

EDITION 01

Cleaning Your Steelcase Standard Products

The Post-COVID Workplace

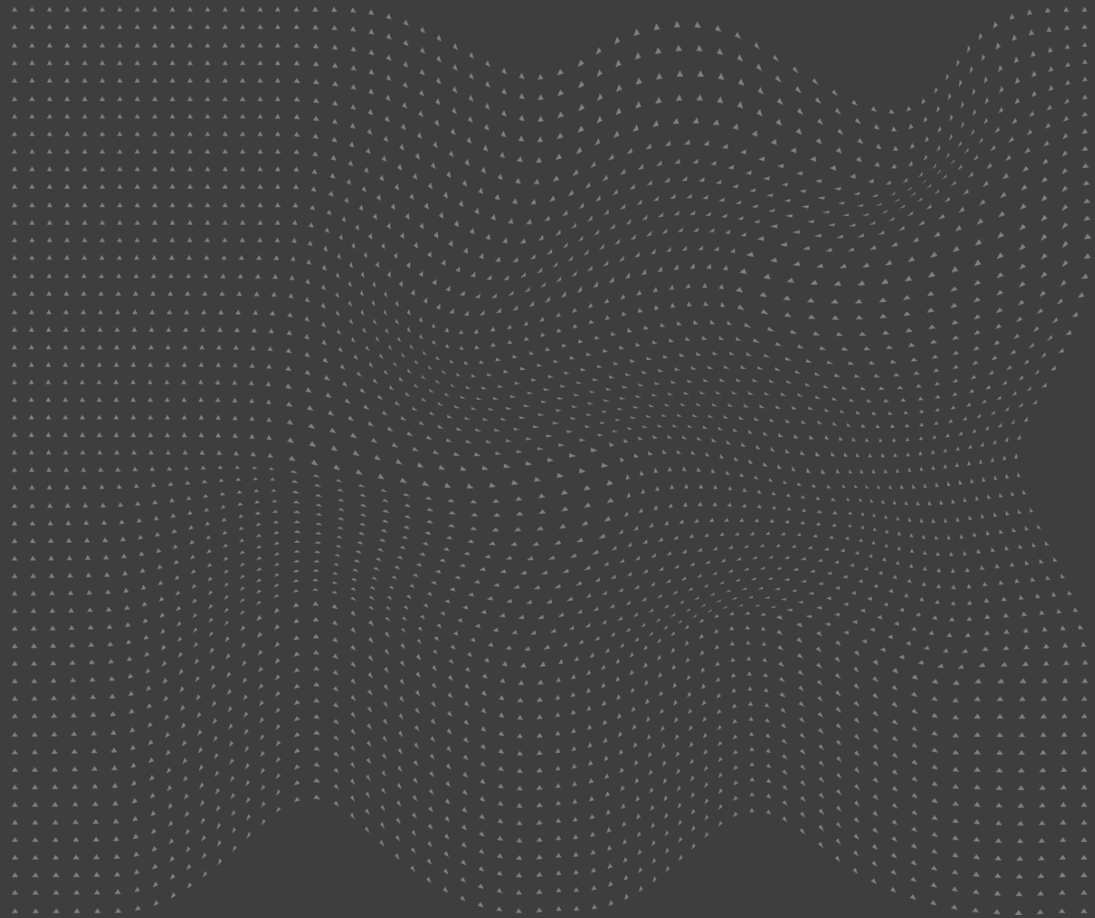
Steelcase

Maintaining Your Investment

For over 100 years, Steelcase's goal has been to provide the best products and service. In our 9 internal test labs, our products undergo rigorous scrutiny that lets us offer the strongest warranty in the industry.

Our comprehensive approach to product maintenance gives us a unique advantage during this time of global pandemic. Customers everywhere are asking for guidance on the best ways to clean our products. This information is our best attempt to respond to your questions, based on our ongoing research.





Defining Key Terms

Cleaning vs. Disinfecting

Cleaning and disinfecting are not the same

Cleaning uses soap or detergent and water to physically remove germs, dirt and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading the infection.

The [standard Steelcase product cleaning guidelines](#) in our Surface Materials Reference Manual cover the use of major cleaner types on our surfaces, but do not make any claims regarding the level of disinfection.

We are moving quickly to evaluate the compatibility of our products with primary cleaning and disinfecting products commonly used in healthcare settings. Our most recent info is available on [Steelcase.com](#), and we are updating this as we have additional data.

Cleaning products used for soil and stain removal may not be effective disinfectants, while disinfectants may not be effective stain removers.

Do Steelcase Products have Antimicrobial Additives?

The term antimicrobial is a popular buzzword, with a lot of companies advertising products with antimicrobial properties. True to our reputation for in-depth analysis and reliance on scientific data, Steelcase has spent a number of years evaluating the use of antimicrobial additives in our products.

What Are Antimicrobials?

Technically speaking, the term *antimicrobial* refers to something that is toxic to microorganisms (bacteria, fungi, viruses, etc.) or inhibits their growth and action. Sometimes the antimicrobial property comes from an inherent material attribute or physical structure, and sometimes from a chemical additive.

Fabrics With Antimicrobial Properties

Known antimicrobial technologies available for fabrics have not been proven to combat specifically against viruses such as COVID-19. But new antiviral technologies continue to emerge, and material manufacturers, including our brand Design^{it}ex, are constantly evaluating new findings and technology.

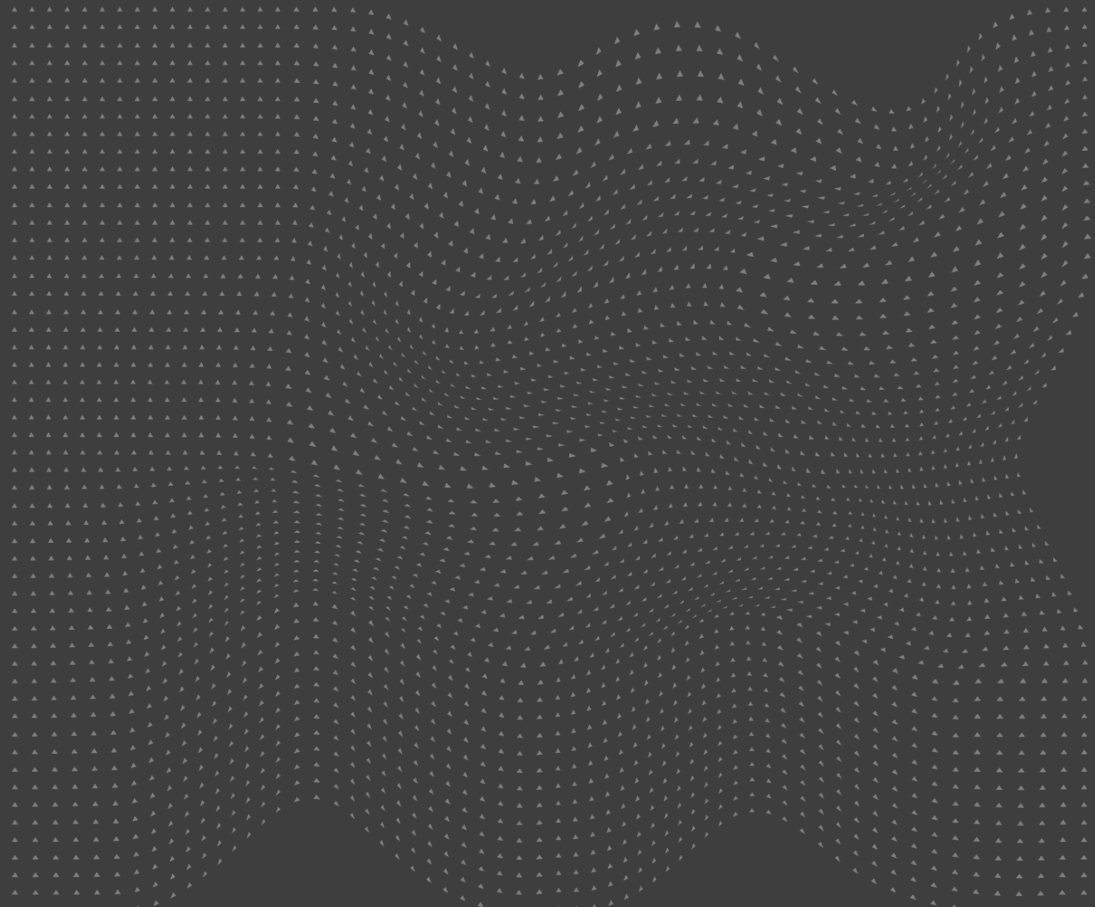
Steelcase's Antimicrobial Material Offerings

Some customers do still require antimicrobial additives, so Steelcase has kept options available for high-touch surfaces such as seating fabrics and worksurface laminates.

CDC Recommendations

With or without the use of antimicrobial materials, the best way to reduce the risk of spreading infections is to clean and disinfect surfaces and wash hands.

We suggest referring to the updated CDC guidelines on [cleaning and disinfecting a facility](#).



Cleaning Guidelines

Compatibility of Our Products with Cleaning and Disinfecting Products

Here are our most current recommendations for use of these cleaners on high-touch areas of our products. Where possible, specific cleaning product brand names are included. Note that:

- Since these types of cleaners are marketed under a large number of brand names, it isn't possible to evaluate all cleaners on all surfaces.
- Due to the wide variation in the end use of these cleaning products (including amount of product applied, elapsed time before removal from the surface, physical action used to remove the cleaner, and the number of applications), your results may vary from the test results used to develop this guide.
- If you are unsure about the use of a given cleaner on a surface, please **test it first on a small, inconspicuous area** before proceeding with a broader cleaning program.
- These guidelines apply only to products manufactured by Steelcase. For guidance on cleaning other products, refer to the manufacturer of those products.
- For custom materials (COM), contact the material manufacturer for cleaning guidelines.
- For guidelines specific to Designtex fabrics, refer to [instructions](#) on their website.

Recommended Cleaning Protocol

1. **Identify** the materials in your space (working with your dealer or salesperson).
2. Refer to the Surface Materials Cleaning Manual for instructions on **cleaning** your specific materials.
3. **Disinfect** hard surfaces. (Disinfectants have not yet been identified for general use on soft surfaces. That information is coming soon. Until then, cleaning will reduce the risk of infection by removing germs, dirt and impurities.)
4. Rinse
5. Wash hands frequently.

Rinsing the product after cleaning is critical. Never leave cleaner on a product.



Disinfecting Steelcase Standard Hard Surfaces

All Steelcase standard hard surfaces (including glass, metal, wood, laminate, paint, plastic) can be cleaned with one of these common quaternary compound-type cleaners:

- [Lysol Disinfecting Wipes \(EPA registration number 777-114\)](#)
- [Formula 409 Disinfecting Spray \(EPA reg 67619-10\)](#)
- [Clorox Non-Bleach Disinfecting Wipes \(EPA reg 67619-09\)](#)
- [Lysol All Purpose Spray Cleaner \(EPA reg 777-99\)](#)
- [Fantastik All Purpose Spray Cleaner \(EPA reg 4822-530\)](#)

Please visit <https://www.steelcase.com/cleaning-steelcase-products/> for further information on cleaners and cleaning protocol for Steelcase product.

Cleaning Steelcase Standard Soft Surfaces

Many of our fabrics can be disinfected with a 10:1 water/bleach spray, but not all.

For a list of these materials, see the Finish Library and filter by "[bleach cleanable](#)."

For materials that are not bleach cleanable, we are working on an alternative disinfectant to recommend. Until then, cleaning by following the instructions in our Surface Materials Reference Manual will help reduce the risk of infection by removing germs, dirt and impurities.

For a list of our standard materials and how to clean, see https://www.steelcase.com/content/uploads/2020/03/SurfaceMaterials_COVID-cleaning-guide-1.pdf

Directions for cleaning:

- The spray should be enough to coat the surface of the fabric, but not to soak through to the substrate.
- Be sure to spray the cleaner uniformly, in order to minimize the impact of the cleaner on material color.

Important Notes Regarding these Cleaning Instructions

Before using any cleaner, check first to ensure it complies with your company's EHS (Environmental Health and Safety) requirements.

Proper personal protection equipment (PPE) such as gloves and eye protection, as directed by the cleaner manufacturer, must be worn.

To avoid risks of fire or shock, always disconnect electrical power when cleaning products that use or provide electricity.

Please work with your Facilities and EHS staff to determine how frequently your products should be cleaned.

Never mix cleaners together, especially bleach and ammonia, as the mixture produces toxic fumes.

Be careful not to allow liquids to enter any openings in electrical products.

Always follow the cleaner manufacturer's instructions for use, including dilution and dwell time (time that the cleaner remains on surface before being cleaned off).

Ensure that proper ventilation is used, in accordance with the cleaner manufacturer's directions.

For the latest information on potential exposure pathways for COVID-19 infection, including contact with surfaces, please see the [CDC website](#).

Setting 1

Hard Surfaces

1. Wood Veneer Surfaces
2. Painted Chair Components
3. Plastic Chair Components
4. Painted Surfaces
8. Glass
9. Chrome-Plated and Polished Aluminum Surfaces

Soft Surfaces

5. Seating Upholstery
6. Vertical Fabrics
7. Leather



Setting 2

Hard Surfaces

1. Laminate Worksurfaces + Edgebands
2. Painted Surfaces
4. Plastic Chair Components
5. Anodized Aluminum

Soft Surfaces

3. Seating Upholstery



Setting 3

Hard Surfaces

1. Laminate Worksurfaces
2. Painted Chair Components
3. Plastic Chair Components
4. Painted Surfaces
6. Markerboard

Soft Surfaces

5. Seating Upholstery



Are there any other cleaning products besides the ones you suggest that are OK to use?

We recommend using the cleaning products listed in our [Surface Materials Reference Manual](#). However, if your company uses other cleaning products, we suggest that you reference the EPA number listed, which will detail the active and inactive ingredients. If the EPA list has another cleaning product that is similar in composition and concentration with those on our guidelines, it is likely safe to use.

How to read the EPA registration numbers: "XXXX-YYY-ZZZZ"

The first group of numbers ("XXXX") identifies the manufacturer. The second group of numbers ("YYY") is the product number. The third group of numbers ("ZZZZ") is the distributor ID/brand. The first two groups are what matter: If the first two fields of numbers are identical, then the cleaners are chemically identical.

Please consult your Facilities person to evaluate the MSDS for material composition similarity confirmation.

What about my Steelcase partner products?

Steelcase can only provide guidance on products we manufacture. For questions about products manufactured by our partner brands, refer to those manufacturers' websites.

Is it OK to use bleach?

Many of our fabrics are safe to use with a 10:1 water/bleach spray, but not all. For a list of these materials, see the Finish Library and filter by "[bleach cleanable](#)."

Directions for cleaning:

- The spray should be enough to coat the surface of the fabric, but not to soak through to the substrate.
- Be sure to spray the cleaner uniformly, in order to minimize the impact of the cleaner on material color.

I don't have bleach-cleanable materials on my chairs and/or panels. What does Steelcase suggest in order to clean and disinfect them?

We are in the process of testing other cleaners and will update this information as we have it.

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