

## Chair Glides

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When chair glides are used, the glides should be cleaned of dirt regularly to avoid build-up. Apply a household cleaner and wipe dry with a clean, soft cloth.

## Leather

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Dust occasionally with a clean, dry cloth. For more detailed cleaning instructions, contact the leather supplier.

## Metal Bases

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For 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 a pre-softened paste wax, following the manufacturer's instructions.

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.

## Upholstery

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Use a vacuum cleaner for regular cleaning. Do not steam clean. Periodic professional dry cleaning is recommended. Do not use a fabric brush or vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric. For more detailed cleaning instructions, contact the upholstery supplier.

## Wood Finishes

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Furniture should be dusted or vacuumed periodically. Always dust with a polish-moistened cloth; dry dust may scratch the surface. It is good practice to follow the grain of the wood while dusting. For periodic cleaning, if necessary, use a damp cloth with a small amount of furniture cleaner. Please use cloth made of cotton or flannel due to their softness and absorbency. An alternative would be to use a damp cloth and mild soap solution. Be sure to wipe the surface with clean water damp cloth and immediately dry with a soft cloth. Do not apply water directly to the finished surface.

## Polypropylene

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Clean regularly with warm soapy water. Never use abrasive cleaners or boiling water. For more difficult stains use a mild household cleaner.