



**CLEAR**  
DESIGN

**MAINTENANCE GUIDE**  
CLEANING & CARE



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# INTRODUCTION

## PROPER CLEANING STEPS

When cleaning any surface or material there is a proper way to protect yourself and your furniture. Follow the steps laid out to properly clean and disinfect your office to maintaining safe environment.

### STEP 1: PERSONAL HYGIENE / PROTECTION

Cleaner must wear disposable gloves / protective gear and be familiar with best practices of cleaning

### STEP 2: GENERAL SURFACE CLEANING

Regular removal of dirt and germs through sweeping, vacuuming, and wiping down surfaces

### STEP 3 : DISINFECTION

Use of approved compounds or solutions to effectively remove or kill the virus

## COMMON CLEANER FACTS

### Soap

Lathered and rinsed with fresh water

### Alcohol

At least 70% of compound

### Bleach

Highly effective in killing viruses, but harsh on surfaces

### Hydrogen Peroxide

Milder than bleach, but effective

### Quaternary Ammonium Compounds (QUATS)

Popular ingredient in many household disinfectants

### Heated steam

Applied mechanically to surfaces usually by a professional cleaning crew

**All of the above cleaners (except soap and steam) have potential negative side effects; it's important for users to carefully follow instructions for use**

**Effective applications of these compounds/solutions usually involves waiting an extended period of time before wiping away; correct usage is critical to properly clean and disinfect**

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all steel materials. There are instructions for everyday upkeep and care as well as how to sanitize steel materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Soap and water
- Bleach
- Ethanol
- QUATS
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

1. If the stain is dry and there is visible soil, use a plastic bristle brush to soften the dirt. Avoid excess pressure
2. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a line free cloth. Use a hand spray applicator
3. Using the treated cloth, blot the stain starting from the outer edge and moving inward
4. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
5. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
6. Use a clean cloth or sponge soaked in water to remove any residue
7. Allow treated surface to air dry

### RECOMMENDED POLISHING FOR MILD MARKS

Remove marks from metal surfaces with a matte or semi-matte finish by applying industrial or Johnson's pre-softened homemade wax paste with a piece of cotton. Follow the manufacturer's instructions.

### RECOMMENDED POLISHING FOR MAJOR MARKS

Remove the marks and scratches from the shiny-finished metal surfaces by applying any paste, wax or polishing fluid (Polish) with homemade industrial cotton. Finally, apply soft car wax following the manufacturer's instructions.

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all steel surfaces. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution)
2. Use a hand spray applicator to mist the surface of product, apply generously
3. Allow treated surface to air dry

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all laminate materials. There are instructions for everyday upkeep and care as well as how to sanitize laminate materials to prevent spread of viral contamination.

### RECOMMENDED HOUSEHOLD CLEANERS

- Windex®
- Glass Plus®
- Fantastik®
- Mr. Clean®
- Formula 409®
- Isopropyl Alcohol (Isopropanol)

### STAIN REMOVAL

1. To clean the laminate surface, use a clean, damp, non-abrasive cloth or sponge and a mild liquid detergent or household cleaner
2. Rinse with clean water using the non-abrasive cloth or sponge
3. Dry the surface by wiping with a clean, non-abrasive cloth

### MILD STAINS

Some stains may be removed with a household cleaner and a clean, non-abrasive cloth.

If the stain persists, apply a paste of baking soda and water on the area. Using a clean, non-abrasive cloth or sponge, lightly scrub the area with 10 to 20 strokes. The baking soda paste will be slightly abrasive, so avoid excessive scrubbing or exerting too much force. Rinse the area with clean water and dry with a clean, non-abrasive cloth.

### STUBBORN STAINS

For stubborn stains that resist the methods above, apply the following:

- Undiluted household bleach or nail polish remover to the area and let stand no longer than two minutes. Rinse the area with clean water and dry with a clean, non-abrasive cloth.
- Mild soap or detergent and a soft-bristle brush. Repeat as necessary. If the stain persists, use baking soda. Be careful not to press too much or too hard. It can damage the decorative surface, especially if the finish is glossy. Apply baking soda to the area, be careful not to press too much or too hard. It can damage the decorative surface, especially if the finish is glossy

### PAINT AND VARNISH

Most oil-based paints, varnishes, and lacquers may be removed with a suitable solvent. Read and follow all warnings and instructions on the labels of all solvent products. Apply the solvent sparingly and wipe the surface with a clean, non-abrasive cloth.

Water-based paints may be removed by applying an ammoniated household cleaner (check the product ingredient list for ammonia). Rinse the area with clean water and dry with a clean, non-abrasive cloth.

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all laminate surfaces. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution)
2. Use a hand spray applicator to mist the surface of product, apply generously
3. Allow treated surface to air dry

## WHAT TO AVOID

These items may cause permanent damage to the laminate surface:

- Chemicals
- Abrasives
- Hot Objects

These products contain chemicals that will damage the laminate surface. If any spills occur, wipe up the substance immediately and rinse several times with clean water.

- Acidic Cleaners
- Drain Cleaners
- Oven Cleaners
- Toilet Bowl Cleaners
- Rust Removers

**DO NOT** apply products with these ingredients to the laminate surface:

- Hydrochloric acid
- Muriatic acid
- Hydrogen chloride
- Sulfuric acid
- Oleic acid
- Vitroil oleum oil
- Hydrofluoric acid
- Rust remover
- Phosphoric acid
- Sodium hydroxide
- Caustic soda

**DO NOT** use abrasive cleaners, scouring powders, steel wool, abrasive pads, or abrasive cloths to clean the surface - they can scratch it, making it dull and susceptible to staining.

**DO NOT** place hot cookware, heat-generating appliances, or other heated objects directly on the laminate surface. Prolonged exposure to extreme heat can cause cracking or blistering of the laminate surface.

**WARNING: Prolonged contact with bleach will cause discoloration of the laminate surface.**

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all PET materials. There are instructions for everyday upkeep and care as well as how to sanitize PET materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Upholstery Soap and water
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with water-based foam or water-based cleaners only. DO NOT use solvents. DO NOT saturate or over wet. Rinse treated area thoroughly with a clean, damp sponge to remove any cleaning solution residue. Vacuuming or light brushing is recommended to prevent dust and soil buildup.

- Cushion covers should not be removed and laundered
- Vacuum the fabric frequently with a soft upholstery fitting
- Promptly treat spots and stains and never over saturate the fabric
- Always test any cleaning method or cleaning agent on an inconspicuous area first
- If the spot is wet, absorb as much liquid as possible with a clean, white paper towel or cloth
- If the spot has dried, use a soft-bristled brush and vacuum with a soft upholstery fitting to remove all loose particles
- When cleaning, do not rub hard or scrub excessively to avoid pilling
- As a final step, always wash the spot with pure water and allow fabric to dry thoroughly
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## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all fabric materials. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

1. Mix equal amount of water and upholstery soap
2. Use a hand spray applicator to mist the surface of product, apply generously
3. Allow treated surface to air dry

## STAIN GUIDE

### Ballpoint Pen and Cosmetics

Clean with methylated spirits.

### Blood

Wash off with cold water. If this does not help, add a pH-neutral detergent.

### Candle Wax

Iron over a paper towel with low heat. Clean with turpentine. Dab with lukewarm water and a pH-neutral detergent. Alternative: see chewing gum.



### **Chewing Gum**

Cool with ice blocks in a plastic bag or frozen item. Scrape away. Any remaining gum can be carefully removed with benzene.

### **Chocolate, Grease, and Sweets**

Wash with lukewarm water and a pH-neutral detergent.

### **Coffee, Tea, and Milk**

Remove as much as possible by blotting with a paper towel. Wash with water and a pH-neutral detergent.

### **Grass and Vegetables**

Wash with lukewarm water. If this does not help, add a pH-neutral detergent.

### **Ink**

Remove as much as possible by blotting with a paper towel. Clean with 20% methylated spirits, then wash with water and a pH-neutral detergent.

### **Jam, Syrup, Fruit, and Juice**

Remove as much as possible with a spoon, then wash with lukewarm water and a pH-neutral detergent.

### **Nail Polish**

Apply acetone to the spot with an eyedropper and immediately blot.

### **Oil**

Sprinkle talcum on the spot and allow it to work. Brush it away and carefully dab with a cloth dampened with benzene or methylated spirits.

### **Paint**

Oil-based: clean with turpentine, and dab with water and a pH-neutral detergent.

Water-based: wash with cold water and a pH-neutral detergent.

### **Shoe Polish**

Carefully dab with a cloth dampened with benzene or methylated spirits.

### **Urine**

Apply a mix of one-part colorless vinegar with two parts water. Remove the diluted vinegar with alternate dry and wet cloths

### **Wine and Spirits**

Remove as much as possible by blotting with a paper towel. Wash with water and a pH-neutral detergent. Clean with thinned methylated spirits.

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## **WHAT TO AVOID**

**DO NOT** use vacuum cleaner rotary accessories or brushes as they can permanently damage the texture of the textile or change its characteristics.

**DO NOT** apply water or excess liquid solutions on the textile, as it may cause permanent damage.

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all PET materials. There are instructions for everyday upkeep and care as well as how to sanitize PET materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- 50/50 solution of warm water and bleach (5.25% sodium hypochlorite solution)
- 3% Hydrogen peroxide
- Distilled water (for stain removal only)
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. DO NOT saturate or over wet. Rinse treated area thoroughly with a clean, damp sponge to remove any cleaning solution residue. Vacuuming or light brushing is recommended to prevent dust and soil buildup.

1. Blot fresh spills as soon as possible to avoid the liquid absorbing into the product
2. If the stain is dry and there is visible soil, use a plastic bristle brush to soften the dirt. Avoid excess pressure
3. Vacuum the surface thoroughly using a dusting brush attachment
4. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a lint free cloth. Use a hand spray applicator, do not over soak
5. Using the treated cloth, blot the stain starting from the outer edge and moving inward
6. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
7. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
8. Use a clean cloth or sponge soaked in water to remove any residue
9. Allow treated surface to air dry

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize surface of PET material desk and room dividers. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution)
2. Use a hand spray applicator to mist the surface of product, apply generously but do not soak
3. Allow treated surface to air dry

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all vinyl materials. There are instructions for everyday upkeep and care as well as how to sanitize vinyl materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Household soap/water
- Bleach
- Ethanol
- QUATS
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

1. If the stain is dry and there is visible soil, use a plastic bristle brush to soften the dirt. Avoid excess pressure
2. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a line free cloth. Use a hand spray applicator
3. Using the treated cloth, blot the stain starting from the outer edge and moving inward
4. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
5. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
6. Use a clean cloth or sponge soaked in water to remove any residue
7. Allow treated surface to air dry

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all vinyl fabrics. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution).
2. Use a hand spray applicator to mist the surface of product, apply generously.
3. Allow treated surface to air dry.

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all glass materials. There are instructions for everyday upkeep and care as well as how to sanitize glass materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Household soap/water
- Bleach
- Ethanol
- QUATS
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

1. If the stain is dry and there is visible soil, use a plastic bristle brush to soften the dirt. Avoid excess pressure
2. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a line free cloth. Use a hand spray applicator
3. Using the treated cloth, blot the stain starting from the outer edge and moving inward
4. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
5. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
6. Use a clean cloth or sponge soaked in water to remove any residue
7. Allow treated surface to air dry

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all glass surfaces. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution).
2. Use a hand spray applicator to mist the surface of product, apply generously.
3. Allow treated surface to air dry.

# PLASTIC & ACRYLIC

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all plastic materials. There are instructions for everyday upkeep and care as well as how to sanitize plastic and acrylic materials to prevent spread of viral contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Household soap/water
- Bleach
- Ethanol
- QUATS
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

1. If the stain is dry and there is visible soil, use a textured cloth to soften the dirt. Avoid excess pressure
2. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a line free cloth. Use a hand spray applicator
3. Using the treated cloth, blot the stain starting from the outer edge and moving inward
4. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
5. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
6. Use a clean cloth or sponge soaked in water to remove any residue
7. Allow treated surface to air dry

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize surface of plastic and acrylic. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves

1. Mix equal amount of water and bleach (5.25% sodium hypochlorite solution)
2. Use a hand spray applicator to mist the surface of product, apply generously but do not soak
3. Allow treated surface to air dry

## CLEANING & MAINTENANCE

Regular cleaning and upkeep is recommended at least once a month to maintain your office space. Please follow the instruction below to insure that proper care is taken when maintaining all wood materials. There are instructions for everyday upkeep and care as well as how to sanitize vinyl materials to prevent spread of wood contamination.

### RECOMMENDED CLEANING SOLUTIONS

- Household soap/water
- Vinegar
- Wood furniture polish
- QUATS
- Steam

### RECOMMENDED CLEANING INSTRUCTIONS

Clean with recommended cleaners only. DO NOT use solvents. For regular cleaning, use a damp cloth or sponge mixed with soap or a mild detergent, immediately dry with a clean cloth.

1. Fill a spray bottle with 2 parts water, 1 part white vinegar and about five drops dish soap if the wood is soiled. The vinegar disinfects and the dish soap works as an added cleaning element.
2. Apply appropriate cleaning solution (see recommended cleaning solutions above) to a lint free cloth. Using the treated cloth, blot the stain starting from the outer edge and moving inward
3. If required, renew the cleaning cloth. Repeat process until there is no further transfer of the dirt to the cloth
4. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
5. Use a clean cloth or sponge soaked in water to remove any residue
6. Allow treated surface to air dry

**Note: If the stain is old or persists after cleaning, contact a professional cleaning service.**

## DISINFECTING

### MICROBIAL/VIRAL CONTAMINATION CLEANING RECOMMENDATIONS

Use the following steps to sanitize all wood and veneer surfaces. Proper protective equipment must be worn when performing a full anti-viral cleaning, i.e., bleach odor respirator, eyewear, and gloves.

7. Fill a spray bottle with 2 parts water and 1 part white vinegar
1. Mist the surface of product, apply generously, do not soak
8. Once the stain is removed, soak up the remaining cleaning solution with a dry cloth
2. Allow treated surface to air dry



