

CLEANING

PAINTED & POLISHED METAL

Cleaning painted and polished metal:

1. Apply a small amount of nonabrasive cleaner such as Windex®, Formula 409®, or Fantastik® to a clean, dry, lint-free microfiber cloth or paper towel.
2. Rub on the areas that may need spot cleaning.
3. Wipe clean using a new, clean, dry, lint-free microfiber cloth or paper towel.

Painted metal touch-up:

Color-matched touch-up paint is available through your local Allsteel Dealer.

PLASTIC SURFACES

Cleaning plastic:

1. Apply warm water and mild soap or ammonia-based foam glass cleaner solution to a clean, lintfree microfiber cloth.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

Spot cleaning marks on plastic:

1. Apply a mild soap-and-water solution to a clean, lint-free microfiber cloth.
2. To remove markings from plastic, rub the marked area from several different directions until it disappears.
3. Then clean normally as instructed in the "Cleaning plastic" section above.
4. If the mark still remains, mix baking soda and water at a 3:1 ratio.
5. Spread the baking soda paste over the mark.
6. Let set for 5 minutes.
7. After 5 minutes, wipe off the baking soda mixture with a clean paper towel.
8. Next, clean normally as instructed in the "Cleaning plastic" section above.
9. Note: Some marks may require repeating this process.

CAUTION:

- Do not scrub the baking soda mixture on plastic surfaces as it may damage the finish.
- Do not use alcohol-based cleaners on plastic surfaces. Alcohol-based cleaners may dry out plastic and leave white marks on the surface.

PAINTED WOOD

Cleaning painted wood:

1. For everyday cleaning, apply a small amount of warm water to a clean, lint-free microfiber cloth. The cloth should be slightly damp.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

CAUTION: Do not use solvent-based cleaners such as Lysol®, Soft Scrub®, Comet®, and acetone-based cleaners as they may leave behind oily films or have abrasive components that could scratch the surface.

Spot cleaning marks on painted wood:

1. Apply Windex or a mild soap-and-warm-water solution to a clean, lint-free microfiber cloth.
2. To remove markings from painted wood, rub the marked area from several different directions. Repeat this process until the mark disappears.
3. Then clean normally as instructed in the "Cleaning painted wood" section above.
4. If mark remains, use white ink eraser on mark.
5. Then clean normally as instructed in the "Cleaning painted wood" section above.

Handling and care for painted wood:

1. Do not drag painted wood products across flooring.

2. Do not stand on surfaces.
3. Use care when handling sharp objects near the painted wood surface.

VENEER

Cleaning veneer:

1. For everyday cleaning, apply a small amount of warm water to a clean, lint-free microfiber cloth. The cloth should be slightly damp.
2. Gently wipe the surface in the direction of the grain to remove any surface dust.
3. Wipe dry immediately with a new, clean, lint-free microfiber cloth in the direction of the grain until the surface is completely dry.

Polishing veneer:

1. Several times a year the veneer finish may be polished with Guardsman® wax-free furniture polish to clean, restore, and protect veneer surfaces. Frequent polishing is not recommended.
2. Use a clean, lint-free microfiber cloth and wipe in the direction of the grain.

Spot cleaning marks on veneer:

1. Immediately wipe any liquids from the veneer surface with a clean, lint-free microfiber cloth.

Handling and care for veneer:

1. Use a clean, soft cloth to wipe all spills immediately to prevent water rings and stains. Do not allow spills to dry.
2. Avoid extreme heat, cold, or humidity variances.
3. Prolonged sunlight may affect the veneer finish.
4. Protect veneer surfaces from pens and sharp objects.
5. While veneer is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the surface.
6. Avoid sliding objects over the surface to prevent scratching.
7. The use of coasters is recommended to prevent stains from liquids.

LAMINATE

Cleaning laminate:

1. For everyday cleaning, apply a vinegar-and-water solution to a clean, lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.

CAUTION:

- Completely dry the surface as pooled liquid may leave a stain and cause warping at the seams.
- Do not use furniture polish that contains waxes and oils on laminate surfaces.
- Do not use bleach-based cleaners on laminate as it may cause discoloration.

Spot cleaning marks on laminate:

1. Apply a mild soap-and-water solution or Windex to a clean, lint-free microfiber cloth.
2. To remove markings from laminate, rub the marked area in the direction of the grain. If no grain is present, rub in a circular motion.
3. Rub gently to avoid damaging the surface texture or gloss.
4. Then clean normally as instructed in the "Cleaning laminate" section above.
5. If mark remains, use white ink eraser on mark.
6. Then clean normally as instructed in the "Cleaning laminate" section above.

Handling and care for laminate:

1. While laminate is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the laminate surface.
2. Avoid sliding objects over the surface to prevent scratching.
3. The use of coasters is recommended to prevent stains from liquids.

MARKER BOARDS

Cleaning marker boards:

1. Thoroughly erase your marker board after every use.
2. Marker boards should be cleaned weekly with marker board cleaner. Reminder: Completely erase the board before applying any cleaners.

Handling and care for marker boards:

1. Leaving ink on the board for an extended period of time may lead to images remaining on the board, commonly known as "ghosting," after erasing.
2. To avoid ghosting, clean your board weekly with marker board cleaner.
3. Expo® brand dry-erase markers are recommended for best erasing results.
4. Avoid using red and orange markers for easier cleaning and to reduce the likelihood of ghosting.
5. Do not use permanent or non-dry erase markers.
6. To maintain eraser performance, follow manufacturer's instructions.

GLASS TILES

Cleaning glass tiles:

1. To wash the glass, use a pre-mixed vinegar-based cleaning solution (or make your own with one part white vinegar to ten parts water).
2. Apply to a soft, clean, lint-free microfiber cloth or paper towel such as Scott Rags® in a Box or Scott Shop Towels. You may also use an ammonia-free glass cleaner such as Windex or Sparkle®.

CAUTION: Avoid getting any cleaning solution on non-glass tiles or panel frames as it may discolor the finish.

INFINITE SPECTRUM™ TILES

Cleaning Infinite Spectrum tiles:

1. Using a clean, lint-free microfiber cloth or paper towel such as Scott Rags in a Box or Scott Shop Towels, dampen the cloth with an ammonia-free cleaner or multi-purpose cleaner such as Orange Glo® or Goo Gone®.
2. Rubbing in a circular pattern, clean the entire surface with a clean, lint-free microfiber cloth with warm water to completely remove any cleaning agents.

CAUTION:

- Do not spray cleaning liquids directly on the tile surface.
- Do not spot clean the tiles as it may cause an inconsistent appearance.

Handling Infinite Spectrum tiles:

1. Do not remove from packaging until tiles are ready to clean and install. Unpacking and staging might chip edges and cause surfaces to be scratched.
2. Use soft, cotton gloves or gloves with a vinyl grip surface. Tiles are susceptible to scratching, finger printing, and marring if not handled properly.

GENERAL TEXTILE CLEANING

A Gonzo® Wonder Sponge may remove dirt and grime from fabric surfaces; however, it will not remove stains and marks such as ink. Using the sponge, gently scrub the dirt away. As the sponge becomes dirty, clean per sponge manufacturer's recommendation.

GENERAL TEXTILE CLEANING GUIDELINES

- Regularly clean your fabric by vacuuming or light brushing.
- Always check the cleanability code before deciding which cleaning products to use.
- Test cleaning product in an inconspicuous area first to guard against color bleeding or fabric shrinkage.

CAUTION: Do not steam Gather™ upholstered products. Doing so can damage the adhesive used in their construction.

COATED TEXTILES

Polyurethane Coated Upholstery

Contourett Only

- For wet spills gently blot with dry cloth to remove spill