

with water and a soft cloth. (Fantastik® or Formula 409®)

**Leather:** Occasionally dust the leather surface with a soft, clean cloth. For minor stains, clean with distilled water and a soft cloth. Wet the cloth and rub gently over the stain. Wipe dry. If water alone doesn't work, you can apply a mild soap to the cloth, work into a lather and rub gently over the stain. Rinse with a damp cloth.

#### OTHER SURFACES

Wipe with a soft cloth, moistened in a mild detergent solution. Dry and buff lightly with a dry cloth. You can use Fantastik®, Formula 409®, or Windex® on painted surfaces, casters, glides, polymer, etc.

## CARING FOR PANELS

### FABRIC

For regular cleaning, lightly brush or vacuum vertical surfaces to prevent dust and soil build-up. A pencil eraser is also very useful when cleaning panel fabric.

For spills, stains, or heavy soil build-ups: Clean immediately. Remove as much of the stain or staining agent from the surface. Vacuum the surface, gently brush or scrape off the material, and/or soak up any excess liquid from a spill. Do not dry completely as this will cause the stain to set, making clean up more difficult.

### RACEWAY COVERS

For regular cleaning, remove dirt and smudges with a mild soap and warm water solution. Dry with a soft, lint free cloth. We also recommend using a *Staedtler Mars Plastic* eraser to clean scuff marks.

Use a stronger detergent for more difficult stains and follow the manufacturer's instructions.

Special cleaning problems (use in the following order):

o Step 1- Non-abrasive household cleaners used with water and a soft cloth.

*Fantastik® or Formula 409®*

o Step 2- Solvent type cleaner liberally applied with a soft cloth. Dry area with a different cloth, rinse with clean water and let dry.

*Rubbing (isopropyl) alcohol*

o Step 3- Strong, active solvent cleaners applied with a soft cloth. Stain should be removed with less than 6 rubs; if stain persists after 6 rubs, stain has set and probably cannot be removed. Dry area with a different cloth, rinse with clean water and dry.

Nail Polish Remover (acetone/water)

### PAINTED SURFACES

Clean surface regularly with a damp cloth.

Recommended method of cleaning scuff, and other, marks from Painted Surfaces is Pencil/Ink Eraser. First, attempt removal using a "Pencil" eraser — if necessary, use the "Ink" eraser.

A household cleaner, such as *Fantastik®* or *Formula 409®* may also be applied.

Wipe dry with a soft cloth.

## CARING FOR VENEER

For everyday cleaning, wipe the surface with a damp (not wet) cloth or sponge. It is important to wipe in the direction of the wood grain. Wipe dry with a clean, lint free cotton cloth.


Windex or a similar product can also be used to clean the surface since this type of cleaner will not harm the finish and doesn't leave a residue. To remove dirt and finger prints, use a mild cleaner such as *Murphy's Oil Soap*. Dilute the cleaner, and wipe in the direction of the wood grain.

Avoid wax-based furniture polish cleaners such as Pledge® and Endust®. These products contain wax and silicone products that will build up on the surface and create a "cloudy" appearance. Avoid cleaning products that contain oils or are ammonia based. Do NOT wipe against the grain of the wood.

## CARING FOR GLASS

Use a **premium brand** Glass Cleaner and **lint-free** Paper Towels (or cloth). We recommend using *Stoner Invisible Glass Cleaner*.

Typical Glass Cleaners (Windex® and other brands) may leave a cloudy film that is visible at certain viewing angles – it is, therefore, recommended that premium brand cleaner be used.

 Alternatively, use a solution comprised of one-part-vinegar/two-parts-water, in a spray bottle. Wipe with a lint-free paper towels (or cloth.)

## WARRANTY INFORMATION

See supplemental literature for individual manufacturer warranties.

 This tree represents an alternative and/or natural cleaning option.



**KELLER GROUP**  
office environments

# FURNITURE CARE & MAINTENANCE GUIDE



**"Thank You" for allowing Keller Group to be your resource!**

At Keller Group, our service doesn't end with installation. We are 100% committed to your complete satisfaction with our services and products. Investing in the care of your new furniture will ensure its longevity for many years to come. These care tips are for your convenience.

More questions? We're always available to help, please contact a Keller Group team member at (916) 737-3300.

## CARING FOR FABRIC

Below you'll find detailed information for many of the most common protective finishes for fabric. Cleaning information is detailed below for each type.



Brisa® is one of our most popular fabrics. It features the first polyurethane surface with a unique ventilation system that actually *breathes*. The result of this technological breakthrough is exceptional comfort. Clean regularly with soap and water. Wipe up spills as soon as they occur. Lift most stains with an alcohol-based cleaner like Fantastik®. For stubborn stains and/or mildew, disinfect using a 5:1 water/bleach solution, thoroughly rinse all cleaning solution residue with water and air dry.



Crypton is an anti-microbial stain release topical treatment with a moisture resistant barrier. Used for upholstery only, this technology is built into the fabric and cannot be added to an item. *To clean, use soap and water or Crypton cleaners.*



GORE Seating Protection is an anti-microbial stain release topical treatment with a breathable moisture resistant barrier. Used for upholstery only, this technology can be added to most fabrics. *To clean, use soap water, detergent solution or dry cleaning solvents.*



GreenShield is a topical stain repellent treatment designed from established green, nano-technology principles using nanoparticle based architecture. Applications include upholstery, drapery, wallcovering and topical bedding. Optional anti-microbial or FR finishes available. SCS Indoor Advantage Gold and SCS Low Fluorocarbon Treatment certified. *To clean, use soap water, detergent solution or dry cleaning solvents.*



InCase is an anti-microbial stain repellent treatment powered by Crypton technology. Applications include upholstery, drapery, wallcovering and topical bedding. SCS Indoor Advantage Gold and MBDC Silver Cradle to Cradle certified. *To clean, use soap water, detergent solution or dry cleaning solvents.*



Nano-Tex with Durablock combines the Nano-Tex stain repellent topical finish with a liquid barrier. Applications include upholstery and wallcoverings. Greenguard and MBDC Silver Cradle to Cradle Certified. *To clean, use soap water, detergent solution or dry cleaning sol-*



Nano-Tex is a stain repellent treatment using polymer based architecture applied at the molecular level. Applications include upholstery, drapery, wallcovering and topical bedding. Greenguard and MBDC Silver Cradle to Cradle Certified. *To clean, use soap water, detergent solution or dry cleaning solvents.*



Teflon is a topical stain repellent treatment. Used for upholstery only, this technology can be applied to any fabric. *To clean, use soap water, detergent solution or dry cleaning solvents.*

## CARING FOR LAMINATE

For everyday cleaning, wipe the surface with a damp cloth or sponge. You may use a mild soap or detergent. Wipe completely dry with a soft rag using a straight line motion. Never use caustic solutions or abrasives.

Recommended Household Cleaners:


- Formula 409®
- Dawn®
- Glass Plus®
- Fantastik®
- Windex®
- Pledge®
- Grease Relief®
- Lysol® Brand Disinfectant Basin/Tub/Tile Cleaner
- Mr. Clean®
- TOP JOB®
- Clorox® \*\*prolonged exposure can mar surface

For cleaning scuff marks, excess adhesive, and other objectionable marks from High Pressure Laminate and Vinyl-Edge Surfaces, a pencil eraser is recommended. We recommend *Staedtler Mars Plastic* eraser, which can be found at most office supply stores. Note: This eraser will work on raceway covers as well.

Wilsonart® Laminate may need occasional dusting depending on where it is used. To keep the surface beautiful, use a non-oily furniture spray.

Difficult stains such as coffee or tea can be removed using a

mild soap or detergent and a soft bristled brush.

 If a stain persists, use a paste of baking soda and water applied with a soft bristle brush. Light scrubbing for 10 to 20 strokes should remove most stains. Although baking soda is a low abrasive, excessive scrubbing or exerting too much force could damage the decorative surface. Always rinse laminate surface after cleaning.

Stubborn stains that resist any of the above cleaning methods may require the use of undiluted household bleach or nail polish remover. Apply the bleach or nail polish remover to the stain and let stand no longer than two minutes. Rinse thoroughly with warm water and wipe dry. This step may be repeated if the stain appears to be going away and the color of the laminate has not been affected.

WARNING: Prolonged exposure of the laminate surface to bleach will cause discoloration.

## CARING FOR SEATING

GENERAL CARE

Inspect chair, at least every six months, to ensure all knobs, bolts, and screws are tight. Lubricate all moving parts at least every six months.

Regular dusting of aluminum parts will help prevent dust and soil build up. Operation of the pneumatic height adjustment cylinder at least 2-3 times per year is beneficial to proper operation of the cylinder.

SEAT UPHOLSTERY

**Fabric:** For regular cleaning, lightly brush or vacuum both vertical and horizontal surfaces. Spot cleaning may leave rings. For best results, clean entire seat using water-based cleaning agents, foam, or pure, water-free solvents (Energine, Carbona, Renuzit, or other similar products).

*Other Tips for Fabric:* Allsteel recommends using what is typically referred to as a "chem-sponge" – use and store per manufacturer's recommendations. You can also use a pencil/ink eraser.

"Chem-sponges" can be purchased from hardware stores and variety stores, possibly labeled as "Pet Hair Lifter" (for removal of pet hair from fabric surfaces). The sponge will remove most dirt and grime from fabric surfaces; however, it will not remove marks such as ink marks, and stains.

**Vinyl:** Wipe with damp cloth, moistened in a mild detergent solution. For unusual stains, use a commercial nylon cleaner, following manufacturer's instructions. For special cleaning problems, use a non-abrasive household cleaner