

# Care & Maintenance Standards

To maintain the finish quality of your Bristol product, please follow the cleaning procedures provided below.

When using any cleaning agent, we recommend that a small, inconspicuous area be pre-tested for colorfastness before cleaning the stain. We advise you to contact a professional furniture cleaning service for cleaning recommendations for large-scale stain.

The instructions for the care and maintenance of Bristol products are provided to you as a service. No warranty is implied since results may vary.

## Coated Metal

- For normal cleaning, wash coated metal surfaces with a soft cloth soaked in mild detergent and warm water; rinse thoroughly and dry.
- Remove scuff marks from low-gloss coatings with 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.

## Chromed Metal

- For normal cleaning, wet cheesecloth or microfibre cloth in a nonabrasive cleaner, like liquid dish soap, and rub the chrome component lightly until the original luster reappears. Dry the component with a soft cloth to remove any soap residue.

## Glass

- Use a mild solution of ammonia, water, and a few drops of mild liquid soap or products specifically designed for glass. Apply with a soft cloth, and remove excess with a squeegee or wipe dry with a clean, lint free cloth.

## Plastics

- For normal cleaning, wash plastic surfaces with a soft cloth soaked in mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.
- Do not use solvents or abrasive kitchen cleaners.
- Harsh scrubbing with brushes may damage the surface.

## Laminates

- Products using laminate may include tabletops, work surfaces, open shelves, pedestals, cabinets and panel tiles.
- For general cleaning, wash the laminate with a soft cloth and a solution of mild detergent and warm water. Rinse thoroughly and dry with a soft cloth.
- Do not use powdered abrasives or other harsh cleansers like hypochlorite bleach, hydrogen peroxide, nitric or hydrochloric acids; they may deface the surface and change the finish color.

## Wood & Veneer

- To protect the wood surface, protective desk pads must be placed under all writing areas and business machines.
- Extreme heat and humidity can be harmful to wood furniture. Do not place products in direct sunlight, near radiators or air conditioning vents, humidifiers, fireplaces, etc. Always use coasters under hot objects, such as coffee pots and cups.
- For normal cleaning, dust furniture daily with a slightly damp, soft, lint-free cloth. Wipe dry with a dry, soft cloth in the direction of the wood grain.
- Once a month, clean the surface with a soft cloth dampened with a quality cleaner formulated for wood furniture.
- Wipe the surface in the direction of the wood grain to remove dirt and fingerprints. Wipe dry with a clean, dry cloth.
- Twice a year, apply a good quality emulsion wax with a soft cloth. Emulsion wax is clear and prevents fingerprints.
- Do not use aerosol-powered cleaners, polishes, waxes, abrasive cleaners, or oily polishes.

## Whiteboard

- We recommend to use nail polish remover or hand sanitizer on paper towel to clean the ghosting problems after erasing. The surface should then be wiped with soap and water and a clean cloth.

### **Polyester Fabric**

- These fabrics are colorfast when using standard wet and dry processes.
- For normal cleaning, vacuum panel cloth as needed, using an upholstery attachment.
- Oil or grease spots will respond to mild solvent or dry cleaning agents. A blotting technique should be sufficient to remove most spots.
- Accumulated dirt and grime spots can be removed with a mild detergent or upholstery shampoo. Rinse well with a clean sponge to remove traces of the water-based cleaning agent, but do not soak the substrate, if possible. Fabric will dry very quickly.
- Do not brush fabric or panel cloth or use a vacuum attachment with a rotary brush. Brushing may permanently damage the nap or change the character of the fabric.

### **Mesh Fabric (elastomer & polyester)**

*Soul*

- These fabrics are colorfast when using standard wet and dry cleaning processes and are also resistant to most spot-cleaning solvents.
- To remove general dirt or grime spots, sponge with the foam from a mild detergent or upholstery shampoo. Rinse well with a clean sponge to remove traces of the water-based cleaning agent.
- When spot cleaning with either the water-base or solvent-base type cleaning agents, test a small inconspicuous area before proceeding to spot clean the fabric any further.
- A blotting technique should remove most spots. Avoid brushing or rubbing to prevent pilling of the fabric surface.
- Avoid using detergents containing petroleum.

### **Wool Content Fabric**

*LemoineX and System 288*

- Regular vacuum required.
- For a deep clean it's best that wool be dry cleaned only, as over wetting can cause potential shrinkage and appearance change. Dry cleaning involves the use of organic solvents and little or no water to remove dirt, stains and other soiling agents from fabric.
- Never apply bleach, ammonia, alkali or strong acids to wool upholstery.
- Rubbing the fabric may lead to surface abrasion.

### **Leather**

- Do not use saddle soap, cleaning solvents, oils, furniture polishes, varnishes, abrasive cleaners, detergents, or ammonia on leather; they will ruin the finish, causing it to become sticky and cracked.
- Most stains can be removed with lukewarm water and a mild soap. Then wipe the leather with a damp cloth and dry with a soft, dry cloth.
- For general maintenance, dust the leather surface just as you would furniture.
- For spots and spills, wipe excess liquid immediately with a clean cloth or sponge; let the leather air dry. If further cleaning is necessary, sponge the entire surface—seat, back, or chair arm—with lukewarm water.
- Let the leather air dry; never use a hair dryer or other heat source to dry leather. For stubborn spots and stains, apply a mild, non-abrasive soap solution with a clean, wet sponge. Rinse well and let air dry.
- For butter, oil, or grease, wipe the leather with a clean, dry cloth and let the remainder of the oil dissipate into the leather. Do not apply water or try to wash a grease spot.
- Leathers with a specialty finish or a 'sueded' finish should be professionally cleaned.