

Cleaning Codes (*apply only to outer part of fabric)

- W** Clean only with water-based shampoo or foam upholstery cleaner. Do not saturate or use dry cleaning solvents. Pile fabric may require brushing to restore appearance.
- S** Clean only with dry cleaning solvent. Do not saturate or use water.
- WS** Clean with mild detergent shampoo, foam or dry cleaning solvents. Do not saturate. Pile fabric may require brushing to restore its appearance.
- X** Clean only by vacuuming or light brushing. Do not clean with either water or solvent-based cleaner, as they may cause excessive shrinking or fading.

NOTE: Special fabric treatments, such as flame-retardant treatment (FCS), may modify a fabric's cleaning code due to the adhesive type used in lamination (e.g., **WS** code may change to **S** or **W** code).

One of the best ways to keep your upholstery looking good is to properly maintain it to reduce soil buildup on a fabric's surface.

Routine maintenance includes:

- Promptly treating spots and stains
- Vacuuming regularly to remove air-borne dust and lint
- Cleaning periodically to remove accumulated grime
- Cleaning protective arm covers and head rests regularly
- Rotating loose cushions to equalize wear and soiling

SPOT CLEANING

Remove as much soil or staining material as possible by carefully vacuuming, brushing, or scraping with a dull instrument. Remove cushion covers to launder.

Cleaning Code W

For water-borne, non-greasy soil or stains (such as coffee, washable ink, etc.):

1 Gently apply a water-based cleaner, that is specifically made for cleaning fabric, to the soiled area using a clean cloth or

sponge, such as an upholstery shampoo.

2 Work the cleaner into a lather or foam, if possible, to minimize soaking the fabric. Using light brushing motions, work from the outside of the soiled area toward the center to prevent rings.

3 Allow fabric to dry completely, then vacuum thoroughly.

Cleaning Code S

For oil-borne soils or stains (such as grease, lipstick, ball-point ink, etc.):

1 Gently apply a dry-cleaning fluid to the soiled area using a dampened, clean cloth or soft-bristle brush.

2 Using quick, light, rubbing or brushing strokes, work from the outside of the soiled area toward the center to prevent rings. Avoid soaking the fabric.

3 Gently blot with a clean, absorbent cloth to soak up and remove dampened soil.

4 Allow fabric to dry completely, then vacuum thoroughly.

POLYURETHANE UPHOLSTERY (Brisa and Stand In)

For regular maintenance, use lukewarm water and mild soap to remove most soil and stain. Do not over-saturate the material with water.

For stubborn stains, remove as much soil or staining from the material as possible by carefully vacuuming or brushing with a dull instrument. Lift most stains with an alcohol-based cleaner.

Disinfect using 5:1 water/bleach solution. Thoroughly rinse all cleaning solution residue with water and let air dry. To remove ballpoint pen, address the stain immediately by wiping with isopropyl alcohol (rubbing alcohol). Not all ink stains can be removed.

Never use furniture polishes, oils, solvents, varnishes, abrasive cleaners, or solutions of ammonia and water on polyurethane.

2 Wipe off the soap with a

VINYL

1 Using lukewarm water and mild soap, work up a thin lather on a clean, damp piece of cheese cloth and rub it gently over the soiled area.

2 Wipe off the soap with a fresh piece of cheese cloth.

3 Wipe with a soft, dry cloth. Never use furniture polishes, oils, solvents, alcohol, varnishes, abrasive cleaners, or ammonia water on vinyl or leather. Naphtha or mineral spirits may be used with caution (they are flammable) to remove chewing gum, grease, or other greasy soils and stains that cannot be removed with soap and water.

LEATHER

Part of leather's unique appeal is the sophisticated aging process that occurs over time. Soft, comfort wrinkles can appear upon use and are common characteristics. Leather has naturally occurring markings from the everyday activities of an animal's life and as a result, some of these markings can show on an upholstered chair. These markings are what give each chair unique character and premium quality.

Dusting with a clean, dry cloth is the recommended routine cleaning method for an aniline-dyed, full-grain leather. For spots and spills:

1 Wipe excess liquid immediately and let air dry.

2 If necessary, using lukewarm water and mild non-detergent soap, work into a thin lather with a soft cloth. Rinse with clean water.

3 Buff to restore leather.

The use of any other product could cause reactions with the solvent-free chemicals used in the tanning process.

FIRE CODE SEATING ON MOLDED FOAM

Because of the heat application used to adhere the fabric to the foam substrate, do not use steam in cleaning the Fire Code Seating (FCS) fabric. This heat could melt the adhesive and loosen the fabric.

Use a dry-shampoo application that has a wet pick-up. A wet pick-up minimizes moisture in the

foam that may cause future mildew or breakdown in the foam.

PLASTIC SURFACES

Wiping with a damp cloth will remove general soiling and water-borne stains. If needed, use a hard-surface, all-purpose cleaner such as Formula 409, Fantastic, Top Job, Mr. Clean, etc. Follow the manufacturer's instructions for general purpose cleaning. To prevent staining, ink should be removed as soon as possible. Do not use paint thinners, naphtha, or solvent-based fluids.

PAINTED AND PLATED METAL SURFACES

Clean metal finishes with a non-abrasive cleaner. Apply the cleaner sparingly. Wipe the hardware dry with a clean, soft cloth.

Sustainable Cleaning Solutions

A variety of companies and groups assert that their cleaning products are better for humans and the environment than others. Steelcase has not evaluated all of these claims, but believes that Green Seal (www.greenseal.org) is one good source for identifying sustainable cleaning solutions. Green Seal is an independent nonprofit organization with experience in certifying products and services that are suitable. When searching the site, use GS-37 as the lifecycle-based sustainability standard.