Thank you for Purchasing OfficeSource® Furniture!

As with any furniture purchase, it is important for you to know the best ways to clean and maintain your products. To keep your new furniture looking its best, OfficeSource® has developed a detailed care guide. Proper cleaning and maintenance can help your products continue to perform like new and last longer. Your complete satisfaction is important to us.

OfficeSource® Product Care Guide

The OfficeSource® Product Care Guide is broken down by categories of our products. These cleaning guidelines are based on everyday general cleaning and maintenance of our products.

VENEER

Standard Cleaning

Your standard veneer cleaning can be done by adding a little warm water to microfiber cloth that is clean and lint-free. Just make the cloth slightly damp so you can wipe off the veneer. You should use the cloth to wipe the surface in the grain's direction, so you can eliminate any surface dust. Using another clean, lint-free microfiber cloth that is dry, once again wipe in the grain's direction to wipe the surface dry. This should be done right away to dry off the surface and protect it from damage.

LAMINATE

Standard Cleaning

For your regular cleaning of laminate surfaces, you should use a clean, lint-free microfiber cloth that has been dampened by a vinegar and water mixture. The surface should be wiped gently to remove any dust. Make sure you leave the surface completely dry, as any liquid can result in warping near the seams or stains. You should never use furniture polish that contains oils or waxes on laminate surfaces. Do not use cleaners that are bleach-based, as they can cause discoloration of the laminate.

STEEL/METAL

Standard Cleaning

To clean steel or metal, wash with a soft bristle brush or sponge with a solution of water mixed with mild soap. Do not use any abrasive cleaners because they can take off the finish. After washing the surface, you should rinse it with water and then let it dry or use a lint-free microfiber cloth to dry the surface.

PANELS

Standard Cleaning

You should regularly clean any panels by using a vacuum to remove any dust, grime, or soot that has accumulated on the panels.

FABRIC

Standard Cleaning

General fabric cleaning involves using a sponge for the removal of dirt and residue that has accumulated. Use a clean sponge to gently scrub the surface.

LEATHER

Standard Cleaning

For regular cleaning, the leather should be wiped off with a lint-free microfiber cloth that is clean and dry. You should never use furniture polish, window cleaners, cleaning solvents, oils, or saddle soap to clean leather. Do not use abrasives or hard bristle brushes to scrub the surface as they can scratch or cut the leather.

Spot Cleaning

If liquid has been spilled onto the leather, you should immediately apply a clean sponge or cloth to the wet area to soak up the spill. The cloth or sponge should be dry. Afterwards, you can gently dab a soap and water mixture, free from detergents, onto the soiled area with a microfiber cloth. You should never rub or scrub leather. The leather should be allowed to dry naturally. If grease or oil has come into contact with the leather, you should use a clean cloth to dab away as much of the spill as possible then wait a day or two, allowing the stain to set or cure. Usually the leather will absorb the oils and the spot will disappear.

MESH

Standard Cleaning

Vacuum off crumbs, dust, and dirt particles. Then wipe the mesh off with soap and water using a clean cloth.

VINYL

Standard Cleaning

Using a clean, lint-free microfiber cloth, apply soap and water to the surface while gently wiping to ensure the removal of any surface dust. Use a clean, dry lint-free cloth to dry off the area afterwards.

PLASTIC SURFACES

Standard Cleaning

To clean plastic surfaces, you should apply warm water and a mild soap to a clean microfiber cloth. Use a cloth that is lint-free. In lieu of soap, an ammonia-based foaming glass cleaning solution may be used. Remove dust by gently wiping the surface. Wipe the surface dry with a clean, dry, lint-free cloth.

FROSTED GLASS

Standard Cleaning

Use a clean, soft, lint-free cloth to wipe all dirt off the surfaces. Use a clean cloth with warm water to clean the surface. Warm water will enable the return of the frosted appearance much more quickly. Use a clean, dry cloth to wipe the surface again to remove any remaining water. If you need to clean the inside of the glass, don't spray the water directly onto the glass. Just dampen a cloth and wipe the inside of the glass clean. It may take 24 hours or longer for the etched frosting to properly dry and to not have a cloudy appearance.

WOOD BASE & FRAME

Standard Cleaning

You should use a lint-free cloth to dust off and shine wood at least once a week. You can use a slightly damp cloth to clean as needed, but always use a clean cloth to wipe the surface dry.

METAL BASE & FRAME

Standard Cleaning

Use a non-abrasive cleaner, such as those used to clean windows on a clean paper towel or a lint-free microfiber cloth. Wipe the area clean using a dry paper towel or lint-free cloth.

CASTERS

Standard Cleaning

Casters should be regularly cleaned to ensure they do their job correctly. They collect dust, lint, and dirt from the floor, which in turn keeps them from working properly. Use a mixture of mild soap and water on a clean, soft cloth to wipe the casters clean. Then use a clean, dry cloth to remove all residue and to dry the surface.

CHROME BASE & FRAME

Standard Cleaning

Regular cleaning will keep chrome looking new. Use a clean cloth with warm, soapy water to wipe off the chrome. This will prevent dust build-up and residue from spills.

KEYBOARDS

Standard Cleaning

After shutting down your computer, unplug the keyboard. Hold the keyboard upside down shaking it gently to remove any dust particles or crumbs. Use a can of compressed air to spray between the keys to remove any harder to reach particles. The sides of the keys can be cleaned with a cotton swab that has been damped with rubbing alcohol.

GLASS CHAIRMATS

Standard Cleaning

The top surface can be cleaned with a paper towel or cloth and glass cleaner. If sticky substances have gotten on the glass, use a single edge razor blade to remove these substances before spraying glass cleaner on the surface. You can also use a one-piece sponge mop on the top surface to avoid bending over.

CHAIRMATS

Standard Cleaning

Wipe off the surface using a damp cloth that has been soaked in water and mild soap. You can use a dry cloth to wipe off the water residue.

For more information on spot cleaning and tips. Visit **officesourcefurniture.com** to download the complete Product Care Guide.