



cleaning and care guide



DeskMakers

TFL

cleaning and care

regular cleaning

Clean with a mild household detergent and non-abrasive lint free cloth. Most common stains should be easily removed. Wipe the surface completely dry with a soft rag. After cleaning, wipe off all residue with clean warm water.

stains

If stains persist, use baking soda and water applied with a soft bristle brush. Light scrubbing for a few moments should remove most stains. Although baking soda is a low abrasive, excessive scrubbing and force could damage the worksurface.

Stubborn stains may require the use of undiluted household bleach or nail polish remover. Apply to the stain and not let stand no longer than one minute. Rinse with warm water and wipe dry; warning prolonged exposure of the laminate surface with bleach will cause discoloration

cautions

Always rinse laminate surface after cleaning. If a small amount of cleaning solution remains on the surface, moisture can reactivate it and result in permanently staining the worksurface

Furniture polish or oil should not be used on the laminate surface. The oils in the polish cannot penetrate the laminate and any residual polish could subject the users hands and clothing to stains.

Avoid using any corrosive chemicals such as bathroom or toilet cleaners which may permanently damage the surface

Avoid contact with any hot surfaces. TFL is resistant to heat but any prolonged exposure to heat may cause permanent damage to the surface. Always use a protective pad to minimize the exposure to heat damage. Do not place hot cookware, dishes or objects onto the surface.

Avoid prolonged exposure to direct sunlight.

Avoid contact with sharp or abrasive objects. TFL is designed to be resistant to minor scratches but can be damaged if excessive force is applied to the surface. Always cover the surface first prior to placing any sharp or abrasive objects on the surface. Knives and other sharp objects used directly on the surface can also be damaging. Protect surfaces from heat with an insulating pad or trivet, and from sharp objects with a chopping block or counter protector.

HPL

cleaning and care

regular cleaning

To clean the surface, use a damp cloth or sponge and a mild soap or detergent. Rinse thoroughly with warm water and wipe dry.

stains

Difficult stains such as coffee or tea can be removed using a mild household cleaner/detergent and a soft bristled brush, repeating as necessary.

If a stain persists, use a paste of baking soda and water and apply with a soft bristled brush. Light scrubbing for 10 to 20 strokes should remove most stains. Although baking soda is a low abrasive, excessive scrubbing or exerting too much force could damage the decorative surface, especially if it has a gloss finish.

Stubborn stains that resist any of the above cleaning methods may require the use of undiluted household bleach or nail polish remover. Apply the bleach or nail polish remover to the stain and let stand no longer than two minutes. Rinse thoroughly with warm water and wipe dry. This step may be repeated if the stain appears to be going away and the color of the laminate has not been affected. **WARNING:** Prolonged exposure of the laminate surface to bleach will cause discoloration.

cautions

Acidic or abrasive cleaners can damage laminate surfaces; do not use them.

Drain cleaners containing lye and toilet bowl cleaners will permanently damage any laminate surface. If it is spilled, wipe it up immediately and rinse several times with water.

Hair, textile and food dyes can cause permanent stains. If dye should happen to spill, wipe it up immediately with dishwashing detergent or an all-purpose cleaner.

Never place pots or dishes directly from the oven or burner on an unprotected laminate surface; such extreme heat can cause cracking or blistering.

Do not work with oven cleaners on an unprotected countertop. Wipe spills away promptly and rinse several times with water.

Rust removers contain harsh chemicals which will cause permanent damage. If a spill occurs, wipe off all residue immediately, wash thoroughly with soapy water and rinse several times.

Steel wool and other abrasive pads will damage laminate. Don't use them for cleaning and don't store steel wool pads on laminate surface; the metal can rust and leave stains.

3DL

cleaning and care

regular cleaning

Always use a cotton cloth or non-abrasive sponge.

Option 1: Wipe with a damp cloth or sponge with mild dish soap.

Option 2: Wipe with a damp cloth or sponge using a 50/50 mix of water and Simple Green. (Simple Green works well on oily or tacky surfaces.)

stains

Always use a cotton cloth or non-abrasive sponge.

Step 1: Using a damp cloth or sponge with a 50/50 mix of water and Simple Green, scrub lightly for 10 to 20 strokes. This should remove most stains. If the stain persists, move on to Step 2 and if necessary, Step 3.

Step 2: Using a damp cloth or sponge with Buckeye Workout, standard Fantastik or standard Formula 40 lightly wipe for about 10-20 strokes. (Buckeye Workout is a commercial cleaner that is readily available from distributors. Buckeye Workout contains water and propylene glycol phenyl ether.)

Step 3: Place a cloth or sponge damp with 70% Isopropyl Alcohol on top of the stain for 30 minutes. After 30 minutes, remove the cloth or sponge and wipe. This should remove makeup, ball-point ink, and other stubborn stains. If the stain persists, repeat Step 3 until stain is removed.

disinfecting

A mixture of 10% bleach and 90% water can be used as a disinfectant on most 3DL surfaces. Before using the mixture on an entire surface, be sure to test it on a non-visual spot.

cleaners to avoid

- Any abrasive cleaner
- Most solvent based cleaners and harsh chemicals such as sink and toilet bowl cleaners
- Any cleaner in combination with a brush
- Cleaners containing ammonia
- Baking soda

If a harsh chemical is spilled on a 3DL surface, wipe it up immediately. Then wash the surface the soapy water and rinse several times.

veneer and planked wood

cleaning and care

regular cleaning

Dust regularly with a damp (not wet) cloth, with the occasional thorough cleaning.

Clean using approximately 32 oz. of water mixed with one tablespoon dawn dish soap, always wiping with the grain. Dry with a soft cloth, going with the grain to avoid spotting and streaking.

Remove liquid spills immediately using a blotting motion, rather than a wiping motion.

cautions

DO NOT USE furniture polish containing oil, wax or silicone, which can produce an oily film or haze.

Wood finishes can be harmed by certain vinyl and rubber compounds when they are left in contact with the wood surface for extended periods of time. Some notebook covers, clear opaque mats, coasters, and rubber/plastic feet may contain these materials. Use self adhesive felt feet or pads.

Avoid high humidity, extreme temperatures and moisture to prevent warping and checking. The ideal climate is 65 to 75 degrees Fahrenheit with a relative humidity between 35 to 50%.

Avoid direct sunlight to prevent fading.

Move accessories and equipment around periodically to avoid inconsistent aging.

Use felt feet or pads to protect surfaces under desk accessories.

Avoid indentations from the use of pencils and ball point pens by using a protective non-vinyl writing pad.

butcher block

cleaning and care

regular cleaning

To clean the surface, wipe down with warm, soapy water. The surface should then be dried with a rag or towel to ensure that no water remains standing on the surface, moving the cloth with the direction of the grain. Most normal household cleaners, like Windex or Formula 409, can also be used to clean the surface.

Immediately remove any liquids that come into contact with wood surfaces using a blotting motion to absorb the liquid.

Lift objects to move them; never pull them across the finished surface.

stains

Most stains can be removed with fingernail polish remover or chlorine bleach, with no damage to the surface.

maintenance

Furniture wax can be applied periodically to bring back some of the luster which may be lost over the years.

cautions

Do not use ammonia based products, as they can cloud the finish.

Do not use abrasive cleansers and scouring pads, as they can scratch the surface.

Avoid exposing butcher block to extreme heat and cold due to wide humidity variances.

Solid wood is a living product, so that slight surface irregularities are to be regarded normal when the climate changes, summer swelling and winter shrinking. The optimal relative humidity, summer and winter, is 35 to 45%. Large changes in humidity will cause the wood to Warp.

Electrical equipment that generates heat, such as computers, lamp transformers, etc must not be placed directly on a solid wood surface. Their heat dries out the wood excessively at the contact area and may cause it to split.

Light exposure overtime will affect the color and intensity. Wood darkens with age and exposure to light. Items permanently placed or placed for a long duration of time will cause an uneven aging of the wood. Wood will fade as a result of exposure to UV light. This is particularly prevalent with light finishes.

glass and acrylic

cleaning and care

glass cleaning

Glass should be cleaned with water and a soft, non-abrasive, lint-free cloth. Mild, non-alkaline glass cleaner free of silicone and polishing additives can be used. Care should be taken to ensure that no abrasive particles are trapped between the glass and the cleaning materials.

Remove all residue and dry thoroughly with a clean, soft, non-abrasive, lint-free cloth.

glass cautions

Liquids left on glass may cause staining. Wipe up any spills immediately, including seams and below glass surfaces.

acrylic cleaning

For day to day cleaning, lightly wipe with a damp (not wet), soft cloth or chamois to reduce electricity and dust attraction. For dirty areas, wash with lukewarm water and mild soap or detergent like dish soap and rinse clean.

For more stubborn dirt, use a household cleaner like Fantastik, Formula 409 or an acrylic cleaner such as 20/20 Plasti-Cleaner. Rinse with soap and water.

Some minor scratches can be removed with careful use of a 3M Scotchbrite pad or a hardware store plastic polish like Novus #2.

acrylic cautions

Do not use abrasive materials or solvents.

NO NOT use glass cleaner; Windex with ammonia content-solvent may turn acrylic cloudy/milky.

NO NOT use kitchen scouring compounds or solvents like acetone, gasoline, benzene, alcohol, carbon tetrachloride, or lacquer thinner. These can scratch the sheet's surface and/or weaken the sheet causing small surface cracks called "crazing".

metal

cleaning and care

powdercoat cleaning and care

Clean with a mild soap and water mixture, or metal cleaning product with no ammonia or chemical solvents. Dry with a soft cloth. For light scratches and stubborn stains, rub with a mild abrasive cleaner like Softscrub, Comet or Ajax. Shine with a high-grade auto polish. NEVER use harsh abrasives or steel wool.

stainless steel cleaning and care

Clean with a wet cloth and window cleaner. For small scratches, rub with mild abrasive or Dutch cleaner like Comet or Ajax in the direction of the grain. Apply a coat of automobile wax to maintain beauty.

chrome and satin chrome cleaning and care

Clean with a wet cloth and window cleaner. For scuff marks or heavy soiling, a non-abrasive automotive chrome polish can be applied as directed.

nickel cleaning and care

Clean with a wet cloth and window cleaner. For scratches and discoloration, rub lightly with a fine steel wool (#0000) to restore luster. Touch-up with clear lacquer to prevent oxidation.

polished aluminum cleaning and care

Clean with a wet cloth and window cleaner. For discoloration, clean with a non-abrasive cleaner like Windex or Fantastik, then apply a coat of hard paste wax to maintain luster.

whiteboard (dry erase)

cleaning and care

cleaning

Clean with mild detergent and water or with non-abrasive commercial cleaner like Windex, Fantastik, Glass Plus, or Formula 409.

stains

Most stains can be removed with lacquer thinner, acetone, fingernail polish remover or MEK. Avoid excessive use of these cleaners.