

## **FURNITURE CARE GUIDELINES**

### **Steelcase Seating Products**

1. Basic maintenance should be done on chair upholstery, finishes, controls, base, and other moving parts once a year.
2. Maintenance should be done more frequently if the chair is subjected to heavy use

### **Cleaning painted, plastic, and vinyl and chrome surfaces**

1. Clean frequently by applying a household cleaner and wipe dry with a clean, soft cloth.
2. For stubborn chrome marks, use a non-abrasive chrome cleaner
3. On high-gloss, smooth plastic finishes, use a light rubbing compound to erase minor surface marks.

### **Cleaning wood finishes**

1. Steelcase wood products are protected by a stain-resisting finish.
2. For normal cleaning, wipe surface with a soft, damp (not wet) cloth.

### **Maintaining fabric upholstery**

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

### **Removing fabric upholstery stains or heavy soil**

1. Soak up excess any stain with a cloth. Do not dry the stain completely or it may set.
2. For most water-borne stains (coffee, fruit juice, washable ink), use an upholstery cleaning solution and follow package directions.
3. For oil-borne stains, use a dry-cleaning solution at room temperature (never hot) and allow solution to work into stain. Using quick, light strokes, brush stain with a soft bristle brush. Work from outside toward the center to prevent rings. Avoid vigorous rubbing which may damage the nap or force the stain more deeply into the material. Soak up remaining dry-cleaning solution and sponge the fabric with cool water.
4. Allow fabric to dry completely, then vacuum thoroughly. If stain is still evident, repeat procedure. Several light applications of cleaning solution are more effective/less damaging than one heavy application.

### **Maintaining leather upholstery**

1. Dust occasionally with a clean, dry cloth.
2. Remove most stains by applying a mild soap to a damp cloth, working up thin suds, then rubbing it gently over the stain. Rinse with a clean damp cloth then wipe dry.
3. Never use furniture polishes, oils, varnishes or ammonia on leather.
4. Some cleaning products may cause discoloration and should be tested in an inconspicuous area before using.