

**CLEANING****Upholstery:**

- For regular cleaning, lightly brush or vacuum both vertical and horizontal 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 (Colorfastness code W or W-S only)**
  - 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.
    - Pretest a small, inconspicuous area before proceeding.
    - Mix 2 tablespoons ammonia or ammoniated 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.
  - Use a professional furniture cleaning service when an overall soiled condition has been reached.
- **Pure Water-Free Solvents (Colorfastness code S or W-S only)**
  - 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 clean 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.
  - Use a professional furniture cleaning service when an overall soiled condition has been reached.

### CLEANING CODE TABLE

<i>Fabric Code</i>	<i>Fabric Name</i>	<i>Cleaning Code</i>
<b>AB</b>	<i>Confetti</i>	<i>W</i>
<b>AN</b>	<i>Dividend</i>	<i>W-S</i>
<b>AQ</b>	<i>Exchange</i>	<i>W-S</i>
<b>AR</b>	<i>Collage</i>	<i>W-S</i>
<b>AW</b>	<i>Fireworks</i>	<i>W-S</i>
<b>BB</b>	<i>Crepe</i>	<i>W-S</i>
<b>BE</b>	<i>Encore</i>	<i>W</i>
<b>BH</b>	<i>Spotlight</i>	<i>W-S</i>
<b>BP</b>	<i>Prisma</i>	<i>W</i>
<b>BQ</b>	<i>Marquee</i>	<i>W</i>
<b>BR</b>	<i>Portfolio</i>	<i>W</i>
<b>BW</b>	<i>Curfew</i>	<i>W</i>
<b>CG</b>	<i>Passage</i>	<i>W-S</i>
<b>CL</b>	<i>Colonnade</i>	<i>W-S</i>
<b>CN</b>	<i>Concourse</i>	<i>W-S</i>
<b>CR</b>	<i>Corridor</i>	<i>W-S</i>
<b>CS</b>	<i>Access</i>	<i>W-S</i>
<b>FD</b>	<i>Denominator</i>	<i>W-S</i>
<b>FM</b>	<i>Matrix</i>	<i>W-S</i>
<b>FT</b>	<i>Tangent</i>	<i>W-S</i>
<b>MC</b>	<i>Accolade</i>	<i>W-S</i>
<b>MF</b>	<i>Dreamery</i>	<i>W-S</i>
<b>MG</b>	<i>Gemini</i>	<i>W-S</i>
<b>MI</b>	<i>Transit</i>	<i>W-S</i>
<b>MJ</b>	<i>Vibe</i>	<i>W</i>
<b>ML</b>	<i>Spellbound</i>	<i>W</i>
<b>MN</b>	<i>Savannah</i>	<i>S</i>
<b>MO</b>	<i>Entropy</i>	<i>W</i>
<b>MP</b>	<i>Gumption</i>	<i>W-S</i>
<b>MS</b>	<i>Solo</i>	<i>W-S</i>
<b>MT</b>	<i>Entourage</i>	<i>W-S</i>
<b>MU</b>	<i>Saucy</i>	<i>W</i>
<b>MW</b>	<i>Swoon</i>	<i>W</i>
<b>MZ</b>	<i>Sensation</i>	<i>W-S</i>

#### Cleaning Code Definitions

**W:** Water based cleaning agents only. Do not use solvents to spot clean.

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

**S:** Pure water-free solvents only.  
**DO NOT USE WATER.**

If you do not know your fabric code or fabric name, look for the white, serial number sticker on the bottom of your chair. 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.

**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 does not work, apply a mild soap to the cloth. Work into a lather and rub gently over the stain. Rinse with a damp cloth and wipe dry.
- Persistent stains may require a stronger cleaning method. Leather cleaning kits are available from Tender Care Leather Products 828-256-9773. The kits are available in a variety of strengths; contact Leather Care to determine which product is right for your needs. *Some cleaning products may cause discoloration and should be tested in an inconspicuous location prior to use on the chair.*

**Vinyl:**

- 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.

**Polymer Surfaces:**

- Clean surface regularly with a damp cloth.
- A household cleaner, such as *Fantastik®* or *Formula 409®* may also be applied.
- For textured surfaces, the use of a soft bristle brush may be necessary.
- Wipe dry with a soft cloth.

**Wood Finishes:**

- For regular 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 cotton cloth.
- To remove dirt and finger prints, use a mild cleaner such as Murphy's Oil Soap®. Dilute the cleaner as recommended by the manufacturer, dampen a soft cloth with the cleaner, and wipe in the direction of the wood grain. Wipe dry with a clean, lint free cotton cloth.
- For polishing, use a high quality liquid polish such as Guardsman Furniture Polish®. Apply polish with a soft, lint free cloth as directed by the manufacturer. Always polish the unit in the direction of the wood grain.

**Casters:**

- Clean surface regularly with a damp cloth and a household cleaner, such as *Fantastik®* or *Formula 409®*.
- Wipe dry with a soft cloth.

**Chair Glides:**

- Clean surface regularly with a damp cloth and a household cleaner, such as *Fantastik®* or *Formula 409®*.
- Wipe dry with a soft cloth.

**MAINTENANCE**

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- Every 6 months, tighten the bolts and screws on your chair. This will ensure the safety and stability of the chair.