

CARE AND MAINTENANCE

CHAIR GLIDES

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

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

METAL BASES

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

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

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.