

# CARE & MAINTENANCE ■

## Sway™ Collection

February 2017

### General Cleaning

The Sway Collection requires minimal maintenance. It requires no more care than a typical stack, lounge, or task chair. Proper care and mindful use are the best methods of maintaining the appearance and function of Sway. Periodic light cleaning is all that is necessary. Stains and spots may require more cleaning attention (see below).

### Plastic/Poly Parts

- For periodic light cleaning, use “Formula 409” or a mild solution of water and detergent and a soft cloth.
- For grease, oils, and adhesive spot cleaning, use “Goo-Gone” and a soft cloth.
- To help prevent the occurrence of more permanent stains and spots, it is recommended to apply “ArmorAll Protectant” to all poly surfaces prior to use. “ArmorAll Protectant” can be applied occasionally throughout the life of the product to help prevent the occurrence of stains. (Thoroughly clean all poly surfaces prior to applying “ArmorAll Protectant”.)
- For stains and removal discoloration, it is recommended to use “Mr. Clean Magic Eraser” with water.

**CAUTION:** Never use a rough/coarse cloth when applying cleaning agents to Sway poly surfaces. It is recommended to use a soft microfiber cloth.

### Fabric/Upholstery

Cleaning with the wrong substrates can damage fabric/upholstery. Knowing and following cleanability code guidelines is a good first step to taking care of furniture surfaces. The fabric supplier and pattern name must be known and provided to obtain the cleanability code, from the web or customer service personnel.

Once the cleanability code of any specific fabric is known, the fabric may be cleaned accordingly:

#### Code “W”

Code “W” is used on fabrics that should be cleaned with water-based cleaning agents. Spot clean using foam from only water based cleaners or non-solvent cleaning products. Apply foam with a soft brush in a circular motion and vacuum when dry.

#### Code “S”

On fabrics with an “S” code, use a mild water-free cleaning solvent-based product. Make sure the room is well ventilated and there are no open flames, such as a candle or cigarette lighter.

#### Code “W-S”

Code “W-S” fabrics can be cleaned with either water or solvent-based products. Use a mild solvent, an upholstery shampoo, or the foam from a mild detergent.

#### Code “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.

### Upholstery Cleaning Tips:

- Regularly clean your fabric by vacuuming or light brushing.
- Always check the upholstery’s cleaning code before deciding which cleaning products to use.
- Test the cleaning product in an inconspicuous area first to guard against color bleeding or fabric shrinkage.
- Follow all directions and advice.



## CARE & MAINTENANCE (CONTINUED)

### Faux Leathers

These quality products are made of Nytek<sup>®</sup>, 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.

- 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.

### Leathers

- 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.

**WARNING:** Never use saddlesoap or Ivory soap and water solutions on leather. Never soak the leather with water or any other cleaning agents. Never use a hairdryer.

### Vinyls

- Step 1: 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.
- Step 2: For heavy soiling, dampen a soft white cloth with a one to one (1:1) solution of Formula 409<sup>®</sup> and water or Fantastik<sup>®</sup> and water. Rub gently and clear water rise with a water dampened cloth.
- Step 3: For more difficult stains on vinyl, dampen a soft white cloth with a solution of household bleach (10% bleach and 90% water). Rub gently and clear water rise with a water dampened cloth to remove bleach concentration.

**CAUTION:** Do not use with alcohol based cleaning agents.

### Laminate Table Top Cleaning

To clean the laminate, use a mild solution of water and detergent on a soft cloth. Wipe clean with a dry cloth. Do not soak the laminate surfaces. As a last resort, stubborn dirt and grease may be removed with a lacquer thinner or other solvent. Some stains such as grape juice may be removed by wetting the table surface and sprinkling lightly with baking soda, then wipe 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 a harsh abrasive such as Comet cleanser, scrubbing pads, etc. to clean the surface. To maintain a bright attractive surface, occasionally apply a coating of wax (the same you would use on your home furniture) to the table top.

## CARE & MAINTENANCE (CONTINUED)

### **Orbital Motion of Sway Chair**

If the orbital motion of the chair slows throughout the life of the product, it can be rejuvenated by simply applying a coat of spray and 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 chairs' 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 chair. (The Sway motion-related parts have a 10-year warranty.)

### **Auto-Return Feature of Sway Chair**

If the Sway 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 chair. (The Sway motion-related parts have a 10-year warranty.)