

CARE + MAINTENANCE GUIDE



You've got all that awesome new furniture so now what?
Keep it looking its shiny best with the proper routine cleaning.

wood

Dust using a soft, damp, clean cloth, wiping with the grain.

Remove liquid spills immediately, using a blotting, rather than wiping, motion.

To clean, use a glass cleaner. Apply a small amount to a soft dry cloth and wipe in the direction of the grain.

Dry with a soft cloth. Do not use furniture polish containing oil or silicone.

Avoid prolonged exposure to direct sunlight, high humidity, extreme heat or cold, and moisture.

To prevent desktop damage, all desk accessories should have felt or soft fiber backing .

Lift objects when you move them to avoid scratching the surface.

seating

Dust exposed parts frequently using a soft, damp, clean cloth.

To clean wood, use a glass cleaner. Apply a small amount to a soft dry cloth and wipe in the direction of the grain. Dry with a soft cloth. Do not use furniture polish containing oil or silicone.

To clean leather, vinyl and cloth upholstery, use a damp cloth to restore a bright finish. For tougher stains, contact SQI for detailed instructions.

The components of your chair, such as controls, casters, and understructure, require "common sense" care and cleaning as necessary.

Activate chair mechanisms periodically to ensure proper function of moving parts.

lamininate

Wipe with a damp cloth to remove general soiling and water stains.

If needed, use a non-abrasive hard surface, all-purpose cleaner such as Windex, Formula 409, Fantastik, etc

Lift objects when you move them, instead of pulling or pushing them across the surface, to avoid scratching the surface.

Cleaning Panel Fabric-

Consult the fabrics' cleaning code to determine what method should be used. When in doubt just call us! We'll help you find the best solution.

It is always advisable to test a small inconspicuous area to make sure that the cleaning agent does not adversely affect or damage the surface being cleaned.

