

Allsteel®



Product Care Guide

Textiles | Leather | Veneer | Laminate | Plastic | PET | Metal | Glass | Acrylic

Congratulations on your purchase of Allsteel furniture!

This care guide contains specific information to keep your Allsteel products performing like new. With the proper care, you can expect years of trouble-free use.

Durability is designed into Allsteel furniture. Thoughtful material choices, precise engineering, and lean manufacturing practices result in products that withstand extended use, multiple reconfigurations, and continue to look great over time. For the most up-to-date care and maintenance information for Allsteel products, visit allsteeloffice.com.

Your satisfaction is important to us. If you need assistance, please contact your local Allsteel Dealer, who has trained personnel on staff to support your service, maintenance, and warranty needs. For support directly from Allsteel, contact Allsteel Customer Support at 800.833.3964. For warranty information visit allsteeloffice.com/warranty.

Finish Care

General Guidelines.....	3
Textiles & Mesh.....	4-5
Bleach-Cleanable Textiles	6
Supreen™ Textiles.....	7
Coated Textiles: Vinyl Upholstery	8
Coated Textiles: Polyurethane Upholstery.....	8
Leather.....	8
Veneer.....	9
Laminate.....	9
Plastic Surfaces	10
PET Screens.....	10
Markerboards	10
Painted & Polished Metal	10
Glass Tiles.....	10
Frosted Glass Tiles.....	11
Acrylic Screens.....	11
Back-Painted Glass	11
Chrome	11

Additional Product Care

Seating.....	12
Systems & Storage	12
Tables	12



Textiles Care

General Cleaning and Disinfecting Guidelines for Ready-to-Use Cleaners for Textiles

All surfaces should be wiped clean of any soil (organic and inorganic materials) prior to cleaning and disinfecting. Always defer to the guidelines and recommendations provided by the textile manufacturer prior to application of a cleaning or disinfecting agent.

- Test cleaner or disinfectant in an inconspicuous area first before applying to full unit.
- Never oversaturate the textile when applying cleaning or disinfecting agents.
- Several light applications of disinfectant are less harmful to the textile than a single concentrated application.
- Refer to the disinfectant manufacturer's recommended stand-by time for disinfection prior to removal of disinfectant residue from applied area.
- All cleaner and disinfectant residue must be completely wiped away from applied surface after disinfection to avoid color fade or material degradation. Disinfectant residue removal method: Wipe treated surface with a clean damp cloth, then wipe away moisture with a clean dry cloth.

For a list of approved cleaners and disinfectants for each of our textiles, please reference the list on the following pages. The cleaners and disinfectants listed have gone through limited testing and do not appear to affect the color or integrity of the fabric.

CAUTION

Improper cleaning of any material and failing to adhere to the instructions called out in this document may result in damage of product and voiding of the product's warranty.

Diluted Bleach Solution

To make a diluted bleach solution, combine bleach and water in a specific ratio and mix in a well-ventilated area. Always use regular, unscented bleach and wear protective gloves and eye protection, as bleach can cause staining and irritation.

Safety Precautions

- Always work in a well-ventilated area.
- Wear rubber gloves and eye protection.
- Never mix bleach with other chemicals, especially ammonia, acidic cleaners, or alcohol, as this can create dangerous toxic fumes.
- Only use bleach solutions on non-porous surfaces. Bleach can stain and damage surfaces made of wood, leather, canvas, and carpet.
- Label your container clearly to avoid accidental ingestion.
- Prepare a new bleach solution every day, as it loses effectiveness over time.
- After applying the solution, rinse surfaces with clean water.

For cleaning and disinfecting instruction for partnership or COM textiles, please refer to the manufacturer's website.

Textiles Care

SEATING TEXTILE	APPROVED CLEANERS
Compass Contourett Ensemble Haute Purl	IAQ Shockwave Recon Benefect Microban Greased Lightening Degreaser Lysol Wipes Diversey Morning Mist Neutral Disinfectant Cleaner Fantastik Oxycide Formula 409 Oxivir TB Clorox Disinfecting Wipes Greenworks All-Purpose Cleaner Neutral Disinfectant Cleaner Purell Food Service Sanitizer Simple Green
Apex Kai	Lysol Disinfectant Spray Virex II 256 Oxivir TB Super Sani-Cloth Germicidal Wipes Cavicide and Cavicide Wipes Peroxide-based wipes (various brands) Alcohol wipes with or without quaternary disinfectant (various brands)
Appoint Seating Centurion Denim Wash Noble Seating	Lysol Disinfectant Spray EPA #777-99 Lysol Disinfectant Spray Max Cover Mist #777-127 Lysol Neutra Air 2-in-1 EPA #777-136 Lysol IC Quaternary Disinfectant Cleaner EPA #47371-129-675
Saxony Vestige Whisper Vinyl	Asepticare TB + II Clorox Healthcare Bleach Germicidal Wipes Spray Nine Coverage Plus Germicidal Wipes Fantastik Antibacterial All-Purpose Cleaner Heavy Duty Clorox Hydrogen Peroxide Cleaner Disinfectant Wipes Lysol Foaming Disinfectant Cleaner Oxivir TB Wipes Oxycide Diluted (3 oz/gal water) Virex II 256 (1:256 dilution) Virox 5 Rtu PDI Super Sani-Cloth PDI Sani-Cloth AF 3 Wex Cide 128 (1:128 dilution)
Arris Cozy Emphasis Getaway Pebble Quill Rush Spin Seating Vibe Wavelength	Quaternary ammonium-based cleaners (various brands) Opti-Cide Max Wipes Opti-Cide 3 Wipes Synergize Champion Sprayon Spray Disinfectant Formula 3 Vital Oxide Fantastik Weiman Germicidal Solution PDI Super Sani-Cloth Germicidal Disposable Wipe Caviwipes 1 Cavicide 1 Lysol Disinfecting Wipes

SEATING TEXTILE	APPROVED CLEANERS
Bradbury Moxie Notion Parker	Isopropyl Alcohol (7:3 dilution) Birex SE Disinfectant Bleach (1:4 dilution) Citrace Germicide Clorox Disinfecting Wipes Clorox EZ Kill Wipes Clorox Healthcare Bleach Germicidal Wipes Clorox Healthcare Hydrogen Peroxide Wipes Clorox Hydrogen Peroxide Disinfectant Formula 409 All-Purpose Spray Cleaner Greenworks All-Purpose Cleaner Oxivir TB Virex II 256 Virox 5 Virox AHP 5 Disinfectant Cleaner Surface Wipes Neutral Disinfectant Cleaner Oasis 146 Oasis Quat 144 Oxycide PurTabs (500 ppm dilution) Purell Food Service Sanitizer Caviwipes PDI Sani-Cloth AF3 PDI Sani-Cloth Germicidal Wipe PDI Sani-Cloth HB PDI Sani-Professional Multi-Surface Wipes PDI Sani-Professional Table Turners No-Rinse Wipes Lysol Spray Lysol Foaming Disinfectant Cleaner Fade-A-Dyne SaniZide Plus Germicidal Solutions Fantastik Spray Cleaner Optim 33 TB Simple Green Perisept Accel Prevention Concentrate Accel TB
PANEL TEXTILE	APPROVED CLEANERS
Binary Coast Disperse Etch Tempest	Lysol Disinfectant Spray Virex II 256 Oxivir TB Super Sani-Cloth Germicidal Wipes Cavicide and Cavicide Wipes Peroxide-based wipes (various brands) Alcohol wipes with or without quaternary disinfectant (various brands)
Appoint Panel Noble Panel	Lysol Disinfectant Spray EPA #777-99 Lysol Disinfectant Spray Max Cover Mist #777-127 Lysol Neutra Air 2-in-1 EPA #777-136 Lysol IC Quaternary Disinfectant Cleaner EPA #47371-129-675
Drift Landscape Lucy Reflections Refuge Spin Panel Terrain Vast	Quaternary ammonium-based cleaners (various brands) Opti-Cide Max Wipes Opti-Cide 3 Wipes Synergize Champion Sprayon Spray Disinfectant Formula 3 Vital Oxide Fantastik Weiman Germicidal Solution PDI Super Sani-Cloth Germicidal Disposable Wipe Caviwipes 1 Cavicide 1 Lysol Disinfecting Wipes

Textiles Care

Textiles

According to industry standards, the code for cleaning fabrics is denoted by one of four letters or letter combinations (W, S, WS, X). Each code refers to a specific cleaning method. This industry code appears on the back side of Allsteel fabric cards. In the section below, you'll find more information on how to clean Allsteel seating and panel textiles as well as a cleaning code reference guide.

General Textile Cleaning Guidelines

- Regularly clean your fabric by vacuuming or light brushing.
- Always check the cleanability code before deciding which cleaning products to use.
- Test cleaning product in an inconspicuous area first to guard against color bleeding or fabric shrinkage.
- Heat should never be used when cleaning textiles. It can cause stains to set and become permanent.

Code W

Code W applies to fabrics that should be cleaned with water-based cleaning agents.

- Everyday cleaning: For everyday cleaning, frequent vacuuming or light brushing to remove dust is recommended.
- Spot cleaning W fabrics: Spot clean using foam from only water-based cleaners or non-solvent cleaning products. Apply foam with a soft brush in a circular motion and vacuum when dry. Another cleaning alternative is to mix two tablespoons ammonia or ammoniated detergent to a quart of water. Dampen a clean cloth with this solution and dab the stain gently. Continue turning the cloth so you're always using a clean portion. Let dry naturally and vacuum when dry.

Code S

On fabrics with an S code, use a mild, water-free cleaning solvent or dry-cleaning product (Energine or Carbona).

- Everyday cleaning: For everyday cleaning, frequent vacuuming or light brushing to remove dust is recommended. Spot cleaning S fabrics: Spot clean with a mild solvent, an upholstery shampoo, or the foam from a mild detergent. Dampen a clean cloth and dab the stain gently. Continue turning the cloth so you're always using a clean portion. Let dry naturally and vacuum when dry.

CAUTION

Use of water-based or detergent-based solvents may cause shrinking and/or permanent water stains.

Code WS

Code WS fabrics can be cleaned with either water-based cleaning agents or water-free solvents.

- Everyday cleaning: For everyday cleaning, frequent vacuuming or light brushing to remove dust is recommended.
- Spot cleaning WS fabrics: Use a water-based cleaning agent, mild detergent, foam, or pure, water-free solvents. Dampen a clean cloth and dab the stain gently. Continue turning the cloth so you're always using a clean portion. Let dry naturally and vacuum when dry.

Code X

Clean only by vacuuming or light brushing with a non-metallic, stiff-bristle brush.

Please note that pile fabrics may require that the entire seat be cleaned in a seam-to-seam fashion in order to restore the overall appearance of the fabric. Excessive spills may require a consultation with a professional upholstery cleaning company.

SEATING TEXTILE	CLEANING CODE
Apex	WS
Appoint Seating	WS
Arris	WS
Bradbury	***
Centurion Seating	W
Compass	W
Constance with Supreen™	WS
Contourett	***
Cozy	WS
Dapper	WS
Davenport Leather	**
Denim Wash	WS
Denver Leather	**
Emphasis	WS
Ensemble	W
Getaway	WS
Hamilton	W
Haute	W
Kai	WS
Livi with Supreen™	WS
Lucerne with Supreen™	WS
Lugano with Supreen™	WS
Moxie	*
Noble Seating	WS
Notion	*
Oxford with Supreen™	WS
Parker	***
Pebble	WS
Purl	W
Quill	WS
Rush	WS
Saxony	*
Spectrum Mesh	W
Spin Seating	WS
Vestige	*
Vibe	WS
Wavelength	WS
Whisper Vinyl	*

*See Vinyl Instructions

**See Leather Instructions

***See Polyurethane Instructions

PANEL TEXTILE	CLEANING CODE
Appoint Panel	WS
Binary	WS
Centurion	W
Coast	WS
Disperse	WS
Drift	WS
Etch	WS
Landscape	WS
Lucy	WS
Noble Panel	WS
Reflections	S
Refuge	S
Seaway	W
Spin Panel	WS
Tempest	WS
Terrain	WS
Vast	WS

Mesh

Cleaning Mesh

1. Clean with warm water and mild soap using a clean white cloth or soft-bristle brush.
2. Do not oversaturate mesh or allow excess soap buildup.
3. Rinse with water and pat fully dry with a microfiber cloth.
4. Allsteel's 4-Way Stretch Mesh can be cleaned with up to 10% bleach solution.

Textiles Care

Bleach-Cleanable Textiles

SEATING TEXTILE	BLEACH-TO-WATER RATIO
Arris	1:10 Solution of Diluted Household Bleach
Bradbury	1:10 Solution of Diluted Household Bleach
Constance with Supreen™	1:10 Solution of Diluted Household Bleach
Contourett	1:5 Solution of Diluted Household Bleach
Cozy	1:10 Solution of Diluted Household Bleach
Emphasis	1:10 Solution of Diluted Household Bleach
Getaway	1:10 Solution of Diluted Household Bleach
Livi with Supreen™	1:10 Solution of Diluted Household Bleach
Lucerne with Supreen™	1:10 Solution of Diluted Household Bleach
Lugano with Supreen™	1:10 Solution of Diluted Household Bleach
Moxie	2:10 Solution of Diluted Household Bleach
Notion	1:10 Solution of Diluted Household Bleach
Oxford with Supreen™	1:10 Solution of Diluted Household Bleach
Parker	1:10 Solution of Diluted Household Bleach
Pebble	1:10 Solution of Diluted Household Bleach
Quill	1:10 Solution of Diluted Household Bleach
Rush	1:10 Solution of Diluted Household Bleach
Saxony	1:10 Solution of Diluted Household Bleach
Spin Seating	1:10 Solution of Diluted Household Bleach
Vestige	1:10 Solution of Diluted Household Bleach
Vibe	1:10 Solution of Diluted Household Bleach
Wavelength	1:10 Solution of Diluted Household Bleach
Whisper Vinyl	1:10 Solution of Diluted Household Bleach

PANEL TEXTILE	BLEACH-TO-WATER RATIO
Drift	1:10 Solution of Diluted Household Bleach
Landscape	1:10 Solution of Diluted Household Bleach
Lucy	1:10 Solution of Diluted Household Bleach
Reflections	1:10 Solution of Diluted Household Bleach
Refuge	1:10 Solution of Diluted Household Bleach
Spin Panel	1:10 Solution of Diluted Household Bleach
Terrain	1:10 Solution of Diluted Household Bleach
Vast	1:10 Solution of Diluted Household Bleach

Diluted Bleach Solution

To make a diluted bleach solution, combine bleach and water in a specific ratio and mix in a well-ventilated area. Always use regular, unscented bleach and wear protective gloves and eye protection, as bleach can cause staining and irritation.

Safety Precautions

- Always work in a well-ventilated area.
- Wear rubber gloves and eye protection.
- Never mix bleach with other chemicals, especially ammonia, acidic cleaners, or alcohol, as this can create dangerous toxic fumes.
- Only use bleach solutions on non-porous surfaces. Bleach can stain and damage surfaces made of wood, leather, canvas, and carpet.
- Label your container clearly to avoid accidental ingestion.
- Prepare a new bleach solution every day, as it loses effectiveness over time.
- After applying the solution, rinse surfaces with clean water.

Textiles Care

Supreen™ Textiles

Regular Cleaning and Maintenance

Regular vacuuming is recommended. Spot clean soiled areas as needed with mild soap and water, then wipe or rinse with fresh water.

Difficult Stains

Rub the affected area with a soft cloth or sponge using a 1:10 solution of dish soap and water. For stubborn stains follow up with a mild solution of Oxi Clean. Wipe or rinse with fresh water.

Disinfection

To disinfect, lightly spray with a 10% dilution of household bleach and water, or a 70% dilution of isopropyl alcohol and water. After 2 minutes of contact time, blot surface dry and gently wipe or rinse with fresh water and blot dry.

MANUFACTURER	PRODUCT NAME	ACTIVE INGREDIENT	10TH APPLICATION POST-WIPE
ALL	Isopropyl Alcohol (7:10 dilution)	Isopropyl Alcohol	No Effect
The Clorox Company	Bleach (1:10 dilution)	Sodium Hypochlorite	No Effect
The Clorox Company	Clorox Healthcare Bleach Germicidal Wipes	Sodium Hypochlorite	No Effect
The Clorox Company	Clorox Hydrogen Peroxide Disinfectant	Hydrogen Peroxide	No Effect
Diversey, Inc.	Oxivir TB	Hydrogen Peroxide	No Effect
Diversey, Inc.	Virex II 256	Quaternary Ammonium	No Effect
Ecolab, Inc.	Netural Disinfectant Cleaner	Quaternary Ammonium	No Effect
Gojo Industries	Purell Food Service Sanitizer	Ethyl Alcohol	No Effect
Metrex	Caviwipes	Quaternary Ammonium; Isopropanol	No Effect
PDI	Sani-Cloth Bleach Germicidal Wipe	Quaternary Ammonium	No Effect
PDI	Sani-Professional Multi-Surface Wipes	Sodium Hypochlorite	No Effect
PDI	Sani-Professional Table Turners Wipes	Quaternary Ammonium	No Effect
PDI	Super Sani-Cloth Germicidal Wipe	Quaternary Ammonium	No Effect
PDI	San-Cloth Prime Germicidal Disposable Wipes	Quaternary Ammonium; Isopropanol	No Effect
PDI	Lysol Spray	Quaternary Ammonium; Ethanol	No Effect
Reckitt Benckiser LLC	Accel TB	Quaternary Ammonium; Ethanol	No Effect

Rating System

No effect (no change)

Slight effect (a change in color)

Textiles Care

Coated Textiles: Vinyl Upholstery

For regular cleaning, follow the steps in "General Vinyl Cleaning" section. For the removal of heavy soiling, the cleaning process should be started as soon as the problem occurs or is noticed. Delays in starting the cleaning process may result in permanent staining or damage to vinyl.

General Vinyl Cleaning

1. Apply a mild soap-and-water solution to a clean lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean lint-free microfiber cloth.

Cleaning Whisper Vinyl, Saxony, and Vestige Only

For regular cleaning, follow the steps below. For the removal of heavy soiling, the cleaning process should be started as soon as the problem occurs or is noticed. Delays in starting the cleaning process may result in permanent staining or damage to vinyl. For light soiling, use a solution of 10% household liquid dish soap in warm water, applied with a soft damp cloth. Rub gently and rinse with a water-dampened cloth. For heavy soiling, dampen a soft white cloth with a one-to-one (1:1) solution of Formula 409 and water or Fantastik and water. Rub gently and rinse with a water-dampened cloth. For more difficult stains, dampen a soft white cloth with a solution of household bleach (10% bleach and 90% water). Rub gently and rinse with a water-dampened cloth to remove bleach concentration.

CAUTION

Do not scrub vinyl with abrasives or hard-bristle brushes as they might damage the vinyl. Do not use with alcohol-based cleaning agents.

Cleaning Moxie and Notion Only

Regular Cleaning and Maintenance

Clean the soiled area with mild soap and water, then rinse with fresh water and wipe dry with a clean cloth.

Difficult Stains

Clean the soiled area with a 70% solution of isopropyl alcohol and water. It is important to rinse the cleaned area with fresh water after applying the alcohol solution.

Disinfection

To disinfect, lightly spray with a 20% dilution of household bleach and water or a 70% dilution of isopropyl alcohol and water. After 2 minutes of contact time, rinse the cleaned area with fresh water.

Coated Textiles: Polyurethane Upholstery

Cleaning Contourett Only

- For wet spills gently blot with dry cloth to remove spill.
- For dried spills gently work the spill in a non-aggressive circular motion using a damp cloth, making sure to not oversaturate the fabric.
- For dried stains use a mixture of Tide or Oxiclean and warm water (1 teaspoon of soap for every 16 ounces water). Follow instructions for dried spills above. Make sure to wipe away any excess soap left behind and remove any moisture with a dry cloth.
- For non-liquid spills always remove excess contaminant from surface before cleaning. The use of a soft brush or soft abrasive can be used to remove dried contaminants before performing liquid cleaning.
- For difficult stains, a water-to-bleach solution of 5:1 is recommended. Rinse cleaned area with water.
- For stains requiring the use of a solvent, spray the solvent directly onto the stain and allow it to sit for 2-3 minutes, avoiding oversaturating the fabric. Follow directions for dried stains above.
- Always allow fabric to air dry.

Cleaning Bradbury and Parker Only

Regular Cleaning and Maintenance

Clean the soiled area with mild soap and water, then rinse with fresh water and wipe dry with a clean cloth.

Difficult Stains

Clean the soiled area with a 70% solution of isopropyl alcohol and water. It is important to rinse the cleaned area with fresh water after applying the alcohol solution.

Leather

Cleaning Leather

For everyday cleaning, wipe leather with a clean, dry lint-free microfiber cloth.

Spot Cleaning on Leather

1. Apply a clean dry cloth or sponge to any spilled liquid immediately.
2. Using a clean lint-free microfiber cloth, gently dab a non-detergent soap-and-warm-water solution to the impacted area.
3. Do not scrub or rub the area.
4. Allow the area to dry naturally.

Spot Cleaning Butter, Oil, or Grease on Leather

1. Never use water to clean or treat.
2. Dab the surface of the leather with a soft clean cloth until you've absorbed as much as possible.
3. Wait a day or so to let the stain "cure."
4. Usually the oils will absorb into the leather and the stain will disappear.

CAUTION

- Do not use saddle soap, cleaning solvent, furniture polish, oils, varnish, abrasive cleaners, window cleaners, or ammonia water to clean leather.
- Do not scrub leather with abrasives or hard-bristle brushes as they might damage the leather.

Textiles Care

Veneer

Cleaning Veneer

1. For everyday cleaning, apply a small amount of warm water to a clean lint-free microfiber cloth. The cloth should be slightly damp.
2. Gently wipe the surface in the direction of the grain to remove any surface dust.
3. Wipe dry immediately with a new, clean lint-free microfiber cloth in the direction of the grain until the surface is completely dry.

Polishing Veneer

1. Several times a year the veneer finish may be polished with Guardsman wax-free furniture polish to clean, restore, and protect veneer surfaces. Frequent polishing is not recommended.
2. Use a clean lint-free microfiber cloth and wipe in the direction of the grain.

Spot Cleaning Marks on Veneer

Immediately wipe any liquids from the veneer surface with a clean lint-free microfiber cloth.

Handling and Care for Veneer

- Use a clean soft cloth to wipe all spills immediately to prevent water rings and stains. Do not allow spills to dry.
- Avoid extreme heat, cold, or humidity variances.
- Prolonged sunlight may affect the veneer finish.
- Protect veneer surfaces from pens and sharp objects.
- While veneer is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the surface.
- Avoid sliding objects over the surface to prevent scratching.
- The use of coasters is recommended to prevent stains from liquids.

Top recommended product: Purell Surface Sanitizer

Best option for all: Low pH IPA cleaner

Additional cleaning options: Any isopropyl alcohol-based solution with at least 70% alcohol concentration (spray or wipes)

Laminate

Cleaning Laminate

1. For everyday cleaning, apply a vinegar-and-water solution to a clean lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.

CAUTION

- Completely dry the surface as pooled liquid may leave a stain and cause warping at the seams.
- Do not use furniture polish that contains waxes and oils on laminate surfaces.
- Do not use bleach-based cleaners on laminate as it may cause discoloration.

Spot Cleaning Marks on Laminate

1. Apply a mild soap-and-water solution or Windex to a clean lint-free microfiber cloth.
2. To remove markings from laminate, rub the marked area in the direction of the grain. If no grain is present, rub in a circular motion.
3. Rub gently to avoid damaging the surface texture or gloss.
4. Then clean normally as instructed in the "Cleaning Laminate" section above.
5. If mark remains, use white ink eraser on mark.
6. Then clean normally as instructed in the "Cleaning Laminate" section above.

Handling and Care for Laminate

- While laminate is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the laminate surface.
- Avoid sliding objects over the surface to prevent scratching.
- The use of coasters is recommended to prevent stains from liquids.

Disinfecting Laminate

1. Use a solution of mild detergent (dish soap) and water.
2. Mix into a spray bottle and apply to surface.
3. Leave cleaning solution on for at least 30 seconds but no longer than 2 minutes, then thoroughly remove the solution from the surface with a clean cloth and warm water. Discoloration may occur if the cleaning solution is left on the surface longer than the suggested time or not removed after sanitizing.

Textiles Care

Plastic Surfaces

Cleaning Plastic

1. Apply warm water and mild soap or ammonia-based foam glass cleaner solution to a clean lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean lint-free microfiber cloth.

Spot Cleaning Marks on Plastic

1. Apply a mild soap-and-water solution to a clean lint-free microfiber cloth.
2. To remove markings from plastic, rub the marked area from several different directions until it disappears.
3. Then clean normally as instructed in the "Cleaning Plastic" section above.
4. If the mark still remains, mix baking soda and water at a 3:1 ratio.
5. Spread the baking soda paste over the mark.
6. Let set for 5 minutes.
7. After 5 minutes, wipe off the baking soda mixture with a clean paper towel.
8. Next, clean normally as instructed in the "Cleaning Plastic" section above.

Note: Some marks may require repeating this process.

CAUTION

- Do not scrub the baking soda mixture on plastic surfaces as it may damage the finish.
- Do not use alcohol-based cleaners on plastic surfaces. Alcohol-based cleaners may dry out plastic and leave white marks on the surface.

PET Screens

Cleaning PET Screens

For surface soil and dust, vacuum or brush the screen panels with a soft-nylon cleaning brush.

Spot Cleaning for Paint, Oils, or Grease on PET Screens

Use a common solvent-based remover.

Note: An iron set on a cool-to-medium setting may be used to restore the finish of the PET Screen material if abraded during cleaning.

CAUTION

Be sure to test cleaner in an inconspicuous place before applying.

Disinfecting PET Screens

Lightly spray the screen with a bleach or alcohol-based disinfectant.

CAUTION

Be sure to test disinfectant in an inconspicuous place before applying.

- PET Screens are intended for interior use only. Overuse or oversaturation may cause deteriorations over a long period of time. PET is not susceptible to fading, unless exposed to prolonged direct unfiltered sunlight.
- Protect against damage to fabric screens by avoiding contact with sharp objects.

Markerboards

Cleaning Markerboards

1. Thoroughly erase your markerboard after every use.
2. Markerboards should be cleaned weekly with markerboard cleaner. Reminder: Completely erase the board before applying any cleaners.
3. Periodic cleaning using alcohol wipes is also recommended.

Handling and Care for Markerboards

- Leaving ink on the board for an extended period of time may lead to images remaining on the board, commonly known as "ghosting," after erasing.
- To avoid ghosting, clean your board weekly with markerboard cleaner. Periodic cleaning using alcohol wipes will also remove ghosting. Overusing alcohol will degrade the markerboard finish over time.
- Expo brand dry-erase markers are recommended for best erasing results.
- Avoid using red and orange markers for easier cleaning and to reduce the likelihood of ghosting.
- Do not use permanent or non-dry erase markers.
- To maintain eraser performance, follow manufacturer's instructions.

Painted & Polished Metal

Cleaning Painted and Polished Metal

1. Apply a small amount of non-abrasive cleaner such as Windex, Formula 409, or Fantastik to a clean, dry lint-free microfiber cloth or paper towel.
2. Rub on the areas that may need spot cleaning.
3. Wipe clean using a new, clean, dry lint-free microfiber cloth or paper towel.

Painted Metal Touch-Up

Color-matched touch-up paint is available through your local Allsteel Dealer or by contacting Allsteel Customer Service.

Glass Tiles

Cleaning Glass Tiles

1. To wash the glass, use a pre-mixed vinegar-based cleaning solution (or make your own with one part white vinegar to ten parts water). You may also use an ammonia-free glass cleaner such as Windex or Sparkle.
2. Apply to a soft, clean lint-free microfiber cloth or paper towel such as Scott Rags in a Box or Scott Shop Towels.

Disinfecting Glass Tiles

1. Use a solution of mild detergent (dish soap) and water.
2. Mix into a spray bottle and apply to surface.
3. Leave cleaning solution on for at least 30 seconds but no longer than 2 minutes, then thoroughly remove the solution from the surface with a clean cloth and warm water. Discoloration may occur if the cleaning solution is left on the surface longer than suggested or not removed after sanitizing.

CAUTION

- Avoid getting any cleaning solution on non-glass tiles or panel frames as it may discolor the finish.
- Avoid heavy contact with blunt and sharp objects, or any object that could cause damage to glass products.

Textiles Care

Frosted Glass Tiles

Cleaning Glass Tiles

1. Use a clean, dry lint cloth and wipe the surfaces.
2. Use warm water and a clean rag or warm water and a damp Mr. Clean Magic Eraser to clean the area. The warm water will allow the frosted appearance to return sooner.
3. If cleaning the inside of the glass is required, do not spray water directly on the glass. Instead, dampen the rag and wipe the inside of the glass clean.
4. Use the clean, dry lint cloth to wipe the surface again to remove any remaining water residue.
5. Then allow approximately 24-48 hours for the etched frosting to dry properly and not show cloudiness (which is created by moisture in the imperfections of the etched frosting).

Disinfecting Frosted Glass Tiles

1. Use a solution of mild detergent (dish soap) and water.
2. Mix into a spray bottle and apply to surface.
3. Leave cleaning solution on for at least 30 seconds but no longer than 2 minutes, then thoroughly remove the solution from the surface with a clean cloth and warm water. Discoloration may occur if the cleaning solution is left on the surface longer than suggested or not removed after sanitizing.

CAUTION

Do not use any type of soap or chemicals when attempting to clean the frosted glass/etched side of glass. It will not harm the glass, but it gets into the pores of the etching and will streak when wiped.

Top recommended product: Purell Surface Sanitizer

Best option for all: Low pH IPA cleaner

Additional cleaning options: Any isopropyl alcohol-based solution with at least 70% alcohol concentration (spray or wipes)

Glass only: Bleach-based disinfecting wipes

Acrylic Screens

Cleaning Acrylic Screens

1. Apply a mild soap or detergent and warm-water solution to a clean soft cloth or sponge.
2. Gently wipe the screen.
3. Rinse well.
4. Dry by blotting with a damp cloth or chamois.

CAUTION

Do not use window cleaning fluids, scouring compounds, gritty cloths, or ethyl gasoline or solvents such as alcohol, acetone, carbon tetrachloride, etc.

Polishing Acrylic Screens

1. Apply a thin, even coat of a good grade of automobile paste wax (not a cleaner-wax combination) with a clean soft cloth.
2. Buff lightly with a clean cotton flannel or jersey cloth.
3. Wipe with a clean damp cloth to ground any electro-static charges which may attract dust particles.

Scratch Removal on Acrylic Screens

1. Test to see if sanding is required. Rub a fingernail along the scratch and if it is felt, sanding is required.
2. Use open-coat sandpaper by wrapping the sandpaper around a rubber-padded sanding block.
3. Sand over the scratch using increasingly larger areas of sanding.

Note: Use the finest sandpaper to remove the imperfections. Coarse paper will only cause more scratches. 600 grit sandpaper is recommended.

CAUTION

Scratch removal should only be used if the surface imperfections are too deep to be removed by light buffing and the resulting optical distortion can be tolerated.

Back-Painted Glass

Cleaning Glass

1. Spray glass on user-side surface with isopropyl alcohol. Use a non-abrasive lint-free rag to clean the glass.
2. If oil-based product is on the user-side surface of the glass, use an oil-lifting detergent such as Dawn to remove the oil.
3. If Step 2 was warranted, repeat Step 1.
4. Repeat steps as needed.

CAUTION

Do not clean painted back side of glass. The paint is water-based and can lift if cleaned.

Chrome

Cleaning Chrome

Furniture should be cleaned as needed. All surfaces should be wiped down with water, mild soap, and a soft cloth. Rinse thoroughly with plain water after the soap is used, and then dry with a clean, soft cloth.

For stains, permanent markers, pencil, crayons, glue, ink, dirt, grease, and other general clean up:

- Non-abrasive household cleaners, such as Fantastik Formula 409 and denatured alcohol may also be applied. Hair spray will also work.
- Some cleaning products may cause discoloration or damage and should be tested in an inconspicuous location prior to use on the chair.
- For textured surfaces, the use of a soft-bristle brush or sponge may be necessary.
- Rinse thoroughly with plain water and then wipe dry with a soft cloth.

As recommended by the CDC guidelines, a diluted-bleach mixture solution of 5 tablespoons (1/3 cup) bleach per gallon of water or 4 teaspoons bleach per quart of water left for a minimum of 1 minute may be used without damaging the surface. Be sure to remove bleach solution completely after use as prolonged exposure could cause discoloration.

Additional Product Care

Seating

Casters

The easiest way to keep casters clean and functioning properly is to ensure the floor is routinely cleaned. Dust, dirt, and lint from the floor collect on the casters and degrade their performance over time. Casters should be cleaned with a mixture of mild soap and water applied to a clean soft cloth.

Adjustable-Height Cylinder

If the adjustable-height cylinder is not actuated for long periods of time, the lubricant on the cylinder column may dry out from lack of movement, preventing the cylinder from freely moving up and down. To remedy this situation, add weight to the seat and cycle from top to bottom several times to spread lubricant on the entire column. If the problem persists, apply any grease to the cylinder column and cycle from top to bottom. Do not use spray lubricants as they might drip and damage the flooring.

Chair Glides

Glides should be cleaned of dirt and waxed regularly to avoid buildup. Apply household cleaner and wipe dry with a clean soft cloth.

Chair Base

Bases may be cleaned by applying a mixture of mild soap and water or a small amount of nonabrasive cleaner such as Formula 409 or Fantastik to a clean, dry lint-free microfiber cloth or paper towel.

Systems & Storage

Drawer Slides

The drawer slides are lubricated during assembly and should not need additional lubrication during the life of the product. If the drawer becomes difficult to operate, contact your local Allsteel Dealer or Allsteel Customer Support for resolution.

Locks

To ensure proper function, occasionally cycle the key through the lock. Doing so will keep the assembly properly lubricated. If debris becomes trapped in the slot, compressed air or WD-40 will help free the debris.

Tables

Flip-Top Mechanism

If the flip top folding mechanism becomes difficult to operate, spray WD-40 on the mechanism and cycle. Doing so will both clean and lubricate the mechanism.

Casters

Please see "Casters" under the Seating section above.