

# Cleaning and Disinfecting Steelcase Products

*For spot and stain removal:* See the Material Cleaning and Care Instructions document.

*For germs:* DO NOT use disinfectants unless the material is specifically approved for this. Disinfectants will damage many fabrics and finishes.

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## Before Cleaning Soft Surfaces

Ask yourself: **Is deep-cleaning necessary?**

- **Fabrics rarely transmit contagions.** Studies show viruses stay active on porous materials a much shorter time than nonporous surfaces.
- SARS-CoV-2, the virus that causes COVID-19, is mainly **spread via aerosol.**
- Coronaviruses on surfaces and objects **naturally die within hours to days.\***
- Even for microbes that are spread via surface, **soap and water are enough\***. This removes microbes from surfaces, which lowers the risk of transmission.
- Focus efforts on **high-touch, multi-user surfaces**. What little risk there is of surface transmission is limited to places that a lot of people touch often, like conference room door handles or tables. Fabrics are typically on low-touch surfaces.

If you do want to deep clean soft surfaces, see instructions on the right.

## Cleaning Instructions:

1. **Mix together** 1 part clear dish detergent and 16 parts water in a spray bottle.
2. **Spray surfaces lightly and evenly until damp.** (For fabrics, the spray should be enough to coat the surface but not soak through.)
3. **Let sit** for 1-2 minutes.
4. **For hard surfaces**, wipe dry. **For soft surfaces**, use a wet/dry vacuum (such as a Shop Vac) to remove all moisture from the surface.
5. **Allow to air dry** until completely dry.



\* <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>