

Care and Maintenance

Chrome

Use commercial cleanser and polish, according to manufacturer's directions.

Fabric

Under normal use, clean with soft cloth dampened with water. For spots and spills, we recommend professional cleaning. For COM, refer to the specific cleaning instructions recommended by the fabric supplier.

Emu Outdoor Fabric:

Remove loose dirt with soft bristle brush or hose down with cold water. Clean with mixture of water and mild soap. Rub in mixture with soft brush and allow to thoroughly soak into fabric. Rinse thoroughly with cold water and air dry. Never use water over 100 degrees Fahrenheit. Do not machine dry. For light cleaning, avoid using detergents.

For stubborn stains use mixture of one gallon cold water, 1/2 cup bleach and 1/4 cup mild soap for one hour.

Detergents can be used without harm, though they may remove some of the water and stain resistant properties in the fabric.

SW_1 Knit:

Clean with warm water and soap. Wet sponge and wipe fabric. Household cleaners such as Windex may be used. Do NOT use cleaners containing bleach.

Laminate and solid phenolic

should be cleaned with soap and water. For stubborn stains, use a non-abrasive household cleaner.

SW_1 tablet surfaces clean with soft cloth dampened with water and soap, if needed. The use of general purpose cleaners are acceptable but must be void of citric content that has z-butoxyethanol in the formulation listing.

Cleaning Laminate

Markerboard Surface

Use dry erase markers only. Remove dry-erase markings with a markerboard eraser or soft cloth as often as possible. Change erasers, as they become dirty. Dirty erasers will leave ink residue on the surface.

For daily cleaning, or as needed, use a dry erase cleaner, or a non-abrasive household cleaner, such as glass cleaner. This may be done with a soft cloth or sponge. Dry the surface with a soft cloth prior to writing. All markings should be removed weekly.

Caution:

- Do not use permanent markers on markerboard surfaces. In the event a permanent marker is used, removal of markings may be attempted by using dry erase cleaner, or by writing over the marking with a dry erase marker and erasing with a markerboard eraser or soft cloth.
- Do not use abrasive cleaners or solvent type cleaning solutions, such as Ketones (Acetone, MEK, etc.) lacquer thinner, nail polish remover, etc. because they may remove the finish from the markerboard surface.

Cleaning e³ ceramicsteel Markerboard Surface

- Wipe board with a clean cloth moistened by a liquid markerboard cleaner or a solution of 50% water and 50% isopropyl alcohol.
- Rinse with clear water.
- Wipe dry with a clean cloth. If your board is used daily, the cleaning should be performed at least 2-3 times a week.

More thorough cleaning may be required if writing is left on the board for more than two days.

Markers

Use any high-quality dry erase marker.

CAUTION! The use of Low Odor markers may cause ghosting to occur. If Low Odor markers have been used, the surface can be completely cleaned by following the cleaning instructions above. Remember to discard eraser if used with Low Odor markers.

Removing Permanent Marker

- Option 1:
- Write over the top of the permanent marker ink with a dry-erase marker
 - Simply erase

Option 2:

- Moisten a clean, dry cloth with isopropyl alcohol
- Wipe the board in a circular motion to loosen marker residue
- Rinse with clear water
- Dry the board with a clean cloth
- Repeat these steps as necessary

Installer's Instructions for Initial Cleaning at Time of Installation

NOTE: These initial cleaning instructions are shipped with every board.

- For initial cleaning, wipe your board with a clean cloth moistened by a mild, alcohol-based cleaner.
- Rinse with clear water. This step is simple, but very important.
- Wipe dry with a clean cloth.

Leather

Under normal use, regular dusting and vacuum cleaning are all that is necessary. For spots and spills, wipe excess liquid immediately. If necessary, use lukewarm water cleaning the entire area where spot occurred and air dry. For stubborn spots or stains, use a solution of mild non-detergent soap and air dry. For butter, oil, or grease, wipe excess with dry cloth and then leave alone. The spot will dissipate into the leather. Do not apply water.

Faux Leather

Under normal use, clean with soft cloth dampened with water. For spots and stains, use the recommended mixture of Woolite and water. Rinse with clean water and air dry.

Granite/Glass

Under normal use, clean with Windex and soft cotton cloth.

Powder coat finishes on chairs and table bases

should be cleaned with a liquid detergent and water. Remove stubborn stains with liquid cleanser, such as Formula 409.

Emu Outdoor Paint:

Store in an enclosed and dry area during winter to avoid condensation. Before winter and regularly every quarter, clean the metal surfaces with a cloth dipped in water or detergent and protect them with vasoline oil or car polish. Do not use ethyl alcohol or detergents that contain even in small quantities acetone, trichloroethylene, or ammonia (or solvents in general). When storing tables, do not stack them or put the table tops in direct contact with each other. Handle the seats with care when stacking them to avoid damaging the varnished surfaces.

Polished Aluminum finishes on table bases and chair arms should be cleaned with a commercial powder, liquid, or paste metal cleaner and polish. Follow the manufacturer's directions.

Veneers and painted MDF

should be cleaned regularly with mild soap and water and dried with a soft cloth. Tip: Never use ammonia-based cleaners or wax on wood surfaces.

Protecting Wood Surfaces

Use desk pads and coasters to help protect the finish against dents, scratches, moisture and hot and cold liquids. Do not use desk pads that have plastic backing. Use felt or leather pads on the bottoms of office equipment and accessories.

Periodically move desk accessories and other objects kept on the worksurface to ensure even aging.

Lift objects when you move them, instead of pulling or pushing them across the surface, to avoid scratching the surface. Avoid leaving vinyl binders on worksurface for long periods.

If you use a protective glass top, insert felt pads between the glass and the worksurface, to create an air space and allow the wood to breathe.

Keep your furniture away from direct sunlight. Avoid extreme temperatures and humidity. Maintain temperatures between 60 and 80 degrees Fahrenheit and humidity levels between 30 and 50 percent.

Cleaning Wood Surfaces

Keep a supply of soft, clean, absorbent cloths handy for wiping up spills and regular dusting.

To dust, wipe with a slightly damp, soft cloth, using another soft cloth to dry. Always wipe the surface in the direction of the woodgrain.

Use a quality cleaner or flax soap formulated especially for use on wood surfaces. Do not use oils or ammonia. Dilute the cleaner as directed by the manufacturer. Dampen but do not saturate a soft cloth with the diluted cleaning solution. Wipe the surface in the direction of the woodgrain to remove dirt and fingerprints. Wipe the surface clean with a soft, dry cloth.

Care and Maintenance

For Carl Hansen Wood Finishes:

Oil/White Pigmented Oil:
Wipe clean with damp cloth. Wood should be treated twice per year on all surfaces, or as needed to remove scratches and stubborn stains.

Stain/Varnish, Clear lacquer, CHS Color:
Wipe clean with damp cloth.

Vinyl
Under normal use, clean with soft cloth dampened with mild soap solution. For stubborn stains and spills, a sponge or soft brush may be used with mild non-abrasive cleaner.

Transolid/Corian:
Clean regularly with mild soap and water. Dry with a soft cloth.

Tables should be inspected and maintained regularly by tightening screws and bolts, inspecting casters and glides for damage, and inspecting all moving parts for damage and wear.

For LessThanFive Chair Finishes:

- To clean a chair, start with water and a soft cloth, like microfiber (do not use abrasive cleaners or materials like paper towel)
- If water does not clean the chair, use a common solution, like Formula 409 or window cleaner, with a soft cloth
- For removal of indigo from denim, use isopropyl alcohol (rubbing alcohol) with a soft cloth
- To remove small scratches on the high gloss chairs (Carbon Weave, Red Fade, and Copper), only wax-based paste, like SC Johnson Paste Wax or Trewax Clear Paste Wax, can be used. Waxing is not recommended for matte chairs (Light Fade, Dark Fade, and Blue), as this will change the matte finish of the chair.

For Fusion Fabric:
Following these guidelines will help to extend the life of the fabric:

- Clean regularly with soap and water
- Wipe up spills as soon as they occur
- Use alcohol based cleaners, such as Fantastik® and Formula 409®
- Sanitize using disinfectants such as: bleach (20%) water solution, hydrogen peroxide based, or quaternary based
- For stubborn stains, wipe the stain off with isopropyl alcohol (rubbing alcohol) as soon as possible
- Thoroughly rinse all solution residue with clean water
- Air dry