



## Clean & Care Instructions

This **Office Furniture Care Guide** explains how to clean, protect, and maintain office furniture to ensure long-term performance. Follow these simple cleaning and maintenance tips to keep desks, chairs, cubicles, conference tables, and workstations looking their best.

### Routine Office Furniture Cleaning

Regular cleaning helps prevent dirt buildup and preserves the appearance of your furniture.

#### What You'll Need

- Damp cloth or sponge
- Mild soap or detergent
- Warm water
- Clean, dry cloth

#### Cleaning Steps

1. Wipe surfaces with a cloth dampened with mild soapy water.
2. Rinse with warm water.
3. Dry thoroughly with a clean cloth.

**Recommended Frequency:** Safe for daily cleaning.

## How to Remove Stains from Office Furniture

### Coffee and Tea Stains

Use a mild household cleaner and a soft-bristled brush. Repeat as needed until the stain is removed.

## **Persistent Stains**

Create a paste using baking soda and water. Apply with a soft-bristled brush and scrub lightly for 10 to 20 strokes. Avoid excessive scrubbing, especially on glossy finishes.

## **Stubborn Stains**

For difficult stains, apply a small amount of undiluted household bleach or nail polish remover. Allow it to sit for up to two minutes, then rinse thoroughly with warm water and dry immediately.

**Important:** Prolonged exposure to bleach may discolor surfaces. Always test in an inconspicuous area first and use sparingly.

## **Protecting Laminate Office Furniture**

Taking a few simple precautions can help prevent costly damage.

### **Avoid Heat Damage**

Always use a heat shield, hot pad, or trivet beneath hot appliances and containers. Direct heat can cause cracking, blistering, or discoloration.

### **Clean Spills Immediately**

Promptly wipe up spills, especially those containing:

- Food dyes
- Hair products
- Textile dyes
- Harsh cleaning chemicals

After cleaning a spill, rinse the area with water and dry thoroughly.

### **Use Surfaces Properly**

Avoid cutting directly on laminate surfaces and never use oven cleaners on office furniture.

## **Office Furniture Maintenance Tips**

Keep your office furniture performing its best with these simple habits:

- Dust surfaces regularly to prevent buildup.
- Use coasters to protect against moisture rings.
- Keep furniture out of prolonged direct sunlight to reduce fading.

- Inspect hardware periodically and tighten loose components when needed.
- Use furniture as intended to minimize unnecessary wear and tear.

## **Cleaning Products to Avoid**

Certain products can permanently damage office furniture finishes and laminate surfaces.

### **Do Not Use:**

- Steel wool
- Abrasive pads
- Acidic cleaners
- Harsh chemical cleaners

### **Avoid Products Containing:**

- Hydrochloric Acid (Muriatic Acid)
- Sulfuric Acid
- Hydrofluoric Acid
- Phosphoric Acid
- Sodium Hydroxide (Caustic Soda)
- Pumice

These substances can permanently damage laminate surfaces if not removed immediately.

## **Frequently Asked Questions**

### **How often should office furniture be cleaned?**

Most office furniture should be dusted regularly and cleaned with mild soap and water whenever dirt, fingerprints, or spills occur.

### **What is the best cleaner for office furniture?**

A mild soap and water solution is generally the safest option for routine office furniture cleaning.

### **Can I use disinfecting wipes on office furniture?**

Some disinfecting products may damage finishes over time. Always review manufacturer recommendations before use.

## **How do I remove coffee stains from office furniture?**

Use a mild household cleaner and a soft-bristled brush, then rinse and dry the surface thoroughly.

## **How can I make office furniture last longer?**

Regular cleaning, prompt spill removal, avoiding harsh chemicals, and protecting surfaces from heat and sunlight will help extend the life of furniture.