CARE & MAINTENANCE

Tables & Worksurfaces

Finishes Care & Maintenance

November 2020



Training, conference, occasional, and classroom tables. Includes benching and desking.

**Please see separate, product-specific Care & Maintenance instructions for Cafeteria and Folding Tables (Uniframe, Caféway, Duralite, and Valuelite) on the KI DataHub.*

General Care & Maintenance

KI products require minimal maintenance. Proper care and careful use are the best methods of maintaining the appearance, finish, and function of any product. Periodic inspection of the product is recommended. For any questions or inconsistencies, please contact KI Customer Service at 1.800.424.2432.

Disinfection (excluding Markerboard Laminate & Upholstered Surfaces)

Follow standard instructions for routine and spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use, application, and specific product detail. If a need for disinfection exists, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

Diluted Bleach Solution Ratios:

- 5 tablespoons ($^1/_3$ cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

  Note: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

Alternative Approved Disinfectants:

- Lysol® Disinfecting Wipes (EPA registration number 777-114)
- Clorox® Non-Bleach Disinfecting Wipes (EPA reg 67619-09)
- Lysol® All-Purpose Spray Cleaner (EPA reg 777-99)
- Fantastik® All-Purpose Spray Cleaner (EPA reg 4822-530)

Always pretest cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

Laminate (excluding Markerboard Laminate)

To clean, use a mild solution of water and detergent. Always rinse thoroughly with warm water and wipe clean with a dry cloth. Never use a water hose or spray washer to clean surfaces. In the event a surface becomes wet, thoroughly dry both sides of the top with a dry cloth as soon as possible. Excessive moisture will cause the particleboard core to swell the top and bottom, exposing the core behind the molding. The top will appear to grow in thickness. Difficult stains can be removed using a mild household cleaner/detergent and a soft bristled brush, repeating as necessary. Never use acidic cleaners or a harsh abrasive such as Comet cleanser, steel wool, scrub pads, etc., to clean the surface. If a stain persists, use a paste of baking soda and water and apply with a soft bristled brush. Light scrubbing for 10 to 20 strokes followed by wiping clean with a damp cloth should remove most stains. Although baking soda is a low abrasive, excessive scrubbing or exerting too much force could damage the decorative surface, especially if it has a gloss finish. Always finish cleaning by rinsing with warm water and thoroughly dry the surface with a soft, dry cloth. Stubborn stains that resist any of the above cleaning methods may require the use of undiluted household bleach or nail polish remover. Apply the bleach or nail polish remover to the stain and let stand no longer than two minutes. Rinse thoroughly with warm water and wipe dry. This step may be repeated if the stain appears to be going away and the color of the laminate has not been affected.

WARNING: Prolonged exposure of the laminate surface to bleach will cause discoloration. Always rinse laminate surfaces after cleaning and dry with a soft, dry cloth. Failure to rinse after cleaning can cause damage, even if only a small amount of cleaning solution remains on the surface. A dry residue may be invisible, however moisture from cups or drinks can reactivate it and result in permanently etched scars or stains over time.

Furnishing Knowledge®

Markerboard Laminate (Dry-Erase White Board)

Pilot®, Expo® and Pentel® brand dry-erase markers are recommended for use on markerboard laminate, though any non-permanent dry-erase marker is compatible. Solvent-based markers are preferred over low odor markers. DO NOT use permanent or non-dry erase markers. Markerboard should be cleaned once a week or more, depending on use to remove all dry ink residue and prevent ghosting. Ink should be completely dry before erasing, as attempting to remove wet ink can cause smearing and ghosting. Always use a dry eraser or a soft cloth to remove the marker, three color chalk brushes are recommended. Remove residue with a soft cloth and a mixture of warm water and mild detergent followed by a clean water rinse. For thorough cleaning and stubborn stains, various whiteboard specific cleaners and conditioners such as Quartet® and Expo® can be used. Clean erasers often to remove dry-erase marker residue. Dry the board using a clean, soft cloth. Use of abrasive cleaners, powders, scouring pads, paper towels, steel wool, sandpaper, etc. as well as acid or alkaline-based cleaners or compounds will damage and permanently discolor the surface of the laminate and severely affect the look and performance. Never use these materials on the dry-erase markerboard laminate nor allow containers, rags, etc. contaminated with them to contact the surface. DO NOT polish or wax the surface. It is not recommended to stack chairs, use wire bound notebooks or other abrasives objects on the markerboard surface as these objects can cause scratches on the surface.

Diluted bleach is not approved for use on markerboard surfaces as it will negatively impact the performance of writeable surfaces. The use of disinfectants may deteriorate the surface of markerboard, causing the marker ink to embed into the surface (known as ghosting). KI cannot warrant nor assume responsibility for surface degradation resulting from the use of cleaning agents. Cleaning with a mild detergent and water mixture, followed by a clean rinse will help reduce germs, dirt, and impurities.

When cleaning any "laminate" or "markerboard laminate" surface, DO NOT use products that contain the following ingredients:

Chemical Ingredient	Synonymous Names
Hydrochloric Acid	Muriatic Acid Hydrogen Chloride
Sulfuric Acid	Oleic Acid Oil of Vitriol Oleum
Hydrofluoric Acid	Rust Remover
Phosphoric Acid	Rust Remover
Sodium Hydroxide	Caustic Soda Caustic Lye Soda Lye
Pumice (abrasive)	N/A

If a product containing one of the above chemicals is accidentally spilled onto a surface, wipe it up immediately, wash with soapy water, and rinse several times.

WARNING: It is not recommended to stack chairs on markerboard surfaces. Stacking can inadvertently cause surface scratches. The use of wire-bound notebooks is not recommended on markerboard laminate. The abrasion of the wire against the surface may cause scratches.

Plastic/Poly Parts

Clean frequently using a mild solution of warm water and detergent. Always rinse thoroughly with warm water and wipe clean with a dry, soft cloth.

CAUTION: Never use harsh solvents, abrasive powders, or a coarse cloth when applying cleaning agents to smooth surfaces, as they may damage the surface.

Powder-Coated, Painted or Chrome-Plated Metal

It is recommended that frames and finished surfaces be kept dry and away from water, rain, ice, snow, and salt. Clean using a mild solution of warm water and detergent. Always rinse thoroughly with warm water and wipe clean with a dry, soft cloth. Wax or furniture polish may be applied after cleaning.

CAUTION: Never use harsh solvents, abrasive powders, or a coarse cloth when applying cleaning agents to smooth surfaces, as they may damage the surface.

Paint in all KI standard colors is available to repair minor chips and scratches.

Acrylic

Note: Standard acrylic (used in modesty panel and divider applications) cannot be used as a dry-erase surface. Please see care and maintenance instructions for Dry-Erase Acrylic, specifically designed as a writable surface.

Dust with a soft, damp cloth or chamois. Dry or gritty cloths may cause surface scratches and create a static electric charge on the surface. Wash with a solution of mild detergent or soap and lukewarm water using a clean soft cloth and applying only light pressure. Rinse thoroughly with clean water and dry by blotting with a damp cloth or chamois. Do not use window cleaning sprays, kitchen scouring compounds or solvents such as acetone, gasoline, benzene, alcohol, carbon tetrachloride, or lacquer thinner. These can scratch the surface and/or weaken the material causing surface cracks.

Wood & Veneer

Wet objects should be placed on coasters and writing should be done on a desk pad to avoid surface and wood/veneer damage. Sharp metal objects such as spring binders and briefcase hinges should be kept from contacting the surface. Contact between the finish and certain plastic compounds may result in discoloration and finish damage. Protect wood and veneer from direct sunlight to prevent UV darkening. Avoid extreme heat, cold or humidity variances. Immediately wipe any liquid from the surface using a clean, soft cloth. NEVER leave any excess water or moisture on any wood surface. Regular cleaning or dusting can be accomplished using a slightly damp, soft, lint-free cloth wiping in the direction of the wood grain. Always wipe dry immediately with a dry, clean, lint-free cloth. Avoid using any cleaners containing abrasives or corrosive agents. Do not use spray polishes or cleaners, or those containing silicone, wax, or oil. Do not use cleaners such as Clorox® or Lysol® brand disinfecting wipes, or other products containing polyethylene glycol.

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