

Humanscale®

PRODUCT CARE GUIDE

HUMANSCALE PRODUCT CLEANING GUIDELINES

As it relates to COVID-19, please reference the CDC cleaning guidelines [here](#).

For a list of disinfectants to use against SARS – CoV-2, please visit [United States Environmental Protections Agency website](#).

Like all disinfectant products, please read and follow the instructions on the manufacturer's label regarding use, application, and safety guidelines before cleaning.

When sanitizing a product, please remember the following:

- Never mix ammonia or any cleaning product with bleach
- Use proper protective gear such as eye protection, and non-porous or rubber boots and gloves
- When using disinfectants indoors, open windows and doors to create a well-ventilated area. Do your best not to breathe in fumes
- A small area on the surface should be tested before cleaning the rest of the product

Please note! Improper cleaning, care, or maintenance of any Humanscale product surface or material may result in the voiding of that product's warranty.

INSTRUCTIONS FOR CLEANING VARIOUS PRODUCTS

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CLEANING INSTRUCTIONS FOR SEATING PRODUCTS

HOW TO CLEAN CHAIR ARM PADS & BASES:

- Please use mild soap (i.e. Ivory Liquid Soap) and water
- Gently wipe with a soft cloth to remove dirt and stains
- Dry gently with a dry soft cloth

HOW TO CLEAN MESH, TEXTILES, LEATHERS AND WOOD:

Humanscale textiles and leathers for all chairs:

Type	Code	Name	Grade	Chairs It Can Be Used On
Mesh	A	Dash	--	Liberty Task & Side, Smart, World, Occasional
	M	Monofilament Stripe	--	Liberty Task & Side, Smart, World, Occasional
	N	Pinstripe	--	Liberty Task & Side, Smart, World, Occasional
	C	Silver Check	--	Liberty Task & Side, Smart, World, Occasional
	J	Catena	--	Liberty Task & Side, Smart, World, Occasional
Textile	K	Lotus	Grade 1	All Chairs except Trea and Summa
	CF	Corde 4	Grade 1	All Chairs except Summa
	FT	Fourtis	Grade 1	All Chairs except Summa
	O	Oxygen*	Grade 1	All Chairs except Summa
	PS	Sprint*	Grade 1	All Chairs except Summa
	RM	Remix 2*	Grade 2	All Chairs except Summa
	F	Ginkgo	Grade 2	All Chairs except Summa
	D	Sensuede	Grade 3	All Chairs except Summa
Leather	TL	Ticino	Grade 1	Freedom, Liberty Task, Smart, Occasional, Trea, Summa
	ML	Maribo	Grade 1	Summa
	CL	Corvara	Grade 3	Freedom, Liberty Task, Smart, Occasional, Trea

*Not available in North America

MESH CARE

MESH (DASH, MONOFILAMENT STRIPE, PINSTRIPE, SILVER CHECK AND CATENA) CLEANING INSTRUCTIONS:

To effectively clean your mesh textile, you must immediately remove the stain or dirt spot. Based on our tests, we found that quickly removing the stain results in a completely clean textile. However, allowing the stain or dirt to set over time leads to more difficulty when cleaning. While most of the yarns used in our mesh textiles are naturally resistant to moisture, substances can penetrate the surface and become trapped within the weave structure, making them more difficult to remove.

Fortunately, our mesh fabrics respond very well to almost all types of cleaning agents: soap and water, Formula 409®, Carbona® Pet Stain Remover and/or a solution made of 50% alcohol and a solution made of 1/10 bleach and 9/10 water. These cleaning solutions do not damage the mesh, leave any spots or residue.

General Stains

To remove dirt and stains that result from everyday wear and tear, use a solution of mild soap, such as Ivory® liquid soap and water. Other options include Carbona Pet Stain Remover or Formula 409. Apply the solution over the soiled area and let it sit for approximately two minutes. Rub gently with a sponge or brush to remove the stain. Blot excess cleaner with a dry cloth and repeat at least once more to ensure total stain removal.

Stubborn Stains

For tougher stains, such as mustard or ketchup, use mild soap and water or Carbona Pet Stain Remover and apply the same system as stated above. Stains from certain substances, such as salad dressing, are a bit more difficult to remove because the oils within the substance penetrate the yarns of the mesh. Remove these stains quickly with soap and water or Formula 409 and rub gently with a sponge or brush to remove the stain. Blot excess cleaner with a dry cloth and repeat as needed.

FABRIC CARE

LOTUS CLEANING INSTRUCTIONS:

Due to its polyurethane and lightly textured surface, Lotus simply wipes clean.

Below is a list of recommended over the counter cleaning agents.

- Mild soap, such as Ivory liquid and water
- Mild solvent such as Carbona Pet Stain Remover
- Formula 409
- Solution made up of 50% alcohol and 50% water
- Bleach solution made up of 10% bleach and 90% water

LOTUS CLEANING INSTRUCTIONS (cont'd):**Lotus White Cleaning Instructions for Issues with Dye of Jeans Rubbing Off onto Textile:**

Spray Fantastik® or other non-bleach based cleaner directly on to the cushion and using the nylon side of a scrub sponge, scrub it gently off. Use the soft side of the sponge to remove the liquid. Let it dry. Please beware that we do not guarantee that this method will fully remove all stains caused by the dye coming from the jeans.

CORDE 4, FORTIS AND GINKGO CLEANING INSTRUCTIONS:**Cleaning Agents**

Always use water-soluble solvents such as dishwashing detergent.

For liquid-based stains that penetrate the textile, removing the stain as quickly as possible will minimize the likelihood of permanent staining.

For more substance-based stains that sit on top of the fabric, immediately scrape off the excess substance with a knife or coin.

Vacuuming the cushions/textiles on a weekly basis will extend the life of the material as well as identify any stains that need to be removed

For removal of small, moist stains, such as coffee, soda, juice, some salad dressings, etc.

1. Combine one-part detergent with three parts water to make a cleaning solution (one tbsp. of detergent with three tbsp. of water)
2. Moisten soft sponge with solution
3. Wet area with sponge and wipe it gently and thoroughly to remove stain

For removal of larger and substance-based stains, such as ketchup, mustard, salad dressing, etc.

1. Remove excess substance with a knife edge or a coin
2. Let stain dry
3. Remove built-up stain with soft brush (a toothbrush works well)
4. Using cleaning solution given above, wet area with sponge and wipe it gently and thoroughly to remove stain

OXYGEN, SPRINT, REMIX 2 CLEANING INSTRUCTIONS:**Oxygen**

Wipe or scrub clean with a water-based cleaning agent or solvent: Depending on the stain, you can use a dry-cleaning solvent, the foam of a mild detergent, or upholstery shampoo.

Sprint

Wipe or scrub washable up to 140°F. Clean with a water-based cleaning agent or solvent: Depending on the stain, you can use a dry-cleaning solvent, the foam of a mild detergent, or upholstery shampoo.

Remix 2

- Do Not Wash
- Do Not Bleach
- Do Not Tumble Dry
- Iron at Medium Heat
- Dry Clean only

SENSUEDE CLEANING INSTRUCTIONS:

Due to its unique construction, Sensuede is worry-free, as most liquid spills will bead upon contact. Stains that may occur can be removed with either a damp cloth or a sponge soaked in warm, soapy water. Solvents are not necessary. To restore the aesthetic of Sensuede, use a soft-bristle brush or lint brush, and periodically vacuum the textile to remove dust.

Removing Spills and Stains

General stains: Before a stain dries, use a cloth soaked in a mild soap or laundry detergent, and gently rub the stain until it is no longer apparent. Rub again with a cloth soaked in plain water. When dry, brush gently to restore nap.

Sticky stains (candy, chocolate, etc.): Allow the textile to dry, then brush or vacuum to remove excess stain. With a cloth soaked in a mild soap or laundry detergent, pat and remove any stain. Excess soap or detergent can be removed with a damp cloth. Use a dry cloth to absorb excess water. When dry, brush gently to restore nap.

Liquid stains (coffee, wine, soda, juice, etc.): First blot the area to remove excess liquid. Pat and remove stain with a cloth soaked in mild soap or laundry detergent. After that, wipe off detergent with a damp cloth. Use a dry cloth to absorb excess water. When dry, brush gently to restore nap.

Oil-based stains (salad dressing, butter, ordinary lipstick, ball point pen, oils, etc.): Use the same method as liquid-based stains. If the stain persists, gently rub the affected area with a cloth dampened with ethyl (rubbing) alcohol or a dry-cleaning agent. Test a small area before cleaning completely. When dry, brush gently to restore nap.

LEATHER CARE

LEATHERS CLEANING INSTRUCTIONS:

- Protect leather from direct sunlight, extreme heat and sharp objects
- Always remove contaminants as quickly as possible in order to avoid residue on the leather product
- Regularly wipe the leather with a damp cloth
- Wipe leather in a circular fashion with a cloth moistened with a very mild soap solution such as Ivory liquid soap
- Dry and polish the leather with a dry cloth
- Avoid soaking the leather
- Avoid chemical cleaning agents with solvating agents such as alcohol or benzene
- Generally, test all cleaning agents in an inconspicuous location
- Never rub a specific location with great pressure (otherwise the surface may be damaged)

WOOD CARE

WOOD-BACK COLLECTION CARE:

Regular Cleaning

Dust as needed with a dry or slightly damp cloth. If damp cloth is used for cleaning, wipe right away with a dry cloth in the direction of the grain.

Periodic Cleaning

Wipe product with a soft cloth and a quality furniture polish, we recommend Guardsman® Clean and Polish or similar product. Avoid product containing wax or silicone

Minor Repair of Light Surface Scratches

Rub surface with the grain using No. 000 steel wool.

Apply a scratch covering polish that closely matches the hue of the wood. (Recommended scratch cover: Old English® Scratch Cover for light or dark wood)

Wipe and dry in the direction of the grain.

CLEANING INSTRUCTIONS FOR SIT/STAND PRODUCTS

HOW TO CLEAN:

- All exterior surfaces will withstand cleaning by most commonly used, diluted, non-abrasive solutions such as quaternary ammonium compounds, ammonia, enzyme cleaners, bleach or alcohol solutions
- Pen and permanent and dry erase markers can be removed with 91% isopropyl alcohol and a soft cloth
- Never clean your Sit/Stand product with steel wool or other abrasive materials that will damage the surface finish
- It is important to thoroughly dry all surfaces after cleaning
- It is recommended to test any cleaning solution on a small, inconspicuous area to ensure the surface is not harmed

Product	Cleaning Solution
Sit/Stand	Bleach Free disinfecting wipes
Laminate Surfaces	Bleach Free disinfecting wipes

CLEANING INSTRUCTIONS FOR MONITOR ARM PRODUCTS

Product	Cleaning Solution
Monitor Arms	Bleach Free disinfecting wipes
Technology (M/Connect and M/Power)	Disconnect power and use Bleach Free disinfecting wipes

CLEANING INSTRUCTIONS FOR LIGHTING PRODUCTS

Product	Cleaning Solution
Lighting	Disconnect power and use Bleach Free disinfecting wipes

CLEANING INSTRUCTIONS FOR ERGO TOOLS

Product	Cleaning Solution
Keyboard Trays	Bleach free disinfecting wipes
Foot Rockers	Bleach free disinfecting wipes
Laptop Holders	Bleach free disinfecting wipes
Tech Tray	Bleach free disinfecting wipes
Switch Mouse	Disconnect from computer and use bleach free disinfecting wipes
CPU Holders	Bleach free disinfecting wipes

CLEANING INSTRUCTIONS FOR CABLE MANAGEMENT PRODUCTS

Product	Cleaning Solution
NeatLinks	Bleach free disinfecting wipes

NEATTECH MESH CARE

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CLEANING INSTRUCTIONS FOR WELLGUARD™ SEPARATION PANELS

Product	Cleaning Solution
WellGuard™ Separation Panel - PETG	Hydrogen peroxide (3% Solution), isopropyl alcohol, Clorox Healthcare Bleach Germicidal Wipes, ethyl alcohol 96%, soap solution
WellGuard™ Separation Panel - Felted PET	Mild detergent and warm water or 10% bleach/90% water (follow up with a damp cloth containing only water)

CLEANING GUIDELINES MUST BE FOLLOWED TO AVOID DAMAGE TO THE PANELS.

PETG

CLEANING SOLUTION:

Use a soft microfiber cloth to clean the panels. It can take the following cleaners:

- Hydrogen Peroxide (3% Solution)
- Isopropyl Alcohol
- Clorox Healthcare Bleach Germicidal Wipes
- Ethyl Alcohol 96%
- Soap Solution

DO NOT USE:

- Ammonia Based Cleaners
- Acetone

FELTED PET

CLEANING SOLUTION:

Use a damp cloth with mild detergent and warm water. Follow up with a damp cloth with only water. Pat dry with a lint-free cloth.

For more serious stains, use a cloth with 10% bleach/ 90% water. Dab the soiled area. Follow up with a damp cloth containing only water. Pat dry with a lint-free cloth. Always test in an inconspicuous location first.