

CLEANING

Cleaning Fabric- Spot Cleaning:

- For regular cleaning, lightly brush or vacuum vertical surfaces to prevent dust and soil build-up.
- 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.
- **Water-based Cleaning Agents**
 - **If your fabric cleaning code is W or W-S (see table below.)** Works best on water-based stains (coffee, soft drinks, juice):
 - Use only water-based cleaning agents or foam.
 - Mix 2 tablespoons ammonia or detergent to a quart of water.
 - Wipe the stain gently with a cloth dampened with this solution.
 - Continue turning the cloth so you are always using a clean portion to remove the stain.
 - Work from the outside of the stain toward the center, using quick, light strokes. Do not over saturate the fabric.
 - If you use a water-based cleaning solution such as Woolite[®] always follow the directions on the package.
 - Allow the area to dry thoroughly and vacuum.
- **Pure Water-Free Solvents**
 - **If your fabric cleaning code is S or W-S (see table below).** Works best on oil-based stains or spills (lipstick, oil, pen ink):
 - Use a dry-cleaning solution or spot remover. *Some cleaning products may cause discoloration and should be tested in an inconspicuous location prior to use on the chair.*
 - Apply the solution to the soiled area using a damp cloth or soft bristle brush.
 - Work from the outside of the stain toward the center, using quick, light strokes. Do not over saturate the fabric.
 - Blot the area with a cloth to absorb the cleaning solution and soil.
 - Clean the area with clean water and a damp cloth or sponge.
 - Allow the area to dry thoroughly and vacuum.
 - If the stain persists, repeat the above process. It is better to use several light applications than one heavy one.

Cleaning Fabric- Large Areas:

- For cleaning of entire panels, it is recommended you hire a professional service.
- Be sure the cleaning service:
 - Uses a dry foam upholstery shampoo with an immediate wet vacuum.
 - Does not use methods that heat or soak the fabric panels.
 - Does not steam clean the panels.

CLEANING CODE TABLE

<i>Fabric Code</i>	<i>Fabric Name</i>	<i>Cleaning Code</i>
AO	<i>Aeon</i>	<i>W-S</i>
BG	<i>Big Bang</i>	<i>S</i>
CE	<i>Celestial</i>	<i>S</i>
CT	<i>Catalyst</i>	<i>W-S</i>
FS	<i>Formations</i>	<i>W</i>
GN	<i>Gemini</i>	<i>W</i>
KY	<i>Kyoto</i>	<i>W-S</i>
LL	<i>Galaxy</i>	<i>W-S</i>
ME	<i>Metallation</i>	<i>W-S</i>
MM	<i>Milan Moonstones</i>	<i>S</i>
SG	<i>Spinel</i>	<i>W-S</i>
ST	<i>Stylus</i>	<i>W-S</i>
TA	<i>Tango</i>	<i>W</i>
VE	<i>Vesta</i>	<i>W-S</i>
VV	<i>Straford</i>	<i>W</i>
WV	<i>Waves</i>	<i>W-S</i>

Cleaning Code Definitions

W: Water based cleaning agents may be used.

W-S: Water based cleaning agents & Pure water-free solvents may be used.

S: Pure water-free solvents may be used.

If you do not know your fabric code or fabric name, look for the white, serial number sticker under the top rail. Directly under the serial number is the chair's model number. This number includes your fabric code.

If you are unable to locate your fabric code or have additional questions, please call HON Customer Service at 800-555-5555.

Baserails:

- For regular cleaning, remove dirt and smudges with a mild soap and warm water solution. Dry with a soft, lint free cloth.
- Use a stronger detergent for more difficult stains and follow the manufacturer's instructions.
- Special cleaning problems (use in the following order):
 - Step 1- Non-abrasive household cleaners used with water and a soft cloth.
 - *Fantastik®* or *Formula 409®*
 - 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*
 - 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.
- A household cleaner, such as *Fantastik®* or *Formula 409®* may also be applied. Wipe dry with a soft cloth.