

# Cleaning Instructions



## Exterior Wood

If exterior is wood, dust regularly with a slightly damp soft lint-free cloth. Wipe dry with a dry soft cloth in the direction of the wood grain. Once per month, it is recommended to clean the surface with a quality, water-based cleaner formulated for wood furniture. Wipe the surface to remove dirt and fingerprints and then wipe dry with a clean dry cloth. For minor scuff repair, a repair kit is available for purchase through ONETWOSIX Design Inc. For deeper scratches, it is recommended to contact a professional furniture re-finisher.

## Interior / Exterior Laminate

Clean laminate using a clean, damp, non-abrasive cotton cloth and a mild liquid detergent or household cleaner. Do not flood the laminate, especially near seams, since water can penetrate and cause the substrate to swell. Dry the surface with a soft, clean, non-abrasive cotton cloth. Do not use abrasive pads, scouring pads, or chemical cleaners as they may permanently dull and scratch the laminate surface making it susceptible to staining. Never use cleaners containing acid, alkali, or sodium hypochlorite. These cleaners will mar, etch, corrode, and permanently discolor the laminate surface. Also, make sure that bottles, rags, and other materials contaminated with these cleaners never contact the laminate surface. Accidental spills or splatters from these compounds should be wiped off immediately, and the area rinsed thoroughly with water. Examples of cleaners containing acid, alkali, or sodium hypochlorite include, but are not limited to: ceramic cooktop cleaners, oven cleaners, chlorine bleach, rust removers, coffeepot cleaners, some countertop cleaners, drain cleaners, some disinfectants, lime scale removers, toilet bowl cleaners, metal cleaners, and tub / tile cleaners. To remove or minimize stains, use full strength Fantastik® All Purpose Cleaner, Formula 409®, Pine-Sol® (original formulation) or other mild household cleaner on the affected area, and allow it to draw out the stain. Blot with a clean, damp, non-abrasive cotton cloth, and then rinse with clean water. When a recommended cleaner

changes its formulation, the change may be harmful to the laminate surface. We cannot be held responsible for these changes. Solvents such as denatured alcohol can also be used. Follow all directions and warnings on the solvent label because many are extremely flammable.

## Glass

Clean glass with mild, non-abrasive interior glass cleaning solution, such as Windex® and wipe with a clean non-abrasive cotton cloth.

## Whiteboard

Clean white board regularly with a sponge eraser or clean non-abrasive cotton cloth. For a deep clean, spray a clean non-abrasive cotton cloth with a non-abrasive interior glass cleaning solution, such as Windex® and wipe dry.

## Cork Back Panel

If back panel is cork, avoid picking. If necessary for maintenance, vacuum with a soft brush attachment.

## Felt Back Panel

If back panel is felt, the cleaning approach should be (1) dust with a lint roller, (2) vacuum with a clean, soft brush, (3) clean with water and mild detergent, (4) clean with chemical spot remover. Always test any cleaning method first in an inconspicuous area. Wool has a low degree of dry soil pick-up compared with other fibers. However, to remove the accumulation of general airborne debris, wool felt may be cleaned with a standard masking tape lint roller. It is always a good idea to use the lint roller first in any area intended to be spot cleaned. Once per year, it is recommended that the entire surface is given a light vacuum with a clean, soft horsehair upholstery brush. In a clean office environment, it may not be necessary to do this annually. Please note that slight shedding of wool

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Loop™ products are designed and manufactured by ONETWOSIX Design Inc. in Edmonton, Alberta, Canada.

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fibers is normal and not indicative of any defect. These loosened fibers are easily vacuumed away and will decrease over time. If a wet spill should occur, blot up the liquid as soon as possible with a dry cloth to avoid absorption. Avoid aggressive rubbing as this can continue the felting process and change the surface appearance of the felt. For removal of minor stains, if the felt can be removed it is best to obtain the services of a professional dry cleaning company that is familiar with the special care of wool. If not possible, a mild enzyme-based detergent (such as Tide Free) is recommended. Create a dilute solution by adding three parts water to one part detergent in a clean container. Use a clean paper towel to gently blot the detergent into the stain. Press and release, press and release. Using a separate container of just clear water, use clean, moist paper towels to blot more water into the stain. Press and release, press and release. Finish by blotting firmly with clean, dry paper towels until the area is nearly dry. There are many solvent-based spot removers available. Although they are not recommended except in the case of emergency, the best choices for wool felt are dry cleaning fluids. Be sure to test in an inconspicuous area first. Blot the stained area with a clean cloth soaked in dry cleaning fluid, then blot with a clean cloth until dry.

### **Cloth Upholstery**

If upholstery is cloth clean with water-based cleanser or mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling. Treat stains promptly. The longer a stain remains on the textile, the more difficult it will be to remove. A professional furniture cleaning service is recommended. Always pre-test any cleaning method in an inconspicuous area. Several light applications of a cleaning agent are less harmful than a single concentrated application. Repeat stain treatment several times if necessary. Never use heat to clean textiles. Heat can set stains. Do not use agents containing bleach. These agents may cause discoloration over time. Do not over saturate the textile or let water pool in seams. For stain treatment, soak up any excess moisture immediately. For water-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon soft-bristle brush with lukewarm, soapy water. Brush the stain with light, quick strokes. Avoid a scrubbing motion and work from the edge of the stain toward the center. For oil-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon soft-bristle brush with a water-free dry cleaning solvent. Brush the stain with light, quick strokes. Avoid a scrubbing motion. Work from the edge of the stain toward the center. For insoluble stains (e.g. chewing gum, candle

wax, etc.), use a plastic bag filled with ice to rub the stain until the substance becomes brittle. Use a clean, dull, flat knife to gently remove the substance. If the stain persists, blot the area with a clean, soft, white cloth or natural sponge and lukewarm soapy water. If the stain persists, gently dab a pH-neutral cleanser, upholstery spot cleaner, or an equal mixture of water and enzyme detergent (e.g. laundry detergent) on the stain and let it sit for one minute. Rinse stain treatment thoroughly with a natural sponge moistened slightly with cool, clean water and completely remove all cleaning solution residue as left over residue can attract soil over time. Extra care should be taken when cleaning dark colors to avoid creating light marks that can be caused by color transfer. Avoid excess rubbing to prevent discoloration and damage to the face of the material. Do not saturate the surface. Allow the textile to dry thoroughly and vacuum before using.

### **Vinyl Upholstery**

If upholstery is vinyl clean with water-based cleanser or diluted household bleach. Vacuum regularly using the proper attachment to avoid pilling. For non-woven textiles, wipe regularly with damp, clean, soft, white cloth or natural sponge. Clean with water-based cleanser or mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling. Treat stains promptly. The longer a stain remains on the textile, the more difficult it will be to remove. A professional furniture cleaning service is recommended. Always pre-test any cleaning method in an inconspicuous area. Several light applications of a cleaning agent are less harmful than a single concentrated application. Repeat stain treatment several times if necessary. Never use heat to clean textiles. Heat can set stains. Do not use solvent-based cleaning agents such as lacquer thinners, nail polish remover, or pine oil. These agents may cause discoloration over time. Do not over saturate the textile or let water pool in seams. For stain treatment soak up any excess moisture immediately. For oil and water-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon soft-bristle brush with lukewarm, soapy water. Brush the stain with light, quick strokes. Avoid a scrubbing motion and work from the edge of the stain toward the center. For tougher oil-based stains, confirm the construction of your textile is bleach cleanable. If so, and additional stain treatment is needed, use a 10% solution of diluted household bleach. Thoroughly rinse with cool, clean water to remove any residue. For ink stains on ink resistant non-woven textiles, a 91% solution of isopropyl alcohol may also be used. Thoroughly rinse with cool, clean water to remove any residue. For solid stains (e.g. mud) allow the stain to dry

thoroughly and gently break up any hardened areas. Use a nylon, soft bristle brush to remove all loose particles. For insoluble stains (e.g. chewing gum, candle wax, etc.), use a plastic bag filled with ice to rub the stain until the substance becomes brittle. Use a clean, dull, flat knife to gently remove the substance. If the stain persists, blot the area with a clean, soft, white cloth or natural sponge and lukewarm soapy water. For blood and bodily fluid stains, follow the oil-based stain treatment above. If the stain persists, gently dab a pH-neutral cleanser, upholstery spot cleaner, or an equal mixture of water and enzyme detergent (e.g. laundry detergent) on the stain and let it sit for one minute. Rinse stain treatment thoroughly with a natural sponge moistened slightly with cool, clean water and completely remove all cleaning solution residue as left over residue can attract soil over time. Extra care should be taken when cleaning dark colors of woven textiles to avoid creating light marks that can be caused by color transfer. Avoid excess rubbing in order to prevent discoloration and damage to the face of the material. Do not saturate the surface. For woven textiles, allow the textile to dry thoroughly and vacuum before using. Healthcare facilities should follow safety protocols for biological hazards and/or anti-viral treatments during the cleaning process. Always pre-test in an inconspicuous area before cleaning. After cleaning, rinse repeatedly with cool, clean water to ensure complete removal of all cleaning solution residue. Left over residue can discolor over time. For a complete list of approved hospital grade cleansers, contact your sales representative.

## Felt Upholstery

If upholstery is felt clean with mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling. For non-woven textiles, wipe regularly with damp, clean, soft, white cloth or natural sponge. Clean with water-based cleanser or mild, water-free dry cleaning solvent. Vacuum regularly using the proper attachment to avoid pilling. Treat stains promptly. The longer a stain remains on the textile, the more difficult it will be to remove. A professional furniture cleaning service is recommended. Always pre-test any cleaning method in an inconspicuous area. Several light applications of a cleaning agent are less harmful than a single concentrated application. Repeat stain treatment several times if necessary. Never use heat to clean textiles. Heat can set stains. Do not use agents containing bleach. These agents may cause discoloration over time. Do not over saturate the textile or let water pool in seams. For stain treatment, soak up any excess moisture immediately. For oil and water-based stains, use a clean, soft, white cloth, a natural sponge, or a nylon, soft-bristle brush with a water-free dry cleaning solvent. Brush the stain with light, quick strokes. Avoid a scrubbing motion and work from the edge of the stain toward the center. For insoluble stains (e.g. chewing gum, candle wax, etc.), use a plastic bag filled with ice to rub the stain until the substance becomes brittle. Use a clean, dull, flat knife to gently remove the substance. Extra care should be taken when cleaning dark colors to avoid creating light marks that can be caused by color transfer. Avoid excess rubbing to prevent discoloration and damage to the face of the material. Do not saturate the surface. Allow the textile to dry thoroughly and vacuum before using.