



Office Chair

Cleaning Schedule



Materials	Plastic Metal Upholstery (Refer to Care label 1)
Frequency	Monthly: Deep cleaning of plastic components Quarterly: Maintenance checks and detailed cleaning
Note	Dry wipe down the metal components with a microfibre cloth ONLY. Applying water will remove lubricant and wear part overtime.

Monthly Deep Cleaning Routine for entire chair

Materials	All purpose cleaner (pH neutral). <i>Acidic or Alkaline cleaners will damage the materials and void warranty.</i> Water Soft-bristle brush Microfiber cloths
Steps	<p>Initial Dust Removal:</p> <ol style="list-style-type: none"> Use a dry microfiber cloth to remove any surface dust and loose dirt from all plastic parts. <p>Deep Cleaning:</p> <p>Do not apply any cleaning spray or fluid to the exposed metal gaslift.</p> <ol style="list-style-type: none"> Use a pH neutral all purpose cleaner. Apply the solution to a soft-bristle brush and spray onto the plastic areas. Use soft bristle brush to clean in tight corners, such as where armrests meet the frame. <p>Rinsing and Drying:</p> <ol style="list-style-type: none"> Wipe off the cleaning solution using a damp microfiber cloth. Dry all plastic parts with a dry microfiber cloth to prevent water spots or streaks. <p>Conditioning (optional):</p> <ol style="list-style-type: none"> Apply a plastic conditioner to plastic parts.



Cleaning Schedule

(cont.)

Quarterly Maintenance Routine for entire chair

Materials

All purpose cleaner (pH neutral). *Acidic or Alkaline cleaners will damage the materials and void warranty.*
 Plastic conditioner
 Soft-bristle brush
 Microfiber cloths

Steps

Full Cleaning:

1. Perform the monthly deep cleaning routine on all chairs.

Inspection and Repairs

1. Check for cracks, scratches, or any damages on the plastic parts.
2. Check the material on the seat and back to ensure the glue is holding.
3. Sit on the chair and test for play in the seat, mechanism and backrest.
4. Check the ratchet back height adjustment is working as intended.
5. Check the functionality of each lever by lifting and adjusting and then locking back into place.
6. If any components are showing signs of wear or are not functioning.

Conditioning and Protecting (optional):

1. Perform the monthly deep cleaning routine on all chairs.

Replacement and Adjustments:

1. If any plastic parts show excessive wear or damage, schedule replacements or repairs.

Notes

Avoid Abrasive Cleaners

Abrasive pads or harsh chemicals can damage plastic surfaces, leading to scratches or dull finishes.

Ensure Proper Drying

Always dry the plastic parts thoroughly to avoid water spots and moisture buildup, which can affect long-term durability.

Keep a Cleaning Log

Document each cleaning session to track maintenance frequency and any issues observed.