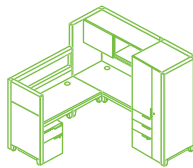
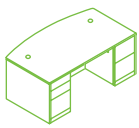


# HON

**Make your space work®**

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## Product Care Guide

Fabric | Vinyl | Leather | Veneer | Laminate | Plastic | PET | Metal | Glass | Acrylic

## Congratulations on your purchase of HON furniture!

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

Durability is designed into HON 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 HON products, visit [hon.com](http://hon.com).

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

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## GENERAL CLEANING AND DISINFECTING GUIDELINES FOR READY TO USE CLEANERS FOR TEXTILES

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

- Test disinfectant in an inconspicuous area first before applying to full unit.
- Never oversaturate the textile when applying cleaning or disinfecting agents.
- To avoid saturation the use of mist type disinfectant applicators is preferred over wipes.
- 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 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, wipe away moisture with a clean dry cloth.

### 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.

A small, inconspicuous area should always be tested before large scale cleaning.

As more cleaners and disinfectants become approved for use on HON products, this list will be updated. Please be sure to visit this document frequently for the most up to date information.

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

Please note: Not all the approved cleaners listed on the following pages have been evaluated for performance against the COVID-19 virus.

For information regarding the effectiveness of a specific cleaner against the COVID-19 virus, please reference the CDC and EPA links below:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/infectioncontrol/guidelines/disinfection/index.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

SYSTEMS TEXTILE	APPROVED CLEANERS
Analog Binary Circuit Coast Disperse Etch Exchange Sarto 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	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"
Landscape Lucy Mica Reflections Refuge Spin Terrain	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
Attire Contourett Dotty Purl Contourett Dotty 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 Blume Burst In Season Optic Seed	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 Centurion Inertia Noble	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"

SEATING TEXTILE	APPROVED CLEANERS
Whisper Dolce	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 in water Virex II 256 (1:256 Dilution) Virox 5 Rtu PDI Super Sani-cloth PDI Sanicloth AF 3 Wex Cide 128 (1:128 dilution)
Arris Clyde Quill Rush Spin Seating	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
Moxie 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 (dilution: 500 ppm) 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

## FABRIC

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 HON fabric cards. In the section below, you'll find more information on how to clean HON seating upholsteries and panel fabrics as well as a cleaning code reference guide.

### GENERAL FABRIC CLEANING

A Gonzo® Wonder Sponge may remove dirt and grime from fabric surfaces; however, it will not remove stains and marks such as ink. Using the sponge, gently scrub the dirt away. As the sponge becomes dirty, clean per sponge manufacturer's recommendation.

### GENERAL FABRIC 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 W-S 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.

These guidelines are for standard HON textiles. For cleaning guidelines on partnership textiles, please reference the suppliers' website.

\*For further details, please contact your sales agent.

SEATING TEXTILE	CLEANING CODE	SEATING TEXTILE	CLEANING CODE
Apex	WS	Pebble	WS
Appoint Seating	WS	Purl	W
Attire	W	Quill	WS
Blume	WS	Rush	WS
Centurion Seating	W	Seed	WS
Compass	W	Spin Seating	WS
Compass Foam	WS	Whisper Vinyl	*

Contourett	*Refer to Polyurethane and Vinyl Upholstery section of this document for cleaning instructions
Clyde	WS
Dapper	WS
Denver Leather	**
Dotty	W
Ensemble	W
Hamilton	W
Inertia	WS
In Season	WS
Moxie	*
Optic	WS
Parker	*Refer to Polyurethane and Vinyl Upholstery section of this document for cleaning instructions

SYSTEMS TEXTILE	CLEANING CODE
Analog	WS
Appoint	WS
Centurion	W
Coast	WS
Disperse	WS
Etch	WS
Exchange	WS
Factor	X
Landscape	WS
Lucy	WS
Mica	S
Reflections	S
Refuge	S
Sarto	WS
Seaway	W
Spin	WS
Tempest	WS
Terrain	WS

\*See Vinyl Instructions

\*\*See Leather Instructions

#### Purl 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.
- 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.
- Always allow fabric to air dry.

Please note that pile fabrics may require that the entire panel 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.

## COATED TEXTILE : VINYL UPHOLSTERY

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For regular cleaning, follow the steps in the "General Vinyl Cleaning" 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.

### 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 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, 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 base cleaning agents!

### Approved cleaners for Whisper:

303 Fabric/Vinyl Cleaner 9dilution: 1/2 cup (4 oz) in 1 gallon water), A&G Boat Wash & Multipurpose Cleaner (6:1 dilution), All Purpose Vinyl Cleaner, Asepticare TB + II, Babe's Boat Care Wash (dilution: 1 oz per gallon of water), Bio Kleen Amazing (dilution: 6 oz per gallon of water), Caviwipes XL Packed, Coverage Plus Germicidal Wipes, Dispatch (1:10 dilution), Ducky All Purpose Cleaner, Fantastik® Antibacterial All-Purpose Cleaner Heavy Duty, Formula 409® Antibacterial All-Purpose Cleaner, Glance NA Diluted (1:50 dilution water), GP Forward Diluted (1:64 dilution water), Hydrogen Peroxide Cleaner Disinfectant Wipes, Lustrell Faux Leather Care Kit - Lustrell Regular Cleaner, Lysol Foaming Disinfectant Cleaner, Mold & Mildew Stain Remover (dilution: 1 scoop (1/2 oz) per quart water), Oxivir TB Wipes, Sani-Cloth AF 3, Stride Fragrance Free Neutral Cleaner (1:266 dilution in water), Stride Floral Neutral (1:32 dilution - daily cleaning, 1:64 - cleaning excess dirt), Super Sani-Cloth, Virex II 256 (1:256 dilution), Vinyl Sauce, Virox 5 Rtu, Wex Cide 128 (1:128 dilution).

### CLEANING MOXIE 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.

#### Food Stains/Oil

Wipe affected area with a soft cloth or soft bristle brush using a non-abrasive cleaner, for example Formula 409 or Fantastik. Rinse with fresh water and wipe dry.

#### Difficult Stains

Clean the soiled area with a 70% solution of Isopropyl Alcohol (Rubbing Alcohol) and water. It is important to rinse the cleaned area with fresh water after applying the alcohol solution.

#### Healthcare Stains

Clean the soiled area with a 20% dilution of household bleach and water. It is important to rinse the cleaned area with fresh water after applying the bleach 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 the appropriate contact time, rinse the cleaned area with fresh water.

#### Approved cleaners for Moxie:

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 (dilution: 500 ppm)  
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

These guidelines are for standard HON textiles. For cleaning guidelines on partnership textiles, please reference the suppliers' website.

\*For further details, please contact your sales agent.

## COATED TEXTILE: POLYURETHANE UPHOLSTERY

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### CLEANING CONTOURETT ONLY

- For wet spills gently blot with dry cloth to remove spill
- For dried spill 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 Healthcare related 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, avoid over saturating the fabric - follow directions for dried stains above.
- Always allow fabric to air dry.

### Approved cleaners for Contourett:

It is important to remember that after use of any cleaning agent, the fabric should be rinsed with water and wiped dry to remove any remaining residue or moisture. Shockwave, Recon, Benefect, Microban, Greased Lightning-Degreaser, Lysol Wipes, Diluted bleach solution (5:1 water to bleach), Dispatch disinfectant towels with bleach, PDI Sani-Hands wipes, PDI Super Sani-Cloth germicidal disposable wipes, Diversity Morning Mist Neutral Disinfectant Cleaner, Virex 256, Fantastik, Oxycide, Formula 409.

### CLEANING 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.

#### Food Stains/Oils

Wipe affected area with a soft cloth or soft bristle brush using a non-abrasive cleaner, for example Formula 409 or Fantastik. Rinse with fresh water and wipe dry.

#### Difficult Stains

Clean the soiled area with a 50% solution of Isopropyl Alcohol (Rubbing Alcohol) and water. It is important to rinse the cleaned area with fresh water after applying the alcohol solution.

#### Healthcare Stains

Clean the soiled area with a 10% dilution of household bleach and water. It is important to rinse the cleaned area with fresh water after applying the bleach solution.

### Approved cleaners for 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 (dilution: 500 ppm)  
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

## COATED TEXTILE: WOVEN UPHOLSTERY

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General Recommendations for Cleaning and Stain Treatment of Woven Textiles

- Be sure to treat stains immediately. The longer a stain sits, the more difficult it is to remove.
- It is not recommended to use heat to clean textiles as heat can cause stains to set.
- Do not over saturate textiles during cleaning and always soak up any excess moisture.
- Avoid the use of cleaning agents that contain bleach as they can cause discoloration of the textile over time.
- Always pre-test new cleaning methods in inconspicuous areas.
- Start with light applications of a cleaning agent before moving to more concentrated amounts. The higher the concentration of a cleaning agent, the greater the chance of damage.
- Completely remove all cleaning solution residue after cleaning.

## LEATHER

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### CLEANING LEATHER

1. 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.

## VENEER

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### 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

1. 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

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### 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, thoroughly remove the solution from the surface with a clean cloth and warm water.

\*\*\* May cause discoloration if left on the surface longer than the suggested time or not removed after sanitizing.



## PLASTIC SURFACES

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### 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

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### CLEANING PET SCREENS

1. 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

1. 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

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

#### CAUTION:

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

Note: PET Screens are intended for interior use only. Overuse or over-saturation may cause deteriorations over a long period of time. PET is not susceptible to fading, unless exposed to prolonged direct unfiltered sunlight.

## MARKER BOARDS

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### CLEANING MARKER BOARDS

1. Thoroughly erase your marker board after every use.
2. Marker boards should be cleaned weekly with marker board cleaner. Reminder: Completely erase the board before applying any cleaners.

### HANDLING AND CARE FOR MARKER BOARDS

1. 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.
2. To avoid ghosting, clean your board weekly with marker board cleaner.
3. Expo® brand dry-erase markers are recommended for best erasing results.
4. Avoid using red and orange markers for easier cleaning and to reduce the likelihood of ghosting.
5. Do not use permanent or non-dry erase markers.
6. To maintain eraser performance, follow manufacturer's instructions.

## PAINTED & POLISHED METAL

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### CLEANING PAINTED AND POLISHED METAL

1. Apply a small amount of nonabrasive 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 HON Dealer or by contacting HON Customer Service.

## GLASS TILES

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### 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, thoroughly remove the solution from the surface with a clean cloth and warm water.
- \*\*\* May cause discoloration to laminates if 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.

## FROSTED GLASS TILES

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### 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, thoroughly remove the solution from the surface with a clean cloth and warm water.
- \*\*\* May cause discoloration to laminates if 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, 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

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### 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, leaded 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 soft clean 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. Using open coat sandpaper, wrap 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

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### CLEANING GLASS:

1. Spray glass on user-side surface with isopropyl (rubbing) 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

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### CLEANING CHROME

Furniture should be cleaned as needed. All surfaces should be wiped down with water, mild soap, & 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, & other general clean up:

- Clean surface with a damp cloth.
- Non-abrasive household cleaners, such as Fantastik®, Formula409®, & 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 of bleach 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.

## SEATING

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### 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

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### 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 HON Dealer or HON 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.

### CAUTION:

- Avoid heavy contact with blunt objects, or any object that could cause damage to glass products.
- Protect against damage to glass and fabric screens by avoiding contact with sharp objects.

## TABLES

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### FLIP-TOP MECHANISM:

If the flip top of the 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" section under the Seating heading.