

A close-up photograph of a person's hand, wearing a pink long-sleeved shirt, holding a blue microfiber cleaning cloth against a light-colored wooden surface. The background is a blurred wooden wall.

OfficeSource® PRODUCT CARE GUIDE

Thank you for Purchasing OfficeSource® Furniture!

As with any furniture purchase, it is important for you to know the best ways to clean and maintain your products. To keep your new furniture looking its best, OfficeSource® has developed a detailed care guide. Proper cleaning and maintenance can help your products continue to perform like new and last longer. Your complete satisfaction is important to us. If you have any questions regarding your new purchase, please email info@officesourcefurniture.com. We will respond to your queries as quickly as possible.

OfficeSource® Product Care Guide

The OfficeSource® Product Care Guide is broken down by categories of our products. These cleaning guidelines are based on everyday general cleaning and maintenance of our products.

VENEER

Standard Cleaning

Your standard veneer cleaning can be done by adding a little warm water to microfiber cloth that is clean and lint-free. Just make the cloth slightly damp so you can wipe off the veneer.

You should use the cloth to wipe the surface in the grain's direction, so you can eliminate any surface dust.

Using another clean, lint-free microfiber cloth that is dry, once again wipe in the grain's direction to wipe the surface dry. This should be done right away to dry off the surface and protect it from damage.

Polishing Veneer

You may notice that your veneer finish needs to be polished a few times each year. You should use a furniture polish that is wax-free, so it will restore, clean, and protect the veneer surface. You should not polish veneer frequently, but instead, only a few times each year.

Similar to regular cleaning, you should use a clean microfiber cloth that is lint-free. Wipe in the same direction as the grain on the surface.

Spot Cleaning Because of Spills

If you have a spill, you should immediately wipe off any liquids using a dry, lint-free microfiber cloth.

LAMINATE

Standard Cleaning

For your regular cleaning of laminate surfaces, you should use a clean, lint-free microfiber cloth that has been dampened by a vinegar and water mixture.

The surface should be wiped gently to remove any dust.

Make sure you leave the surface completely dry, as any liquid can result in warping near the seams or stains. You should never use furniture polish that contains oils or waxes on laminate surfaces. Do not use cleaners that are bleach-based, as they can cause discoloration of the laminate.

Spot Cleaning

If there has been a spill, you should immediately clean the laminate surface with a microfiber, lint-free cloth that is dampened with soap and water or Windex. If the laminate has a grain, you should wipe in the direction of that grain. Otherwise, rub the surface gently in a circular motion.

Follow with the standard cleaning instructions, as they are listed above. If the mark remains on the surface, you should use a white ink eraser on the stain. Then once again clean the surface using the standard cleaning instructions.

STEEL/METAL

Standard Cleaning

To clean steel or metal, wash with a soft bristle brush or sponge with a solution of water mixed with mild soap. Do not use any abrasive cleaners because they can take off the finish. After washing the surface, you should rinse it with water and then let it dry or use a lint-free microfiber cloth to dry the surface.

Polishing the Surface

To rejuvenate the glossy finish, you can use a good quality automotive paste wax with a microfiber cloth. If your metal furniture has a textured surface, you should not use the wax paste.

Spot Cleaning

If your metal or steel furniture has scratches or scuff marks, you can use lemon oil on a cloth then dry the surface afterwards to leave a shiny, attractive finish.

PANELS

Standard Cleaning

You should regularly clean any panels by using a vacuum to remove any dust, grime, or soot that has accumulated on the panels.

Spot Cleaning

If you have panels with grease or oil stains, use a fabric stain remover to clean the area. The cleaner can be water-based or solvent-based, but do a spot test cleaning to ensure the fabric and color are not damaged by the particular detergent you plan to use.

Annual Cleaning

About once a year, you should thoroughly clean the panels using a liquid detergent such as a fabric stain remover with a brush or a sponge. Let the panels dry afterward.

FABRIC

Standard Cleaning

General fabric cleaning involves using a sponge for the removal of dirt and residue that has accumulated. Use a clean sponge to gently scrub the surface.

Daily Surface Cleaning

You can regularly clean the surface with a vacuum or light brushing. Before cleaning fabric, you should check for the industry standard cleanability code before you select a cleaning product. The cleaning product should be tested in an inconspicuous area to make sure there is no bleeding of color or shrinking of the fabric.

Cleaning Codes

The upholstery industry uses standard cleaning codes which consist of a letter that it is usually found underneath the cushion. To summarize those codes:

- W = Clean with water
- S = Clean with solvents
- S/W = Combination of water and cleaning solvents can be used for cleaning

CODE S

Use should spot clean with a cleaning solvent that doesn't contain water. Pretest in a small area before proceeding to make sure there is no staining. Do not saturate the area. Do not use water. You may brush the surface with a stiff-bristle, non-metallic brush but do not remove any cushion covers and send for dry cleaning. You can vacuum or use light brushing to remove built up residue. Use a professional cleaning service when necessary.

CODE W

Use a water-based shampoo or upholstery foam cleaner to clean the surface. Pretest the cleaner before using it over the entire surface. Do not get the surface too wet and never use solvents on the surface. Brushing with a stiff-bristle brush that is not metallic can help restore the new appearance. Do not launder cushions. A professional cleaning service may be used when necessary.

CODE WS

Spot clean with a mild cleaning solvent, a mild detergent, or upholstery shampoo. You should pretest on a small area. Do not over-saturate the cloth. Brush the pile fabrics with a stiff-bristle, non-metallic brush to restore the original appearance. Do not launder or dry clean cushions. If there has been a spill, start blotting immediately from the outside to the middle of the area to prevent circling. A professional cleaning service can be used when needed.

CODE X

Either vacuum or use a clean, stiff-bristle, non-metallic brush for light brushing. Do not use any cleaner that is solvent-based or water-based.

LEATHER

Standard Cleaning

For regular cleaning, the leather should be wiped off with a lint-free microfiber cloth that is clean and dry. You should never use furniture polish, window cleaners, cleaning solvents, oils, or saddle soap to clean leather. Do not use abrasives or hard bristle brushes to scrub the surface as they can scratch or cut the leather.

Spot Cleaning

If liquid has been spilled onto the leather, you should immediately apply a clean sponge or cloth to the wet area to soak up the spill. The cloth or sponge should be dry. Afterwards, you can gently dab a soap and water mixture, free from detergents, onto the soiled area with a microfiber cloth. You should never rub or scrub leather. The leather should be allowed to dry naturally. If grease or oil has come into contact with the leather, you should use a clean cloth to dab away as much of the spill as possible then wait a day or two, allowing the stain to set or cure. Usually the leather will absorb the oils and the spot will disappear.

MESH

Standard Cleaning

Vacuum off crumbs, dust, and dirt particles. Then wipe the mesh off with soap and water using a clean cloth.

Spot Cleaning

If stains still exist after using soap and water, you can dab the areas with a spot cleaner. Do not scrub or rub the area because it can fray the mesh.

VINYL

Standard Cleaning

Using a clean, lint-free microfiber cloth, apply soap and water to the surface while gently wiping to ensure the removal of any surface dust. Use a clean, dry lint-free cloth to dry off the area afterwards.

Spot Cleaning

If there is heavy soiling on the vinyl, use a non-abrasive all-purpose cleaner to gently rub the area using a clean, soft, lint-free white cloth. Use a cloth damp with water to rinse the surface and then wipe dry with a clean, lint-free cloth.

Ink marks may be more difficult to remove. To clean ink off of vinyl, mix equal parts of rubbing alcohol and water and apply to a clean, lint-free cloth. Gently rub on the mark. This may have to be repeated a few times to remove the ink completely. Then use the standard cleaning procedures as a follow up.

PLASTIC SURFACES

Standard Cleaning

To clean plastic surfaces, you should apply warm water and a mild soap to a clean microfiber cloth. Use a cloth that is lint-free. In lieu of soap, an ammonia-based foaming glass cleaning solution may be used. Remove dust by gently wiping the surface. Wipe the surface dry with a clean, dry, lint-free cloth.

Spot Cleaning

If the plastic surface has marks, use a clean lint-free cloth dampened with a solution of mild soap and water. Rub the mark in several different directions until the spot disappears. Next clean it using the standard cleaning procedures. If the mark is still visible, mix baking soda and water at a ratio of 3:1. Spread the baking soda paste over the stain or mark, then let it set for 5 minutes. Don't scrub the baking soda onto the surface as it can scratch the surface. Using a clean paper towel, wipe off the baking soda paste. Clean the surface with the standard cleaning instructions listed above. You may have to repeat the process.

Tips

Don't use alcohol-based cleaners on plastic surfaces.

FROSTED GLASS

Standard Cleaning

Use a clean, soft, lint-free cloth to wipe all dirt off the surfaces. Use a clean cloth with warm water to clean the surface. Warm water will enable the return of the frosted appearance much more quickly. Use a clean, dry cloth to wipe the surface again to remove any remaining water. If you need to clean the inside of the glass, don't spray the water directly onto the glass. Just dampen a cloth and wipe the inside of the glass clean. It may take 24 hours or longer for the etched frosting to properly dry and to not have a cloudy appearance.

Tips

Don't use any chemicals or harsh soaps when cleaning frosted glass. While it won't damage the glass it can get into the pores and cause streaking.

WOOD BASE & FRAME

Standard Cleaning

You should use a lint-free cloth to dust off and shine wood at least once a week. You can use a slightly damp cloth to clean as needed, but always use a clean cloth to wipe the surface dry.

Spot Cleaning

Use an all-purpose cleaning spray or a mixture of water and mild detergent to wipe off the area. Then use a clean cloth to wipe the area dry. This may have to be repeated to get the desired results.

Tips

Do not use products that contain alcohol, petroleum, or ammonia. Try to avoid furniture polish as long-term use can cause it to accumulate and leave a filmy residue.

METAL BASE & FRAME

Standard Cleaning

Use a non-abrasive cleaner, such as those used to clean windows on a clean paper towel or a lint-free microfiber cloth. Wipe the area clean using a dry paper towel or lint-free cloth.

Spot Cleaning

Follow the procedure for standard cleaning, but rub the areas where there are spots, grime, or stains that need to be removed. Wipe the area off with a clean cloth afterward.

CASTERS

Standard Cleaning

Castors should be regularly cleaned to ensure they do their job correctly. They collect dust, lint, and dirt from the floor, which in turn keeps them from working properly. Use a mixture of mild soap and water on a clean, soft cloth to wipe the castors clean. Then use a clean, dry cloth to remove all residue and to dry the surface.

CHROME BASE & FRAME

Standard Cleaning

Regular cleaning will keep chrome looking new. Use a clean cloth with warm, soapy water to wipe off the chrome. This will prevent dust build-up and residue from spills.

Spot Cleaning

If you have rust or dark spots on the chrome, ball up aluminum foil and dip it water then rub it against the spot to remove the rust or dark areas. Use the foil with the shiny side up. You can also apply alcohol or vinegar on the surface to brighten the chrome.

Polishing

Using a clean microfiber cloth, you can apply furniture polish or baby oil onto the surface. Rub it on the surface until you get the desired shine.

KEYBOARDS

Standard Cleaning

After shutting down your computer, unplug the keyboard. Hold the keyboard upside down shaking it gently to remove any dust particles or crumbs. Use a can of compressed air to spray between the keys to remove any harder to reach particles. The sides of the keys can be cleaned with a cotton swab that has been damped with rubbing alcohol.

GLASS CHAIRMATS

Standard Cleaning

The top surface can be cleaned with a paper towel or cloth and glass cleaner. If sticky substances have gotten on the glass, use a single edge razor blade to remove these substances before spraying glass cleaner on the surface. You can also use a one-piece sponge mop on the top surface to avoid bending over.

CHAIRMATS

Standard Cleaning

Wipe off the surface using a damp cloth that has been soaked in water and mild soap. You can use a dry cloth to wipe off the water residue.