



Clean & Care Instructions

This Office Furniture Care Guide explains how to clean, protect, and maintain office furniture to ensure long-term performance. Follow these simple cleaning and maintenance tips to keep desks, chairs, cubicles, conference tables, and workstations looking their best.

Routine Office Furniture Cleaning

Regular cleaning helps prevent dirt buildup and preserves the appearance of your furniture.

What You'll Need

- Damp cloth or sponge
- Mild soap or detergent
- Warm water
- Clean, dry cloth

Cleaning Steps

1. Wipe surfaces with a cloth dampened with mild soapy water.
2. Rinse with warm water.
3. Dry thoroughly with a clean cloth.

Recommended Frequency: Safe for daily cleaning.

How to Remove Stains from Office Furniture

Coffee and Tea Stains

Use a mild household cleaner and a soft-bristled brush. Repeat as needed until the stain is removed.

Persistent Stains

Create a paste using baking soda and water. Apply with a soft-bristled brush and scrub lightly for 10 to 20 strokes. Avoid excessive scrubbing, especially on glossy finishes.

Stubborn Stains

For difficult stains, apply a small amount of undiluted household bleach or nail polish remover. Allow it to sit for up to two minutes, then rinse thoroughly with warm water and dry immediately.

Important: Prolonged exposure to bleach may discolor surfaces. Always test in an inconspicuous area first and use sparingly.

Protecting Laminate Office Furniture

Taking a few simple precautions can help prevent costly damage.

Avoid Heat Damage

Always use a heat shield, hot pad, or trivet beneath hot appliances and containers. Direct heat can cause cracking, blistering, or discoloration.

Clean Spills Immediately

Promptly wipe up spills, especially those containing:

- Food dyes
- Hair products
- Textile dyes
- Harsh cleaning chemicals

After cleaning a spill, rinse the area with water and dry thoroughly.

Use Surfaces Properly

Avoid cutting directly on laminate surfaces and never use oven cleaners on office furniture.

Office Furniture Maintenance Tips

Keep your office furniture performing its best with these simple habits:

- Dust surfaces regularly to prevent buildup.
- Use coasters to protect against moisture rings.
- Keep furniture out of prolonged direct sunlight to reduce fading.

- Inspect hardware periodically and tighten loose components when needed.
- Use furniture as intended to minimize unnecessary wear and tear.

Cleaning Products to Avoid

Certain products can permanently damage office furniture finishes and laminate surfaces.

Do Not Use:

- Steel wool
- Abrasive pads
- Acidic cleaners
- Harsh chemical cleaners

Avoid Products Containing:

- Hydrochloric Acid (Muriatic Acid)
- Sulfuric Acid
- Hydrofluoric Acid
- Phosphoric Acid
- Sodium Hydroxide (Caustic Soda)
- Pumice

These substances can permanently damage laminate surfaces if not removed immediately.

Frequently Asked Questions

How often should office furniture be cleaned?

Most office furniture should be dusted regularly and cleaned with mild soap and water whenever dirt, fingerprints, or spills occur.

What is the best cleaner for office furniture?

A mild soap and water solution is generally the safest option for routine office furniture cleaning.

Can I use disinfecting wipes on office furniture?

Some disinfecting products may damage finishes over time. Always review manufacturer recommendations before use.

How do I remove coffee stains from office furniture?

Use a mild household cleaner and a soft-bristled brush, then rinse and dry the surface thoroughly.

How can I make office furniture last longer?

Regular cleaning, prompt spill removal, avoiding harsh chemicals, and protecting surfaces from heat and sunlight will help extend the life of furniture.