

Wood Surfaces Cleaning and Care Instructions

Cleaning Instructions

Note: Always wipe with the grain.

Dust with a damp, soft cloth and dry the surface completely. If needed, clean with a small amount of non-alkaline dish soap in warm water. Avoid waxes, solvents, ammonia, and other chemicals.

Care Instructions

Immediately blot any liquids from the surface.

Avoid extreme heat, cold, or wide humidity variances. Prolonged sunlight could affect the color of the wood beneath the finish.

Use a desk pad to protect furniture from damage caused by office equipment, pens, sharp objects, and hot or cold drinks.

If using a protective glass top, place felt or cork spacers under the glass to allow the wood to breathe.

Prolonged contact with plastic, vinyl, or rubber items may cause deterioration of the finish due to a chemical reaction. Place felt pads under these items to protect the wood surface.

Avoid extreme heat, cold or wide humidity variances.

Laminate, Painted, and Metal Surface Instructions

Cleaning Instructions

Clean with a mild soap solution.

Care Instructions

Avoid extreme heat, cold, or wide humidity variances.

Markerboard and Writable Glass Instructions

Cleaning and Care Instructions

Use Expo or Expo2 dry erase markers. Other low odor markers may leave undesirable results when erased. Do not use permanent or non-dry erase markers.

Use dry erase erasers, not chalk board erasers. Replace erasers when heavily soiled.

Clean surface with Expo markerboard cleaner. Residue from other types of cleaners may cause markers to smear when erased.

Fabric Cleaning and Care Instructions

Cleaning Codes

- (W) Use water-based cleaning solutions (Resolve™ Upholstery Cleaner, or mix 2 tbsp of ammonia or ammoniated detergent, such as Ajax® liquid, to 1 qt of water). Blot the stain gently with a cloth dampened in this solution. Continue turning the cloth to always use a clean portion.

- (S) Use mild, pure, water-free dry cleaning solvents (Energine® or Carbona®). Wet a cloth with the spot cleaner and follow the procedure described above. Cleaning by a professional furniture service is recommended.

Common Spills and Suggested Clean Up

Note: Always brush fabric before cleaning to remove excess dirt and dust. A small area should be tested prior to general cleaning.

Blood (W)

Treat with cold water and table salt mixture (2 tbsp salt to 1 qt of water). Rinse and blot with a towel. If stain persists, use diluted ammonia.

Candle Wax (S)

Gently scrape away surface wax with spatula or dull knife. Cover the wax with several layers of paper towel and apply a warm iron.

Chewing Gum (S)

Freeze with ice. Remove with spatula or dull knife.

Chocolate or Coffee

Sponge with lukewarm water.

Fruit Juice or Berry Stains

Treat with cold water.

Grease, Cooking Oil, Bacon Fat etc. (S)

Ink or Markers (W)

Use rubbing alcohol.

Mud (W)

Lift away pieces that can be removed with a spatula or dull knife. Let dry, then vacuum. If stain persists, clean with a cloth dampened with ammonia-water solution.

Pencil Lead or Rubber Cement (S)

Perspiration, Mucilage, Urine (W)

Vomit

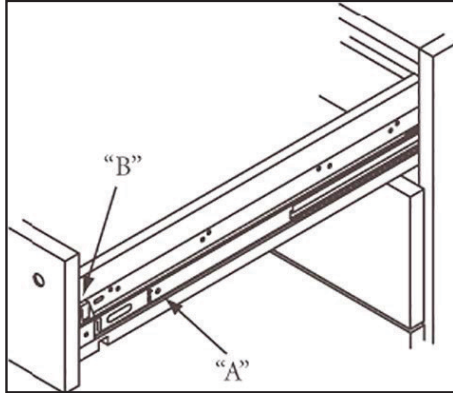
Treat with cold water and unseasoned meat tenderizer. Let sit for 10-15 minutes. Rinse, let dry, then vacuum.

Drawer Removal and Drawer Replacement

Kimball utilizes three types of drawer suspension systems—box drawer suspension, file drawer suspension, and lateral file drawer suspension. Follow the steps below to properly remove or replace each type of drawer.

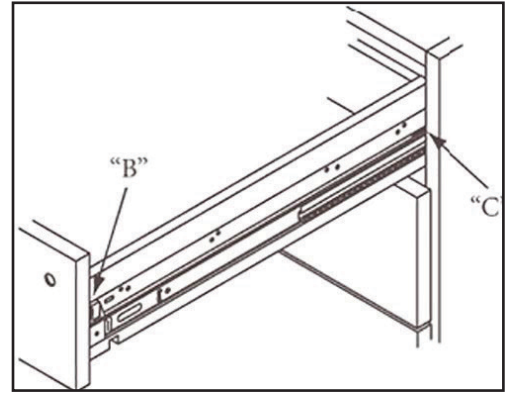
Box Drawer Removal

- Pull the drawer to the fully opened position.
- Remove shipping screw "A" from the left and right metal suspensions.
- Simultaneously press the nylon release tabs "B" inward towards the drawer and lift the drawer off slides.



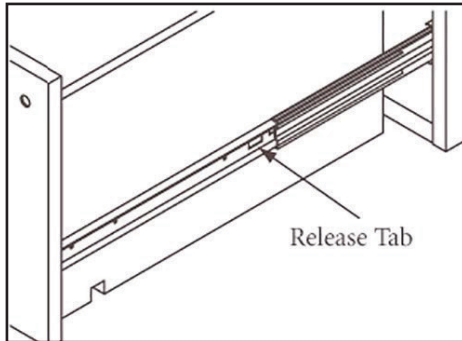
Box Drawer Replacement

- Pull the drawer to the fully opened position.
- Engage rear of rail "C" and begin lowering the drawer.
- Lower the drawer until nylon tabs "B" enter holes in rail. Listen for a click as the drawer locks into slides.



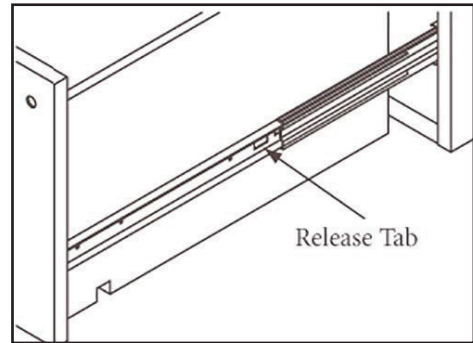
File Drawer Removal

- Pull the drawer to the fully opened position.
- Locate the drawer slide release tab on each side of the drawer (approximate location shown).
- Press tabs in and pull drawer straight out until slide drawer members disengage from cabinet members.



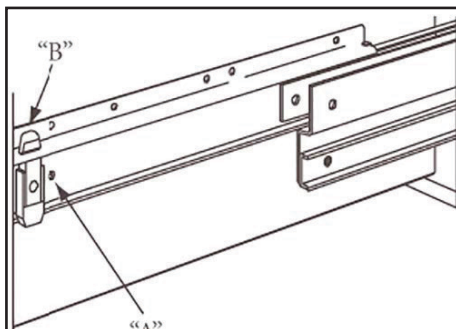
File Drawer Replacement

- Pull the drawer to the fully opened position.
- Make sure chrome ball bearing member is also forward.
- Carefully align slide drawer members with cabinet members and gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness.



Lateral File Drawer Removal

- Pull the drawer to fully opened position.
- Remove shipping screw "A" from the left and right metal suspensions.
- Simultaneously press the nylon release tabs "B" inward towards the drawer and lift the drawer off slides.



Lateral File Drawer Replacement

- Extend drawer slides half way.
- Place the drawer on slides and hook drawer rails beneath rear rail hooks "C".
- Click to release tabs into place.

