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# Steelcase Privacy Screens

## Availability

**Electronic price list updated** with release 200.K (U.S.) and 156.K (Canada), dated February 26, 2024.

All specifications subject to change without notice. Reference the electronic catalog/Hedberg for current pricing.

Transitional products in this specification guide are **maintained for existing customers only** and are likely to be phased out over time. These products are indicated with a **T**. Products that are scheduled to be culled are indicated with an **X**, followed by the last order entry date.

## Surface Materials

**The surface materials team** has announced the launch of the Finish Library, found at [www.steelcase.com/finishlibrary/](http://www.steelcase.com/finishlibrary/).

► For a list of all trademarks, refer to the last page of this specification guide. © 2024 Steelcase Inc.

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### For Canadian Pricing

Canadian factor can be found at [www.steelcase.com/CADpricing/](http://www.steelcase.com/CADpricing/).

Calculate in the following order to avoid rounding errors:

- Multiply the base price and each option by the Canadian factor.
- Round each to the nearest dollar.
- Add base and options for total list price.

# Additional Resources

**Privacy screen products** are supported with informational materials, tools, and software to help you plan, specify, and order an installation efficiently.

## Printed Materials

### Other Specification Guides

Steelcase offers a comprehensive portfolio of furniture and solutions. For the full offering of products, refer to the individual product specification guides. These can be accessed at the [www.steelcase.com](http://www.steelcase.com) web site or at [village.steelcase.com](http://village.steelcase.com)

## Computer Tools

### Electronic Catalog

Accurate sales quotations and purchase orders for Steelcase products are created with specification software that uses Steelcase Electronic Catalog data. Use the data to specify and price style numbers and options for every Steelcase product. The data is updated bimonthly by Steelcase and provided to software programs including: the Hedberg Business System, SmartTools—Steelcase's design and specification software (for more information on SmartTools, please email [SmartTools@steelcase.com](mailto:SmartTools@steelcase.com)), the ProjectMatrix Project Symbols libraries, as well as 20-20 CAP Studio.

### Furniture Symbol Graphic Data

Steelcase creates 2D and 3D furniture symbols (with attributes) for planning and initially specifying Steelcase products. This data is incorporated into several add-on software packages that work in either a Microstation or an AutoCAD drafting environment.

### Digital Publications

You can access these digital publications at [www.steelcase.com](http://www.steelcase.com) or [village.steelcase.com](http://village.steelcase.com).

## Support

### Steelcase Capabilities

Steelcase products are distributed, installed, and serviced through a network of more than 600 dealers worldwide. Steelcase is also represented with offices and corporate showrooms in 26 U.S. cities, 4 Canadian cities, and in France, Germany, Great Britain, and Japan. Every Steelcase product meets our exceptionally high standards of quality and durability and comes with the Steelcase assurance of excellence in service.

### For ordering or product assistance,

please call your local dealer, the Steelcase Solutions Resource Team, or the Steelcase Solutions Fulfillment Team at 1.888.STEELCASE (1.888.783.3522) or send an e-mail to [lineone@steelcase.com](mailto:lineone@steelcase.com).

Call the Steelcase Solutions Resource Team prior to placing an order, when working on a bid, or when you need information about product applications and specifications.

Call the Steelcase Solutions Fulfillment Team if you have submitted an order to Steelcase and you need to speak to your Solutions Fulfillment Team Representative about the order. Also call if you have any post-shipment quality concerns or service parts questions.

For warranty information, please go to: <http://www.steelcase.com/warranty/>.

Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call 1.616.247.2500.

For information about Steelcase, the name of your nearest Steelcase dealer, or for product literature, call 1.800.333.9939 or visit our Web site: [www.steelcase.com](http://www.steelcase.com).

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# Clipper

## Product Details

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## Specifying

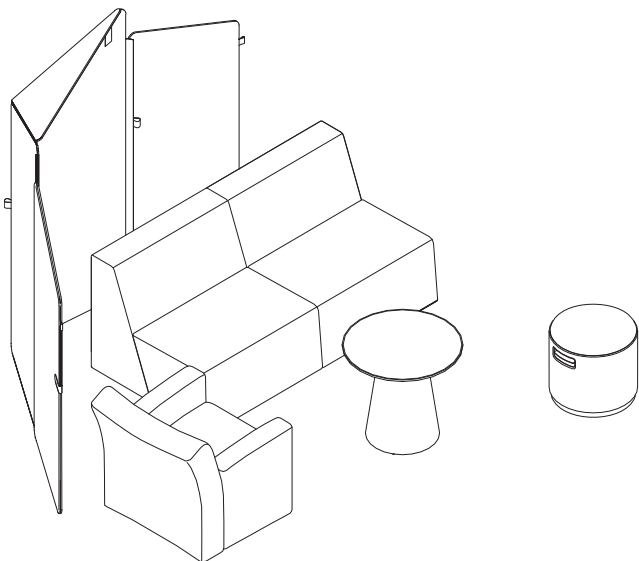
Clipper	14
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## Surface Materials

	20
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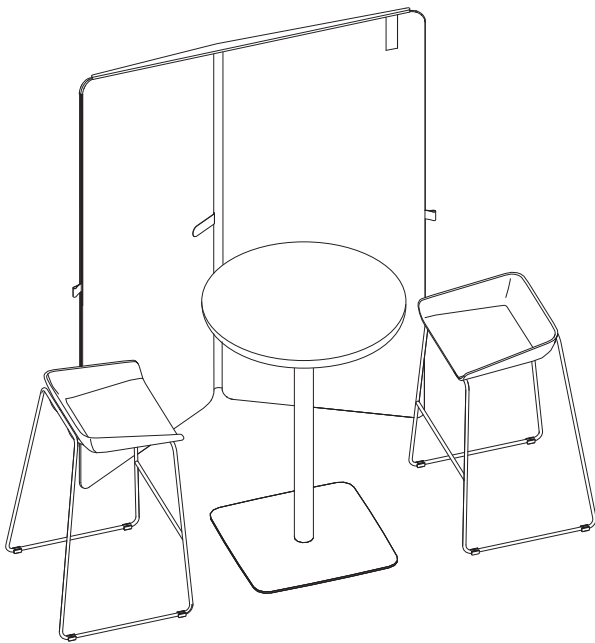
# Thought Starters

## Group Lounge



Quantity	Style Number	Description	Options	Page for Ordering
1	<b>TS6SCRN</b>	Clipper Screen	56"H with Wings	▶ See page 14
1	<b>TS3BC</b>	Big Lounge	–	▶ See <i>Seating Specification Guide</i>
1	<b>TS4TPT</b>	Paper Table	–	▶ See <i>Wood Casegoods Specification Guide</i>
1	<b>TSBUOY</b>	Buoy	–	▶ See <i>Seating Specification Guide</i>
1	<b>TS31412</b>	Jenny Club Low	–	▶ See <i>Seating Specification Guide</i>

## Touchdown Area



Quantity	Style Number	Description	Options	Page for Ordering
1	<b>TS6SCRN</b>	Clipper Screen	72"H	▶ See page 14
1	<b>TS4WRDCAFE</b>	Round Stand-Up Table	–	▶ See <i>Conference and Collaborative Tables Specification Guide</i>
2	<b>TS30702</b>	Scoop Stool with Upholstered Seat	–	▶ See <i>Seating Specification Guide</i>

# Clipper

**Clipper** is a mobile, user deployable, freestanding screen that can easily transform work areas into inhabitable spaces that meet privacy needs. It has optional wings and comes in two heights.

► Specifying, page 14

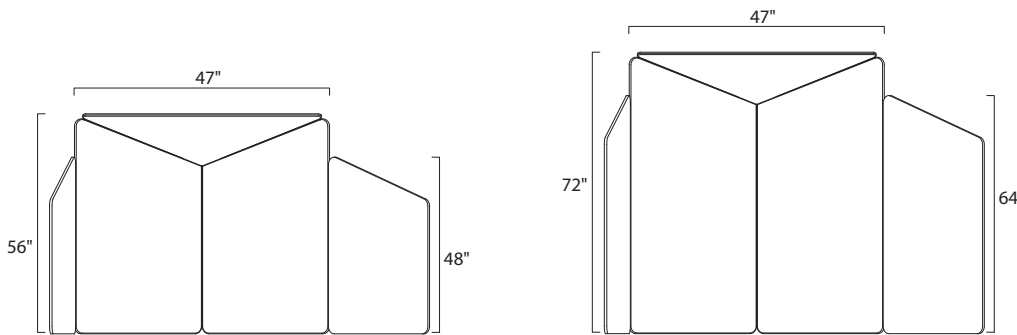
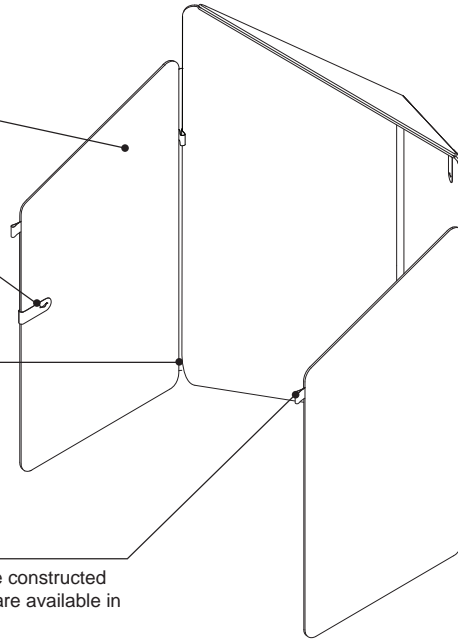
**Clipper** ships fully assembled.

**Wings** are available as an option.

**Magnets** are used to secure the top of the screen to the side panels.

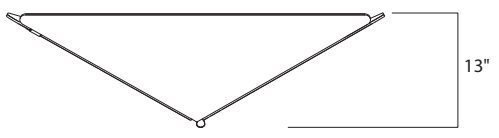
**Clipper** folds for easy transportation and storage.

**Handles** are constructed of nylon and are available in seven colors.

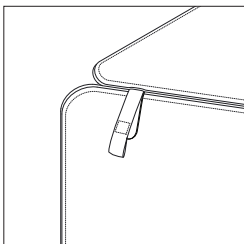


## Actual Dimensions

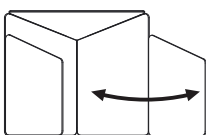
	56"			72"		
	Base	Base Open	Wings	Base	Base Open	Wings
<b>Depth</b>	—	13"	—	—	13"	—
<b>Width</b>	26"	47"	26"	26"	47"	26"
<b>Height</b>	56"	56"	48"	72"	72"	64"



**Product Details**



**Align** magnet when using product in deployed state.



**Wings** should be folded outside when storing Clipper.

**Surface Materials**

**Screen**  
• Fabric

**Handle**  
• Nylon

**Magnetic Clip**  
• Paint

▶ See Surface Materials on page 20 for specific availability.

*Tip: Color scheme can have contrasting color as long as it is within the same fabric family. (For example, 5H16 Indigo specified on outside and 5H19 Cumulus specified on inside; both are Billiard Multi-Use by Designtex.)*





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# Steelcase Work Tents

<b>Product Details</b>		
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# Pod Tent

## Steelcase Work Tents

**Pod Tent** is a freestanding pod that provides individuals with shelter and privacy in the open office.

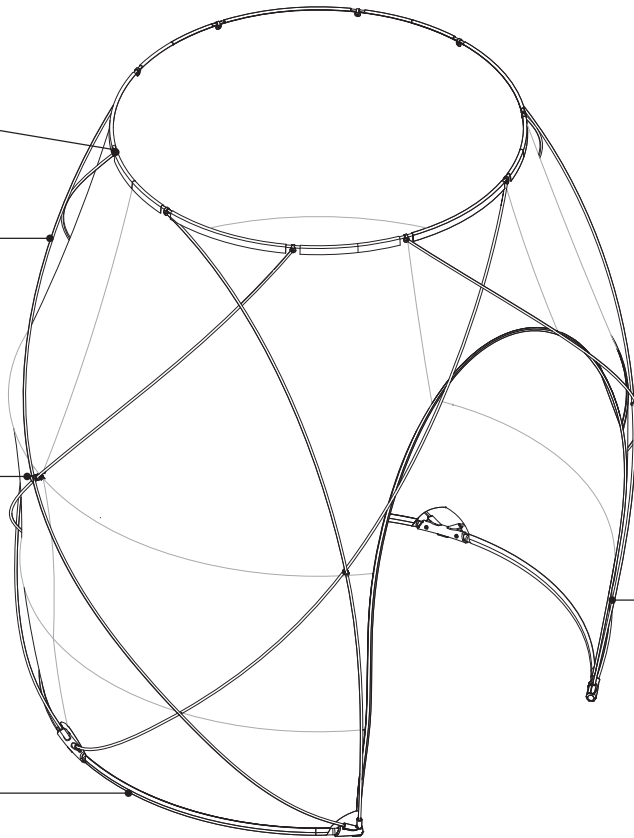
► Specifying, page 15

**Fabric** is connected to the frame with a hook and loop attachment at the top of the Pod Tent.

**Aluminum pole sets** provide the frame of the structure and are available in silver. The frame is external to the fabric.

**Connectors** hold fabric to frame.

**The base ring assembly** consists of powder coated steel tubing and plastic base connectors, both available in platinum. Cutouts in the fabric around the connectors also allow for power routing and access.



**Door trim** matches the bottom Ascent fabric. If Ascent is not bottom fabric, the trim is light grey.

## Dimensions

	Pod Tent
Diameter at base	76"
Diameter at widest section	88"
Diameter at top opening	55 <sup>3</sup> / <sub>4</sub> "
Door opening height	~72"
Door opening width at floor	~43 <sup>1</sup> / <sub>2</sub> "
Door opening at widest	~52"
Height	~92"

*Tip: Dimension will vary based on fabric selection and inherent construction of the product.*

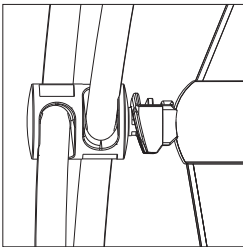
### Product Details

**Fabric** is held in tension to create product shape, fabric tension waves will appear.

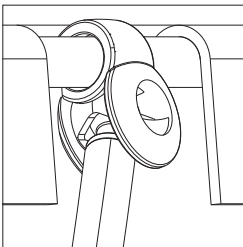
**Aluminum pole sets, fabric body, and hidden rod sets** create the structure of the Pod Tent.

**The open top** allows for additional light in the Pod Tent.

**Thread color** coordinates with chosen fabric.



**Connectors** hold fabric to frame.



**Connectors** will connect vertical poles to top ring.

**Metal base** is freestanding and does not attach to the floor.

**Pod Tent** ships knocked own and ready to assemble.

**Pod Tent** weighs 25-28 pounds depending on upholstery chosen.

**Use WTPTFAB for the Pod Tent fabric body** when replacing the fabric to change the color of the Pod Tent and reusing your existing poles and structure.

### Application Topics

**Recommended for use in areas** with high ceilings and ample circulation space. The height of the Pod Tent may interfere with suspended lights.

**Transparent and lighter fabrics** are recommended on the top half of the Pod Tent to allow the most natural light to filter inside.

**Pod Tent** is optimized for one user, with lounge or task furniture.

**Pod Tent** entry should be considered when planning adjacent settings and circulation paths.

**Pod Tent** can be ordered in all one color by specifying the same color for the top and bottom fabric selections.

**Once installed**, Pod Tent will settle and adjust for approximately 48 hours. The nature of tensile construction is such that some dimensions vary.

### Surface Materials

#### Top half fabric

- Ascent
- Sheer

#### Bottom half fabric

- Ascent
- Era
- Sheer

#### Aluminum poles

- Silver

# Overhead Tent

## Steelcase Work Tents

**Overhead** is a unique overhead privacy structure that provides shelter and space definition.

► Specifying, page 16

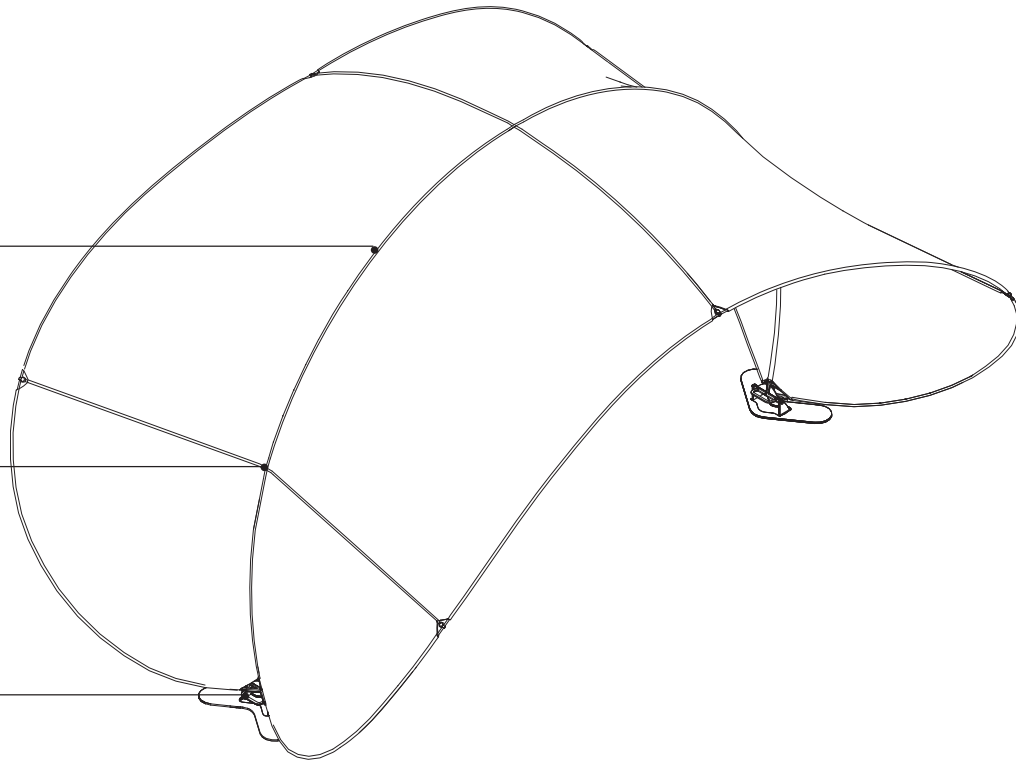
**Overhead Tent** is constructed of single layer fabric, aluminum poles, and two bases.

**Poles** are contained in a fabric sleeve, except at outside intersections where there is a fabric cutout. Inside intersections are visible from inside the Overhead Tent.

**Aluminum poles** are silver.

**Base** is comprised of a painted steel base and a plastic handle. Plastic handle is available in 6899 Platinum and painted steel is available in Steelcase paints.

**Overhead Tent** ships flat and requires no tools to assemble.



## Dimensions

	Approximate Overall Width (inches)	Approximate Maximum Interior Height in Center (inches)	Approximate Maximum Exterior Height (inches)	Approximate Overall Depth (inches)
<b>Width between bases</b>				
9'	148"	93"	96"	99"
10'	156"	91"	96"	99"
11'	164"	89"	96"	99"
12'	174"	86"	96"	99"

*Tip: With freestanding bases, Overhead Tent has adjustable width.*

*Tip: Dimensions when installed depends on width between bases and will vary due to tensile construction.*

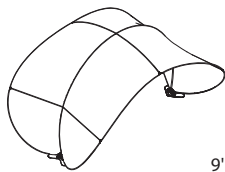
### Product Details

**Because fabric** is held in tension to create product shape, fabric tension waves will appear.

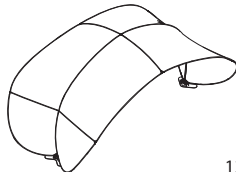
**Intersecting poles** have translucent connectors and fabric cutouts.

**The bases** are on non-adjustable glides and have built in handles.

**Overhead bases** can be positioned from 9' to 12' apart. Optimum spacing is 9' to 10' apart. The Overhead Tent changes shape slightly depending on width.



9'



12'

**Dimensions when installed** depends on width between bases and will vary due to tensile construction.

### Application Topics

**Overhead Tent** can be used for lounge and seated task applications. Standing height applications are not recommended.

**When positioned with a table underneath the Overhead Tent**, it is recommended to have egress and circulation on both sides of the Overhead Tent. Table should not be greater than 48"D.

**When assembling**, optimal spacing between bases is 9' to 10' apart, however 9' to 12' is acceptable.

**Sheer fabric** meets Class A rating ASTM E-84. Please check with the local authorities, especially building and fire inspectors, to determine code requirements associated with your intended application of this product.

### Surface Materials

#### Fabric screen

- Sheer upholstery

#### Base

- Paint

#### Plastic handle

- Platinum plastic

#### Aluminum poles

- Silver

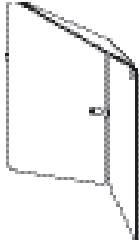
#### Connectors

- Translucent plastic

#### Cross connectors

- Platinum

# Clipper



Tip: Screens are not intended to support additional weight.

Tip: Color scheme can have contrasting color as long as it is within the same fabric family. (For example, 5H16 specified on outside and 5H19 specified on inside; both are Billiard Multi-Use by DesignTex.)

## Standard Includes

- Inside of screen: fabric price group 01
- Outside of screen: fabric price group 01
- Glides: plastic
- Handle: nylon
- Joints: fabric, defaults to inside fabric and outside fabric selection
- Magnetic clips: paint price group 01
- Shipped fully assembled

## Options

Height	56"	Price below
	72"	Price below
Screen Color Scheme	Non-Contrasting	No cost
	Contrasting	+\$62
Inner Finish	Fabric Price Group 01	No cost
	Fabric Price Group 02	Prices below
	Fabric Price Group 03	Prices below
	Fabric Customer's Own Material	+\$55
Outer Finish	Fabric Price Group 01	No cost
	Fabric Price Group 02	Prices below
	Fabric Price Group 03	Prices below
	Fabric Customer's Own Material	+\$55
Handle Pull Finish	Nylon	No cost
Magnetic Clip Finish	Paint Price Group 01	No cost
	Paint Price Group 03	+\$12
Wings	With Wings	56"H: +\$1,417 72"H: +\$1,463

## Specification Information

Style Number	Base	Base Prices	Options (Add \$ to Base Price)							
			Inside of screen				Outside of screen			
			Fabric price group 2		Fabric price group 3		Fabric price group 2		Fabric price group 3	
			Without wings	With wings	Without wings	With wings	Without wings	With wings	Without wings	With wings
<b>TS6SCRN</b>	56"H	\$2246	+\$47	+\$87	+\$180	+\$308	+\$47	+\$87	+\$180	+\$308
	72"H	\$2343	+\$83	+\$94	+\$286	+\$334	+\$83	+\$94	+\$286	+\$334

# Steelcase Work Tents

## Pod Tent



*Tip: Aluminum poles will always be silver.*

*Tip: Base assembly will always be platinum.*

*Tip: To order a pod in one color, specify the same fabric for the bottom and top finishes.*

*Tip: Sheer is only available on the bottom if Sheer is selected on the top. Sheer can be on the top with any other fabric type on the bottom.*

### Standard Includes

- Fabric: Era, Ascent, or Sheer upholstery
- Tent poles: aluminum
- Pod tent comes ready to assemble

### Options

Pole Finish	Silver	No cost
Color Scheme	Bicolor	No cost
Bottom Finish	Fabric Price Group A	No cost
	Fabric Price Group 01	+\$462
Top Finish	Fabric Price Group A	No cost
	Fabric Price Group 01	+\$330

### Specification Information

Style Number	Base Price
--------------	------------

### Pod Tent

<b>WTPT</b>	\$3553
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# Steelcase Work Tents X 4/24

## Overhead Tent



*Tip: With freestanding bases, overhead tent has adjustable width.*

*Tip: Sheer fabric meets Class A rating ASTM E-84. Please check with the local authorities, especially building and fire inspectors, to determine code requirements associated with your intended application of this product.*

### Standard Includes

- Tent: 9'-12' width
- Fabric: Sheer upholstery
- Tent poles: aluminum
- Two painted steel bases
- Overhead tent comes ready to assemble

### Options

Base Finish	Paint Price Group	Price
	Paint Price Group 01	No cost
	Paint Price Group 02	+\$34
	Paint Price Group 03	+\$69

### Specification Information

Style Number	Base Price
--------------	------------

### Overhead Tent

**WTOT** X 4/24 \$2764

X 4/24 = Last order entry  
April 14, 2024



# Steelcase Work Tents

## Tent Fabric Bodies

*Tip: WTPTFAB is the fabric portion of the pod tent. Order to replace body on existing pod tent.*

*Tip: Sheer is only available on the bottom if Sheer is selected on the top. Sheer can be on the top with any other fabric type on the bottom.*

### Standard Includes

- Fabric: Era, Ascent, or Sheer upholstery

### Options

Color Scheme	Bicolor	No cost
Bottom Finish	Fabric Price Group A	No cost
	Fabric Price Group 01	+\$462
Top Finish	Fabric Price Group A	No cost
	Fabric Price Group 01	+\$330

### Specification Information

Style	Base
Number	Price

### Pod Tent Fabric Body

**WTPTFAB** \$1754

*Tip: WTOTFAB is the fabric portion of the overhead tent. Order to replace body on existing overhead tent.*

*Tip: Sheer fabric meets Class A rating ASTM E-84. Please check with the local authorities, especially building and fire inspectors, to determine code requirements associated with your intended application of this product.*

### Standard Includes

- Tent: 9'-12' width
- Fabric: Sheer upholstery

### Specification Information

Style	Base
Number	Price

### Overhead Tent Fabric Body

**WTOTFAB** X4/24 \$1206

X4/24 = Last order entry  
April 14, 2024



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# Surface Materials

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# Surface Materials

## Clipper

### Panel Fabric

#### Price Group 1

Buzz2

#### Price Group 2

Cogent: Connect  
Stencil

#### Price Group 3

Billiard Multi-Use by  
Designtex

### Select Surfaces

**For information on products within Select Surfaces**, including accent paints and fabrics from Designtex, Gabriel, Kvadrat, and Pollack, please refer to the Surface Materials Reference Manual or visit [www.steelcase.com/surface-materials](http://www.steelcase.com/surface-materials) under the Select Surfaces section.

### Custom Surfaces

#### Price Group COM (Customer's Own Material)

#### Fabric Approval and Yardage

To confirm whether a particular COM material has already been tested for use on a specific Steelcase product or to determine actual yardage requirements:

- Visit [www.steelcase.com](http://www.steelcase.com)

**For additional information regarding Customer's Own Material**, call 1.888.STEELCASE.

### Nylon

Applies to:

- Handle

5JG0 Black  
5JG1 Burgundy  
5JG2 Taupe  
5JG3 Silver  
5JG4 Teal  
5JG5 Red  
5JG6 Pacific Blue

### Paint

Applies to:

- Magnetic clips

#### Price Group 1

7243 Seagull  
7360 Merle

#### Price Group 3

#### Accent paint

Accent paints allow you to choose from a prematched color palette of trend driven colors. Refer to the *Surface Materials Reference Manual* for more information about accent paints.



# Color Availability Matrix for Steelcase Work Tents

## Legend

- = Not available
- = Available
- = Available with exceptions
- Ⓜ = Established

		Paint	
		0835 Black	4140 Arctic White Gloss
		4144 Black Gloss	4238 Mocha Smooth
		4239 Clay Smooth	4240 Chalk Smooth
		4242 Milk Smooth	4710 Low Gloss Black
		4743 Mineral Metallic	4750 Champagne Metallic
		4798 Sterling Metallic	4799 Platinum Metallic
		4803 Near Black Metallic	4990 Customiz Paint
		7207 Black	7225 Sand Ⓜ
		7237 Slate	7238 Fieldstone
		7239 Midnight	7241 Arctic White
		7243 Seagull	7245 Carbon Metallic
		7246 Midnight Metallic	7250 Sterling Dark Solid
		7360 Merle	Accent Paints
		Coatings	Lux Coatings
Pod Tent	Bottom	•	•
	Top	•	•
Overhead Tent	Base	■	■
	Screen	•	•

Fabric Finish Group	
Ascent	■
Era	■
Sheer	□

# Understanding Customer's Own Material (COM)

The Customer's Own Material (COM) program allows customers to select textiles that are not offered through the standard Surface Materials program for use on products.

The COM process consists of seven steps: COM webpage, Testing/Approval, Steelcase to Purchase Service, Pricing, Cutting Direction, Yardage Requirements, and the Purchase Orders.

## COM Webpage

- COM webpage features application test results for all COM, Designtex Select Surfaces, Options Collection and Classics Collection fabrics. The webpage allows you to calculate yardage requirements for most seating and systems products.
- Access the COM webpage at: [www.steelcase.com](http://www.steelcase.com). 1.888.STEELCASE (1.888.783.3522) or send an e-mail to [lineone@steelcase.com](mailto:lineone@steelcase.com).

## Application Testing/Approval

- Confirm that the selected COM has been tested and approved for application on a specific product by checking the COM webpage at: [www.steelcase.com](http://www.steelcase.com).

**COM Application Testing** or "approved for application" means the COM fabric has been reviewed for manufacturability using the standard manufacturing techniques to achieve acceptable appearance per Steelcase quality standards.

**COM fabric performance**, including durability, pilling, color fastness, stretch, splitting, fraying, etc. is not tested by Steelcase. Therefore, COMs are not covered by the Steelcase Warranty. Each COM vendor is responsible for all warranty claims related to fabric performance.

**Steelcase reserves the right** to reject or reverse any COM approval that does not meet the manufacturing requirements in actual production. COM approval may be rejected or reversed because not all application testing is based on actual production conditions and because some materials vary in fabrication.

- If the COM is approved, you may continue the order process.
- If the COM has failed, you must reselect a fabric.
- If the COM is not listed, that means Steelcase has not tested that fabric on our products.  
*Helpful hint: Seating vinyl and leather do not require testing. Customer's own leather is available on Jenny Lounge seating. Customer's own vinyl is available on all seating products that accept Steelcase standard vinyl.*

- If your material has not been tested, then send yardage (4.5 yards for seating, 2 yards for vertical surfaces) and submit a completed COM Application Testing Request form to:  
Steelcase Inc.  
Attn: COM Testing  
Door 305  
4060 Eastern Avenue  
Grand Rapids, MI 49508
- To ensure rapid processing, please use the electronic COM Application Testing Request form found on the COM webpage under the "How To Test" tab **or** fax a copy of the COM Testing Request form from the *Surface Materials Reference Manual* to 616.698.4700. **All information on the form is required in order to complete testing. COM tests cannot be performed if information is incomplete. Contact your requested fabric vendor for any missing information.**
- Test results will be returned (by fax or e-mail) in four working days from receipt of fabric and completed form.

COM materials that are approved for application to panel systems might require UL approval after application test approval. UL approval does involve fees and extended lead times.

All vertical surface COMs tested and approved with a content of 100% polyester meet a minimum of class C/UL1286. If class A or B fire rating is indicated, a burn test must be performed. All vertical surface COMs with a blended fabric construction require a UL burn test. For further UL information, contact a COM Consultant at 616.475.2426.

*Tip: Jenny Lounge and Campfire Lounge products have a relaxed appearance. With some COMs they may show soft comfort wrinkles upon use.*

## Steelcase to Purchase Service

The COM program also includes a service to purchase approved COM for our customers for use on products. Steelcase will facilitate the ordering, scheduling and shipment of COM directly from the suppliers. There are no additional charges for this service.

## Steelcase is the only party that may purchase COM for all products.

In some instances, not all colors in a fabric family are approved. You will be informed of these instances before Steelcase purchases the fabric.

If for some reason the fabric must be ordered directly from the supplier, contact your Steelcase Solutions Fulfillment Team Representative for approval and instructions prior to purchase. The only time the customer can purchase fabric is for testing.

## COM Pricing

- Confirm COM is tested and approved.
- Use the COM or COL (Customer's Own Leather) price group found under Surface Materials Options within each product spec guide.
- Calculate yardage required by using the COM Calculator found on the COM webpage at [www.steelcase.com](http://www.steelcase.com) 1.888.STEELCASE (1.888.783.3522) or send an e-mail to [lineone@steelcase.com](mailto:lineone@steelcase.com). *Helpful tip: Fabric width, repeat and product quantity and style number are required in order to calculate yardage accurately.*
- Add the cost of the fabric to the COM or COL price group.
- The cost of the COM will be shown as a separate line on the acknowledgement.

COM vendors require fabric purchases in half or full yard increments. Therefore, Steelcase will round all final yardage calculations to the half yard.

COL (Customer's Own Leather) is calculated by the square foot, but purchased in hide. The customer is responsible for purchasing the minimum hide requirement.

Base price of chair includes standard fabrics. Steelcase will not allow credit or deduct the cost of the standard fabric when a COM fabric is selected in its place.



Steelcase cannot be held responsible for costs incurred when a COM supplier ships a COM fabric that does not meet Steelcase application standards or for costs incurred for late deliveries when a COM supplier commits to shipping a COM fabric for manufacturing by a specific date and misses that date.

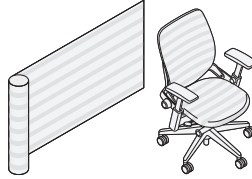
### COM Warranty

Steelcase standard warranty does not apply to Designtex or any other COM vendor's fabric.

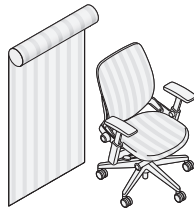
- Designtex and other COM suppliers are responsible for color consistency within commercial tolerances, abrasion resistance, UV stability, and resistance to soiling and perspiration. These fabrics or vinyls are subject to policies regarding appearance, behavior, and durability that have been established by the fabric supplier. The customer's remedy for a fabric defect is limited to the replacement of the fabric by the supplier. Durability, performance, and fabric defects of COM fabrics are not guaranteed by Steelcase.

### Cutting Direction

#### SEATING:



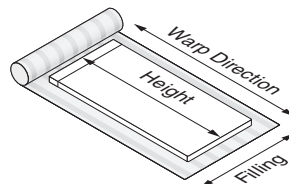
Warp horizontal



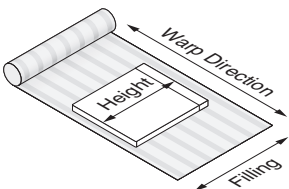
Warp vertical

- **Dealers must specify fabric application direction on all COM orders.**
- COMs for seating are most often applied in the warp vertical (downroll, woven way) direction. Some exceptions include patterns with stripes, fabrics that are sampled in the warp horizontal (railroad, across roll) direction, and solid vinyls.
  - ▶ See Cutting Direction Guidelines in the *Surface Materials Reference Manual* for more information.

#### VERTICAL SURFACES:



Warp vertical



Warp horizontal

- **Dealers must specify fabric application direction on all COM orders.**

- The cutting direction of COMs on vertical surfaces varies by product and sometimes by style number. Please check the COM webpage for the approved cutting direction for your particular COM.

▶ See Cutting Direction Guidelines in the *Surface Materials Reference Manual* for more information.

Steelcase cannot guarantee pattern repeat match from product to product. Steelcase also cannot guarantee pattern repeat match within each product listed. (i.e., seat and back, arms to back, etc.)

### COM Yardage Requirements

- For the most accurate yardage requirements, visit the Calculator found on the COM webpage or call 1.888.STEELCASE (1.888.783.3522) or send an e-mail to [lineone@steelcase.com](mailto:lineone@steelcase.com).
- The Calculator on the COM webpage provides the same yardage requirements used by Steelcase purchasing.

Yardage requirements will change depending on:

- width of fabric
- fabric repeat
- cutting direction
- product style number
- quantity of products being manufactured

- COM vinyl requires upholstering in the railroad cutting direction. Please visit our webpage or call 1.888.STEELCASE (1.888.783.3522) or send an e-mail to [lineone@steelcase.com](mailto:lineone@steelcase.com) for yardage requirements.
- Certain fabric treatments and backings require additional yardage or yardage minimums. Please contact the supplier for specific information.
- COM fabric vendors require fabric purchases in half- or full-yard increments, and the Steelcase COM calculator will automatically round all final yardage calculations to the half yard.
- Steelcase is the only party who may purchase COMs.

# Maintenance and Cleaning

## **Inspecting and**

**cleaning.** Have your chair's upholstery, finishes, controls, base, and other moving parts inspected and cleaned at least once a year.

## **Cleaning painted and plastic surfaces.**

Finishes should be cleaned with water and/or a non-abrasive cleaner (such as Formula 409® and Fantastik®).

## **Maintaining upholstery.**

Use a vacuum cleaner for regular cleaning. Periodic professional dry cleaning is recommended. Do not steam clean.

## **Removing excess stains or heavy soil.**

Soak up excess stain with a cloth. Do not dry the stain completely or it may set. For most water-soluble stains (coffee, fruit juice, washable ink), use an upholstery cleaning solution (such as Bissell® upholstery shampoo or Guardsman Fabri-Kleen® products) and follow directions on package. For oil-borne stains, use a dry cleaning solution at room temperature (never hot) and let solution work into the stain. Use quick, light strokes to brush the stain with a soft bristle brush. Work from outside toward the center to prevent rings. Soak up remaining dry cleaning solution, then sponge the fabric with cool water. Let fabric dry completely; then vacuum thoroughly. If stain is still visible, repeat procedure. Several light applications of cleaning solution are more effective and less damaging than one heavy application.

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# Resources

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# Style Number Index

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<b>WTPT</b>	15	Pod Tent
<b>WTPTFAB</b>	17	Tent Fabric Bodies



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