

Steelcase

Material Cleaning and Care Instructions

Fabrics

Basic Advice

If the stain has dried, first brush any excess off by hand or with a brush. Then vacuum the stain, and follow by cleaning using a neutral cleaning agent, such as soapy water. It is important to rinse with clean water afterwards.

Type of Stains

Alcohol: Fresh stains: treat with a weak solution of household vinegar, rinse immediately.

Ballpoint Pen: Treat with a colour-fixing agent.

Blood: Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately. Dried stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully.

Butter: Treat with a solvent. OR Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately.

Dried Stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully.

Chewing Gum: Treat with a solvent.

Chocolate: Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately. Dried stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully. OR Treat with a solvent. OR Fresh stains: treat with a weak solution of household vinegar, rinse immediately.

Coffee: Fresh stains: treat with a weak solution of household vinegar, rinse immediately.

Cream: Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately. Dried stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully.

Fruit juice: Treat the stain with a generally available oxidative bleaching agent. OR Treat with a colour-fixing agent.

Furniture polish: Treat with a colour-fixing agent.

Ink: Treat with a colour-fixing agent.

Lipstick: Treat with a solvent. OR Treat with a colour-fixing agent.

Milk: Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately. Dried stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully.

Oil: Treat with a solvent. OR Treat with a colour-fixing agent.

Tea: Fresh stains: treat with a weak solution of household vinegar, rinse immediately.

Urine: Fresh stains: treat with soap flakes or washing-up liquid, rinse immediately. Dried stains: treat with an enzyme agent, note the recommended reaction time. Dry carefully.

Wine: Fresh stains: treat with a weak solution of household vinegar, rinse immediately.

Specific Advice

3D Knit 100 % Polyester

Regular cleaning of the fabric is recommended, at least every two weeks. This cleaning interval should prevent dirt from accumulating (such as skin particles that get inside the fibres of the fabric).

Visitor chairs will need less cleaning than task chairs which are used daily.

It is essential to use a soft-fiber brush fixed on the tip of the vacuum cleaner in order not to tear the fabric surface.

Dirt that has dried on the fabric surface will disappear after a careful cleaning.

For wet stains or stains that would not disappear after vacuum cleaning we suggest the following treatment:

- Properly mix water with a neutral detergent. The water temperature must be between 25 and 35°C. A regular washing liquid can also be used but pay attention to avoid overdose.
- Remove stains several times using a soft tissue until the stains are no longer perceptible. It is essential not to use too much water to avoid dipping the foam base, which could damage the seat.
- After 3 washing, rinse with water.
- Press a dry cloth against the fabric to remove as much moisture as possible.
- Should the result not be entirely satisfactory, repeat the process.

Leather

Basic Advice

Wipe with a soft cloth. Apply conditioner once or twice a year. Do not use shoe polish.

Type of Stain	Stain Removal
Water-Based Felt Pen	Water and, if Necessary, a Little Lemon Juice
Indelible Ink	Will Not Come Out
Ink Pen	Warm Skim Milk or Lemon Juice
Black Ballpoint Pen	90° Alcohol
Water	Blot and Let Dry, Then Brush
Sole Marks	Apply a Grease Dissolving Spray. Let Dry. Brush Off.
Wax	Apply a Grease Dissolving Spray. Let Dry. Brush Off.
Coffee	Mix Water with a Small Amount of Ammonia
Grease	Apply a Grease Dissolving Spray. Let Dry. Brush Off.

PET

Basic Advice

Regular cleaning with the upholstery nozzle of a vacuum cleaner contributes to the good appearance of products made of PET. The product can also be wiped off with a cleaning glove slightly moistened with distilled water. PET should never be cleaned with aggressive, solvent-based or abrasive cleaning agents. To avoid discoloration or roughening, first check on a concealed spot whether the cleaner is suitable.

In general, dirt should be removed immediately: dry dirt on the surface with a soft brush or cloth, damp dirt with a synthetic fibre cleaner. To do this, wrap the supplied cloth around a soft brush, spray it with the cleaner and remove the dirt with circular movements. Repeat this procedure if necessary. In the case of older or extreme soiling, you can spray the plastic cleaner directly onto the stain and allow it to soak in for at least five minutes before cleaning the area thoroughly with a professional spray extraction device. Always treat the area with a clean cloth moistened with distilled water.

Type of Stain	Cleaning Procedure	Cleaning Result
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Drinks	Cola	Synthetic fibre cleaner and spray vacuum cleaner (repeated 3 times)	++
	Fruit Juice		+
	Coffee		+
	Beer		+
	Red wine		○
Food	Ketchup		○
	Gravy	Synthetic fibre cleaner and spray vacuum cleaner (repeated 3 times)	○
	Edible Oil		++
	Ice Cream		○
	Chocolate		○
	Jam		++
	Chewing Gum	Synthetic fibre cleaner	++

Fats and oil	Shoe Polish	Synthetic fibre cleaner (repeated 3 times)	+
	Body Lotion		+
	Lipstick	Mild detergent dissolved in water and benzine	+
Body Fluids	Urine	Synthetic fibre cleaner	+
	Blood	Synthetic fibre cleaner and spray vacuum cleaner (repeated 3 times)	O
Other	Ink	Synthetic fibre cleaner and spray vacuum cleaner (repeated 3 times)	O

++ contamination very easily removable

+ contamination easily removable

O contamination not completely removeable

Linoleum

PERIODICAL CLEANING

Use a soft microfiber cloth to wipe clean the surface. Use a soft lint free cloth to wipe dry the surface. Regular cleaning with just water. Periodical cleaning with a mild soapy solution

CLEANING TIPS

Use soft cleaning methods. Don't use any abrasive cleaning methods. Use bottled water (demineralized) when tap water leaves limescale marks after cleaning.

PROTECT

Protect the surface from contact with abrasive materials. Use protection felt.

CONCEAL

A scratch can be concealed with a walnut. Rub the scratch with the white walnut meat that contains vegetable oils that won't gloss after treating the surface. Recommended is to clean the whole surface properly after treatment.

Decors

Daily Upkeep:

Dry cloth, soapy water.

Avoid using strong detergents, solvents and spotting agents

Type of Stain	Stain Removal
Water-Based Felt Pen	Hot Soapy Water
Indelible Ink	White Spirit
Ink Pen	Soapy Water
Black Ballpoint Pen	Soapy Water
Water	Soapy Water
Sole Marks	Soapy Water
Wax	Soapy Water
Coffee	Soapy Water
Grease	Hot Soapy Water
Other Stains	Soapy Water, White Spirit

Veneer

Scratches

Use a desk pad to protect your wood surfaces from marks, scratches and rings that glasses and cups can leave. Lift objects whenever possible. Most scratches are made by pushing or pulling objects across wood.

Plastic and rubber

Some plastics contain compounds, which keep the material soft. When objects containing these compounds are placed on wood, they may damage the wood finish, causing cloudiness or imprints. To prevent this, use felt or leather pads on the table top. Do not use desk pads that have plastic backing. Avoid leaving plastic folders or binders on your veneer table top. They keep wood from "breathing."

Effects of Light

Patina

Just like leather, wood changes over time. Light - including moonlight - affects wood, making it change colour in a process known as "mellowing." Each species of wood mellows. Some take on a warmer honey tone while others grow darker or lighten. Periodically move around the objects and accessories on your desk and furniture to avoid shadows on your wood surfaces.

Effects of Light

The colour is getting darker, golden: CC, ER, MX, NU, OZ

The colour does not significantly change: HW, HP, WE, CG, FG

Reflection

Trees contain a "vascular" system of fibres that carries sap to every part. These fibres are what make wood reflect light differently depending on how it is placed. For example, a top and an extension having different fibres will seem to have different shades. But if you walk around them you will notice how the light changes on the surfaces and the shiny and velvety effects of the wood.

Avoid extreme temperatures and humidity.

Basic advice

Clean with a soft cloth slightly dampened with water. Use another soft cloth to dry so that no water remains on the surface. Always wipe the surface in the direction of the wood grain

Stain removal

Soapy water or solution.

Mix alcohol with water (50/50).

Do not use products with silicone.