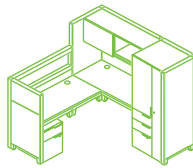
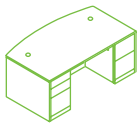


HON®

PRODUCT CARE GUIDE



FABRIC | VINYL | LEATHER | VENEER | LAMINATE | PLASTIC | METAL | GLASS

Congratulations on your purchase of HON furniture!

This care guide contains specific information to keep your HON products performing like new. With the proper care, you can expect years of trouble-free use.

Durability is designed into HON furniture. Thoughtful material choices, precise engineering, and lean manufacturing practices result in products that withstand extended use, multiple reconfigurations, and continue to look great over time. For the most up-to-date care and maintenance information for HON products, visit hon.com.

Your satisfaction is important to us. If you need assistance, please contact your local HON Dealer, who has trained personnel on staff to support your service, maintenance, and warranty needs. For support directly from HON, contact HON Customer Support at 800.833.3964. For warranty information visit hon.com/warranty.

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FABRIC

According to industry standards, the code for cleaning fabrics is denoted by one of four letters or letter combinations (W, S, WS, X). Each code refers to a specific cleaning method. This industry code appears on the back side of HON fabric cards. In the section below, you'll find more information on how to clean HON seating upholsteries and panel fabrics as well as a cleaning code reference guide.

GENERAL FABRIC CLEANING

A Gonzo® Wonder Sponge may remove dirt and grime from fabric surfaces; however, it will not remove stains and marks such as ink. Using the sponge, gently scrub the dirt away. As the sponge becomes dirty, clean per sponge manufacturer's recommendation.

GENERAL FABRIC CLEANING GUIDELINES

- Regularly clean your fabric by vacuuming or light brushing.
- Always check the cleanability code before deciding which cleaning products to use.
- Test cleaning product in an inconspicuous area first to guard against color bleeding or fabric shrinkage.

CODE W

- Spot clean only with water-based shampoo or foam upholstery cleaner. Pretest a small, inconspicuous area before proceeding.
- Do not over wet.
- Do not use solvents to spot clean.
- Pile fabrics may require brushing with a non-metallic, stiff-bristle brush to restore appearance.
- Hot water extraction or steam cleaning is not a recommended cleaning method.
- Cushion covers should not be removed and laundered.
- To prevent overall soiling, frequent vacuuming or light brushing with a non-metallic, stiff-bristle brush to remove dust and grime is recommended.
- When cleaning a spill, blot immediately to remove spilled material. Clean spots or stains from the outside to the middle of the affected area to prevent circling.
- Use a professional furniture cleaning service when an overall soiled condition has been reached.

CODE S

- Spot clean only with a water-free cleaning solvent. Pretest a small, inconspicuous area before proceeding. Do not saturate.
- DO NOT USE WATER.
- Pile fabrics may require brushing with a nonmetallic, stiff-bristle brush to restore appearance.
- Cushion covers should not be removed and dry-cleaned. To prevent overall soiling, frequent vacuuming or light brushing with a non-metallic, stiff-bristle brush to remove dust and grime is recommended.
- When cleaning a spill, blot immediately to remove spilled material. Clean spots or stains from the outside to the middle of the affected area to prevent circling.
- Overall cleaning by a professional furniture cleaning service is recommended.

CODE WS

- Spot clean with upholstery shampoo, foam from a mild detergent, or mild cleaning solvent. Pretest a small, inconspicuous area before proceeding.
- Do not saturate.
- Pile fabrics may require brushing with a non-metallic, stiff-bristle brush to restore appearance.
- Hot water extraction or steam cleaning is not a recommended cleaning method.
- Cushion casings should not be removed and laundered or dry-cleaned.
- To prevent overall soiling, frequent vacuuming or light brushing with a non-metallic, stiff-bristle brush to remove dust and grime is recommended.
- When cleaning a spill, blot immediately to remove spilled material. Clean spots or stains from the outside to the middle of affected area to prevent circling.
- Use a professional furniture cleaning service when an overall soiled condition has been reached.

CODE X

- Clean only by vacuuming or light brushing with a non-metallic, stiff-bristle brush.
- DO NOT USE ANY WATER OR SOLVENT-BASED CLEANER.

SEATING FABRIC	CLEANING CODE	WORKSTATION FABRIC	CLEANING CODE
Appoint	WS	Appoint	WS
Arrondi	S	Bix	WS
Attire	W	Celestial	WS
Brisa®	*	Element	WS
Centurion	W	Essence	WS
Classic	W	Etch	WS
Compass	W	Hatch	W
Confetti	WS	Landscape	WS
Contourett	WS	Lucy	WS
Denver Leather	**	Mica	S
Dotty	W	Refuge	S
Esplande	WS	Sarto	WS
Gio	WS	Tango	WS
Inertia	WS	Tempest	WS
Jamestown Vinyl	WS	Twilight	S
Mod Daisy	WS		
Moguls	WS		
Optic	WS		
Quadrille	WS		
Sierra Vinyl	W		
Signal	WS		
Silvertex™	*		
Sockhop	WS		
Stitchery	WS		
Tectonic	WS		
Whisper Vinyl	*		
Wooly	WS		

*See Vinyl Instructions

**See Leather Instructions

VINYL

For regular cleaning, follow the steps in the “Cleaning vinyl (Step 1)” below. For the removal of heavy soiling, the cleaning process should be started as soon as the problem occurs or is noticed. Delays in starting the cleaning process may result in permanent staining or damage to vinyl. For best results, follow the steps in the order indicated in the “Cleaning vinyl (Step 2)” section below:

CLEANING VINYL (STEP 1)

1. Apply a mild soap-and-water solution to a clean, lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

CLEANING VINYL (STEP 2)

1. For heavy soiling, dampen a clean, soft, white cloth with Fantastik® spray or Formula 409® all- purpose spray and gently rub surface.
2. Rinse with a water-dampened cloth.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

SPOT CLEANING PERMANENT INK MARKS ON VINYL

1. To treat marker and permanent ink marks, combine equal parts of water and rubbing alcohol.
2. Apply mixture to a clean, lint-free microfiber cloth and gently rub on mark.

Note:

- Some marks may require repeating this process.
- Clean normally as instructed in the “Cleaning vinyl (Step 1)” section above.

SPOT CLEANING GUM ON VINYL

1. Remove as much chewing gum as possible.
2. Next, apply naphtha or kerosene to a clean, lint-free microfiber cloth.
3. Gently scrub in a circular motion.
4. If gum cannot be removed, ice may be applied to harden the gum so that it can be separated from the vinyl surface.
5. Then clean normally as instructed in the “Cleaning vinyl (Step 1)” section above.

SPOT CLEANING NAIL POLISH AND NAIL POLISH REMOVER ON VINYL

1. Immediately wipe any excess liquid with a clean cloth
2. Apply a mild soap-and-water solution to a clean, lint-free microfiber cloth and gently wipe the surface.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

SPOT CLEANING PAINT ON VINYL

1. Immediately apply a mild soap-and-water solution to a clean, lint-free microfiber cloth.
 2. Gently dab the surface.
 3. Wipe dry with a new, clean, lint-free microfiber cloth.
1. For **oil-based paints**, apply naphtha or kerosene to a clean, lint-free microfiber cloth.
 2. Gently scrub in a circular motion.
 3. Clean normally as instructed in the “Cleaning vinyl (Step 1)” section above.
1. For **latex-based paints**, clean as instructed in the section above “Cleaning vinyl (Step 1).” CAUTION: Do not scrub vinyl with abrasives or hard-bristle brushes as they might damage the vinyl.

CLEANING WHISPER VINYL

- For light soiling, a solution of 10% household liquid dishsoap in warm water, applied with a soft damp cloth. Rinse with clean water and dry.
- For heavy soiling, dampen a soft white cloth with a one to one (1:1) solution of Fantastik® and water or Formula 409® and water. Rub gently and rinse with a water dampened cloth.
- For more difficult stains, dampen a soft white cloth with a solution of household bleach (10% bleach / 90% water). Rub gently and rinse with a water dampened cloth to remove bleach concentration. Do not use with alcohol based cleaning agents!

CLEANING BRISA® VINYL

- Clean regularly with soap and water.
- Wipe up spills as soon as they occur.
- Clean with alcohol based cleaners such as Fantastik® and Formula 409®
- Sanitize using disinfectants such as bleach (20%) water solution, hydrogen peroxide based or quaternary based*
- For stubborn stains, wipe the stain off with isopropyl (rubbing alcohol) as soon as possible
- Thoroughly rinse all solution residue with clean water
- Air dry

CLEANING SILVERTEX™ VINYL

Method 1: Eye shadow, mascara, grease, black felt tip pen, crayon, chocolate, and suntan lotion

Method 2: Red lipstick

Method 3: Oil base paint, blood, urine, feces, tar and asphalt

Method 4 & 5: All other tough stains

Method 1:

1. Remove excess spill with a damp cloth.
2. Clean with a 1:1 mix of Ivory® liquid and water.
3. Rinse with clean water and dry.

Method 2:

1. Use a straight application of concentrated cleaners such as Formula 409® or Fantastik® spray cleaner.
2. Wipe with a clean cloth, rinse with clean water, and dry.

Method 3:

1. Use a 1:1 mix of ammonia and water, or a 1:4 mix of bleach and water.
2. Rinse with clean water and dry.

Method 4:

1. Use a straight application of naphtha (lighter fluid).
2. Rinse thoroughly with clean water and pat surface dry.

Method 5:

1. Use a 1:1 mix of isopropyl alcohol and water. If the stain persists, use straight alcohol.
2. Rinse thoroughly with clean water and pat dry.

Note: For cleaning that requires step 4 or 5, use a soft cotton cloth saturated with the cleaning material and rub the stain in circles 10 times. Pat dry with another soft cotton cloth and check the results.

*For further details, please contact your sales agent.

LEATHER

CLEANING LEATHER

1. For everyday cleaning, wipe leather with a clean, dry, lint-free microfiber cloth.

SPOT CLEANING ON LEATHER

1. Apply a clean, dry cloth or sponge to any spilled liquid immediately.
2. Using a clean, lint-free microfiber cloth, gently dab a (non-detergent) soap-and-warm-water solution to the impacted area.
3. Do not scrub or rub the area.
4. Allow the area to dry naturally.

SPOT CLEANING BUTTER, OIL, OR GREASE ON LEATHER

1. Never use water to clean or treat.
2. Dab the surface of the leather with a soft, clean cloth until you've absorbed as much as possible.
3. Wait a day or so to let the stain "cure."
4. Usually the oils will absorb into the leather and the stain will disappear.

CAUTION:

- Do not use saddle soap, cleaning solvent, furniture polish, oils, varnish, abrasive cleaners, window cleaners, or ammonia water to clean leather.
- Do not scrub leather with abrasives or hard-bristle brushes as they might damage the leather.

VENEER

CLEANING VENEER

1. For everyday cleaning, apply a small amount of warm water to a clean, lint-free microfiber cloth. The cloth should be slightly damp.
2. Gently wipe the surface in the direction of the grain to remove any surface dust.
3. Wipe dry immediately with a new, clean, lint-free microfiber cloth in the direction of the grain until the surface is completely dry.

POLISHING VENEER

1. Several times a year the veneer finish may be polished with Guardsman® wax-free furniture polish to clean, restore, and protect veneer surfaces. Frequent polishing is not recommended.
2. Use a clean, lint-free microfiber cloth and wipe in the direction of the grain.

SPOT CLEANING MARKS ON VENEER

1. Immediately wipe any liquids from the veneer surface with a clean, lint-free microfiber cloth.

HANDLING AND CARE FOR VENEER

- Use a clean, soft cloth to wipe all spills immediately to prevent water rings and stains. Do not allow spills to dry.
- Avoid extreme heat, cold, or humidity variances.
- Prolonged sunlight may affect the veneer finish.
- Protect veneer surfaces from pens and sharp objects.
- While veneer is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the surface.
- Avoid sliding objects over the surface to prevent scratching.
- The use of coasters is recommended to prevent stains from liquids.

LAMINATE

CLEANING LAMINATE

1. For everyday cleaning, apply a vinegar-and-water solution to a clean, lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.

CAUTION:

- Completely dry the surface as pooled liquid may leave a stain and cause warping at the seams.
- Do not use furniture polish that contains waxes and oils on laminate surfaces.
- Do not use bleach-based cleaners on laminate as it may cause discoloration.

SPOT CLEANING MARKS ON LAMINATE

1. Apply a mild soap-and-water solution or Windex to a clean, lint-free microfiber cloth.
2. To remove markings from laminate, rub the marked area in the direction of the grain. If no grain is present, rub in a circular motion.
3. Rub gently to avoid damaging the surface texture or gloss.
4. Then clean normally as instructed in the "Cleaning laminate" section above.
5. If mark remains, use white ink eraser on mark.
6. Then clean normally as instructed in the "Cleaning laminate" section above.

HANDLING AND CARE FOR LAMINATE

- While laminate is durable and easily cleaned, avoid using hard-bristle brushes which may scratch the laminate surface.
- Avoid sliding objects over the surface to prevent scratching.
- The use of coasters is recommended to prevent stains from liquids.

PLASTIC SURFACES

CLEANING PLASTIC

1. Apply warm water and mild soap or ammonia-based foam glass cleaner solution to a clean, lint-free microfiber cloth.
2. Gently wipe the surface to remove any surface dust.
3. Wipe dry with a new, clean, lint-free microfiber cloth.

SPOT CLEANING MARKS ON PLASTIC:

1. Apply a mild soap-and-water solution to a clean, lint-free microfiber cloth.
2. To remove markings from plastic, rub the marked area from several different directions until it disappears.
3. Then clean normally as instructed in the "Cleaning plastic" section above.
4. If the mark still remains, mix baking soda and water at a 3:1 ratio.
5. Spread the baking soda paste over the mark.
6. Let set for 5 minutes.
7. After 5 minutes, wipe off the baking soda mixture with a clean paper towel.
8. Next, clean normally as instructed in the "Cleaning plastic" section above.

Note: Some marks may require repeating this process.

CAUTION:

- Do not scrub the baking soda mixture on plastic surfaces as it may damage the finish.
- Do not use alcohol-based cleaners on plastic surfaces. Alcohol-based cleaners may dry out plastic and leave white marks on the surface.

MARKER BOARDS

CLEANING MARKER BOARDS

1. Thoroughly erase your marker board after every use.
2. Marker boards should be cleaned weekly with marker board cleaner. Reminder: Completely erase the board before applying any cleaners.

HANDLING AND CARE FOR MARKER BOARDS

1. Leaving ink on the board for an extended period of time may lead to images remaining on the board, commonly known as "ghosting," after erasing.
2. To avoid ghosting, clean your board weekly with marker board cleaner.
3. Expo® brand dry-erase markers are recommended for best erasing results.
4. Avoid using red and orange markers for easier cleaning and to reduce the likelihood of ghosting.
5. Do not use permanent or non-dry erase markers.
6. To maintain eraser performance, follow manufacturer's instructions.

PAINTED & POLISHED METAL

CLEANING PAINTED AND POLISHED METAL

1. Apply a small amount of nonabrasive cleaner such as Windex®, Formula 409®, or Fantastik® to a clean, dry, lint-free microfiber cloth or paper towel.
2. Rub on the areas that may need spot cleaning.
3. Wipe clean using a new, clean, dry, lint-free microfiber cloth or paper towel.

PAINTED METAL TOUCH-UP

Color-matched touch-up paint is available through your local HON Dealer or by contacting HON Customer Service.

GLASS TILES

CLEANING GLASS TILES

1. To wash the glass, use a pre-mixed vinegar-based cleaning solution (or make your own with one part white vinegar to ten parts water). You may also use an ammonia-free glass cleaner such as Windex® or Sparkle®.
2. Apply to a soft, clean, lint-free microfiber cloth or paper towel such as Scott® Rags in a Box or Scott® Shop Towels.

CAUTION:

- Avoid getting any cleaning solution on non-glass tiles or panel frames as it may discolor the finish.

FROSTED GLASS TILES

CLEANING GLASS TILES

1. Use a clean, dry lint cloth and wipe the surfaces.
2. Use warm water and a clean rag or warm water and a damp Mr. Clean® Magic Eraser to clean the area. The warm water will allow the frosted appearance to return sooner.
3. If cleaning the inside of the glass is required, do not spray water directly on the glass. Instead dampen the rag and wipe the inside of the glass clean.
4. Use the clean, dry lint cloth to wipe the surface again to remove any remaining water residue.
5. Then allow approximately 24-48 hours for the etched frosting to dry properly and not show cloudiness (which is created by moisture in the imperfections of the etched frosting).

CAUTION:

- Do not use any type of soap or chemicals when attempting to clean the frosted glass/etched side of glass. It will not harm, but it gets into the pores of the etching and will streak when wiped.

SEATING

CASTERS:

The easiest way to keep casters clean and functioning properly is to ensure the floor is routinely cleaned. Dust, dirt, and lint from the floor collect on the casters and degrade their performance over time. Casters should be cleaned with a mixture of mild soap and water applied to a clean, soft cloth.

ADJUSTABLE-HEIGHT CYLINDER:

If the adjustable-height cylinder is not actuated for long periods of time, the lubricant on the cylinder column may dry out from lack of movement, preventing the cylinder from freely moving up and down. To remedy this situation, add weight to the seat and cycle from top to bottom several times to spread lubricant on the entire column. If the problem persists, apply any grease to the cylinder column and cycle from top to bottom. Do not use spray lubricants as they might drip and damage the flooring.

CHAIR GLIDES:

Glides should be cleaned of dirt and waxed regularly to avoid buildup. Apply household cleaner and wipe dry with a clean, soft cloth.

CHAIR BASE:

Bases may be cleaned by applying a mixture of mild soap and water or a small amount of nonabrasive cleaner such as Formula 409® or Fantastik® to a clean, dry, lint-free microfiber cloth or paper towel.

SYSTEMS & STORAGE

DRAWER SLIDES:

The drawer slides are lubricated during assembly and should not need additional lubrication during the life of the product. If the drawer becomes difficult to operate, contact your local HON Dealer or HON Customer Support for resolution.

LOCKS:

To ensure proper function, occasionally cycle the key through the lock. Doing so will keep the assembly properly lubricated. If debris becomes trapped in the slot, compressed air or WD-40® will help free the debris.

CAUTION:

- Avoid heavy contact with blunt objects, or any object that could cause damage to glass products.
- Protect against damage to glass and fabric screens by avoiding contact with sharp objects.

TABLES

FLIP-TOP MECHANISM:

If the flip top of the folding mechanism becomes difficult to operate, spray WD-40® on the mechanism and cycle. Doing so will both clean and lubricate the mechanism.

CASTERS:

Please see “Casters” section under the Seating heading.