

March 2013

FABRICS

KI In-Grade Fabrics & Pallas Upholstery

Cleaning information is not a guarantee and does not relieve the user from the responsibility of the proper and safe use of the product and all cleaning agents. The use of certain cleaning agents can be harmful to the surface appearance and lifespan of fabrics and vinyls. KI assumes no responsibility resulting from the use of such cleaning agents.

Basis	W-S
Calculation	W-S
Estimation	W-S
Graph	W-S
Hypothesis	Solvent Clean Only
Naturalize	W-S
Pi	W-S
Postulate	Solvent Clean Only
Quotient	W-S
Ratio	Solvent Clean Only
Reciprocal	W-S
Sensa	W-S

W-S

Vacuuming or light brushing is recommended to prevent dust and soil buildup. Clean with mild detergent, foam cleaner, or dry cleaning solvent such as K2R. When spot cleaning, apply the cleaning agent to a clean rag. Do not apply directly to the tile fabric.

Solvent Clean Only

Vacuuming or light brushing is recommended to prevent dust and soil buildup. Spot clean with a dry cleaning solvent such as K2R or have professionally cleaned. When spot cleaning, apply the cleaning agent to a clean rag. Do not apply directly to the tile fabric.

Note: Pre-test your cleaning method on an inconspicuous area of the fabric to determine if the cleaning agent will work appropriately without causing color to bleed, fabric texture to shrink, or the character to be altered.

LAMINATE

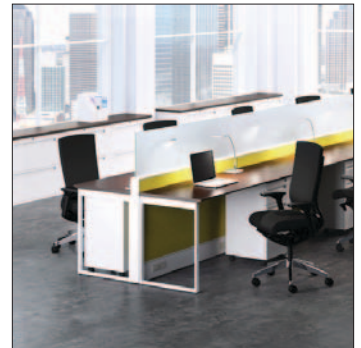
Recommended Cleaning Instructions – Laminate Tops

- To clean the laminate, use a mild solution of water and detergent. (Pine cleaner and warm water works very well). Wipe clean with a dry cloth. As a last resort, stubborn dirt or grease may be removed with Rubbing Alcohol. Some stains such as grape juice may be removed by wetting the table surface and sprinkling lightly with baking soda, then wipe clean with a damp cloth. (Do not allow the baking soda to remain more than two minutes). As always, thoroughly dry the surface with a dry cloth. Never use a harsh abrasive such as Comet cleanser, scrub pads, etc., to clean the surface. To maintain a bright attractive surface, occasionally apply a coating of wax (the same you would use on your home furniture) to the table top.
- Never use a water hose or spray washer to clean a table. In the event a table becomes wet, as soon as possible thoroughly dry both sides of the top with a dry cloth. 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.

Recommended Maintenance Instructions – Support Legs

- It is recommended that support legs be kept dry from water, rain, ice, snow and salt.
- To clean frames use warm water and a mild soap then dry thoroughly. Once clean and dry, protect the coating with wax or something as equal. Wax polish retards corrosion by sealing the surface with a protective wax coat.

Black and other dark laminates show smudges and fingerprints. In order to diminish the incidence of these marks, do not apply an oil-based polish or cleaner to the laminate surfaces.



If cleaning is required the laminate companies recommend the following cleaners:

For cleaning surfaces soiled by grease (finger prints), use ammonia and/or vinegar based glass cleaners.

Other cleaners recommended are:

- Dow Bathroom Cleaner with Scrubbing Bubbles
- Top Job
- Fantastik
- Soft Scrub (w/o bleach)
- Formula 409
- Crystal Simple Green Cleaner
- Windex with ammonia
- Denatured alcohol

GLASS

Etched Glass Cleaning Directions:

Use a clean cloth rag (t-shirt material that leaves no debris) soaked in water and wipe down etched glass. Let the water evaporate and it will disappear.

Clear Glass Side Cleaning Directions:

Windex Window Glass Cleaner

Note: Never use any type of cleaner on etched glass because it will leave a residue and undesired swirl effect on the glass.

STEEL

Wiping with a damp cloth will remove general soiling and water-borne stains. If needed, use a hard surface, all-purpose cleaner such as Formula 409, Fantastik, Top Job, Mr. Clean, etc. Some oil-borne stains may require the use of a dry-cleaning fluid or naphtha.

PLASTIC

Remove chewing gum and similar stubborn spots with cigarette lighter fluid. Wipe dry immediately. Sunnyside Plastic Cleaner is ideal for light cleaning and to restore luster to smooth surfaces. Its anti-static properties help repel dust and dirt. High-quality wax, such as Johnson's "Glo Coat" or "Simonize", restores luster and protects the finish. Always follow the manufacturer's directions.

MARKERBOARDS & CHALKBOARDS

Recommended Dry-Erase Markers

All dry-erase markers can be used on porcelain markerboards, but for optimal performance, we recommend the use of solvent-based dry-erase markers as opposed to water-based dry-erase markers (also called "low odor markers"). Low odor markers do not perform as well as solvent-based, because the water takes longer to dry and the ink clings more aggressively to the board's surface, leaving behind a film. If solvent based dry-erase marker odor is a problem, Expo® makes scented markers that perform as well as standard, solvent-based markers.

Recommended Chalk

Use chalk designed for easy erasure. We strongly recommend white chalk with 95% chalk content and only 5% binder. Low dust and color chalk have high binder content and can leave permanent marks.

Daily Care and Maintenance

For the initial cleaning, wipe your board with a clean cloth moistened by a liquid ammonia-added cleaner. RINSE with clear water. This step is simple but very important. WIPE DRY with a clean cloth. If your board is used daily, the cleaning should be performed at least 2 to 3 times a week. More thorough cleaning may be required if writing is left on the board for more than 2 days. Do not use commercial whiteboard cleaners. They leave a film on the porcelain surface. Wash your marker board periodically to eliminate problems from buildup, dust or other contaminants.

Removing Crayon and Tape

The same procedure is used to remove both crayon and tape. Dampen a clean, dry cloth with water. Begin cleaning a small, manageable area using a back and forth horizontal motion. Use gentle pressure as if you were cleaning a window. Wipe off all residues with a dry cloth. Rinse well with clear water. Please note that the rinsing and drying steps are very important. Wipe dry with a clean cloth. Follow the same procedure for the remainder of the board. Use a small amount of non-abrasive cleanser, such as Soft Scrub without bleach, onto the cloth.

■ Unite® Panel System

Care & Maintenance

Removing Permanent Marker

A quick and easy way to remove permanent marker from the board's surface is to write over the top of the permanent marker writing with a dry-erase marker and simply erase! Moisten a clean, dry cloth with isopropyl alcohol. Use less alcohol for chalkboards. Wipe the board in a circular motion to loosen marker residue. Rinse with clear water. Dry the board with a clean cloth. Repeat these steps as often as necessary to remove all residues.

Chalkboard Cleaning

Use clear cool water. Rinse with clear water and DRY your board with a soft towel. Note that the writing and erasing qualities will improve with time as your new product "seasons" through continued use.

U-SERIES® STORAGE MAINTENANCE

Cleaning

Your cabinet is finished with a durable baked on polyester paint. Clean with a damp cloth and mild cleaner. Harsh solvents and abrasive powders may damage the finish.

Touch-Up Paint

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

Lubrication

All moving surfaces are lubricated during assembly. These surfaces naturally attract dirt. To ensure smooth operation, the receding door runners and the ball bearing race suspension arms should be cleaned. A small amount of white lithium grease should be reapplied.