

How to Care for your AIS Systems, Casegoods, Tables & Seating

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1. Laminate Surfaces

Cleaning and Care for Laminate Surfaces

Standard Cleaning

- Wiping with a damp cloth will remove general soiling and water stains.
- If needed, use a non-abrasive hard surface, all-purpose cleaner such as Windex®, Formula 409™, Fantastik®, etc. More difficult stains may be removed using a mild household detergent or a paste of baking soda and water (note: 10-20 strokes should remove most stains. Excessive force or scrubbing may damage the surface).
- Some oil-borne stains may require the use of a dry-cleaning fluid of naphtha.
- To fill in scratches in wood grain laminate tops, use an oak, walnut, or mahogany putty stick (available at paint supply and hardware stores).

Cleaning Grade B, Writable Surface Only

- Light cleaning can be done using felt, a multi-purpose board eraser, or any commercial whiteboard cleaner.
- Hard-to-clean stains can be treated with a 2-minute exposure to Clorox®, then immediately clean with a water-soaked cloth. **Do not use any cleaning agent other than what has been listed.**

Cleaning Grade D, FENIX® Laminates Only

- Taking care of FENIX® means taking care of its structure. Usually warm water is highly effective. As FENIX® is a strong material, you can also use any household cleaner, like all-purpose cleaners, disinfectants, degreasers, or limescale removers. If needed, even acetone can be safely used (always follow the health and safety instructions on the bottle).
- To avoid damaging the structure, **don't scrub your FENIX® surface with abrasive cream, a scouring pad or a hard brush.** In the long term, doing this might lead to a glossy spot on your matte surface. However, a wet melamine eraser can be used to remove a tougher stain.
- **As a final step, always rinse with plenty of warm water and wipe dry with a clean cloth.** The water removes dirt and residues from cleaning liquids and particles of a melamine eraser, that could otherwise stay behind in the structure. The clean cloth absorbs water and therefore avoids limescale residues that may cause a change in appearance.

- For more information about how to clean and care for your FENIX® Laminates, please visit: <https://www.fenixforinteriors-na.com/en-us/cleaning-fenix-surfaces>

Protecting Laminate Surfaces

- Use desk pads and coasters to help protect the finish against dents, scratches, moisture, and both hot and cold liquids.
- Use felt or leather pads on the bottoms of office equipment and accessories.
- Lift objects when you move them, instead of pulling or pushing them across the surface, to avoid scratching the surface.
- Periodically move desk accessories and other objects kept on the work surface to ensure even aging.
- Avoid leaving vinyl binders on worksurface for long periods.
- Keep your furniture away from direct sunlight.
- Avoid extreme temperatures and humidity. Maintain temperatures between 60- and 80-degrees Fahrenheit and humidity levels between 30 and 50 percent.

2. Panel Fabric

Cleaning Panel Fabric

- Most fabrics carry the cleaning code "W-S," suggesting that the fabric may be cleaned with mild, water-free solvents or water-based cleaning agents or foam. **Customer should consult their chosen fabrics' cleaning code to determine what method should be used.**
- It is always advisable to test a small, inconspicuous area to make sure that the cleaning agent does not adversely affect or damage the surface being cleaned.

3. Seating

Cleaning and Care for AIS Seating

- Do not use colored cleaning cloths in order to avoid possible dye transfer.
- Avoid overexposure of any kind to direct light or heat.
- Ensure your furniture is free from dust or dirt with regular dusting or vacuuming with a soft nozzle.
- Ensure any spills are cleaned immediately by first blotting the spill and then gently wiping with a damp cloth. If the spill results in a stain, use a specially formulated fabric cleaner to remove. Allow the area to dry when complete.
- **Never use any type of harsh cleaner, especially alcohol-based products. Do not use detergents, solvents, abrasives, or any unidentified fabric cleaning products or furniture polish.**
- Some AIS vinyls allow for use of a diluted 20:1 bleach cleanable seating solution. (See manufacturer's guide per material cleaning specifics).

Seating Meshes

- Use a brush or vacuum sweeper to clean mesh/fabric dust. (Avoid heavy bristle brushes that could cause damage).
- If some soiling does occur, use a mild detergent (10%) and water solution.
- Avoid excessive heat while cleaning.

Polypropylene or Plastic

- Apply an adequate amount of water to the surface to loosen any dirt or debris.
- On the damp surface, use a mild soap solution and gently rub with a soft cloth.

- Once clean, dry the surface with a soft, dry cloth to prevent soap streaks.
- *Please note that this cleaning method follows general industry procedures and should adhere to the usage guidelines provided by the soap manufacturer.*

4. Acrylic & Plexiglass Screens ---

Cleaning and Care for Acrylic and Plexiglass

Blow dust and dirt off the acrylic or plexiglass.

Using your own breath or a hair dryer, blow the dust and dirt off the plexiglass. If using a hair dryer, be sure it is set to its coolest setting. Hot air will damage the plexiglass. Position the hair dryer at a 45 degree angle several inches away from the plexiglass, running the air side-to-side along the surface.

- Take the time to thoroughly remove the dust by air before moving on and keep blowing if you see or feel any large particles on the plexiglass.
- Avoid using a microfiber cloth, because although microfiber is nonabrasive, scrubbing dirt or dust with the cloth before blowing larger particles off will still scratch the glass.

Wet the acrylic or plexiglass with a solution made from water and dish soap.

Mix 1 teaspoon (5 millimeters) of soap into 1 US-quart (950 ml) (0.95 liters) of water. Angle the plexiglass at 45 degrees and gently pour the solution over the plexiglass. Be sure to do this in a sink or someplace that will not be damaged by running water.

- You can also pour the solution into a spray bottle, and gently spray the plexiglass. Keep the plexiglass at a 45-degree angle and allow the mixture to run down the plexiglass slowly.
- Gently running this mixture over the plexiglass will remove the smaller particles of dust and dirt, preparing the glass for wiping.
- **Avoid using products with alcohol, ammonia, or aromatics. Products like Windex®, which contain alcohol, will significantly damage acrylic or plexiglass.** Also avoid solvents such as acetone, dry-cleaning fluid, or any gritty cleanser or polish, as they will damage the surface of the plexiglass.
- Although it is best to use a soap and water mixture, there are products you can buy that are meant specifically for plexiglass, like Brilliance® or Novus®.

Reference: <https://www.wikihow.com/Clean-Plexiglass>

5. Frosted Glass ---

Cleaning Frosted Glass

- Use soap and water or regular glass cleaner and a clean, soft, lint-free wipe for spot cleaning. Mr. Clean Magic Eraser® is also effective.
- In case of dirt, use a wet cloth to remove the dirt and then a dry one to dry the clean surface.
- In case of heavy dirt, use 50% paint thinner (white spirit) + 50% soap, and rinse with sponge.

6. PET Material ---

Cleaning and Care for PET Material

- Vacuum PET regularly.
- Do not wash as PET is porous and will absorb water.
- Professionally dry clean or wipe clean with a pH neutral soap and a damp cloth.

- This PET material is bleach cleanable with a 1:4 part solution of bleach to water. Spray application required. Please test in an inconspicuous location before applying broadly.

7. Thermofoil

Cleaning and Care for Thermofoil

Always use a cotton cloth or non-abrasive sponge.

- Wipe with a damp cloth or sponge with mild dish soap.
- In case of oily or tacky surfaces, wipe with a damp cloth or sponge using a 50/50 mix of water and Simple Green®.

Disinfecting Thermofoil Surfaces

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

Avoid any abrasive cleaner, most solvent based cleaners, harsh chemicals, any cleaner in combination with a brush, ammonia and baking soda. Chemicals such as sink and toilet bowl cleaners may damage the surface. If a harsh chemical is spilled on a thermofoil surface, wipe it up immediately, then wash the surface with soapy water and rinse several times.

8. Corian® Surfaces

Cleaning and Care for Corian® Surfaces

- Although liquids cannot penetrate Corian®, spills should be cleaned up immediately.
- Use of a damp microfiber cloth with a standard household kitchen spray should remove most stains.
- For most residues, use warm, soapy water to clean Corian® tops; alternative options include ammonia-based household cleaners, or dedicated countertop cleaners. Always clean using a circular motion. Do not use window cleaners, as these can leave a waxy build-up that dulls the surface.
- Film will build up on countertops if water is left to dry on the surface. This film will dull the countertop surface, making the finish appear blotchy and uneven. To prevent film build-up, it is very important to wipe the countertop completely dry immediately after spills and cleaning.
- Some colors of Corian® may require more frequent cleaning to maintain a uniform finish. Darker colors tend to require more attention than lighter colors. Over time, even with proper care, Corian® countertop will acquire a sheen. Dark colors may show light scratches more readily.
- For semi-gloss and high-gloss finishes, a countertop polish such as Countertop Magic® or Hope's Perfect Countertop® can help to enhance the gloss level.
- To disinfect, wipe the Corian® surface with diluted household bleach - 1:100 (5 tbsp. of bleach to 1 gallon of water as recommended by the CDC).
- To extend the life and quality of Corian®, avoid exposing the Corian® surface to strong chemicals such as paint removers. In the event of a spill, clean immediately.
- Do not cut directly on Corian® surfaces as this will result in scratches.
- To renew Corian® surfaces from scratches, use a Scotch-Brite™ pad (7447 A VFN for matte surfaces or 7448 S ULF for semi-gloss surfaces), and water. Wet a sample area and the pad, and wash using a circular motion for one minute. Dry the sample area and inspect for any remaining visible damage; repeat until the scratch is no longer visible.
- For severe damage to a Corian® surface such as chipping, cracking or breakage, professional repair is recommended.

9. Outdoor Collection

Cleaning and Care for Outdoor Collection

General

- Although AIS Outdoor products are built to endure year-round use, it is recommended that they be covered or brought indoors during extreme weather conditions to prolong their lifespan.

HDPE

- High-density polyethylene will not rot, delaminate and does not require paint, stain or other ongoing maintenance.
- For regular care, HDPE can be cleaned with mild soap and water.
- For tough stains and marks, use products like, Goof Off®, Mr. Clean Magic Eraser®, and GOJO® Orange Pumice Hand Cleaner. Do not scrub with harsh cleaning products or abrasive cleaning aids.

Powder Coated Steel

- To clean, simply wipe down with a soft or soapy cloth, then repeat without soap (avoid acidic, alcohol, or solvent-based cleaners, and abrasive pads or brushes). Do not scrub with harsh cleaning products or abrasive cleaning aids.
- White powder-coated finishes may require more frequent cleaning and maintenance to keep them looking their best.
- Darker colors can absorb more heat and may become hot to the touch when exposed to direct sunlight.

10. Painted Metal

Cleaning Painted Metal (Storage, Supports & Components)

- First, dust the surfaces. Wipe all top, side, and front surfaces with a dry microfiber cloth to remove loose dirt.
- Next, wash surfaces by dipping a cloth in warm water mixed with mild dish soap, wring it out well, and wipe down the metal exterior and inside drawers.
- Clean handles and locks by using a gentle disinfectant wipe or spray.
- Let everything dry completely by wiping the metal dry with a clean towel to prevent water spots or rust.
- **Never use harsh chemicals.** Do not use strong bleach, strong ammonia, or rough scouring pads. These will damage the paint finish.
- **Protect drawer tracks.** Keep water away from drawer slides and rollers to avoid rust and sticking.
- **Avoid using water or other liquids to clean Height-Adjustable Table bases to prevent damage to the electrical components.**