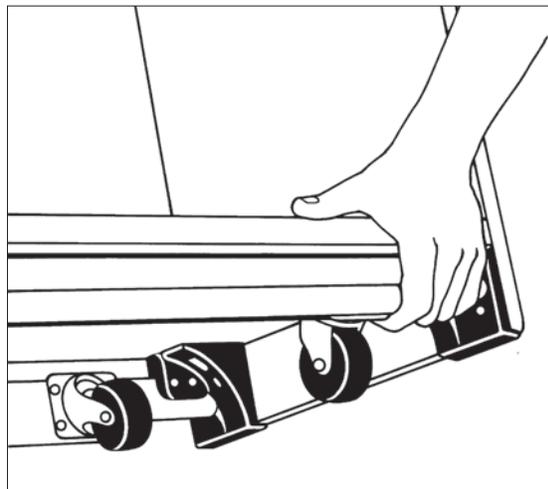


Figure E

CAUTION

- ▲ Never change the position of the toe trim with less than two people.
- ▲ Always use the handholds provided at each end of the toe trim. (Fig. E)
- ▲ After disengaging the wheels, give item a small sideways push to settle the wheels into place. You will notice the item sitting down securely on its glides.

WARNING

- ▲ Items taller than 20" may tip when rolled sideways, particularly when rolling on carpet. Always push from an end. Never move with children nearby or with a top-heavy load. Always disengage wheels after moving.

Connection

The connection feature is what sets the Roomscapes system apart from any other furniture line. It is important to fully understand how it works in order to get the most out of your Roomscapes items.

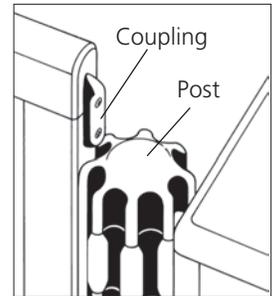


Figure F

The heart of the system is an octagonal Post which comes in 8" length increments, from 16" to 48".

This Post is designed to attach to plastic couplings which are fastened to the sides or ends of most Roomscapes items. (Fig. F)

The **childproof lock ring** on the bottom of every Post prevents children from taking setups apart. It locks automatically when the bottom of the Post is on the floor. Release it by turning it as far as it goes, while lifting the Post.

WARNING

- ▲ When using a Roomscapes Post to connect two items always make sure that the childproof ring is locked.



Figure G

To connect shelves in a straight line, use two Posts and a Filler between the shelves (Fig. G). Shelves do not have to be the same height for the filler to work.

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Connection (cont'd)

To connect a panel to another panel or shelf:

1. Line up a groove in the Post onto the couplings on the shelf (or panel which is already in position).

Slide the Post all the way down so that it locks onto the couplings (listen for the click of the child-proof ring locking). Inspect to make sure that both the top and bottom couplings are engaged. (Fig.H)

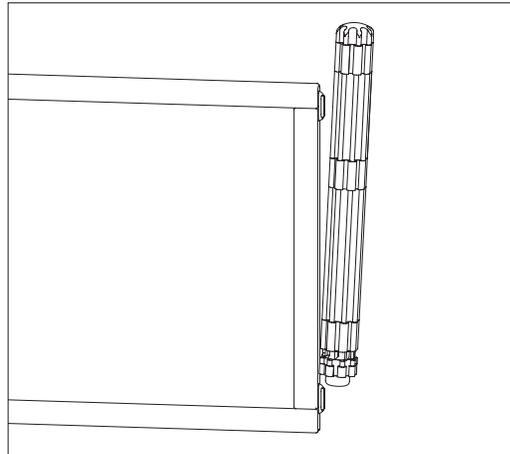


Figure H

2. Line up the couplings on the next panel into a groove in the Post. Orient at whichever angle you desire, but remember to follow the safety guide on page 3.

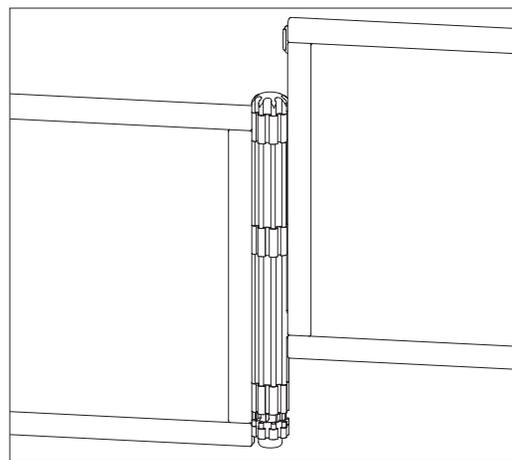


Figure I

3. Slide the panel down until it locks onto the Post. Inspect to make sure that both the top and bottom couplings are engaged. Pull up on Post to check that the childproof ring has locked. (Fig. I)

To connect a shelf to another shelf:

1. Flip the toe trim down (so the wheels are out of the way).
2. Roughly line up the shelves in the desired position (straight, 45°, or 90°) leaving space for the Post.

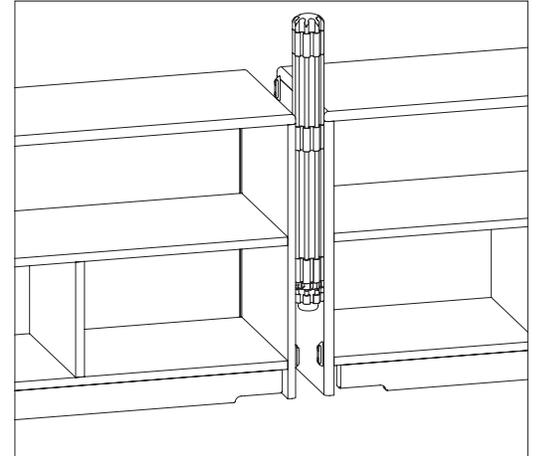


Figure J

3. Slide a Post down onto the couplings. Make sure you catch the couplings of both units at the top and bottom. (You may need to shift the units slightly to get the Post on properly.) (Fig. J)

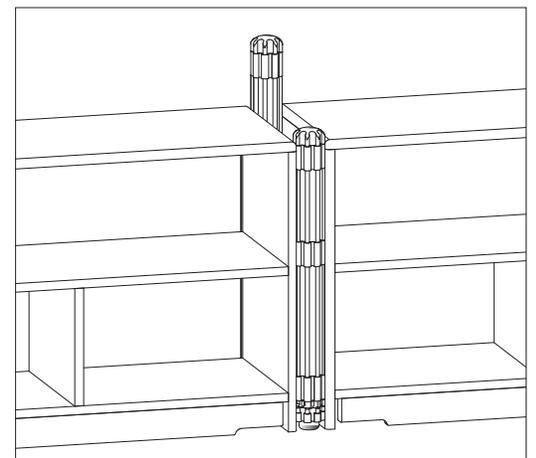


Figure K

Check that all the couplings are secure in the Posts. Pull up on the Posts to check that the childproof ring has locked. (Fig. K)

⚠ CAUTION

- ▲ Do not lift or tip the shelves. This may partially engage the wheels.

To reconfigure your Roomscapes setup:

Disconnect items by turning the childproof lock ring and pulling the Post up until it disengages from the couplings.

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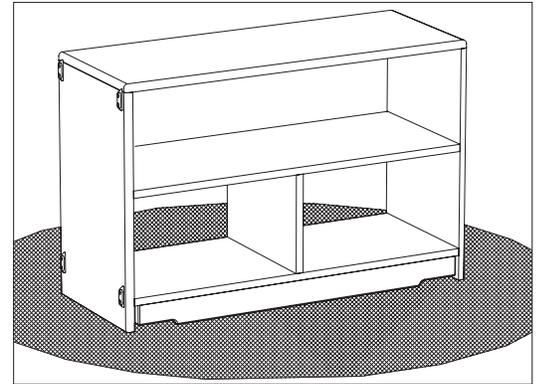
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Roomscapes shelves are 14½" deep. Low shelves allow greater visibility for supervision. They can be placed under windows or bulletin boards without obstructing them.

Two 5' long shelves connected at right angles make a very functional activity corner.

Clear and Mirror Covers are available for the backs of most Fixed, Adjustable, Locking, Tote, Inside Sweep, and Display Shelves. (See pages 16–17).

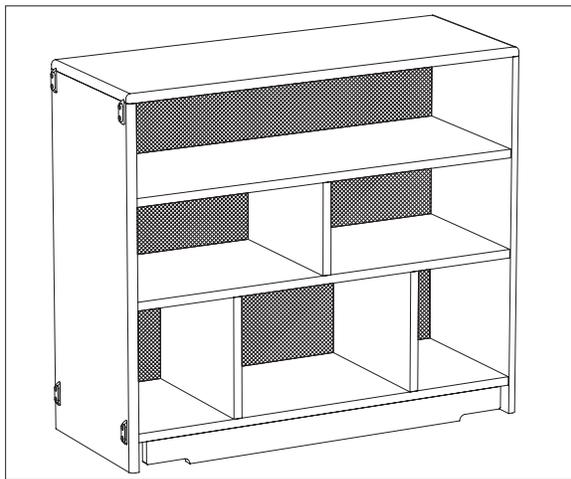
Translucent backs are available for selected Fixed and Sweep Shelves. (See catalog or www.communityplaythings.com for availability.)



F662 Open Back Shelf 3' x 24"

Open Back Shelves

Objects can be easily accessed from either side of the shelf, and you (the caregiver) can see what's happening on the other side.

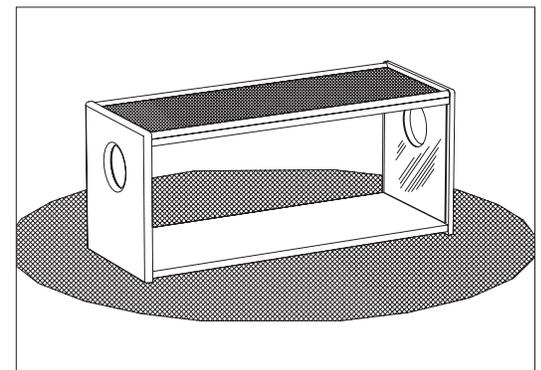


F665 Fixed Shelf 3' x 32"

Fixed Shelves

The F645 Fixed Shelf unit easily holds the G462 Half School Set of Unit Blocks.

Shelf backs are a pinboard material, covered with a loop fabric to receive covers.



F611 Baby Shelf

Baby Shelf

The Baby Shelf is a unique shelf designed specifically for infants and toddlers. The low base is perfect for infants to crawl through while 5" diameter "Peek-a-boo" holes and mirrors inside each end provide an interesting, interactive element. Soft carpet creates a comfortable bench. Smooth rounded rails along both sides can be used by infants learning to walk.

Baby Shelf Carpet is nylon, stain resistant fiber (see page 19 for cleaning).

Note: Baby Shelf does not have couplings.

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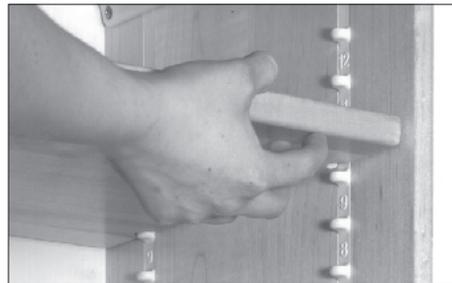


Figure L

Adjustable Shelving

Adjustable shelves allow you to customize your shelving to fit your storage needs.

The adjustable maple shelves fit onto plastic supports inside the shelf sides. The supports are numbered to ensure that all corners of the shelf are supported at the same height. Small notches in the bottom of the shelves fit over the supports. This prevents the shelf from falling out if it is accidentally knocked.

To adjust the shelf height:

1. Lift the shelf up evenly until it is clear of the plastic supports. (Fig. L)
2. Pull the shelf towards you, right out of the item.
3. Slide the shelf back in at the desired height, until the notches fit over the supports.

CAUTION

- ▲ Make sure the shelf is sitting securely on the supports.

Additional Shelves

One adjustable shelf comes with every 24" high Adjustable Shelf Unit or Shelf Unit with Doors. Two adjustable shelves come with every 32" high Adjustable Shelf Unit or Shelf Unit with Doors. Three adjustable shelves come with every 40" high Adjustable Shelf Unit. Additional Shelves may be ordered. Contact Customer Service.

Locking Shelving

All door units come with adjustable shelving.

The doors have a child proof lock to allow for storage of items that should be inaccessible to children. The lock is operated by turning the latch 90°. A plastic key is provided for this, although any key, coin, or similar object will work as well. (Fig. M)



F632 Shelf with Doors
3'x 24"



F634 Shelf with Doors
3'x 32"



Figure M

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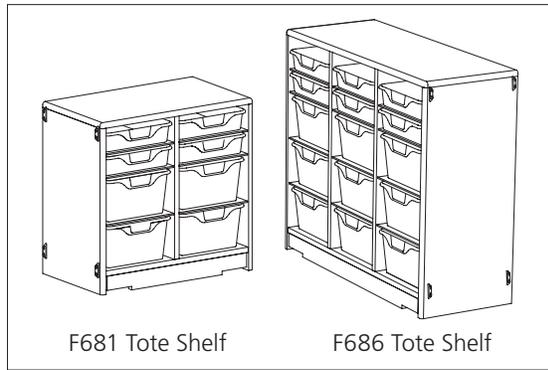
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F681 Tote Shelf

F686 Tote Shelf



Figure N



Figure O



Shelving for Tote Boxes and Baskets

There are two depths of Roomscapes Tote Boxes. **3" deep** totes and baskets are useful for storing paper, art supplies, or other small manipulatives. They fit standard 8½" x 11" paper, as well as European A4 paper. **6" deep** totes and baskets provide more storage space for larger items and toys.

Tote Boxes and baskets are supported by plastic Dividers which snap into holes in the sides of the unit.

To put in a tote Divider:

1. Slide the Divider into the shelf (at an angle).
2. Insert the two pins on the higher side of the Divider into the holes in the wooden upright on that side.
3. Push up on the other side of the Divider until the pins snap into the holes on that side. (Fig. N)

To remove a Divider:

1. Push up under one side of the Divider until the pins snap out of the holes.
2. Remove Divider.

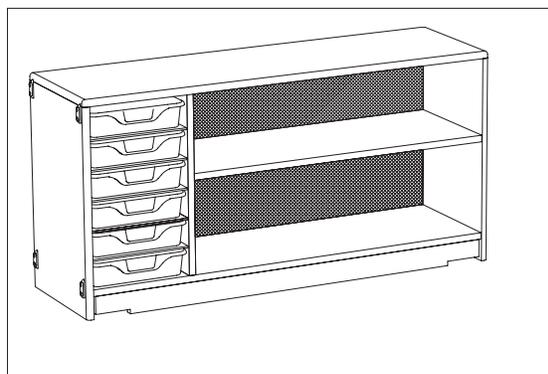
Tote Boxes and baskets come with a **clear label holder** to protect a paper label at the front of each box. This can be removed by sliding it up. (Fig. O)

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F683 Multi-Storage Shelf 4'x 24"

Multi-Storage Shelf

This versatile unit provides storage space for large items such as blocks, as well as one column of totes.

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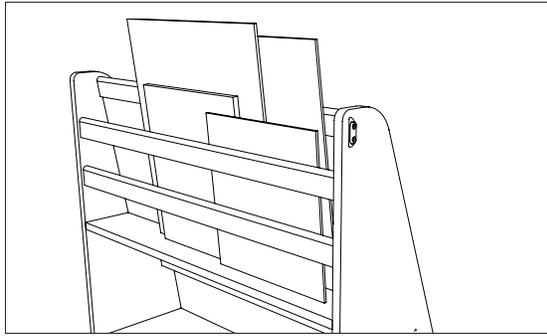
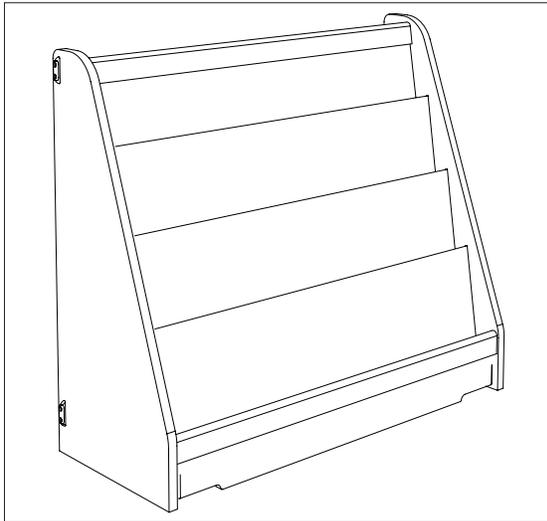


Figure P Big Book Storage



F775 Library Rack

Note: For safety reasons, all book display units have couplings only on the back.

Book and Display Shelves

Library Rack & Library Shelf

These Library display units are designed to provide overlapping book display space for any size of book. They have a broad base for stability. Solid maple shelves in the back can be used for spine storage. Big Books can be stored upright in the pocket behind the top panel. (See Fig. P)

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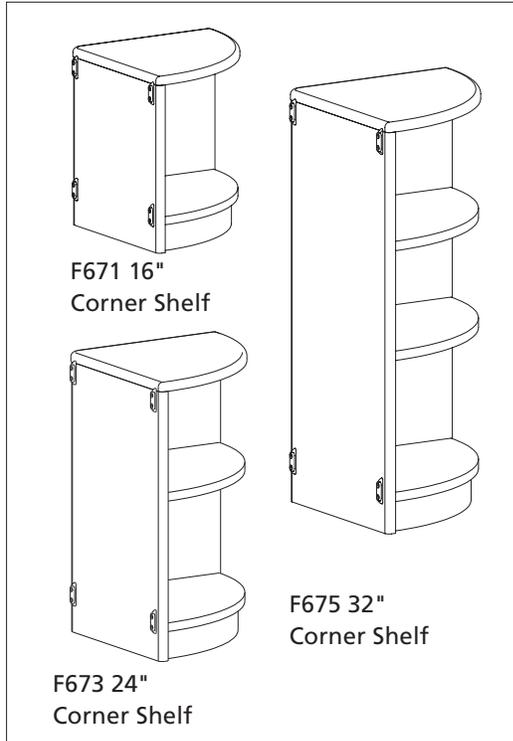


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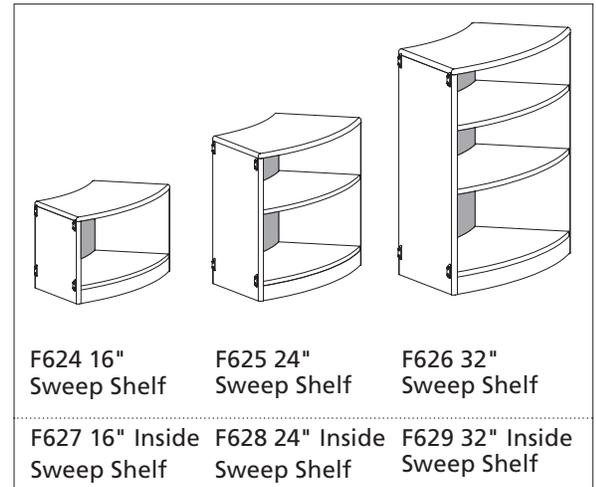
Corner Shelves

Corner Shelves can be used to create a smooth 90° corner in a line of shelves. They can also end a line of shelves, or make a round island using eight Posts.



Sweep Shelves

Sweep Shelves create a rounded, soft feel in a room. They give a gradual angle transition of 45° (or 90°, 135°, 180° etc.; with multiple units.) The Inside Sweep Shelves look the same but, as the name suggests, shelf access is on the inside of the curve. Both types are available with translucent backs.



Four Corner Shelves may be connected together to form an Island with the center hole covered by a Round Filler (Fig. Q). The shelves must be the same height so the filler can not be easily removed by children.



Figure Q

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Roomscapes Panels

Arches

Arches provide childsize openings. Place a 24" high Arch on a 24" or 16" high shelf to make a graceful window.



Bulletin Panels

Bulletin Panels have several uses. Hook or flannel materials stick to the soft surface. Displays and messages can be posted on either side of these panels.

Clear and Mirror Covers

are available for most sizes of bulletin panels (see pages 16–17).

Note: To prevent children from removing them, Clear Covers are designed to fit specific Bulletin Panels. See the chart on page 18 to determine which size of cover fits which size of panel.

Solid Panels

Solid Panels are made of birch plywood with maple frames. They define space with warm natural wood.

Wave Panels

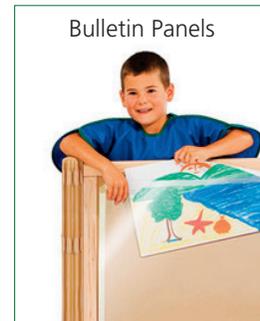
Wave Panels provide a smooth transition from one height to another.

Clear Panels

Clear Panels are a good choice if visibility is desired. They provide a secure physical barrier without blocking light. Clear Panels are made of durable acrylic with solid maple frames.

Translucent Panels

Let natural light flow through the classroom and allow for unobtrusive supervision of the coziest cozy corner. Framed in solid maple, the PETG material is easy to clean and virtually unbreakable.



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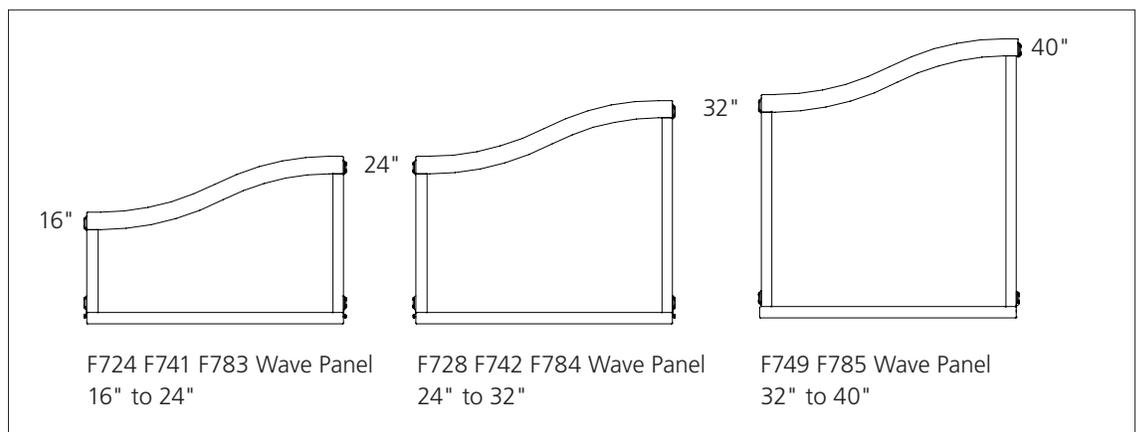
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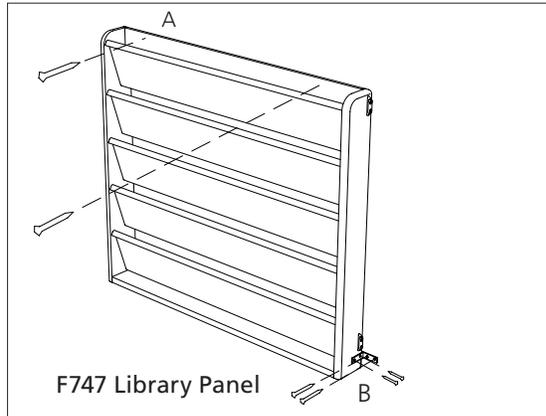
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Library Panel

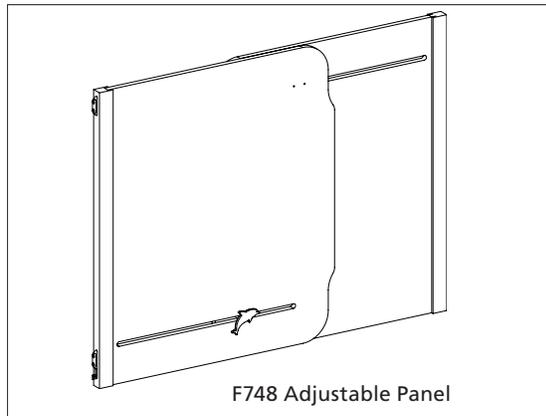
The Library Panel can be connected to Roomscapes or mounted to the wall. Five clear plastic shelves create highly visible display for books or magazines. The shelves are sloped to hold many books. The base is narrow, making it an excellent choice for tight places.

CAUTION

- ▲ Unless connected at both ends to other Roomscapes items or 2 sets of Roomscape Wings, this product must be fastened securely to the wall as shown.

The 2" screws are for fastening the top of the item. Screw through the top crosspiece into the wall* (A in picture). For best results, pre-drill through the crosspiece with a countersink drill.

The 2" corner braces can be fastened to the bottom or lower corner on each side of the item (B in picture). The ¾" screws are for fastening the corner braces to the item. The 1½" screws are for fastening the corner braces to the wall*.



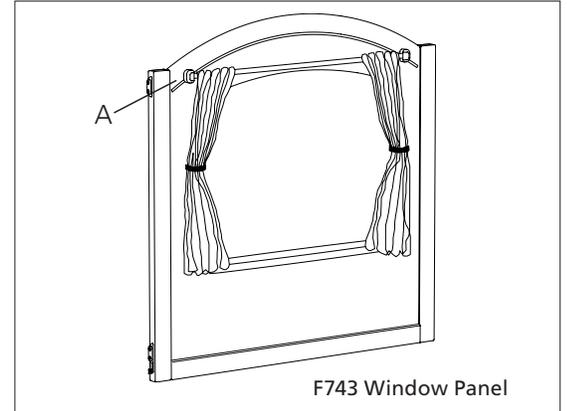
Adjustable Panel

This panel can adjust in length from 24" to 36". This makes it possible to span odd-sized gaps in a Roomscapes set-up. It is advisable to connect the rest of your setup together first. Then slide the Adjustable

Panel to the right size and slide it onto the Posts. No tools are necessary!

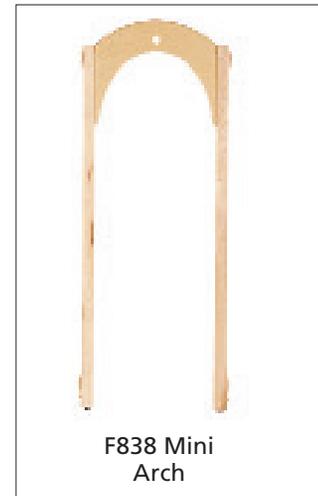
CAUTION

- ▲ The Adjustable Panel should not be used immediately adjacent to the Teacher Door or Roomscapes Gate.



Window Panel

The interactive Window Panel helps to create whatever setting children can imagine. To remove the curtains for cleaning, unscrew the two screws in one of the curtain rod holders (A in picture) and slide the curtains off the curtain rod.



Mini Arch

The Mini Arch provides a small opening into an interest area. Used together with other Roomscapes they can create a playhouse or den.

**If unsuited to the building construction, fasteners appropriate to the construction must be used.*

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Gates

The width and threshold of the Arch, Entry, and Gateway meet all the ADA and egress requirements for easy wheelchair access.

Roomscapes Entry

The Roomscapes Entry is useful to provide a caregiver access to different areas divided by Roomscapes.



F483 Roomscapes Entry

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Security Gate

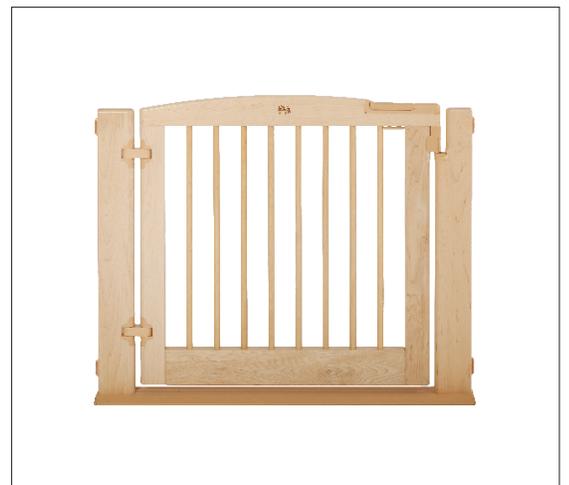
The Security Gate is a space-saver for the odd gap that needs to be child secure.



F481 Security Gate

Roomscapes Gateway

The Roomscapes Gateway is useful to provide a caregiver access to different areas divided by Roomscapes.



F482 Roomscapes Gateway

Adjustable Gates

Adjustable Gateway

The width and threshold of the Adjustable Gateway meet all ADA and egress requirements for easy wheelchair access.



F472 Adjustable Gateway

Adjustable Security Gate

The Adjustable Security Gate is a space-saver for the odd gap that needs to be child secure.



F471 Adjustable Security Gate

CAUTION

- ▲ All gates should be attached at both ends to a wall or furniture by Roomscapes Posts 32" or longer. Use Wall Adapters where needed.
- ▲ Roomscapes shelves and panels attached to gates must be at least 24" high.
- ▲ Roomscapes shelves or Cubbies attached to gates in a straight line must be at least 3' long, or connected at 45° or 90° to the gate threshold, with the following exception: the Security gate and Roomscapes Gateway may connect in a straight line with a 2' shelf, but only if the other side is connected to a 3' shelf (or longer), to a wall or angled panels.
- ▲ Panels must connect at 45° or 90° to the gate threshold, with the following exception: the Security Gate and Roomscapes Gateway may connect in a straight line with a panel if a pair of Wings is added to the hinge side.
- ▲ Adjustable Wall Anchor must be screwed to wall by a professional carpenter.
- ▲ Do not employ the Adjustable Wall Anchor next to the tall Roomscapes Entry or Teacher Arch.
- ▲ Note on F472 Adjustable Gateway setup: For best results, angle the adjustable wing on the hinge side of the gate at a 90° angle or less as shown. Extending the wing out straight may result in the gate touching the ground when fully opened.

Adjustable Wall Anchor

The Adjustable Wall Anchor screws to the wall and provides even more adjustment, when attached to 32" high gates.



F473 Adjustable Wall Anchor

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Wall Adapters and Wings

Wall Adapter

Wall Adapters provide a safe method to fasten a Roomscapes setup to a wall (Fig. R) or other solid structure.

They must be fastened securely.

Fasteners not included; you must select hardware appropriate to the building's construction. Always fasten the Wall Adapter through all of the pre-drilled holes.

The bottom of the adapter must touch the floor.



Figure R

Roomscape Wings

Roomscape Wings can be used instead of Wall Adapters or shelves to start or end a run of panels.

To provide stability to a line of panels, connect a pair of Roomscape Wings to every other panel.

This is especially necessary in a line made of just panels.

Assembly Instructions:

1. Slide the post onto the wings, forming a unit.
2. Slide the unit down onto the panel from the top.

⚠ CAUTION

- ▲ Roomscape Wings must always be used in pairs to ensure stability of panels.

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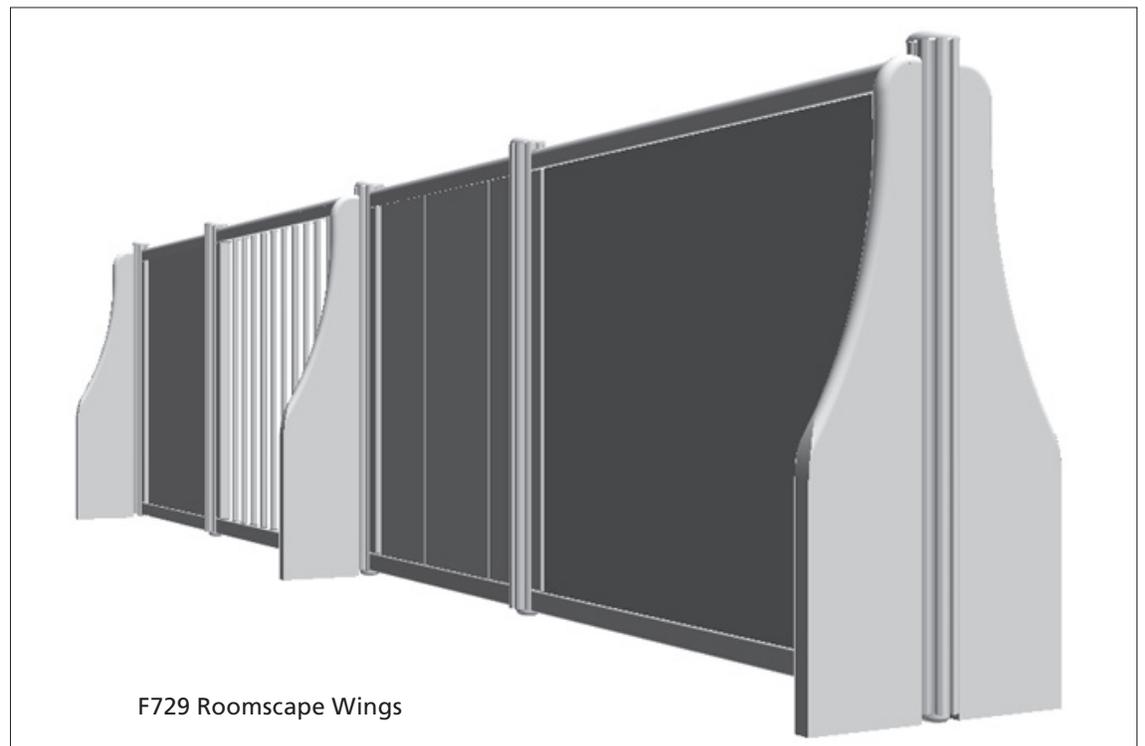
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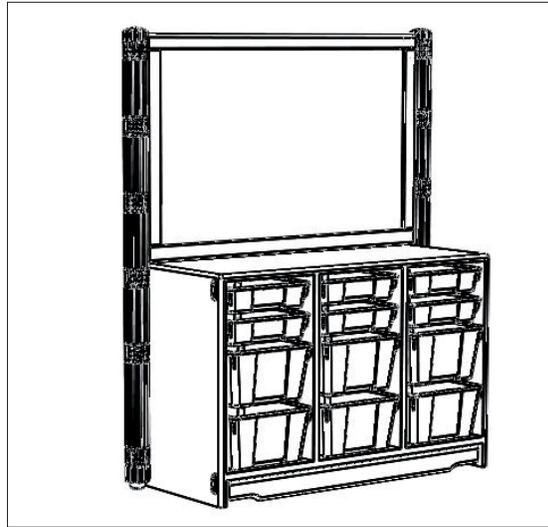
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F729 Roomscape Wings

Display Unit



F875 Display Unit

Display Units provide a versatile storage and display setup. The 14½" depth gives a large display surface while the panel provides a perfect backdrop for paintings or posters.

To assemble: slide both 48" Posts onto the couplings at the back of the shelf. Then slide the Bulletin Panel down onto the shelf.

The Canopy includes two ends (left and right), three wooden cross-braces, and a fabric cover.

The Canopy adds variety and color to a Roomscapes setup. It can fasten to any Roomscapes Shelf which is 3' or 4' long, and 24" or 32" high. It can also be set up over a 3' or 4' long panel which is at least 24" high.

To assemble the Canopy:

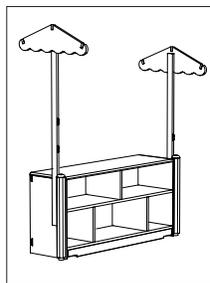


Figure S

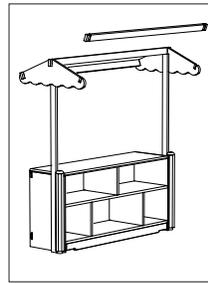


Figure T

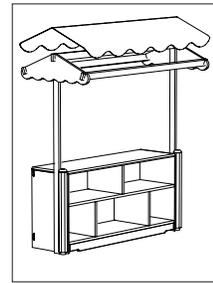


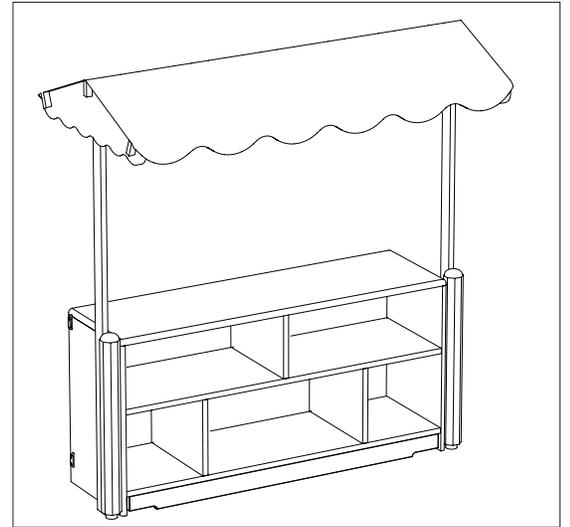
Figure U

1. Slide the two ends into the Posts. (Fig.S) Make sure that the childproof locking ring on both Posts is engaged.

2. Place the three cross-braces over the gables so that the grooves in the cross-braces slide into the notches in the gables. (Fig.T)

3. Drape the fabric over the structure, and fasten it to the hook and loop fasteners on the two outside cross-braces. (Fig.U)

Canopy Unit



F872 Canopy Unit

The Canopy Unit includes an F871 Canopy, an F644 4' long by 24" high, Open Back Shelf, and two 24" Posts.



F871 Canopy

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Accessories

Covers for Shelves and Panels

Clear Covers (Fig. W) and Mirror Covers (Fig. X) are available for most sizes of Bulletin Panels and the backs of Roomscapes shelves. These covers have strips of "hook" on the edges which fasten to the "loop" fabric on the Bulletin Panels and backs.

The Clear Covers are designed to fit exactly onto specific shelves or panels. This discourages children from removing them. To match your Clear Covers with the right panel or shelf, refer to the charts on page 18. To remove a Clear Cover, locate the small notch in one corner.

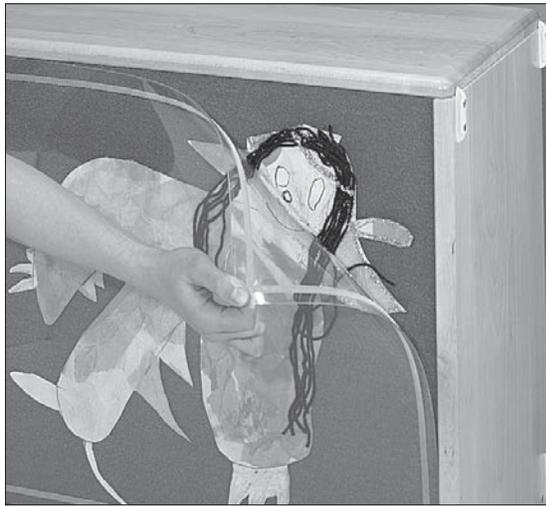


Figure W



Figure X

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Covers for Shelves and Panels

Clear and Mirror Covers for Roomscapes Shelves

Shelf Size Lng x Ht	3' x 16"	4' x 16"	2' x 24"	3' x 24"	4' x 24"	5' x 24"	2' x 32"	3' x 32"	4' x 32"	5' x 32"	2' x 40"	3' x 40"	4' x 40"
Clear Covers Lng x Ht	F858 35" x 11¾"	No Clear Cover	F851 23¼" x 19¾"	F852 35¼" x 19¾"	F853 47¼" x 19¾"	No Clear Cover	F854 23¼" x 27¾"	F855 35¼" x 27¾"	F856 47¼" x 27¾"	F888 59¼" x 27¾"	F879 23¼" x 35¾"	No Clear Cover	F887 47¼" x 35¾"
Mirror Covers Lng x Ht	F841 33½" x 11¾"	No Mirror Cover	F843 21½" x 19¾"	F844 33½" x 19¾"	F845 44¾" x 19¾"	F845 44¾" x 19¾"	F846 21½" x 27¾"	F848 33½" x 27¾"	F849 45" x 27¾"	F849 45" x 27¾"	F844 33½" x 19¾"	F848 33½" x 27¾"	F849 45" x 27¾"

Clear and Mirror Covers for Roomscapes Panels

Panel Size Lng x Ht	2' x 24"	3' x 24"	4' x 24"	2' x 32"	3' x 32"	4' x 32"	5' x 32"	3' x 48"	4' x 48"
Clear Covers Lng x Ht	F821 21½" x 20¾"	F822 33½" x 20¾"	F821 21½" x 20¾" Covers ½	F823 21½" x 28¾"	F886 33½" x 28¾"	F823 21½" x 28¾" Covers ½	No Clear Cover	No Clear Cover	No Clear Cover
Mirror Covers Lng x Ht	F843 21½" x 19¾"	F844 33½" x 19¾"	F843 21½" x 19¾" Covers ½	F846 21½" x 27¾"	F848 33½" x 27¾"	F846 21½" x 27¾" Covers ½	F846 21½" x 27¾" Covers ½	F849 45" x 27¾"	F845 44¾" x 19¾"

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Totes, Baskets, And Dividers

F880 — Shallow Tote
F890 — Deep Tote
G484 — Shallow Basket
G483 — Deep Basket
F889 — Divider for Tote Shelf

Book Ends

F779 — Pair of Book Ends

Maintenance and Cleaning Information

Maintenance

Periodically inspect for secure connections, cracks, breaks, loose parts, missing parts, and/or malfunctions. Check Posts to be sure that all child-proof lock rings are engaged and working. Remove the product from service when any condition develops that might make operation unsafe.

Cleaning

Wooden Parts: Wipe with a damp cloth and mild detergent. Do not use excessive water.

All Plastic Parts and Mirror Covers: Dust with a soft, damp cloth or chamois. Wash with dishwashing detergent and plenty of lukewarm water.

⚠ CAUTION

▲ **DO NOT USE:** abrasive cleaners

▲ **DO NOT USE:** isopropyl alcohol on clear panels.

Baskets: The baskets are machine washable.

Canopy: This polyester fabric is easy to clean. Spot wash with lukewarm water and a mild detergent, and allow to air dry. It is machine washable in cold water and a mild detergent, and should be air dried.

Loop fabric on Bulletin Panels and shelf backs: Remove stains with a common household detergent. Stubborn stains may be removed by shampooing with a household upholstery cleaner.

Carpet on F611 Baby Shelf: This can be removed for cleaning. Use carpet cleaner sparingly for most stains. Apply white vinegar to remove the detergent. If you are unable to remove a stain, call your account manager at 1-800-777-4244 for more information.

Curtains on F743 Window Panel: These can be removed for cleaning (see Window Panel on page 12). Curtains are machine washable.

Clear and Translucent Panels: Dust with a soft, damp cloth or chamois. Wash with dishwashing detergent and plenty of lukewarm water. Use a clean, soft cloth, applying only light pressure. Rinse with clear water, and dry by blotting with a damp cloth or chamois. **DO NOT USE:** Window cleaning sprays, kitchen scouring compounds, or harsh solvents such as isopropyl alcohol.

If you plan to store Roomscapes products, remember that they are made of wood, and need to be stored in a dry place.

Construction

Shelves and panels are made from solid maple, finished with a clear nontoxic finish.

Joints are mortise and tenon, fastened with zinc plated screws. Panel joints are glued mortise and tenon, pinned with a screw.

Shelf backs and Bulletin Panels are nylon loop fabric, laminated to a durable plastic pinboard.

Translucent Backs and panels are made of durable PETG.

Clear Panels are made of durable acrylic.

Mirror and Clear Covers are tough plastic with rounded edges.

Baskets and Totes are made of polypropylene.

User Modifications

We are not responsible for modifications made by customers to our products, without our supervision, testing or evaluation.

Ordering Parts

To order replacement parts, contact Customer Service with a description of the part(s) needed and the ID Code from the product.

Use only replacement parts supplied by Community Playthings.

Thank you.

Enjoy your Roomscapes!

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