KI CARE & MAINTENANCE MANUAL

This Care & Maintenance Manual is intended to help KI personnel & customers gain a general understanding of the cleaning, disinfecting and maintaining of KI furniture products. With an understanding of the customer's needs, this guide will help determine the most appropriate way to care for KI product.

GENERAL
CARE & MAINTENANCE

KI products require minimal maintenance. Proper maintenance and careful use are the best methods of preserving the appearance, finish, and function of any product. Periodic inspection of the product is recommended. For any questions please contact KI Customer Service at 1.800.424.2432.

It's important to understand the correct use of cleaning and disinfecting agents to protect your warranty terms and ensure your KI product looks great for years to come. Our Care & Maintenance information is a guideline and does not relieve the user from the responsibility of the proper and safe use of the product and cleaning and disinfecting agents. The use of certain cleaning and disinfecting agents can be harmful to the surface appearance and lifespan of surfaces. KI assumes no responsibility resulting from the use of such agents and does not endorse any cleaning and disinfecting agents. Please see KI Terms Conditions Rights and Warranties (KI-PLW-000484) at KI.com.

KI's warranty does not cover failure resulting from normal wear and tear, which is to be expected over the course of ownership. Included but not limited to: scratching, natural variations in wood, fading, yellowing of wood, etc.

Never use a water hose or power washer on KI products. Excess water will damage the product, and is not covered by the warranty.

SEATING INSPECTION

Periodic inspection of attaching bolts for the seat assembly, tablet arm, and floor mounting bolts is recommended (every six to eight months).

LUBRICATION

All moving surfaces are lubricated during assembly. These surfaces naturally attract dirt. To ensure smooth operation, the receding door runners and the ball bearing race in suspension arms should be cleaned and a small amount of white lithium grease reapplied as needed.

DRAWER MAINTENANCE

To maintain proper operation of the drawer suspension, lubricate the area housing the ball bearings every three to six months with a high-quality petroleum jelly type lubricant. To ensure correct drawer alignment, your product must be leveled. Check to see that unit is level and adjust the glides if necessary.

WARNING

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

HARD SURFACE MATERIALS
ACRYLICS

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

ACRYLICS (EXCLUDING DRY-ERASE ACRYLIC)

CLEANING

NOTE: Standard acrylic (used in table modesty panels and worksurface divider applications) cannot be used as a dry-erase surface. Please see care and maintenance instructions for Dry-Erase Acrylic, specifically designed as a writable surface.

Dust acrylic surfaces with a soft, damp cloth or chamois. Dry or gritty cloths may cause surface scratches and create a static electric charge on the surface. Wash with a solution of mild detergent or soap and lukewarm water using a clean soft cloth and applying only light pressure. Rinse thoroughly with clean water and dry by blotting with a damp cloth or chamois. Do not use window cleaning sprays, kitchen scouring compounds or solvents such as acetone, gasoline, benzene, alcohol, carbon tetrachloride, or lacquer thinner. These can scratch the surface and/or weaken the material causing surface cracks.

DISINFECTING

Follow standard instructions for routine spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use and application as it pertains to the surface being disinfected. If additional disinfection is required, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons ($^1/_3$ cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Hydrogen Peroxide - pharmacy grade 3-5%
- Isopropyl Alcohol - diluted with water to 30% strength

DRY-ERASE ACRYLIC

See Vertical Dry-Erase Surfaces.

HARD SURFACE MATERIALS
ANODIZED ALUMINUM

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

Anodized material has an extremely hard surface that is very colorfast and mar resistant. KI's anodized finish is applied by a commercial anodizer that specializes in architectural finishing. It provides consistent color and long product life in a variety of applications.

WARNING: Anodized material should not be sanded. Anodized surfaces are aluminum oxide, which is generally harder than the sandpaper.

CLEANING

Clean using mild soap solutions, such as products that are safe for use with bare hands (avoid the use of strong acid or alkali cleaners). Apply solution with a soft cloth, sponge or brush. Severely soiled anodized surfaces may be cleaned more aggressively than painted surfaces, such as with a mildly abrasive scrubbing pad. Use the pad to remove the mark, then clean the surface using the mild soap solution. Rinse the surface thoroughly with clean water and dry with a soft dry cloth. Most rub marks can simply be removed with a mild abrasive pad, such as Scotch-Brite®.

DISINFECTING

Follow standard instructions for routine spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use and application as it pertains to the surface being disinfected. If additional disinfection is required, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

HARD SURFACE MATERIALS
GLASS

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CLEAR GLASS

CLEANING

Clean using Windex® Original Glass Cleaner.

DISINFECTING

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Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Lysol® Disinfecting Wipes (EPA registration number 777-114)
- Clorox® Non-Bleach Disinfecting Wipes (EPA reg 67619-09)
- Lysol® All-Purpose Spray Cleaner (EPA reg 777-99)
- Fantastik® All-Purpose Spray Cleaner (EPA reg 4822-530)

ETCHED GLASS

CLEANING

Clean using a clean, soft cloth rag soaked in water and wipe down etched glass. Allow the water to evaporate.

Never use any type of cleaner on etched glass because it will leave a residue and undesired swirl effect on the glass.

ARCHITECTURAL WALL GLASS (CLEAR, NON-TEXTURED & GLASS WITHOUT FILM ONLY)

Clean with warm water or a mild soap solution and a lint-free cloth (terry cloth). Conventional, non-abrasive glass cleaners may also be used except on sandblasted, etched or filmed glass. Uniformly apply the solution to the glass surface with a brush, sponge, or other non-abrasive applicator and immediately follow with a squeegee or lint-free cloth towel to remove all of the cleaning solution from the glass. Do not use strongly alkaline caustic solutions as well as acids, especially hydrofluoric acid, and cleaners containing fluorides. Care should be taken to ensure that no abrasive particles are trapped between the glass and the cleaning materials. All water and cleaning solution residue should be dried immediately from gaskets, sealants, and frames to avoid the potential deterioration of these materials. It is strongly recommended to clean a small glass area or one window at a time, then stop and examine the surface for any undesirable impact to the glass.

HARD SURFACE MATERIALS
LAMINATE

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

WARNING: Disinfectants cannot be used on Markerboard laminate.

When cleaning any "laminate" or "markerboard laminate" surface, DO NOT use products that contain the following ingredients:

Chemical Ingredient	Synonymous Names
Hydrochloric Acid	Muriatic Acid Hydrogen Chloride
Sulfuric Acid	Oleic Acid Oil of Vitriol Oleum
Hydrofluoric Acid	Rust Remover
Phosphoric Acid	Rust Remover
Sodium Hydroxide	Caustic Soda Caustic Lye Soda Lye
Pumice (abrasive)	N/A

If a product containing one of the above chemicals is accidentally spilled onto a surface, wipe it up immediately, wash with soapy water, and rinse several times.

LAMINATE

LAMINATE (EXCLUDING MARKERBOARD LAMINATE & LAMINATE CHAIR SHELLS)

WARNING: Prolonged exposure of the laminate surface to bleach will cause discoloration. Always rinse laminate surfaces after cleaning and wipe dry with a soft cloth. Failure to rinse after cleaning can cause damage, even if only a small amount of cleaning solution remains on the surface. A dry residue may be invisible, however moisture from cups or drinks can reactivate it and result in permanently etched scars or stains over time.

CLEANING

To clean, use a mild solution of water and detergent. Always rinse thoroughly with warm water and wipe dry with a soft cloth. Never use a water hose or power sprayer to clean surfaces. In the event a worksurface becomes wet, thoroughly dry both sides of the surface with a dry cloth as soon as possible. Excessive moisture will cause the particleboard core to swell the top and bottom, exposing the core behind the molding. The worksurface will appear to grow in thickness. Difficult stains can be removed using a mild household cleaner/detergent and a soft bristled brush, repeating as necessary. Never use acidic cleaners or a harsh abrasive such as Comet® cleanser, steel wool, scrub pads, etc., to clean the surface. 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 followed by wiping clean with a damp cloth 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. Always finish cleaning by rinsing with warm water, then thoroughly dry the surface with a soft, dry cloth. 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.

DISINFECTING

Follow standard instructions for routine spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use and application as it pertains to the surface being disinfected. If additional disinfection is required, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons (1/3 cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Lysol® Disinfecting Wipes (EPA registration number 777-114)
- Clorox® Non-Bleach Disinfecting Wipes (EPA reg 67619-09)
- Lysol® All-Purpose Spray Cleaner (EPA reg 777-99)
- Fantastik® All-Purpose Spray Cleaner (EPA reg 4822-530)

LAMINATE

MARKERBOARD LAMINATE (DRY-ERASE WHITE BOARD)

WARNING: It is not recommended to stack chairs on markerboard surfaces. Stacking can inadvertently cause surface scratches. The use of wire-bound notebooks is not recommended on markerboard laminate. The abrasion of the wire against the surface may cause scratches.

CLEANING

Pilot®, Expo® and Pentel® brand dry-erase markers are recommended for use on markerboard laminate, though any non-permanent dry-erase marker is compatible. Solvent-based markers are preferred in favor of low odor markers. DO NOT use permanent or non-dry-erase markers. Markerboard should be cleaned once a week or more, depending on use to remove all dry ink residue and prevent ghosting. Ink should be completely dry before erasing, as attempting to remove wet ink can cause smearing and ghosting. Always use a dry eraser or a soft cloth to remove the marker. Remove residue with a soft cloth and a mixture of warm water and mild detergent followed by a clean water rinse. For thorough cleaning and stubborn stains, various whiteboard specific cleaners and conditioner brands such as Quartet® and Expo® can be used. Clean erasers often to remove dry-erase marker residue. Dry the board using a clean, soft cloth. Use of abrasive cleaners, powders, scouring pads, paper towels, steel wool, sandpaper, etc. as well as acid or alkaline-based cleaners or compounds will damage and permanently discolor the surface of the laminate and severely affect the look and performance. Never use these materials on the dry-erase markerboard laminate or allow containers, rags, etc. contaminated with them to contact the surface. DO NOT polish or wax the surface.

DISINFECTING

Diluted bleach is not approved for use on markerboard surfaces as it will negatively impact the performance of writeable surfaces. The use of disinfectants may deteriorate the surface of markerboard, causing the marker ink to embed into the surface (known as ghosting). KI cannot warrant nor assume responsibility for surface degradation resulting from the use of cleaning agents.

LAMINATE CHAIR SHELLS (WITH EXPOSED PLYWOOD EDGES)

WARNING: Do not soak product.

CLEANING

To clean the laminate, use a mild solution of water and detergent on a soft cloth. (Pine cleaner and warm water works well.) Wipe dry with a soft cloth. Some stains such as grape juice may be removed by wetting the surface and sprinkling with baking soda, then wiping clean with a damp cloth. (Do not allow the baking soda to remain more than two minutes.) As always, thoroughly dry the surface with a dry cloth. Never use harsh abrasives such as Comet cleanser, scrub pads, etc. to clean the surface. The exposed plywood edge is finished in Tung oil. Avoid contact with solvents. Furniture polish may be applied to maintain a bright attractive finish on the entire chair shell.

HARD SURFACE MATERIALS
PHENOLIC RESIN TOPS

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

Never use harsh solvents, abrasive powders, or a coarse cloth when applying cleaning agents to smooth surfaces, as they may damage the surface. Remove hard water, chemicals, wax, paint, or adhesive immediately.

DO NOT use liquid nitrogen or dry ice on phenolic resin worksurfaces.

CLEANING

Phenolic resin worksurfaces are durable, non-porous worksurfaces that are resistant to most chemicals and are heat and moisture resistant. They use no edge banding and the worksurfaces' physical properties are seldom compromised; however, they do require periodic care and maintenance throughout the life of the materials in the environment in which they are utilized. Maintaining a good appearance and extending the life cycle of the top is paramount to providing the most pleasing work areas available.

Clean surfaces using a mild solution of warm water and detergent. Build up on the surface may require the use of a wooden or plastic spatula to scrape off excess build up. Then the use of hot water and soap-based cleaning agents. If necessary, leave it soak for 10 minutes. A soft nylon brush can be used to scrub the surface.

The following list contains items suggested for regular cleaning:

- Palmolive® liquid dish soap or non-abrasive household cleaner
- Acetone
- Mineral Spirits
- White Scotch-Brite® Pads (non-abrasive) -always use moist or wet
- De-Solv-It®, Goo-Gone® or Goof-Off® adhesive removers.

After cleaning, apply an occasional application of finish oil. Use either Scott's Liquid Gold®, mineral oil or WD-40® oil to restore the luster to the surface and edges. Remove excess oils to avoid clouding the surface. Apply oil by pouring onto a soft, clean rag, the minimum amount of oil necessary to cover the immediate surface area. Thoroughly rub the oil onto the working surface, exposed edges, the splash face and top edge, using a light circular motion. Wipe away excess oil with a clean rag. A chamois can be used to enhance the desired sheen.

MAINTENANCE

It is highly recommended to implement a program of monthly or quarterly inspection of solid phenolic resin surfaces, plus bi-weekly or weekly cleaning. This helps to maintain the tops in the original finish and help ensure a safe, uncontaminated work environment.

HARD SURFACE MATERIALS
PHENOLIC RESIN TOPS

DISINFECTING

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons (1/3 cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used. Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Lysol® Disinfecting Wipes (EPA registration number 777-114)
- Clorox® Non-Bleach Disinfecting Wipes (EPA reg 67619-09)
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MAINTENANCE

MARRING, SCRATCHES AND STAINS

If a more serious cleaning issue affects the worksurface, it is important to identify the problem before trying to remedy it. See below suggestions:

IMPORTANT: KI's warranty does not cover scratches, marring, or stains on phenolic resin tops that may result from normal wear and tear.

MARRING ON PHENOLIC RESIN SURFACES

Most metals from laboratory equipment, etc., are harder than the solid phenolic resin surface and can leave a light scratch or marring if pulled across the worksurface. Marring is residue matter left on the surface that appears as a line and remains smooth to the touch. Marring can almost always be removed with acetone or with mild cleaning products and vigorous rubbing. The marred area should be cleaned with a soft cloth using the weakest solution (soap and water) as a non-abrasive cleaning agent. If marring persists, progress to using a Scotch-Brite® Light Duty Scrub Sponge moistened with stronger solutions. Never use a dry Scotch-Brite Heavy-Duty Scour Pad or other more abrasive pads.

SCRATCHES ON PHENOLIC RESIN SURFACES

Harder metals, abrasives and heavy or sharp items can dig into the surface resulting in a deeper scratch or gouge. Scratches usually appear as a lighter shade of white or gray on black surfaces and the color varies on other colored tops. Scratches will be identified on the surface as rough to the touch with a slight depression. Scratches in phenolic resin are permanent but will not affect work surface performance. An aesthetic remedy for scratches is coloring in the light scratch with a colored permanent marker. This option may not perfectly match the color and gloss of the surrounding surface. Adding a coating of mineral oil to the surface will mask the scratch for a period of time and will require periodic maintenance.

STAINING ON SOLID PHENOLIC SURFACES

Staining can be caused by chemicals or hard water left to dry on the surface. Chemical stains usually lighten or bleach the surface, but can also roughen and even cause blistering, pitting or crack, on the worksurface. Like scratches, chemical stains are permanent, and if they caused too much damage, the worksurface may need to be replaced. Care and maintenance are the solutions to preventing or slowing down the replacement process.

SPECIAL CARE ISSUES

Trespa® solid phenolic resin worksurfaces are subject to thermal shock, and are not warranted against damage from liquid nitrogen or dry ice. Possible effects caused by the improper use or disposal of these materials include fractures of the worksurface.

HARD SURFACE MATERIALS
PLASTIC/POLY PARTS

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

CLEANING

Clean frequently using a mild solution of warm water and detergent. Always rinse thoroughly with warm water and wipe dry with a soft cloth.

CAUTION: Never use harsh solvents, abrasive powders, or a coarse cloth when applying cleaning agents to smooth surfaces, as they may damage the surface.

DISINFECTING

Follow standard instructions for routine spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use and application as it pertains to the surface being disinfected. If additional disinfection is required, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

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HARD SURFACE MATERIALS
POWDER-COAT PAINT & CHROME FINISHES

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It is recommended that frames and finished surfaces be kept dry and away from water, rain, ice, snow, salt, and direct sunlight.

CAUTION: Never use harsh solvents, abrasive powders, or a coarse cloth when applying cleaning agents to smooth surfaces, as they may damage the surface.

CLEANING

Clean using a mild solution of warm water and detergent. Always rinse thoroughly with warm water and wipe dry with a soft cloth. Wax or furniture polish may be applied after cleaning.

DISINFECTING

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MAINTENANCE

Touch-up paint in all KI standard colors is available to repair minor chips and scratches to powder-coat painted surfaces. See additional information for architectural wall on the next page.

POWDER-COAT PAINT & CHROME FINISHES

POWDER-COAT PAINTED METAL (SPECIFIC TO ARCHITECTURAL WALL)

MAINTENANCE

Minor surface damage can be sanded with excellent results. For major scratches or gouges, use a relatively course grit paper to remove the damage, and then use progressively finer paper to remove the sanding marks, finishing with a 180 to 220 grit paper. Touch-up paint is supplied with each installation and comes as a paint marker for easy application (aerosol cans are also available). It should be applied very sparingly, as it is intended to cover small blemishes or exposed ends on fabricated parts. It is not intended for use on large areas of more than a few square inches. The color will closely match the factory-applied powder-coat painted finish; however, the finish is not as hard and will not have the same performance as the baked-on finish. To apply, clean the area to be touched up and wipe with denatured alcohol to remove any moisture or cleaning residue, then apply per the instructions provided with the touch-up kit.

HARD SURFACE MATERIALS
SEAMLESS MEMBRANE PRESS TOPS

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CLEANING

To clean, use a mild solution of water and detergent. Always rinse thoroughly with warm water and wipe dry with a soft cloth. Stains can be removed using a mild household cleaner/detergent and lightly scrubbing for 10 to 20 strokes. If a stain persists, use a paste of baking soda and water and apply with a soft bristled brush. DO NOT use cleaners that are abrasive, solvent based, contain harsh chemicals, or contain ammonia, as they can damage the surface.

DISINFECTING

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HARD SURFACE MATERIALS
SOLID SURFACE TOPS (CORIAN®)

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CLEANING

Solid surface tops can be cleaned using a solution of mild detergent and warm water, ammonia-based household cleaner, or a dedicated counter top cleaner. Always rinse thoroughly with warm water and wipe dry with a soft cloth. Avoid the use of window cleaners, as they can leave a waxy build-up that dulls the surface. Always wipe surface dry after spills or cleaning to prevent film build-up and hard-water marks. Minimize direct heat exposure to protect the surface.

DISINFECTING

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HARD SURFACE MATERIALS
VERTICAL DRY-ERASE SURFACES

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DRY-ERASE ACRYLIC (SPECIFIC TO CONNECTION ZONE & EVOKE MAGNETIC MARKERBOARD)

CAUTIONS

- Do not use any strong solvents or cleaners on the board.
- Do not use cleaners with abrasives.
- Do not remove dry-erase marks with wet towelettes such as “Erasettes.”
- Do not remove dry-erase marks by spraying dry-erase surface cleaner directly on the board.
- Do not use disinfectants.

CLEANING

Acrylic Connection Zone® Screens are constructed using acrylic with a special surface hardener allowing the material to be used as a dry-erase surface. Use Staedtler®, Expo® or Pentel® brand dry-erase markers for writing, and a standard dry-erase brush for erasing. DO NOT use permanent or non-dry-erase markers. Remove residue with a soft cotton cloth and a mixture of warm water and mild detergent followed by a clean water rinse. If certain marks are still visible, Varsol™ (high-quality mineral spirits/white spirits) may be used. Then, wipe and dry the screen using a clean, soft cloth.

To remove permanent marker from the board’s surface, write over the top of the permanent marker with a dry-erase marker and erase. Alternatively, moisten a clean dry cloth with isopropyl alcohol and wipe the board in a circular motion to loosen marker residue. Rinse clean with water and wipe dry with a soft cloth. Repeat as required to remove all residue.

DISINFECTING

Diluted bleach is not approved for use on dry-erase acrylic surfaces as it will negatively impact the performance of writable surfaces. The use of disinfectants may deteriorate the surface, causing the marker ink to embed into the surface (known as ghosting). KI cannot warranty nor assume responsibility for surface degradation resulting from the use of cleaning agents.

VERTICAL DRY-ERASE SURFACES

LAYERED DRY-ERASE STEEL (SPECIFIC TO ARCHITECTURAL WALLS, PODS & WORKSPACE SYSTEMS)

CAUTIONS

- Do not use any strong solvents or cleaners on the board.
- Do not use cleaners with abrasives.
- Do not remove dry-erase marks with wet towelettes such as “Erasettes.”
- Do not remove dry-erase marks by spraying dry-erase surface cleaner directly on the board.

CLEANING

Use Staedtler®, Expo® or Pentel® brand dry-erase markers for writing, and a standard dry-erase brush for erasing. DO NOT use permanent or non-dry-erase markers. Dry-erase should be cleaned periodically to remove all dry ink residue and prevent ghosting. Ink should be completely dry before erasing, as attempting to erase wet ink can cause smearing and ghosting. Always use a dry eraser or a soft cloth to remove the marker. Remove residue with a “Dry-Erase Surface Cleaner” on a soft cloth, or a soft cotton cloth and a mixture of warm water and mild detergent followed by a clean water rinse. If marks are still visible after cleaning, mineral spirits may be used. Allow the board to dry for two hours before using.

To remove permanent marker from the board’s surface, write over the top of the permanent marker with a dry-erase marker and erase. Alternatively, moisten a clean dry cloth with isopropyl alcohol and wipe the board in a circular motion to loosen marker residue. Rinse clean with water and wipe dry with a soft cloth. Repeat as required to remove all residue.

DISINFECTING

Diluted bleach is not approved for use on layered dry-erase steel surfaces as it will negatively impact the performance of the writable surface. The use of disinfectants may deteriorate the surface, causing the marker ink to embed into the surface (known as ghosting). KI cannot warranty nor assume responsibility for surface degradation resulting from the use of cleaning agents.

VERTICAL DRY-ERASE SURFACES

POLYCARBONATE DRY-ERASE WHITEBOARD (SPECIFIC TO RUCKUS WHITEBOARDS)

CAUTIONS:

- Do not use any strong solvents or cleaners on the board. Examples: Windex®, Fantastik®, Formula 409®, Glassex® & Lysol®.
- Do not use cleaners with abrasives.
- Do not remove dry-erase marks with wet towelettes such as "Erasettes."
- Do not remove dry-erase marks by spraying dry-erase surface cleaner directly on the board.

Use any high-quality dry-erase marker on the whiteboard (EXPO® brand dry-erase markers are recommended). **DO NOT** use permanent or non-dry-erase markers. **DO NOT** use Ultra-fine tip dry-erase markers, as their pointy rigid tip can cause scratches on the writing surface. Ink should be completely dry before erasing, to prevent smearing and ghosting. Always use a clean dry eraser, microfiber towel or soft cotton cloth to erase marks.

BiC® Intensity Bold dry-erase makers and Ultra-fine tip dry-erase markers are NOT to be used on Ruckus whiteboards and will void any warranty if used.

CLEANING

Whiteboards should be cleaned periodically to remove dry ink residue and prevent ghosting.

- Wipe surface with a clean, soft cotton or microfiber cloth moistened with "Dry-Erase Surface Cleaner", or a solution of 50% water and 50% isopropyl alcohol. Do not spray dry-erase surface cleaners directly on the whiteboard.
- Rinse with clean water.
- Wipe dry with a clean soft cloth.

If marks are still visible after cleaning, repeat the process with a solution of 50% water and 50% isopropyl alcohol, followed by a clean water rinse and drying. (If your whiteboard is used daily, this cleaning should be performed two to three times a week.)

REMOVING ACCIDENTAL PERMANENT MARKER

To remove permanent marker from the dry-erase whiteboard's surface, write over the top of the permanent marker with a dry-erase marker, allow dry-erase marks to dry, then erase. Alternatively, moisten a clean dry cloth with isopropyl alcohol and wipe the board in a circular motion to loosen marker residue. Rinse clean with water and wipe with a dry, soft cloth. Repeat as required to remove all residue.

DISINFECTING

Diluted bleach is not approved for use on Polycarbonate dry-erase whiteboard finish surfaces as it will negatively impact the performance of writable surface. The use of disinfectants may deteriorate the surface, causing the marker ink to embed into the surface (known as ghosting). KI cannot warranty nor assume responsibility for surface degradation resulting from the use of cleaning agents.

HARD SURFACE MATERIALS
WOOD & VENEER

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

KI's warranty does not cover failure resulting from normal wear and tear which is to be expected over the course of ownership, including but not limited to: scratching, natural variations/movement of butcher block wood tops, bowing/cupping of butcher block tops due to environmental conditions during transit and/or at site.

WOOD & VENEER (EXCLUDING BUTCHER BLOCK)

CLEANING

Wet objects should be placed on coasters and writing should be done on a desk pad to avoid surface and wood/veneer damage. Sharp metal objects such as spring binders and briefcase hinges should be kept from contacting the surface. Contact between the finish and certain plastic compounds may result in discoloration and finish damage. Protect wood and veneer from direct sunlight to prevent UV darkening. Avoid extreme heat, cold or humidity variances. Immediately wipe any liquid from the surface using a clean, soft cloth. NEVER leave any excess water or moisture on any wood surface. Regular cleaning or dusting can be accomplished using a slightly damp, soft, lint-free cloth wiping in the direction of the wood grain. Always wipe dry immediately with a dry, clean, lint-free cloth. Avoid using any cleaners containing abrasives or corrosive agents. Do not use spray polishes or cleaners, or those containing silicone, wax, or oil. Do not use cleaners such as Clorox® or Lysol® brand disinfecting wipes, or other products containing polyethylene glycol.

Veneered extrusions on Architectural Wall with minor scratches can be mitigated with the supplied stain kit. For best results, engage a trained professional to complete this work.

DISINFECTING (SEE ADDITIONAL INFORMATION FOR KI HIGH POINT PRODUCTS BELOW)

Follow standard instructions for routine spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow manufacturer's instructions for use and application as it pertains to the surface being disinfected. If additional disinfection is required, diluted bleach can be used in accordance with CDC cleaning and disinfection instructions.

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons ($^1/_3$ cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

DISINFECTING (KI HIGH POINT PRODUCTS - LOBBY, LOUNGE, & HEALTHCARE PRODUCTS)

KI's finished products, manufactured at KI's High Point plant contain a high performance polyurethane clear coat, allowing them to support select disinfectant cleaners. A list of approved and disapproved disinfectant cleaners can be found below. Residue left by a cleaning agent may continue to degrade surfaces and shorten their life, and/or affect their appearance. Always finish cleaning by rinsing with clean water and dry with a clean soft cloth. NEVER leave excess water or moisture on any finished wood surface.

Approved Disinfectants	Disapproved Disinfectants
10:1 Water to Bleach Clorox Healthcare® Bleach Germicidal Wipes Clorox® Broad Spectrum Quaternary Disinfectant Cleaner PDI® Sani-Cloth® Bleach Wipes PDI® Sani-Cloth® HB Germicidal Wipes Lysol® Disinfecting Wipes (EPA 777-114) Clorox® Bleach-Free Disinfecting Wipes (EPA 67619-09) Lysol® All-Purpose Cleaner Spray (EPA 777-99) Fantastik® All-Purpose Cleaner Spray (EPA 4822-530)	70% Isopropyl Alcohol Diversey™ Oxivir® Tb Wipes PDI® Sani-Cloth® Plus Germicidal Cloths Clorox Healthcare® Hydrogen Peroxide Wipes Metrex™ CaviWipes™ Disinfecting Towelettes

HARD SURFACE MATERIALS
WOOD & VENEER

BUTCHER BLOCK WORKSURFACES

CLEANING

- Wipe and clean any spilled liquid immediately. Excessive moisture and many chemicals, if allowed to stand on the surface can cause staining or damage. Clean spills or soiled areas with a damp cloth and dry thoroughly.

HOW TO MAINTAIN BUTCHER BLOCK

IMPORTANT: If you make any cuts or alterations in your butcher block, be sure to refinish the exposed edges with melted paraffin and oil or polyurethane (EZ-DO wipe-on poly gel recommended). Holes or notches that have been installed in the tabletop must also be refinished. If you do not refinish these edges, your top will crack due to dryness.

- A factory applied semi-gloss finish protects the butcher block worksurface. With proper care, the finish is virtually maintenance free.
- DO NOT cut into a butcher block worksurface that has a semi-gloss finish. Cuts into the finish should be resealed immediately to prevent the exposed wood from absorbing moisture.
- Natural mineral deposits in tree wood may leave visible mineral streaks. This is a natural coloring in wood and adds individuality to the tabletop appearance. No repair to the surface is required.
- Periodically apply a coat of furniture spray wax, paste wax or lemon oil to the finished surface. This will protect and enhance the finish, while ensuring a moisture barrier is in place to protect the butcher block in the event the factory finish becomes scratched or worn.
- Minor scratches and dents can be easily repaired by rubbing the affected area with steel wool or fine grit (#220) sandpaper. Remember, when rubbing or sanding to always sand with the wood grain direction. Feather-sand edges of repair into the surrounding area. Remove all dust and residue, then apply a new clear finish to the area (EZ-DO wipe-on poly gel recommended). Confine touch-up to the area which has been sanded and follow poly manufacturer's directions on the product label when touch-up refinishing.
- Major scratches and gouges should be handled by a furniture repair professional, or knowledgeable do-it-yourselfer using proper tools and equipment.

Problem	Description	Cause	To Repair
End Checks	Separation of the joints along the end of top or block.	Excessive dryness, not waxed or oiled frequently enough.	Melt a 1:4 mixture of paraffin & mineral oil, and fill all checks. Make sure paraffin seals the check thoroughly. Continue waxing.
Splits	Separations of joint along full length of top.	Excessive dryness.	Proceed as above with 1:4 mixture of melted paraffin & mineral oil to seal the split. If condition continues for an extended time period, contact your dealer.
Wind Shakes	Small portion of wood grain lifting from tabletop.	Grain separation, Excessive dryness.	Clean and dry the top. Apply a small portion of white glue to a piece of paper. Slip paper under the shake and remove, leaving some glue for adhesion. Place heavy weight on the area overnight and let dry. Remove an excess glue using light sandpaper or fine steel wool. WORK ONLY SANDING WITH THE GRAIN, NOT ACROSS IT!
Warpage	Top cupping or bowing.	Inbalance of moisture content between top and bottom surfaces, Waxing only one surface.	Apply wax liberally to concave side. If not corrected within two weeks, tape plastic (i.e. plastic liners, dry cleaning wrap, etc.) to the convex side and oil the reverse side every day. Top will adjust to new humidity and correct itself.
Rail Expansion	One rail raised above balance of top.	Raised rail expanding at faster rate than other.	Continue waxing as instructed for regular maintenance. Top will adjust to new humidity and correct itself.
Stains	Water spots, food stains, etc.	Allowing food to remain on tabletop too long, needs paraffin or wax.	Use light sandpaper or fine steel wool on stain, working with the grain. Continue regular maintenance. Stain will dissipate in wood grain.
Damage	Nicks, gouges, dents, etc.	External environment.	If top is factory-finished, lightly sand and refinish with polyurethane or another compatible finish (consult a local finishing store).
Mineral Streaks	Dark streaks in the wood.	Natural discoloring of the wood due to mineral deposits in the tree.	No repair needed – adds to individuality of your Butcher Block!

SOFT SURFACE MATERIALS
CARPET

CLEANING

Vacuum regularly. Carpet can be professionally cleaned, or spot cleaned with mild detergent and water. Remove excess water with a wet vac.

SOFT SURFACE MATERIALS
POLYESTER FELT

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

CLEANING

Periodic cleaning removes accumulated grime, helping the felt to retain it's original appearance as much as possible. Regular vacuuming or light brushing is recommended to prevent dust and soil buildup. Always pre-test your cleaning method on an inconspicuous area of the polyester felt to determine if the cleaning agent will work appropriately without causing color to bleed, texture to shrink, or the character to be altered.

STAINS

Immediately soak up any excess spill with a soft absorbent cloth. Do not allow the stain to dry completely before treating, or it may set. Use a clean cloth or sponge dipped in cool water to remove any residue. If stain persists, a mild soapy water mixture and damp cloth can be used to gently rub the stain. Do not rub felt too vigorously or damage may occur. If stain still persists, use a polyester carpet shampoo cleaner mixed with water, a damp cloth and apply to the affected area (or as per cleaning product manufacturer's instructions). Blot well after each application.

DISINFECTING

Disinfectants are not approved for use on polyester felt. KI cannot warrant nor assume responsibility for surface degradation resulting from the use of cleaning agents.

SOFT SURFACES
UPHOLSTERY

The KI fabric code can be found on the unit's white product label, below the item number. If you are unable to locate the fabric code or have additional questions, please contact KI Customer Service at 1.800.424.2432 or visit KI.com.

Always pre-test cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

Be sure to wipe or spray the cleaner uniformly, to minimize the impact of the solution on the materials colorways.

It's important to understand the correct use of cleaning and disinfecting agents to protect your warranty terms and ensure your KI product looks great for years to come. Our Care & Maintenance information is a guideline and does not relieve the user from the responsibility of the proper and safe use of the product and cleaning and disinfecting agents. The use of certain cleaning and disinfecting agents can be harmful to the surface appearance and lifespan of upholsteries. KI assumes no responsibility resulting from the use of such agents and does not endorse any cleaning and disinfecting agents. Please see KI Terms Conditions Rights and Warranties (KI-PLW-000484) at KI.com.

Similar to industry standards, KI does not recommend routine disinfection of upholstery. Use of specific cleaning and disinfecting agents is approved for select fabrics. Approved agents can cause some level of surface deterioration and/or discoloration; however, with proper use, they will cause the least amount of harm to fabrics. Bleach solutions pose the greatest risk of surface degradation and should be avoided.

COM/KOM TEXTILES

Please contact upholstery manufacturer for textile cleaning and disinfection guidelines for COM/KOM Fabrics.

PALLAS TEXTILES

For specific maintenance and cleaning instructions on Pallas Textiles, please see Pallas Disinfecting Guidelines and Pallas Cleaning Guidelines on the Pallas Resources page.

KI INGRADE UPHOLSTERY

CLEANING

Periodic cleaning removes accumulated grime, helping retain a fabric's original appearance as much as possible. Regular vacuuming or light brushing is recommended to prevent dust and soil buildup. Do not over apply water or any liquid solution to fabric. Excessive wetting of the fabric may result in permanent damage to the material. Several light applications are better than one heavy application. Do not rub fabric too vigorously or you may damage the nap of the fabric or break fabric fibers. Immediately soak up a stain with a soft absorbent cloth. Do not allow the stain to dry completely before treating, or it may set. The longer a stain is allowed to remain on the fabric, the more difficult it is to remove. When using a cleaning agent, soak up all remaining solution and then use a clean cloth or sponge dipped in cool water to remove any residue. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

SOFT SURFACES
UPHOLSTERY

FABRIC CLEANING CODES

The easiest way to determine the correct method for cleaning your upholstery fabric is to refer to its fabric cleaning code. You will need to know the fabric supplier and pattern name in order to obtain the code from their website, or through their customer service personnel. Cleaning codes apply to the outer-covering fabric only and it is most important that the fabric not be over wet to avoid contact with filling materials.

CLEANING CODE DEFINITIONS

W	Clean only with water-based shampoo or foam upholstery cleaner. Spot cleaning is recommended. Do not saturate upholstery materials and always test cleaner on an inconspicuous surface before cleaning. Do not use dry cleaning solvents to spot clean. Pile fabrics may require brushing to restore appearance. Cushion covers should not be removed and laundered.
S	Clean only with dry cleaning solvent. Spot cleaning is recommended. Do not saturate upholstery materials and always test cleaner on an inconspicuous surface before cleaning. Do not use water. Pile fabrics may require brushing to restore appearance. Make sure the room is well ventilated and there are no open flames, such as from a candle or cigarette lighter. Cushion covers should not be removed and dry cleaned.
W-S	Clean with mild detergent or shampoo, foam or dry cleaning solvent as desired. Spot cleaning is recommended. Do not saturate upholstery materials and always test cleaner on an inconspicuous surface before cleaning. Pile fabrics may require brushing to restore appearance. Cushion covers should not be removed and dry cleaned or laundered.
X	Do not clean with either water or solvent based cleaner. Use vacuuming or light brushing only. Any cleaning product, whether water or solvent based, may cause staining, shrinkage or distortion of the fabric surface pile.
L	Gently remove dust with a soft, clean cloth. Remove dried-on dirt by wiping with a clean dampened cloth, then dry with a soft wool cloth. Allow to dry thoroughly. Clean with a leather-care agent. Dab liquids immediately with a dry absorbent cloth without rubbing. Remove food and grease immediately with a dry absorbent cloth without rubbing. Do not use Saddle soap or Ivory soap and water solutions. Do not soak with water or any other cleaning agents. Do not use a hair dryer.

The KI fabric code can be found on the unit's white product label, below the item number. If you are unable to locate the fabric code or have additional questions, please contact KI Customer Service at 1.800.424.2432 or visit KI.com.

Be sure to wipe or spray the cleaner uniformly, to minimize the impact of the solution on the materials colorways.

WOVEN UPHOLSTERIES

Follow standard instructions for routine and spot cleaning. Cleaning agents and disinfectants should be approved by the appropriate department(s) within the facility. Follow cleaning solution manufacturer's instructions for use, application, and specific product detail. If a need for disinfection exists, approved disinfectants include:

DISINFECTING

Disinfectants are not approved for use on upholstery. KI cannot warrant nor assume responsibility for surface degradation resulting from the use of cleaning agents.

SOFT SURFACES
UPHOLSTERY

NON-WOVEN UPHOLSTERIES

FAUX LEATHER

These quality products are made of Nytek®, a specially engineered nylon fiber matrix. They are designed with a built-in stain-resistant finish that will not wash or wear off and does not require a topically applied spray.

NOT RECOMMENDED:

- Products containing alcohol above 20%
  - Coe Spray™ II Pump
  - Citrace® Hospital Disinfectant Spray
  - PDI® Super Sani-Cloth®
  - DisCide® Ultra Disinfecting Towelettes
  - Lysol® Brand Disinfectant Spray
  - Lysol® Brand II Disinfectant Spray
  - Lysol® Brand III Disinfectant Spray
  - Lysol® Professional Disinfectant Spray
- Products containing Iodophors
  - Wescodyne®
  - Five Star® IO Star Sanitizer

CLEANING

Ordinary dirt, smudges and water-soluble stains such as coffee, tea, juice, soft drinks, milk, beer, wine, etc. can be removed with mild soap and water. Use a clean cloth or soft sponge to dab the stain with soapy water then remove the soap solution by wiping the area with a cloth and clean water. Dry with a soft lint-free cloth or towel. Very stubborn stains or non-water soluble stains can be removed with a mild solvent such as naphtha (lighter fluid, paint thinner). Lightly wipe the stain with a clean cloth which has been moistened with solvent. Blot the area with a dry cloth and allow to dry. Many ink and magic marker stains can be removed using a solution of one part Wisk® detergent and one part rubbing alcohol. Dab lightly with a cloth which has been moistened with the solution. Do not rub. As the ink loosens, blot the area with a dry cloth. Repeat if necessary. Rinse with a cloth dampened in clean water and dry with a soft cloth. For commercial installations use mild soap and water for general cleaning. Avoid using cleaners containing abrasives or bleach.

DISINFECTING

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons (1/3 cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Lysol® Disinfecting Wipes (EPA 777-114)
- Clorox® Bleach-Free Disinfecting Wipes (EPA 67619-09)
- PDI® Sani-Cloth® Plus (EPA 9480-6)

SOFT SURFACES
UPHOLSTERY

LEATHER

WARNING: Never use Saddle soap or Ivory soap and water solutions on leather. Never soak the leather with water or any other cleaning agents. Never use a hair dryer. Disinfecting not recommended.

CLEANING

Gently remove dust with a soft, clean cloth. Remove dried-on dirt by wiping with a clean dampened cloth, then dry with a soft wool cloth. Allow to dry thoroughly. Apply a leather-care agent. Dab liquids immediately with a dry absorbent cloth without rubbing. Remove food and grease immediately, wipe with a clean dampened cloth, and then dry with a soft wool cloth.

DISINFECTING

Disinfectants are not approved for use on leather. KI cannot warrant nor assume responsibility for surface degradation resulting from the use of cleaning agents.

MESH

CLEANING

Using a soft bristle brush, loosen surface dirt then vacuum well or use compressed air to remove loosened dirt and dust. Apply a mild detergent solution if needed. Heavy soiling may require a cleaning agent such as diluted liquid bleach, OxiClean™, or Virex® II 256. Rinse cleaning agent from the mesh and dry thoroughly with a clean cloth. Brush out, and vacuum or use compressed air. Always follow the cleaning solution's manufacturer's directions. Always pretest cleaning and disinfectant products on an inconspicuous area before proceeding. Residue left by a cleaning agent may continue to degrade surfaces, shorten their life, and/or affect surface appearance. ALWAYS finish cleaning by rinsing with clean, warm water and dry with a soft cloth.

DISINFECTING

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons ($^1/_3$ cup/2.67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

ALTERNATIVE APPROVED DISINFECTANTS:

- Lysol® Disinfecting Wipes (EPA registration number 777-114)
- Clorox® Non-Bleach Disinfecting Wipes (EPA reg 67619-09)
- Lysol® All-Purpose Spray Cleaner (EPA reg 777-99)

SOFT SURFACES
UPHOLSTERY

VINYLS

CAUTION: Do not use alcohol-based cleaning agents.

CLEANING

For light soiling, a solution of 10% household liquid dish soap in warm water can be applied with a soft damp cloth. Rub gently and clear water rinse with a dampened cloth. Moderate scrubbing with a soft brush will help loosen soiling materials from the depressions of embossed surfaces.

For heavy soiling, dampen a soft white cloth with a one to one (1:1) solution of Formula 409® and water or Fantastik® and water. Rub gently and clear water rinse with a water dampened cloth. For more difficult stains on vinyl, dampen a soft white cloth with a solution of household bleach. Rub gently and clear water rinse with a water dampened cloth to remove bleach concentration. If a need for disinfection exists, diluted bleach can be used in accordance with CDC and disinfection instructions.

DISINFECTING

DILUTED BLEACH SOLUTION RATIOS:

- 5 tablespoons ($^1/_3$ cup/2 .67 oz) bleach per gallon of water.
- 4 teaspoons bleach per quart of water.

NOTE: For some healthcare-specific applications requiring a more concentrated bleach solution, a 10:1 water to bleach ratio (12.8 oz bleach to one gallon water) can be used.

Be sure to wipe or spray the solution uniformly, to minimize the impact of the diluted bleach on the material's colorways.

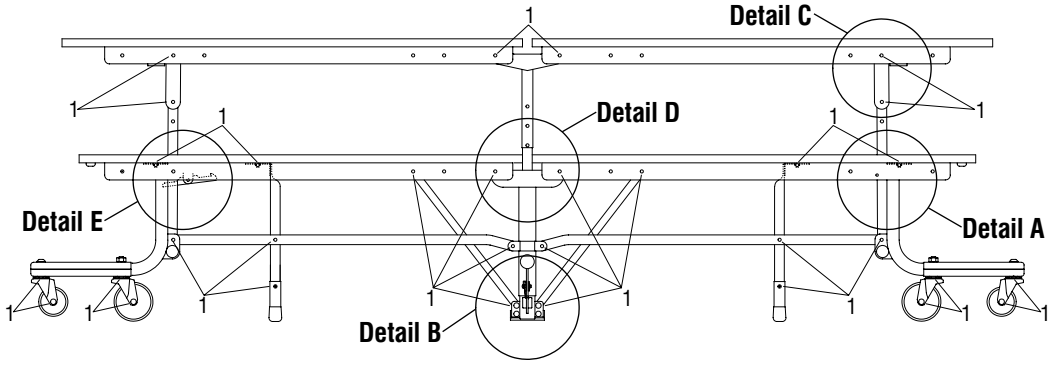
ALTERNATIVE APPROVED DISINFECTANTS:

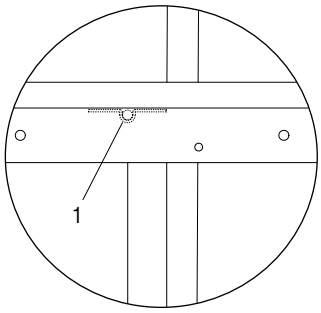
- Fantastik® All-Purpose Spray Cleaner (EPA reg 4822-530)
- Oxivir® 1 Wipe (EPA 70627-77)
- Sani-Cloth® Plus (EPA 9480-6)
- Virex® II 256 (EPA 70627-24)

PRODUCT SPECIFIC MAINTENANCE
CAFEWAY™ TABLES

MODEL ECRCB PREVENTIVE MAINTENANCE GUIDE

- Check for loose or missing bolts and fasteners monthly.
- Check casters and latches for proper operation monthly.
- Oil all points labeled "1" with a light-weight oil twice per year.
- Paraffin wax the center slide and latch assemblies labeled "2" twice per year.

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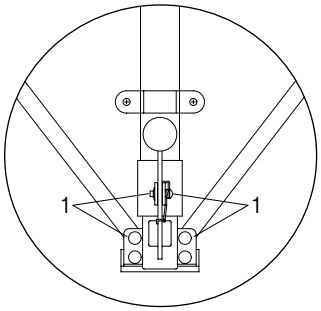
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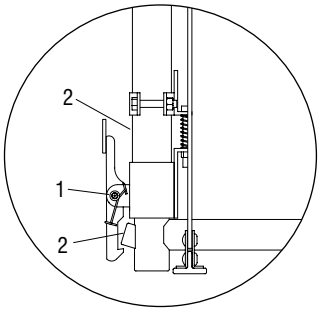
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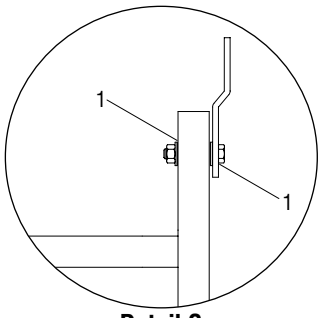
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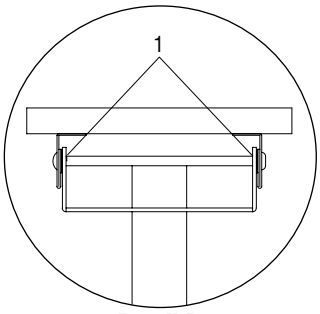
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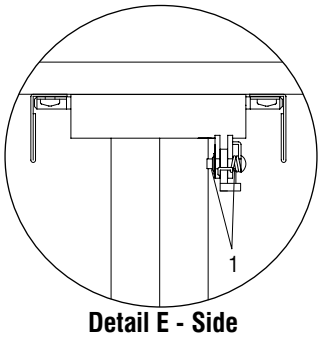
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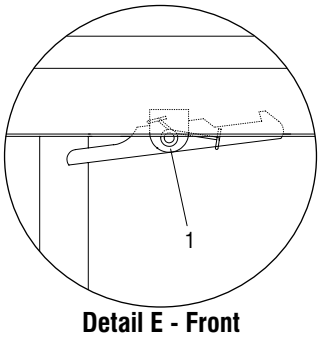

Detail E - Front

PRODUCT SPECIFIC MAINTENANCE
CAFEWAY™ TABLES

MODEL ECRCB LATCH ADJUSTMENT

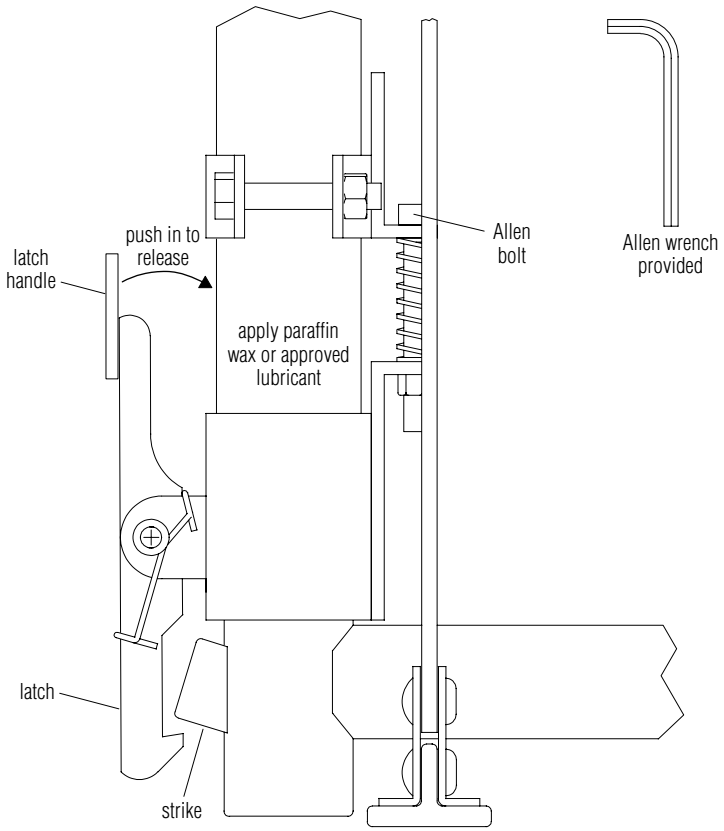
1. With the table in the use position, apply weight to the unit to hold it against the floor. Using the Allen wrench provided, turn the Allen head bolt, on the inside of the center leg, clockwise to tighten the latch and counter-clockwise to loosen the latch.

2. Test latch by removing weight from the table. Push down on the center of the table and release the latch located on the upper center leg between the table tops. Hold the latch in the released position and slowly lift the table 1 to 2 inches. Remove hand from the latch and with one hand on either table side lift table into a tee position. Spring assists in the center legs will help you lift the table to this position and will maintain the table in the tee position.

3. Push the table back down to the use position. Verify that the table latches lock the unit down by pulling up lightly on the center of the table. The table should rise no more than $^{1}/_{2}$".

4. Retest release to verify smooth release.

5. Apply paraffin wax or approved lubricant to the strike area several times per year.



PRODUCT SPECIFIC MAINTENANCE
CAFEWAY™ TABLES

MODELS ECELP, ECRDP, ECOCP & ECRCP SEMI-ANNUAL MAINTENANCE LUBRICATON

- Servicing of tables must be performed by qualified personnel familiar with the tools and products being used.
- Always wear personal protective equipment such as eye goggles and gloves.
- Use an approved lubricant such as Food Grade Penetrating Oil or Food Grade White Grease.

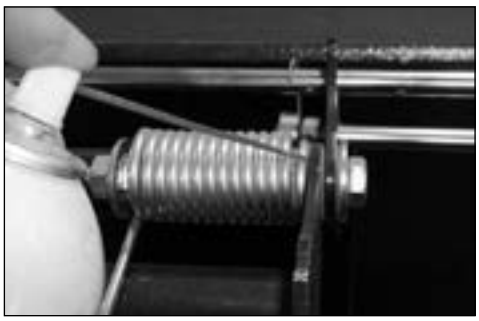


FIGURE 1

1. Lubricate the center hinges/lock plates. Verify urethane glide washers are in place and free of chips, cracks or abrasion (Figure 1).

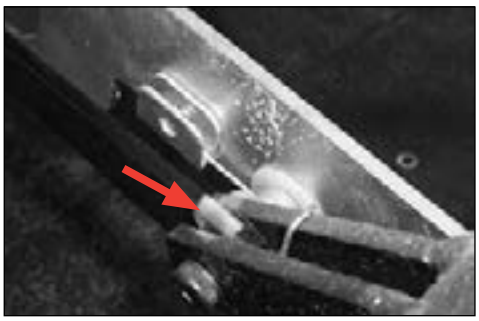


FIGURE 2

2. Inspect the storage latch for ease of motion, Apply lubricant to the shoulder bolt and spring (Figure 2). **Note:** ECRCP tables do not have a spring on the latch.

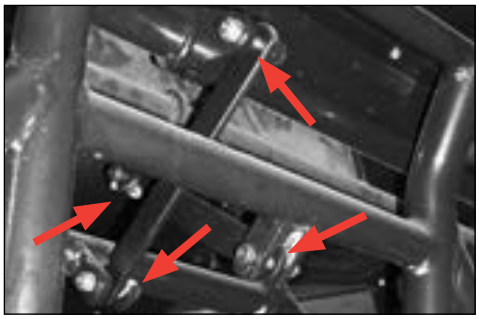


FIGURE 3A

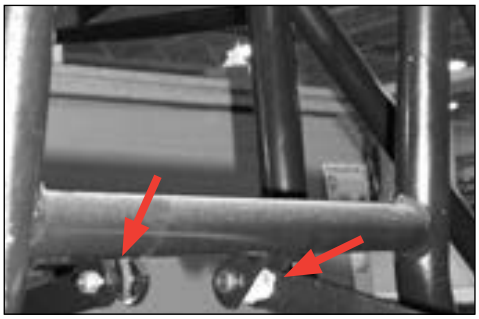


FIGURE 3B

3. As needed, lubricate the shoulder bolts at all 'stretcher bar' pivot points (Figures 3a and 3b).

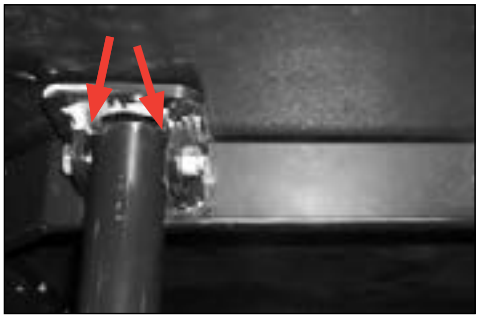


FIGURE 4A - ECELP, ECRDP & ECOCP

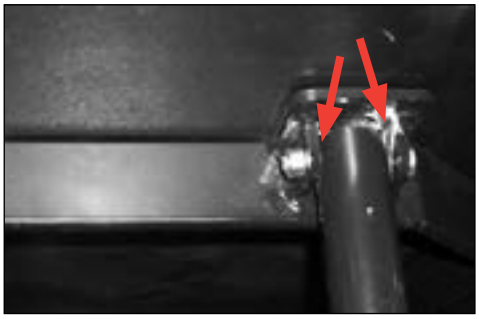


FIGURE 4B - ECELP, ECRDP & ECOCP

4. Lubricate upper pivot connections for 'endlegs' (Figures 4a and 4b).
   Note: This step is for ECELP, ECRDP & ECOCP family tables only.

PRODUCT SPECIFIC MAINTENANCE
CAFEWAY™ TABLES

MODELS ECELP, ECRDP, ECOCP & ECRCP SEMI-ANNUAL MAINTENANCE LUBRICATON

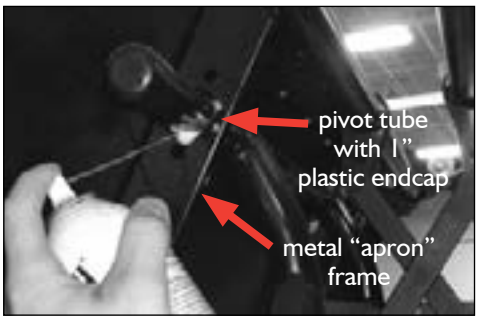


FIGURE 5

4. Pivot tubes rotate and slide laterally as they pass through the table aprons during normal operation. Lubricate this location on each end of the pivot tube (Figure 5).

FIGURE 6

5. "Capped" pivot tubes require access from inside the apron (Figure 6).

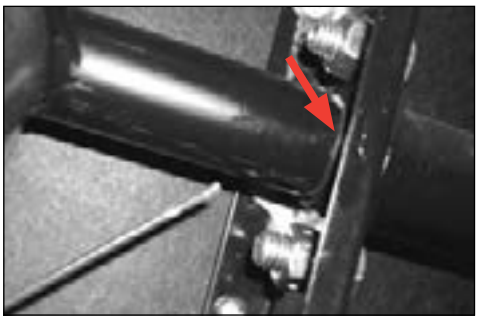


FIGURE 7

6. Lubricate the inner flange of the apron where the pivot tube rotates on the apron (Figure 7).

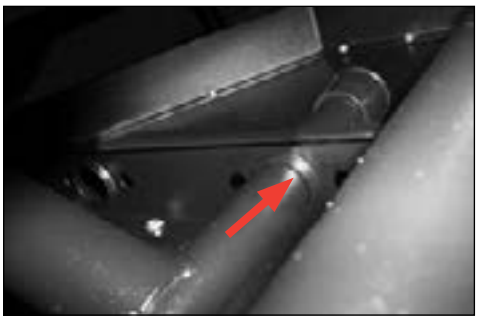


FIGURE 8

7. Pivot tubes must be lubricated semi-annually on the table (Figure 8).

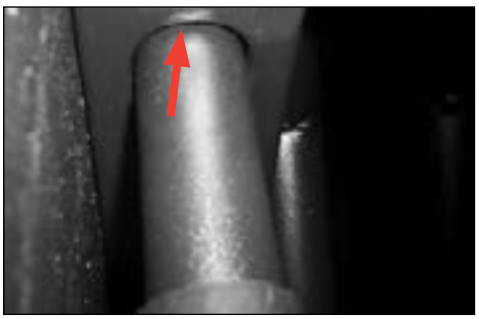


FIGURE 9

8. Pivot tubes must be lubricated semi-annually on the table (Figure 9).

PRODUCT SPECIFIC MAINTENANCE
DURALITE® FOLDING TABLES

WARNING

Diagonal braces must always be in the locked position during use. If storing tables flat, do not stack more than ten tables high. Avoid placing a direct heat source on or near the table surface unless using a heat barrier

CLEANING & CARE

DuraLite tables are designed to be durable, lightweight and virtually maintenance free.

To ensure the longevity of your product, we recommend the following steps when it comes to the cleaning of your new tables. DuraLite tables are made of durable, long lasting ABS plastic. Although impervious to most liquids and despite its hard surface texture, it does require some careful attention when it comes to cleaning the surface.

Tabletops can be cleaned with any alcohol based industrial glass cleaner or simply a light soap water mixture. Windex® is the recommended option for this product.

For heavy, malicious markings, Simple Green®, Clorox® spray or other multipurpose glass cleaners coupled with a stiff brush will clean most problem areas. It will be necessary to wipe the table down with Windex afterwards to complete the process.

Using a stiff brush will improve cleaning and remove heavy marks that may have become embedded in the tabletop texturing.

Aggressive, solvent based cleaners simply are not necessary to keep your tables looking clean and new. Solvent based products can damage the plastic and should not be used.

DO NOT USE THESE PRODUCTS:

- Solvent based cleaners such as mineral oil, mineral spirits, or turpentine.
- Citrus cleaners (all contain high levels of citric acids that penetrate plastic).
- Orange oil based cleaners (all contain citric acid).
- Heavy-duty cleaners such as Fantastic®, Formula 409® and other aggressive industrial cleaners that are designed for bathrooms and kitchens.
- Powdered cleaners such as Ajax® or Bon Ami®.

Heavy, intentional marking by pen or permanent marker may be difficult or impossible to completely remove. Using the above methods will create the best results. Proper care and careful use is the best method of maintaining the finish of the product.

USE & SAFETY

DuraLite tables are designed for indoor use. Discoloration or fading may occur if used outside or if placed in direct sunlight.

Make sure the legs are completely unfolded and gravity locks are in position before using table.

The top surface and edges of tables should not be dropped onto the floor. In the case of round tables, rolling should be avoided. Dropping or impacting the table surface or edges may cause stress (white) marks or cracks. When moving tables form one setup position to another, do not drag across the floor. This can cause damage to the legs. Two people should lift tables for movement to a new set-up location or for storage. Two people are required to load and unload tables from storage racks and table caddies. Dropping the table into the rack or caddy, or onto the floor when removing for setup could cause cracking or stress marks. When unloading a table, start from outside edge so the second person can move around the table caddy. When loading the table caddy, move the first table toward the center to allow the next table to be loaded.

PROPER HANDLING TECHNIQUES TO RIGHT:

PRODUCT SPECIFIC MAINTENANCE
SWAY® LOUNGE CHAIR

ORBITAL MOTION OF SWAY LOUNGE CHAIR

If the orbital motion of the lounge chair slows throughout the life of the product, it can be rejuvenated by simply applying a coat of spray-on wax to the bottom of the powder-coated steel contact surface. Spray on wet and wipe dry, on all of the exposed areas of the steel contact surface, while the chair is shifted in all directions. KI recommends using Lucas Slick Mist® spray wax, however a variety of comparable spray waxes work. Do not spray any poly surfaces with the spray wax as it will not improve the motion. If the spray wax application does not improve the chair's slowed motion, and if significant rubbing is felt during movement, please contact your local KI sales specialist or KI customer service to have new "Sway Posts" installed on the Sway lounge chair. (The Sway motion-related parts have a 10-year warranty.)

AUTO-RETURN FEATURE OF SWAY LOUNGE CHAIR

If the Sway lounge chair is no longer returning to an upright position AND is permanently in the reclined position while not in use, please contact your local KI sales specialist or KI Customer Service to have a new "Sway Return Spring" installed on the Sway lounge chair. (The Sway motion-related parts have a 10-year warranty.)

ATTACHMENT HARDWARE

Periodic inspection of attaching hardware is recommended (every six months).

PRODUCT SPECIFIC MAINTENANCE
UNIFRAME® TABLES

TABLE MONTHLY INSPECTION & MAINTENANCE

- Inspect hardware to ensure that none are loosening. Tighten if required, to be even with the mounting surface. Inspect screws and enclosures that hold tops, benches, and seats to the frame. Tap or screw loose hardware into place.
- Inspect latch for proper alignment and locking. Use the latch set screw for adjustment.
- Inspect cylinders attached to the tables. **CAUTION:** Cylinders are under pressure. Cylinders that can be moved/wiggled with your hand while attached must be replaced. Contact your KI Customer Service personnel.

EVERY THREE MONTHS - CLEAN CASTERS

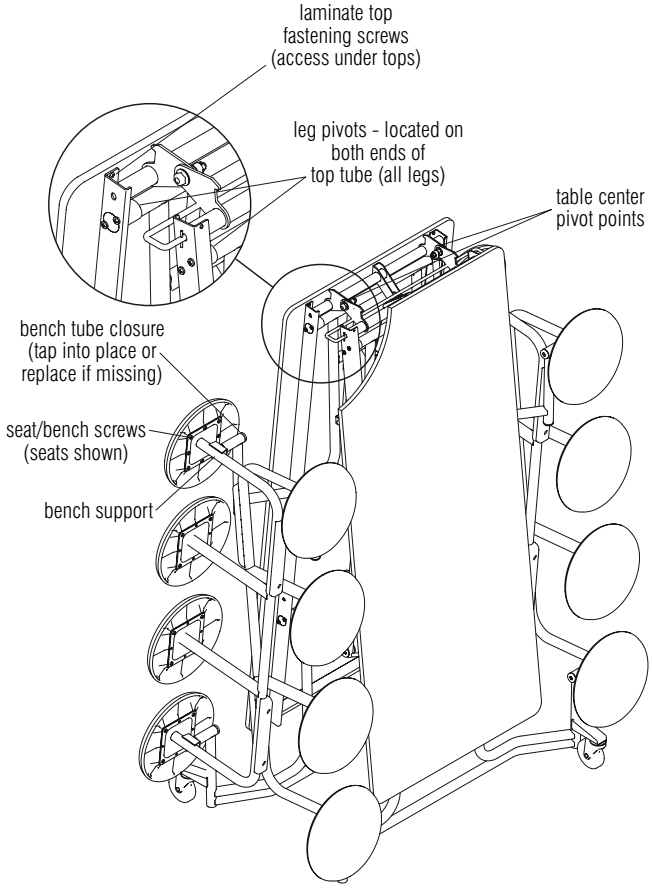
- Outside surface area of wheel - Use a putty knife to scrape away any food, gum, dirt, etc.
- Axle bolt of wheel - Use putty knife to remove built-up dirt.

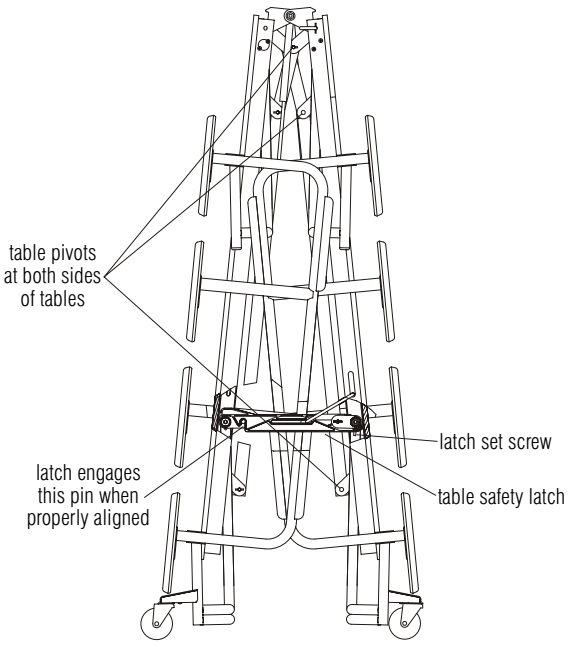
SEMI-ANNUALLY

- Lubricate center pivot points on table (only use spray lithium grease).

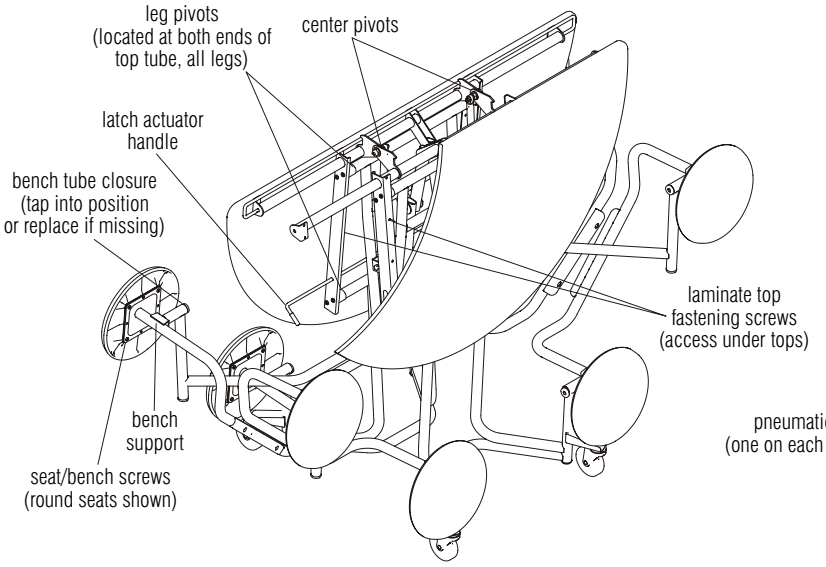
ANNUALLY

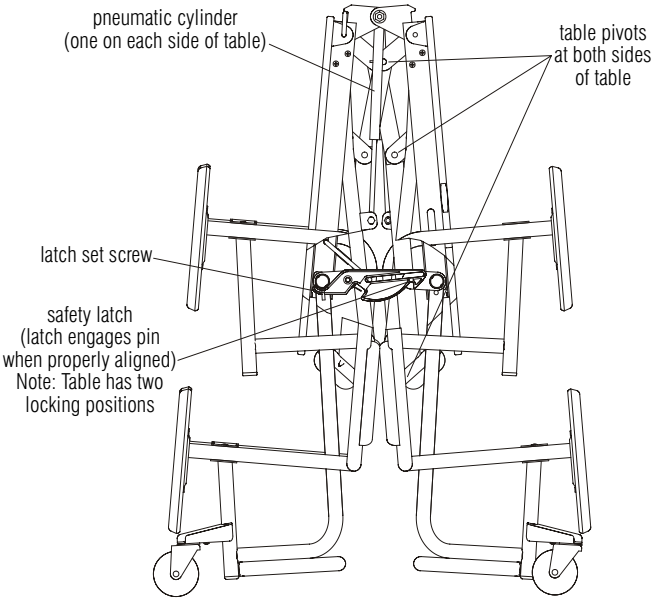
- Lubricate leg pivots located underneath table (only use spray lithium grease).





UNIFRAME® TABLES





PRODUCT SPECIFIC MAINTENANCE
VALUELITE® FOLDING TABLES

WARNING

Diagonal braces must always be in the locked position during use. If storing tables flat, do not stack more than ten tables high. Avoid placing a direct heat source on or near the table surface unless using a heat barrier.

CLEANING

The polyethylene tabletop is stain- and solvent-resistant. To clean, use a mild soap and a soft-bristled brush. Abrasive cleaning materials may scratch the plastic and are not recommended.

Repair scratches or rust spots on the metal frame by sanding the affected area lightly; using a rust-preventative spray primer; and finally, spraying with a high-gloss spray enamel paint.

PRODUCT SPECIFIC MAINTENANCE
WIGGLEROOM® POD

LUBRICATION

All moving surfaces are lubricated during assembly. These surfaces may lose lubrication and may cause noise. If hinge noise is present, remove door hinge pin, clean and add a small amount of white lithium grease, then re-assemble pin to hinge.

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