

The background features several decorative elements: a horizontal blue bar at the top with a circle cutout in the center; a vertical blue bar on the right with a circle cutout in the middle; a vertical blue bar on the left with a circle cutout in the middle; and a blue circle at the bottom center containing the word 'pod' in white lowercase letters.

the **meeting** pod .co.uk

outdoor pod maintenance manual

# cleaning & maintenance

## **Pod Shell**

Pod shells will need cleaning every 6 months, this can be carried out using hot soapy water and a cloth. Ensure to rinse thoroughly with warm water once finished.

## **Tabletop & Internal Back Panel**

For general routine cleaning, wipe the surface by applying a mild non-abrasive soap solution using a soft lint free cloth. Then rinse clean with a damp lint free cloth and dry thoroughly. Furniture polishes should not be used, they can result in the build-up of wax or silicone on the surface leaving smears.

## **Glass**

We recommend Bohle glass cleaning spray, used in conjunction with lint free cloths.

## **Framed Enclosure**

Front & rear framed enclosures can be cleaned with a damp cloth and buffed dry with a soft non-abrasive cloth to prevent streak marks. Do not use abrasive cleaning agents in case of damage.

## **Fabric Upholstery**

Fabric seating can be hoovered clean. If tougher stains are present, initially use a damp cloth, then hoover.

## **Composite Deck Boards**

Wipe all composite deck boards, internal ribs, seating, and table, with hot soapy water, ensuring to rinse thoroughly with warm water once finished.

Hoover composite deck board flooring once a week to remove all dirt.

## **Iroko Wood Surround**

Treat wood with Osmo Teak oil twice a year.

## **Solar Panel cleaning & care**

Due to the special surface of solar panel, dirt and grime are usually washed away by rain. Nevertheless, if the solar panel is fully or partially shaded by dirt or debris this needs to be cleaned to prevent a loss of performance.

Clean the front side of the panel using a soft cloth (dry or moist with lukewarm water). Do not use scrapers, or any high-pressure water.

In areas with low winter temperatures, remove snow and ice without force (e.g., with a soft broom) to not damage the protective layer of the panel.

Inspect the modules located in the seat base at least once a year to ascertain that all connections and fixings are tight and corrosion free.

## **Minimise the risk of damage:**

Use coasters under glasses and hot mugs.

Do not allow door to slam upon entering and leaving the pod.

Do not leave the pod door open or unlocked when not in use.

Do not leaving heating unit on when pod is not in use.

## **Warranty**

A five-year warranty is supplied on the composite structure of the pods covering normal use for the purposes of meetings. In addition, the benefit of any manufacturer's warranty given by a third-party supplier of Goods will be assigned to the Buyer. No liability will be accepted for any defect arising from fair wear and tear, wilful damage, negligence, misuse, alteration, or repair without the Seller's approval in writing.



## remarkable design


Our in-house design team work to achieve design that deliver statement pieces in any workplace or home environment combined with a functionality that makes our products a joy to work from

## exceptional quality

Our production team recognise quality sits alongside consistency, so we must be proud of every product that is manufactured by us

## sustainability

From design, engineering, material sourcing, transportation and support, all aspects of our manufacturing continuously evolve to minimize negative environmental impact. Our 4 person Meeting/Outdoor Pod shell's composite resin has been sourced from a recycled material that is made up from 1800 plastic bottle tops



# our story

## expansion

Our first business move was from a 450 square foot workshop to a fully operational 3500 square foot industrial facility

## a bit of home

Inspired by the yachting location, the pods adopted high quality composite materials associated with the Isle of Wight boat building industry

## product growth

In 2019, after much demand, the first outdoor pod product was designed and brought to market

## the meeting pod co was born

In 2016 Tom's unique curved design received unanimous praise from Mike's staff and clients and so The Meeting Pod Co Ltd was established

## the pandemic

The 2020 pandemic stimulated an explosion in global demand for outdoor pods with completed projects in the US, Europe & Middle East

## how it started

Mike, the CEO of a successful research agency, couldn't find a suitable meeting pod for his business, so he commissioned Tom (his carpenter son-in-law) to build one

## our success

In 2021 following rapid growth we moved into the latest 10,000 square foot manufacturing facility, which houses a workforce of 25 people.



the **meeting pod**.co.uk  
London Showroom

Finsbury Business Centre, 40 Bowling Green Lane,  
London, EC1R 0NE

Please feel free to visit our London showroom where we have a range of indoor and outdoor pod on display. We will be pleased to provide more information and answer any questions.

Visit by appointment with  
Mollie on: 07879 255516