

AIS

Care and Maintenance Procedures

How to care for your AIS Systems, Casegoods, Tables & Seating

Cleaning 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.
- **Sulli**
 - 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