

## 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.

## Forbo

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Care Recommendations ([view more here](#)):

1. Remove all surface soil, debris, sand and grit by dusting with 3M™ Easy Trap.
2. Mix a neutral pH cleaning solution according to the label directions. The pH of the cleaner in solution must be between 6.0 – 8.0 pH.
3. Apply the solution with a microfiber cloth or sponge.
4. Wipe the area to loosen and remove any soil.

NOTE: For heavy soil loads or difficult to remove soil deposits, the use of a soft bristled brush is recommended.

5. Rinse the area thoroughly with clean, cool water. Change the water often to ensure it remains clean and clear.
6. Dry the area thoroughly with an absorbent cloth so it can be examined to ensure proper cleaning.

## Corian

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Care Recommendations ([view more here](#)):

Use soapy water, ammonia-based cleaner (not window cleaner), rinse and wipe completely dry. Clean up spills before they dry. Occasionally wipe surface with diluted household bleach. To prevent buildup of a film, it is very important to wipe the countertop completely dry after spills and cleaning. Note that some Corian colors may require more frequent cleaning to maintain a uniform finish (i.e. Darker colors tend to require more attention than lighter colors).