

## Care and Maintenance Procedures

### How to Care for your AIS Systems, Casegoods, Tables & Seating

*The following guidelines for laminate cleaning were provided to us by our trusted supplier, Panolam Surface Systems in March 2020.*

#### **Surface Cleaning on Laminate Surfaces for Use Against COVID-19**

Although very easy to clean, there are times when additional disinfection procedures are appropriate. There are many disinfectants that have been identified as effective against a spectrum of infectious agents including bacteria and viruses present on different surface types. Some of these are viewed as having good compatibility with melamine laminates and others are not.

During the current and growing pandemic of COVID-19, caused by the novel coronavirus SARS-CoV-2, there is a need for ongoing and extensive disinfection of many different surfaces and materials. Although not as critical in nature to this vital practice, it is also desirable to achieve disinfection of melamine surfaces with disinfectants that are expected to also preserve the integrity of the decorative surface.

**Please reference the US EPA's List N: Disinfectants for Use Against SARS-CoV-2:**

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

The types of disinfectants recommended for use on melamine surfaces and having the best compatibility with melamine surfaces are those listing a quaternary ammonium compound as the active ingredient while also indicating effectiveness against coronavirus.

This information is being provided as examples of the kinds of disinfectants for use with our types of melamine surfaced laminates. Inclusion on this list does not constitute an endorsement by either EPA or Panolam.

There may be additional disinfectants that meet the criteria for use against SARS-CoV-2. Please refer to EPA for the updates to this list.

The following is a guide of active ingredients to help determine the best products to use to prevent the spread of COVID-19 as well as the contact time the surface should remain wet. A more extensive list of cleaners is available [here](#).

## Cleaning Agents for Use Against COVID-19

Full List [here](#)\*\*

Active Ingredient	Product Name	Company	Contact Time (time surface should remain wet)	Formulation Type
Quaternary Ammonium	MAQUAT 128 PD and others	Mason Chemical Company and others	10 minutes	Dilutable
Sodium Hypochlorite	Hydris	Ecolab, Inc	5 minutes	RTU
Octanoic acid	65 Disinfecting Heavy Duty Acid Bathroom Cleaner	Ecolab, Inc.	2 minutes	Dilutable
Phenolic	Wex-cide 128	Wexford Labs, Inc.	10 minutes	Dilutable
L-Lactic Acid	Fangio	S.C. Johnson & Son, Inc.	10 minutes	RTU
Peroxyacetic Acid	Peraclean 15 (Peroxyacetic Acid Solution)	Evonik Corporation	1 minute	Dilutable
Glycolic Acid	CBW	Clorox Co., The	10 minutes	Impregnated materials
Hydrogen Peroxide	Phato 1:64 Disinfectant Cleaner	Diversey, Inc.	5 minutes	Dilutable

### Disinfecting Laminate Surfaces for Use Against COVID-19

- With care, wipe surface with a non-abrasive hard surface, all-purpose cleaner.
- Then, wipe the surface with a disinfectant.
- Leave the surface you are cleaning wet with the disinfectant for as many minutes as the product instructions require (from 1-10 minutes\*\*). Wiping the surface with a rag dampened with disinfectant will not be enough to stop the spread of the virus.
- The most important factors to disinfecting are to clean frequently and thoroughly, and to use the cleaning product correctly. A one-time “deep clean” is not effective.

### Going Deeper

- The length of time that COVID-19 can remain on a surface has not been determined. Early evidence has suggested that the virus can survive for several days at room temperature. Wiping down commonly touched surfaces frequently helps prevent the spread of COVID-19.

### Using Disinfectant Wipes

- Most disinfecting wipes claim they can kill up to 99.9% of germs. If used appropriately, they may be effective against COVID-19. Make sure to follow the instructions on the label. It's important to clean a visibly dirty surface to rid it of dirt and debris before disinfecting.
- **Do not reuse wipes to wipe down multiple surfaces.** This can transfer germs from the used wipe to other surfaces. To prevent this, use one wipe for each surface and then throw it out.

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- Do not dry the surface after using the disinfectant wipe. The surface that you are disinfecting will need to stay wet for the amount of time listed on the label. This step is important because the contact time is what is required to kill the germs.

## Standard Cleaning for Laminate Surfaces

- Wiping with a damp cloth will remove general soiling and water stains.
- If needed, use a non-abrasive hard surface, all-purpose cleaner such as Windex, Formula 409, Fantastik, etc. More difficult stains may be removed using a mild household detergent or a paste of baking soda and water (note: 10-20 strokes should remove most stains. Excessive force or scrubbing may damage the surface).
- Some oil borne stains may require the use of a dry-cleaning fluid of naphtha.
- To fill scratches in wood grain laminate tops, use an oak, walnut, or mahogany putty stick (available at paint supply and hardware stores).
- Light cleaning can be done using felt, a multi-purpose board eraser or any commercial whiteboard cleaner.\*
- Hard-to-clean stains can be treated with a 2-minute exposure to Clorox, then immediately clean with a water-soaked cloth. Do not use any other cleaning agent, other than what has been listed.\*

*\*For Grade B Writable Surface only*

## Protecting Laminate Surfaces

- Use desk pads and coasters to help protect the finish against dents, scratches, moisture and hot and cold liquids.
- Use felt or leather pads on the bottoms of office equipment and accessories.
- Lift objects when you move them, instead of pulling or pushing them across the surface, to avoid scratching the surface.
- Periodically move desk accessories and other objects kept on the work surface to ensure even aging.
- Avoid leaving vinyl binders on worksurface for long periods.
- Keep your furniture away from direct sunlight.
- Avoid extreme temperatures and humidity. Maintain temperatures between 60 and 80 degrees Fahrenheit and humidity levels between 30 and 50 percent.

## Cleaning Panel Fabric

- Most fabrics carry the cleaning code "W-S". "W-S" suggests the fabric may be cleaned with mild, water free solvents or water-based cleaning agents or foam. Customer should consult their chosen fabrics' cleaning code to determine what method should be used.
- *It is always advisable to test a small inconspicuous area to make sure that the cleaning agent does not adversely affect or damage the surface being cleaned.*

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## Cleaning AIS Seating

- Avoid using colored cleaning cloths in order to avoid possible dye transfer
- Avoid over exposure of any kind to direct light or heat
- Ensure your furniture is free from dust or dirt with regular dusting or vacuuming with a soft nozzle.
- Ensure any spills are cleaned immediately by first blotting the spill and then gently wiping with a damp cloth, if the spill results in a stain, use a specially formulated fabric cleaner to remove- ensure the area is dry when complete
- Never use any type of harsh cleaner, especially alcohol-based products. Do not use detergents, solvents, abrasives or any unidentified fabric cleaning products or furniture polish.
- AIS Vinyl allows for use of a diluted 20:1 bleach cleanable seating solution (see manufacturer's guide per material cleaning specifics)

## Seating Meshes

- Use brush or vacuum sweeper to clean mesh/fabric dust (avoid heavy bristle brushes that could cause damage)
- If some soiling does occur, use a mild detergent (10%) and water solution
- Avoid excessive heat while cleaning.

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- Use brush or vacuum sweeper to clean mesh/fabric dust
- Mix water and cleaning agent (20:1), spray over mesh/fabric, focusing on stained area
- Brush mesh/fabric surface gently and evenly
- Air-dry or blow dry

*AIS offers Seating product with Alta fabric treatment, when used, these resist against, water, dry dirt and oil, allowing time for cleaning spills (see our surface materials page for more fabric selections).*

## Cleaning and Care for LEXAN

Please see below for cleaning Lexan featured on select AIS products:

### Washing to minimize Scratching

Wash Lexan Sheet with a mild soap or detergent (e.g., Joy\*\* dishwashing liquid) and lukewarm water using a clean sponge or a soft cloth. Rinse well with clean water. Dry thoroughly with a chamois or moist cellulose sponge to prevent water spots. Do not scrub or use brushes on these products: their coating is UV-resistant, not mar-resistant.

Fresh paint splashes, grease, and smeared glazing compounds can be removed easily before drying by rubbing lightly with a grade of VM&P Naphtha or isopropyl. Afterward, a warm final

wash should be made, using a mild soap or detergent solution and ending with a thorough rinsing with clean water.

## Minimizing Hairline Scratches

Scratches and minor abrasions can be minimized by using a mild automobile polish. Four such products that tend to polish and fill scratches are Johnson Paste Wax, Novus Plastic Polish #1 and #2 (Novus Inc., Minneapolis, MN), Mirror Glaze plastic polish(m.G.M10 – Mirror bright Polish Co., Pasadena, CA), and Plexus\* (B.T.I. Chemical, Aguora, CA). It is suggested that a test be made on a sample of Lexan sheet with the product selected and that the polish manufacturer's instructions be followed.

## Some Important "Don'ts"

- DO NOT use abrasive or highly alkaline cleaners on Lexan sheet products.
- Never scrape Lexan sheet products with squeegees, razor blades or other sharp instruments.
- Benzene, gasoline, acetone, or carbon tetrachloride should never be used on Lexan sheet products.
- DO NOT clean Lexan sheet products in hot sun or at elevated temperatures.

## Compatible Cleaners for Lexan Sheet Products

The following cleaning agents have been found compatible with Lexan sheet. The manufacturer's recommendations and instructions should be followed.

- Joy\*\*
- Freon T.F.
- Palmolive liquid\*\*\*
- Top Job\*\*
- VM&P grade Naphtha

## Cleaning and Care for Acrylic and Plexiglass:

**Blow dust and dirt off the acrylic or plexiglass.** Using your own breath or a hair dryer, blow the dust and dirt off the plexiglass. If using a hair dryer, be sure it is set to its coolest setting. Hot air will damage the plexiglass. Position the hair dryer at a 45 degree angle several inches away from the plexiglass, running the air side-to-side down the surface.

- Take the time to thoroughly remove the dust by air before moving on and keep blowing if you see or feel any large particles on the plexiglass.
- Avoid using a microfiber cloth, because although microfiber is nonabrasive, scrubbing dirt or dust with the cloth before blowing larger particles off will still scratch the glass.

**Wet the acrylic or plexiglass with a solution made from water and dish soap.** Mix 1 teaspoon (5 millimeters) of soap into 1 US-quart (950 ml) (0.95 liters) of water. Angle the plexiglass at 45

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degrees and gently pour the solution over the plexiglass. Be sure to do this in a sink or someplace that will not be damaged by running water.<sup>[3]</sup>

- You can also pour the solution into a spray bottle, and gently spray the plexiglass. Keep the plexiglass at a 45-degree angle and allow the mixture to run down the plexiglass slowly.
- Gently running this mixture over the plexiglass will remove the smaller particles of dust and dirt, preparing the glass for wiping.

**Avoid using products with alcohol, ammonia, or aromatics.** Products like Windex, which contain alcohol, will significantly damage acrylic or plexiglass. Also avoid solvents such as acetone, dry-cleaning fluid, or any gritty cleanser or polish, as they will damage the surface of the plexiglass.<sup>[4]</sup>

- Although it is best to use a soap and water mixture, there are some products you can buy that are meant specifically for plexiglass, like Brillianize or Novus.

Reference:

<https://www.wikihow.com/Clean-Plexiglass>

## Cleaning Frosted Glass

- Use soap and water or regular glass cleaner and a clean, soft, lint-free wipe for spot cleaning. Mr. Clean Magic Eraser is also effective.
- In case of dirt, use a wet cloth to remove the dirt and then a dry one to dry the clean surface.
- In case of heavy dirt, use 50% paint thinner (white spirit) + 50% soap, and rinse with sponge.

## Cleaning PET Material

Vacuum PET regularly. Do not wash, as PET is porous and will absorb water. Professional dryclean or wipe clean with a pH neutral soap and a damp cloth. This PET material is bleach cleanable with a 1:4 part solution of bleach to water. Spray application required. Please test in an inconspicuous location before applying broadly.