

Suggested Cleaners and Disinfectants

The following list of cleaning and disinfectant products is provided to you as a service. Refer to manufacturer's label for application, specific product detail, and use. No warranty is implied since results may vary.

Textiles, Seating Suspension Materials

Suggested Disinfectants

Quest Chemical Corporation 354 QD-64 Disinfectant 64:1
 3M Quat Disinfectant Cleaner No.5
 Spartan Chemical Company Green Solutions Neutral Disinfectant Cleaner
 Spartan Chemical Company Clean by Peroxy

Alternative Disinfectants

Ecolab Micro Quat Quaternary Detergent Disinfectant
 Virex II 128 One-step Quaternary Disinfectant Cleaner and Deodorant
 JohnsonDiversey Oxivir tb
 Virox AHP 5 General Virucidal Cleaner Disinfectant
 Virox Accel TB
 Disinfecting Wipes
including Clorox, Green Works, Sani-Cloth, Lysol, Oxivir, and CaviWipes.
Note: Do not use disinfecting wipes containing bleach on textiles.

To be Avoided

Bleach

The use of bleach may occur for infrequent disinfecting, but it is recommend to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.
 Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Petroleum Distillate Solutions

Solutions that contain petroleum distillates should not be used.

Suggested Cleaners for Water-based Spills, Spots, and Stains

Tide Powder Detergent Original unscented; diluted in water (1 tablespoon per 1 cup warm water).
 Resolve Spot & Stain Carpet Cleaner
 Carbona 2 in 1 Oxy Powered Carpet

Suggested Cleaners for Oil-based Spills, Spots, and Stains

Afta
 Isopropyl Alcohol (rubbing alcohol)
 Acetone (nail polish remover)
 K2R

Vinyl

Suggested Cleaners

Fade-A-Dyne® Stain Remover
Fantastic Spray Cleaner
Formula 409 All-Purpose Spray
Ultra Ivory Dish Liquid (Classic)

Suggested Disinfectants

Birex® SE Disinfectant
Bleach-Rite® Disinfecting Spray
Citrace® Germicide
Dispatch® Spray Hospital Cleaner Disinfectant with Bleach
Diluted Bleach Solution (10% dilution or less)
Note: Bleach with pH factor between 7 and 9 is suitable; a product with a pH of 10.5 or higher may damage the vinyl surface integrity over an extended period of time.

Disinfecting Wipes
including Clorox, Green Works, PDI Sani-Cloth HB Wipes, Lysol, Oxivir, Virox, and CaviWipes.
Note: Disinfecting wipes that contain bleach are acceptable on vinyl. 7.5 to 9 is the recommended pH for bleach.

Isopropyl Alcohol
Lysol® Spray Disinfectant
Optim™ 33TB Disinfectant
OXIVIR® TB
SaniZide Plus® Germicidal Solution
Virex® II 256 Cleaner

Alternative Disinfectants

Note: The following disinfectants contain high concentrations of chemicals that are known to discolor vinyl.

Removal of disinfectant residue, per labeled procedures (ex. rinsing), must be performed.

Failure to properly clean chemical residue will cause discoloration over time.

Asepticare TB-II
Cavicide® Surface Disinfectant
CitriGuard® II Hard Surface Disinfectant
Clorox Broad Spectrum

Alternative Disinfectants Cont.

Disinfecting Wipes
including PDI® Sani-Cloth Plus Germicidal Wipes and PDI Super Sani-Cloth Germicidal Wipes
Fresh Breeze TB Disinfectant
Precise™ Hospital Cleaner
Wex-Cide™ 128 Cleaner

Coated Metal, Coated Plastic

Suggested Cleaners for Water-based Spills, Spots, and Stains

Ultra Ivory Dish Liquid (Classic)
Tide Powder Detergent Original unscented; diluted in water (1 tablespoon per 1 cup warm water).
Simple Green All Purpose Cleaner

Suggested Paste Wax

Meguiar's Cleaner Wax (paste or liquid)

Suggested Polishing Compound

Meguiar's Clear Coat Safe Polishing Compound

Suggested Disinfectants

Disinfecting Wipes
Including Clorox, Lysol, and PDI Sani-Cloth Wipes

To Be Avoided

The use of bleach may occur for infrequent disinfecting, but it is recommend to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Materials

Plastics

Suggested Cleaners for Water-based Spills, Spots, and Stains

Ultra Ivory Dish Liquid (Classic)

Tide Powder Detergent Original unscented; diluted in water (1 tablespoon per 1 cup warm water).

Simple Green All Purpose Cleaner

Suggested Disinfectants

Disinfecting Wipes

Including Clorox, Lysol, and PDI Sani-Cloth Wipes

To Be Avoided

The use of bleach may occur for infrequent disinfecting, but it is recommend to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Wood Veneer

Suggested Cleaners

Guardsman Anytime Clean

Polish Pledge Lemon Enhancing Polish

Suggested Disinfectants

Disinfecting Wipes

Including Clorox, Lysol, and PDI Sani-Cloth Wipes

To Be Avoided

The use of bleach may occur for infrequent disinfecting, but it is recommend to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Laminates

Suggested Cleaners for Water-based Spills, Spots, and Stains

Ultra Ivory Dish Liquid (Classic)

Tide Powder Detergent Original unscented; diluted in water (1 tablespoon per 1 cup warm water).

Simple Green All Purpose Cleaner

Suggested Non-abrasive Cleaner

Soft Scrub Total All Purpose Cleaner

Suggested Disinfectants

Disinfecting Wipes

Including Clorox, Lysol, and PDI Sani-Cloth Wipes

To Be Avoided

The use of bleach may occur for infrequent disinfecting, but it is recommend to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Glass

Suggested Cleaner

Sparkle Glass Cleaner

Formcoat®

Suggested Cleaners

Fantastik Spray Cleaner

Formula 409 All-Purpose Spray

Kleerdex Kleer Off General Purpose Cleaner

Suggested Cleaner for Metal marring

ZUD

Suggested Disinfectants

Disinfecting Wipes

Including Clorox, Lysol, and PDI Sani-Cloth Wipes

Quest Chemical Corporation 354 QD-64 Disinfectant 64:1

3M Quat Disinfectant Cleaner No.5

Spartan Chemical Company Green Solutions Neutral Disinfectant Cleaner

Alternate Disinfectants

Ecolab Micro Quat Quaternary Detergent Disinfectant

Virex II 128 One-step Quaternary Disinfectant Cleaner and Deodorant

To Be Avoided

The use of bleach may occur for infrequent disinfecting, but it is recommended to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the surface integrity.

Caution: Use proper care to minimize overspray on materials near Formcoat surfaces. Overspray on materials near Formcoat may cause permanent damage to the surface of those materials.

Finishes Care and Maintenance

With regular care and maintenance, your furniture will provide years of superior performance and satisfaction. To maintain the finish quality of your product, please follow the cleaning procedures provided below.

Coated Metal

Normal Cleaning

Wash coated metal surfaces with a soft cloth soaked in detergent and warm water; rinse thoroughly and dry.

Remove scuff marks from low-gloss coatings with pre-softened paste wax, following the instructions on the label.

Remove scuff marks and scratches from high-gloss coatings using automotive polishing compounds, either liquid or paste.

After polishing, apply a pre-softened automotive paste wax to restore original sheen.

Do not use abrasive, acid, alcohol-based, or solvent-based cleaners; they may damage the paint finish.

For assistance in determining the appropriate color and gloss for maxmodern touch-up paint, contact your maxmodern Customer Care Representative.

Polished Aluminum (uncoated)

Normal Cleaning

Apply a pre-softened paste wax to polished aluminum components following the instructions on the label.

In humid atmospheres near salt water, apply the wax once a month.

In other areas, apply wax every three months to maintain the appearance of the aluminum.

Polished Chrome, Trivalent Chrome

Normal Cleaning

Wet cheesecloth in a nonabrasive cleaner, like liquid dish soap, and rub the chrome component lightly until the original luster reappears.

Dry the component with a clean soft cloth to remove any soap residue.

Acrylic Glaze

Normal Cleaning

Rinse the surface with clean water to remove any particles of dust or other abrasive materials.

Sponge the plastic gently with warm water and a mild, nonabrasive soap or a solution of ammonia and water.

Rinse thoroughly with clean water and dry with a soft cloth.

After cleaning, the acrylic glazing can be polished with a good wax polish applied with a clean, soft flannel pad.

Do not use benzene, acetone, denatured alcohol, or gasoline.

These solvents soften the surface of the plastic and may cause damage.

Also avoid using glass cleaning compounds, abrasive cleaners, and hard instruments.

Make sure cleaning materials are free of grit and other foreign materials.

Materials

Glass

Normal Cleaning

Use products specifically designed for glass.

Plastic

Normal Cleaning

Wash plastic surfaces with a soft cloth soaked in mild detergent and warm water.

Rinse thoroughly and dry with a clean soft cloth.

Do not use solvents or abrasive kitchen cleaners.

Fiberglass-Reinforced Polyester

Molded Fiberglass Chairs

Normal Cleaning

Wash fiberglass-reinforced polyester with a clean soft cloth soaked in detergent and warm water. Rinse thoroughly and dry with a clean soft cloth.

Remove scuff marks and stubborn dirt using a soft bristle brush with detergent and warm water. Rinse thoroughly and dry with a clean soft cloth.

After cleaning or if finish appears dull, apply a pre-softened automotive paste wax to restore original sheen.

Do not use abrasive cleaners that may damage the finish.

Edge

Normal Cleaning

Use a soft cloth or sponge and mild cleaner suitable for counters and other household surfaces

Do not use abrasive, alcohol-based, or solvent-based cleaners; they may damage the surface.

Laminate, Thermally Fused Laminate

Products using laminate include tabletops, work surfaces, counter caps, transition surfaces, and storage products.

Normal Cleaning

Wash the laminate with a soft cloth and a solution of mild detergent and warm water.

Rinse thoroughly and dry with a clean soft cloth.

For minor repair of burns or other stubborn marks, apply a nonabrasive liquid kitchen cleanser with a soft cloth soaked in warm water.

Rub in the direction of the grain; use caution to avoid damaging the surface texture or gloss.

If no grain direction is visible, rub with a light, circular motion.

Do not use powdered abrasives or other harsh cleansers like hypochlorite bleach, hydrogen peroxide, nitric or hydrochloric acids, or lye; they may deface the surface and change the finish color.

Formcoat

Normal Cleaning

Wash with a soft cloth and a mixture of a mild detergent and warm water; wipe dry with a clean soft cloth.

Avoid the following types of cleaning agents: Lysol cleaners, abrasive cleaners (Soft Scrub, Comet, etc.), and acetone based cleaners.

To clean metal marring, use a product called ZUD, which will remove the metal marring without changing the gloss or color of your Formcoat product.

Caution: Use proper care to minimize overspray on materials near Formcoat surfaces. Overspray on materials near Formcoat may cause permanent damage to the surface of those materials.

Materials

Stone

Tabletops of marble and quartz

Normal Cleaning

Wash with a soft cloth and a mixture of a mild detergent and warm water. Rinse with warm water and wipe dry with a clean soft cloth.

Rinse the tabletop with warm water to remove surface dirt and wipe dry with a clean soft cloth for routine maintenance.

Acid-based Liquids, Such as Coffee, Wine, and Fruit Juice

Wipe up immediately using a clean soft cloth. The longer a spill remains, the more difficult it will be to remove and may stain.

Do not use abrasive, acid, alcohol-based, or solvent-based cleaners, they will damage the surface.

Wood & Veneer

products finished with wood, wood veneer, or recut wood veneer, except the oiled Eames Lounge and Ottoman with Rosewood, Oiled Walnut, or Oiled Santos Palisander Veneer, and the Eames sofa back panels with Oiled Walnut, unless specifically noted.

Normal Cleaning

Dust furniture with a slightly damp soft lint-free cloth.

Wipe dry with a dry soft cloth in the direction of the wood grain.

Once a Month

Clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture.

Wipe the surface in the direction of the wood grain to remove dirt and fingerprints.

Wipe dry with a clean dry cloth.

Twice a Year

Apply a good quality furniture polish with a clean soft cloth.

Do not use aerosol-powered cleaners or polishes.

Also, do not use polishes containing waxes or abrasives, or polishes that are oil based.

Minor Repair of Water Rings, Stains, and Scratches

Rub the surface lightly in the direction of the wood grain using No. 0000 steel wool.

Apply a scratch-removing polish with a color and value that simulates the veneer.

If the scratches are deep, consult a professional furniture refinisher.

Materials

Oiled Wood Veneer

Lounge and Ottoman with Rosewood, Oiled Walnut, or Oiled Santos Palisander veneer, and the product with Oiled Walnut.

Routine Care

For normal cleaning, dust furniture care with a slightly damp soft lint-free cloth.

Wipe dry with a dry soft cloth in direction of the wood grain.

To maintain the oiled veneer, very lightly brush wood areas with a fine Scotchbrite pad moving in the direction of the grain to open the pores of the wood and remove fingerprints and dirt.

Never use wax-based products (Pledge, Endust), aerosol-powered cleaners, polishes, waxes, abrasive cleaners, or oily polishes.

Oiled Finish Maintenance

Only apply oil when the product looks dry.

To oil product wood parts, prepare the product prior to applying the oil:

Gently rub the entire surface with No. 0000 steel wool in the direction of the grain to remove small surface mars, light scratches, and any build-up from previous oiling.

Improve the appearance of deep scratches and nicks by sanding the wood veneer lightly with no. 360 grit sandpaper in the direction of the grain.

Use caution on veneered surfaces to avoid sanding through the veneer.

Apply small amount of gunstock (boiled linseed or tung) oil to a clean soft cotton cloth.

Wipe small sections at a time in direction of grain using a circular motion until the entire veneer surface is coated.

Be sure to apply oil to all exposed edges of the veneer.

NOTE: Only apply oil on wood veneer surfaces.

Immediately wipe off any oil that makes contacts with leather, plastic, or metal parts.

Wipe off excess oil with a clean soft dry cotton cloth and smooth in the direction of the grain.

Within 10 minutes, rub again with a soft dry clean cloth until the entire surface is dry.

After about three hours, polish with a soft dry clean cloth.

Allow the oil to dry for 24 hours before sitting in it to avoid transfer to clothing.

As the oil builds over time, the period between applications will extend.

Only apply oil when the product looks dry

NOTE: Properly dispose of rags used with oil as they can accidentally combust. Rinse oily rags with water and hang over a line to allow air to get to all fibers.

Leather Care and Maintenance

We hope you enjoy the comfort, beauty, and luxurious feel of your leather furniture. To ensure a satisfying experience, we use only leather that meets the highest standards for quality and durability.

As with any leather product, there are a few special points to consider:

Safe, Chrome-Free Technology

maxmodern leather is steeped in the traditions of fine craftsmanship. We draw on these traditions and combine them with the latest advances in leather-making technology.

For example, traditional tanning processes use chromium. However, the disposal of waste chromium and leather scrap is an environmental concern, as well as a danger to human health. What's more, a sizable number of people are allergic to the chrome in leather; this is why we use only chrome-free tanning technology. Chrome-free leather is safe and environmentally friendly—and it has the same performance properties as traditional leather.

Leather Ages Well

Over time, your leather furniture won't look the same as it does today. That's part of leather's unique appeal.

Leather ages beautifully, each product taking on its own patina (a deep, natural luster) as the leather ages.

The Value of Caring

maxmodern leather is extremely soft, supple, durable, and resistant. To keep it that way, it's important to care for your leather properly.

To maintain the quality of leather furniture, please follow the cleaning procedures outlined here.

Normal Cleaning

Vacuum or dust frequently with a clean, dry cloth.

If leather is soiled, it can be wiped with a soft, damp cloth using a lather of any mild soap with lukewarm water.

Do not spot clean leather; clean the entire surface.

Wipe clean with a damp cloth and dry with a clean, soft cloth.

Spots and Spills

Wipe excess liquid immediately with a clean cloth or sponge; let the leather air dry.

If further cleaning is necessary, sponge the entire surface—seat, back, or chair arm—with lukewarm water.

Let the leather air dry; never use a hair dryer or other heat source to dry leather.

Materials

Stubborn Spots and Stains

Apply a mild, nonabrasive soap solution with a clean, wet sponge.

Rinse well and let air dry.

Butter, Oil, or Grease

Wipe the leather with a clean, dry cloth and let the remainder of the oil dissipate into the leather.

Do not apply water or try to wash a grease spot.

Do not use saddle soap, cleaning solvents, oils, furniture polishes, varnishes, abrasive cleaners, detergents, or ammonia on leather; they will ruin the finish, causing it to become sticky and cracked.

If the stain remains, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Imperfect Beauty

With top-quality leather, perfection is not flawless. leather, like all premium leathers, has some subtle markings caused by the healed nicks and cuts that occur during the life of the animal. These natural markings give each leather furniture product unique beauty and character. The natural markings do not affect durability.

Some of the natural markings you may see on your leather are shown here. has strict standards for what markings are acceptable. Different levels of markings are allowed based on how visible the leather is on the product.



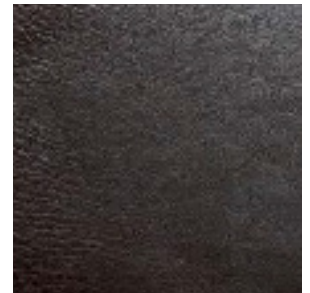
Veins



Healed scars



Warts



Manure burns



Neck wrinkles

Textiles Care and Maintenance

With regular care and maintenance, your maxmodern furniture will provide many years of superior performance and satisfaction. To maintain the quality of your maxmodern textiles, please follow the cleaning procedures outlined here.

Workspace Fabrics

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not apply water or any liquid solution to the panel cloth.

Wetting the fabric with any liquid solution may result in permanent damage.

Do not use steam.

If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner.

Acoustic Material **PET Workspaces Screen Material**

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not apply water or any liquid solution to the panel cloth.

Wetting the fabric with any liquid solution may result in permanent damage.

Do not use steam.

If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner.

Wool Blend Workspaces Fabric

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Spot Cleaning

Immediately soak up the stain with a soft absorbent cloth.

Do not dry the stain completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Continued

Materials

Wool Blend Workspaces Fabric Continued

Water-based and Oil-based Stains

Use a dry cleaning solution applied with a damp clean cloth or sponge. Guardsman/Afta Dry Cleaning Fluid is recommended.

Test the cleaning solution on a small, concealed area first.

If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

Several light applications are better than one heavy application.

Rinse area thoroughly with a clean damp cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Detergent

With caution, a water-based detergent specifically recommended for wool (ex. Woolite) can be used.

Spotting rings and shrinkage can occur with heavy saturation.

Diluting with water will make rinsing easier.

Rinse area thoroughly with a clean damp cloth avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Do not over apply water or any liquid solution to fabric.

Excessive wetting of the fabric with any liquid solution may result in permanent damage to the material.

Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Let fabric dry thoroughly and then vacuum well before using.

If the stain resists cleaning, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Seating Fabrics

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Do not apply water or any liquid solution.

Wetting the fabric with any liquid solution may result in permanent damage.

If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner.

Balance and Rhythm Upholstery Fabrics

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Spot Cleaning

Immediately soak up the stain with a soft absorbent cloth.

Do not dry the stain completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Continued

Materials

Upholstery Fabrics Continued

Water-based Stains (such as coffee, soft drinks, fruit juices, or milk)

Use a water-based cleaner (specifically made for cleaning fabric) or a solution of mild (alkaline) warm soapy water (not overly soapy) applied with a damp clean cloth or sponge.

Work the cleaner into a lather or foam.

Soak up all remaining solution and then use a clean cloth or sponge dipped in cool water to remove any residue.

Never use hot water; it will set the stain.

Avoid scrubbing.

Oil-based Stains such as lipstick, grease, or salad dressing

Use a dry cleaning solution applied with a damp clean cloth or sponge.

Test the cleaning solution on a small, concealed area first.

If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

Do not over apply water or any liquid solution to fabric.

Excessive wetting of the fabric with any liquid solution may result in permanent damage to the material.

Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Several light applications are better than one heavy application.

Soak up all remaining solution and then use a clean cloth or sponge dipped in cool water to remove any residue.

Let fabric dry thoroughly and then vacuum well before using.

If the stain resists cleaning, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Ace, Marvel, Sequel, and Summit High Performance Upholstery Materials

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Do not use steam.

If an area is soiled, wash with a soft cloth or soft-bristled brush lathered with mild, non-abrasive soap and lukewarm water.

Before the surface dries, wipe with a clean dry cloth to remove any residue.

This procedure may be repeated to remove stubborn dirt or stains.

Do not use any cleaning method that is not listed above, as other methods may attack the material and cause eventual degradation.

Use a powdered enzyme detergent mixed with warm, clean water (not overly soapy) applied with a clean damp cloth or sponge.

Be sure to remove all excess soapy water with clear, clean water.

Repeat as needed to remove any residue.

For additional information on GreenShield, visit www.greenshieldfinish.com.

High Performance Upholstery Fabrics

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Continued

Materials

Mercer and Strata – Performance Upholstery Fabrics Continued

Spot Cleaning

Immediately soak up the stain with a soft absorbent cloth.

Do not dry the stain completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Water-based Stains

(such as coffee, soft drinks, fruit juices, or milk)

Tide powder detergent diluted in water (1 tablespoon per 1 cup warm water) in the following manner can be used to remove the stain. A water-based cleaner (specifically for cleaning upholstery fabric) could be used as an alternative.

If a plastic spray bottle is used with the Tide detergent mixture, spray on a cloth and not directly on the fabric.

Using a clean soft cloth, work cleaner in a lather or foam.

Brush the stain with light, quick strokes.

Start at the outside of the stain and work toward the center.

Rinse area thoroughly with a clean damp cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Oil-based Stains

(such as lipstick, grease, or salad dressing)

Use a dry cleaning solution applied with a damp clean cloth or sponge. Guardsman/Afta Dry Cleaning Fluid is recommended.

Test the cleaning solution on a small, concealed area first.

If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

Several light applications are better one heavy application.

Rinse area thoroughly with a clean damp cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Bleach

A diluted (10:1) bleach can be used for infrequent disinfecting, but it is recommended to avoid its use because it corrodes metal, damages environmental surfaces, is inactivated by organic matter, and is toxic.

Products with a pH factor between 7 and 9 are suitable; a product with a pH of 10.5 or higher may damage the textile integrity.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

3D Knit Upholstery Fabrics

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Do not apply water or any liquid solution.

Wetting the fabric with any liquid solution may result in permanent damage.

If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner.

Materials

Suspension Materials

Normal Cleaning

Vacuum fabric as needed using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Spot Cleaning

Immediately soak up the stain with a clean soft absorbent cloth.

Do not dry the stain completely or it may set.

The longer a stain is allowed to remain on a fabric, the more difficult it is to remove.

Water-based Stains

(such as coffee, soft drinks, fruit juices, or milk)

Use a water-based cleaner (specifically made for cleaning fabric) or a solution of mild (alkaline) warm soapy water (not overly soapy) applied with a damp clean cloth or sponge.

Work the cleaner into a lather or foam.

Soak up all remaining solution and then use a clean cloth or sponge dipped in cool water to remove any residue.

Never use hot water; it will set the stain.

Avoid scrubbing.

Oil-based stains

(such as lipstick, grease, or salad dressing)

Use a dry cleaning solution applied with a damp clean cloth or sponge.

Test the cleaning solution on a small, concealed area first. If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

K2R is also a product that can be used. See product label for complete instructions.

Do not over apply water or any liquid solution to fabric.

Excessive wetting of the fabric with any liquid solution may result in permanent damage to the material.

Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Several light applications are better than one heavy application.

Soak up all remaining solution and then use a clean cloth or sponge dipped in cool water to remove any residue.

Let fabric dry thoroughly and then vacuum well before using.

If the stain resists cleaning, contact a professional cleaning firm.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Fabric Upholstery

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not apply water or any liquid solution.

Wetting the fabric with any liquid solution may result in permanent damage.

Do not use steam.

If further cleaning is needed, dry-clean or spot clean fabric with solvent cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Materials

Leather Upholstery

Normal Cleaning

Vacuum or dust frequently with a clean dry cloth.

If leather is soiled, it can be wiped with a soft damp cloth using a lather of any mild soap with lukewarm water.

Do not spot clean leather; clean the entire surface.

Wipe clean with a damp cloth and dry with a clean soft cloth.

Do not use steam.

Spots and Spills

Wipe excess liquid immediately with a clean cloth or sponge; let the leather air dry.

If further cleaning is necessary, sponge the entire surface—seat, back, or chair arm—with clean, lukewarm water.

Let the leather air dry; never use a hair dryer or other heat source to dry leather.

Stubborn Spots and Stains

Apply a mild, nonabrasive soap solution with a clean wet sponge.

Rinse well and let air dry.

Butter, Oil, or Grease

Wipe the leather with a clean dry cloth and let the remainder of the oil dissipate into the leather.

Do not apply water or try to wash a grease spot.

Do not use saddle soap, cleaning solvents, oils, furniture

polishes, varnishes, abrasive cleaners, detergents, or ammonia on leather; they will ruin the finish, causing it to become sticky and cracked.

If the stain remains, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Vinyl Upholstery

Normal Cleaning

Wash vinyl with a soft cloth or soft-bristled brush lathered with mild, nonabrasive soap and lukewarm water.

Before the surface dries, wipe with a clean dry cloth to remove any residue.

This procedure may be repeated to remove stubborn dirt or stains.

Ink spots can sometimes be removed by washing with soap and water followed by isopropyl alcohol.

Do not use steam.

Do not use any cleaning method that is not listed above, as other methods may attack the vinyl and cause eventual degradation.

Wool Upholstery

Wool Fabric and Wool Blend Fabric

To remove excess fibers, simply brush off fibers with a soft clothing brush in one direction using short strokes.

These excess fibers have absolutely no effect on the life of the fabric or its long-term appearance.

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush.

Brushing may permanently damage the nap or change the character of the fabric.

Do not use steam.

Spot Cleaning

Immediately soak up the stain with a soft absorbent cloth.

Do not dry the stain completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Continued

Materials

Wool Fabric and Wool Blend Fabric Continued

Water-based and Oil-based Stains

Use a dry cleaning solution applied with a damp clean cloth or sponge. Guardsman/Afta Dry Cleaning Fluid is recommended.

Test the cleaning solution on a small, concealed area first.

If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

Several light applications are better than one heavy application.

Rinse area thoroughly with a clean damp cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Detergent

With caution, a water-based detergent specifically recommended for wool (ex. Woolite) can be used.

Diluting with water will make rinsing easier.

Rinse area thoroughly with a clean damp cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Do not over apply water or any liquid solution to fabric.

Spotting rings and shrinkage can occur with heavy saturation.

Excessive wetting of the fabric with any liquid solution may result in permanent damage to the material.

Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Let fabric dry thoroughly and then vacuum well before using.

If the stain resists cleaning, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Wood & Veneer Care and Maintenance

Wood and veneer products are natural wood, requiring more attention than other surfaces. When properly cared for, it will last long and keep looking beautiful. To maintain the quality of your products, please follow the cleaning procedures outlined here.

Wood & Veneer

products finished with wood, wood veneer, or recut wood veneer, except the oiled Lounge and Ottoman with Rosewood, Oiled Walnut, or Oiled Santos Palisander veneer, unless specifically noted.

Routine Care

Normal Cleaning

Dust regularly with a slightly damp, soft, lint-free cloth.

Wipe dry with a dry, soft cloth in the direction of the wood grain.

Spills should be immediately wiped up with a damp cloth.

Once a month

Clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture.

Wipe the surface in the direction of the wood grain to remove dirt and fingerprints.

Wipe dry with a clean, dry cloth.

Twice a year

Apply a good quality furniture polish with a soft cloth.

Do not use aerosol-powered cleaners or polishes.

Also, do not use polishes containing waxes or abrasives, or polishes that are oil based.

Stains

woods and veneers meet strict testing standards for resistance to wear, light, stains, water, and pressure.

To reduce the risk of damage, take some precautions:

Use coasters for glasses and mugs.

If a glass top is added to the wood or veneer surface, be sure it rests on felt pads.

Don't place a potted plant on a wood or veneer surface unless it's in a water-tight container or in a drip tray.

Don't let vinyl binders stay on a surface for very long.

Use protective pads under equipment with "rubber" cushioning feet. Some chemical compounds used in the feet on office equipment, such as printers and monitor stands, may leave permanent stains or marks.

Minor repair of water rings, stains, and scratches

Rub the surface lightly in the direction of the wood grain using No. 0000 steel wool.

Apply a scratch-removing polish with a color and value that simulate the veneer.

If the scratches are deep, consult a professional furniture refinisher.

Materials

Other Damage

Wood is susceptible to bruising and scratching from heavy office equipment, so we encourage a protective surface is placed underneath.

Objects should be lifted instead of dragged across a surface. Protective pads should be used under items with a rough bottom, like pottery.

Denting, caused by extreme pen pressure when writing, can also damage wood and veneer. Use desk pads or some other protection where a lot of paperwork is done.

Sunlight can damage wood and veneer as well, so surfaces should not be in direct sunlight. To help a surface age evenly, users can periodically move items on their desks so that the entire surface is exposed to an even amount of light over time.

In addition to light, extremely high or low humidity is a damaging environmental factor. We suggest maintaining a relative humidity of 35-65 percent.

Oiled Wood Veneer

Rosewood, Oiled Walnut, or Oiled Santos Palisander veneer, and the product with Oiled Walnut.

Routine Care

For normal cleaning, dust furniture with a slightly damp, soft, lint-free cloth.

Wipe dry with a dry, soft cloth in direction of the wood grain.

To maintain the oiled wood veneer, very lightly brush wood areas with a fine Scotchbrite pad moving in the direction of the grain to open the pores of the wood and remove fingerprints and dirt.

Never use wax-based products (Pledge, Endust), aerosol-powered cleaners, polishes, waxes, abrasive cleaners, or oily polishes.

Oiled Finish Maintenance

Only apply oil when the product looks dry.

To oil Eames product wood parts, prepare the product prior to applying the oil:

Gently rub the entire surface with No. 0000 steel wool in the direction of the grain to remove small surface mars, light scratches, and any build-up from previous oiling.

Improve the appearance of deep scratches nicks by sanding the wood veneer lightly with no. 360 grit sandpaper in the direction of the grain.

Use caution on veneered surfaces to avoid sanding through the veneer.

Apply small amount of gunstock (boiled linseed or tung) oil to a clean, soft, cotton cloth.

Wipe small sections at a time in direction of grain using a circular motion until the entire veneer surface is coated.

Be sure to apply oil to all exposed edges of the veneer.

NOTE: Only apply oil on veneer surfaces.

Immediately wipe off any oil that makes contacts with leather, plastic, or metal parts.

Wipe off excess oil with a clean, soft, dry cotton cloth and smooth in the direction of the grain.

Within 10 minutes, rub again with a soft dry, clean cloth until the entire surface is dry. After about three hours, polish with a soft dry, clean cloth. Allow the oil to dry for 24 hours before sitting in it to avoid transfer to clothing.

As the oil builds over time, the period between applications will extend.

Only apply oil when the product looks dry.

NOTE: Properly dispose of rags used with oil as they can accidentally combust. Rinse oily rags with water and hang over a line to allow air to get to all fibers.

Wool Care and Maintenance

Wool is an excellent environmental choice—one that is comfortable, handsome and durable. wool fabrics will maintain their looks and provide years of durable service. As with any wool product, there are a few special points to consider:

Natural Characteristics

There are two types of wool:

Worsted

Worsted wool yarns are tightly twisted for a sleek, smooth appearance.

There is a very limited amount of excess fiber in these worsted yarns that can work itself to the surface in the first weeks of use.

Woolens

Woolen-spun yarns are twisted in a way that maximizes texture and contributes to the soft appearance and hand of the woolen-spun fabrics.

There is more excess fiber in woolen-spun yarns, and this excess fiber will work its way to the surface of the fabric over time.

The Value of Caring

With regular care and maintenance, your maxmodern furniture will provide many years of superior performance and satisfaction. To maintain the quality of your wool product, please follow the cleaning procedures outlined here.

Seating

Cozy

Worsted Wool—Seating Fabric

To remove the excess fiber simply brush off fibers with a soft clothing brush in one direction using short strokes. These excess fibers have absolutely no effect on the life of the fabric or its long-term appearance.

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric.

Spot Cleaning

Immediately soak up liquid or solid spills with a soft absorbent cloth.

Do not dry the spill completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Materials

Water-based and Oil-based Stains

Use a dry cleaning solution applied with a damp clean cloth or sponge. Guardsman/Afta Dry Cleaning Fluid is recommended.

Test the cleaning solution on a small, concealed area first.

If there is no spotting, ringing, or damage to the fabric or its dyes, apply the cleaning solution to the soiled area with light, quick strokes.

Begin at the outside of the stain and work toward the center, being careful not to over-saturate the fabric.

Several light applications are better than one heavy application.

Rinse area thoroughly with a clean, damp, cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Detergent

With caution, a water-based detergent specifically recommended for wool (ex. Woolite) can be used.

Diluting with water will make rinsing easier.

Rinse area thoroughly with a clean, damp, cloth, avoiding heavy scrubbing, to remove cleaning solution residue which can attract soil over time.

Do not over apply water or any liquid solution to fabric.

Spotting rings and shrinkage can occur with heavy saturation.

Excessive wetting of the fabric with any liquid solution may result in permanent damage to the material.

Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Let fabric dry thoroughly and then vacuum well before using. If the stain resists cleaning, contact a professional cleaner.

Large Areas

If large areas are soiled, contact a professional cleaning firm.

Seating and Workspaces

Worsted Wool Blend—Seating and Workspaces Fabric

Normal Cleaning

Vacuum fabric as needed, using an upholstery attachment.

Vacuuming picks up dust and reduces the need for professional cleaning.

Do not brush fabric or use a vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric.

Spot Cleaning

Immediately soak up liquid or solid spills with a soft absorbent cloth.

Do not dry the spill completely or it may set.

The longer a stain is allowed to remain on the fabric, the more difficult it is to remove.

Water-based and Oil-based Stains

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Detergent

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Do not rub too vigorously or you may damage the nap of the fabric or break fibers.

Let fabric dry thoroughly and then vacuum well before using.

If the stain resists cleaning, contact a professional cleaner.