

Cleaning and Disinfecting Steelcase Products

Steelcase Standard Soft Surfaces

For spot and stain removal: See our Surface Materials Reference Manual on steelcase.com.

For germs: DO NOT use disinfectants unless the fabric is specifically approved for this. Disinfectants will damage most fabrics.

Ask yourself: **Is deep-cleaning necessary?**

- SARS-CoV-2, the virus that causes COVID-19, is mainly **spread via aerosol**.
- Coronaviruses on surfaces and objects **naturally die within hours to days.***
- **Fabrics rarely transmit contagions.** Studies show viruses stay active on porous materials a much shorter time than nonporous surfaces.
- Even for microbes that are spread via surface, **soap and water are enough***. This removes microbes from surfaces, which lowers the risk of transmission.
- Focus efforts on **high-touch, multi-user surfaces**. What little risk there is of surface transmission is limited to places that a lot of people touch often, like conference room door handles or tables. Fabrics are typically on low-touch surfaces.

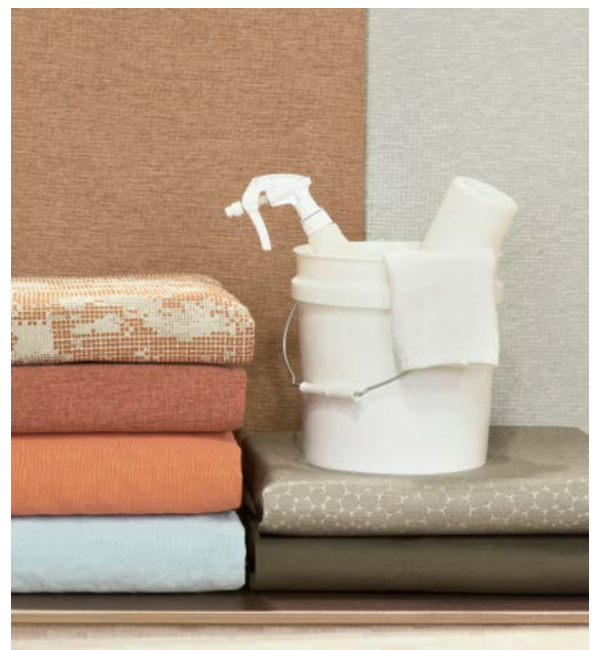
If you do want to deep clean soft surfaces, follow these steps:

1. **Mix** 1 part clear dish detergent and 16 parts water in a spray bottle.
2. **Spray soft surface** lightly and evenly until damp. The spray should coat the surface but not soak through.
3. **Let sit** for 1-2 minutes.
4. **Use a wet/dry vacuum** (such as a Shop Vac) to remove all moisture from the surface.
5. **Allow to air dry** until completely dry.

Steelcase Standard Hard Surfaces

All Steelcase standard hard surfaces (including glass, metal, wood, laminate, paint, plastic) can be disinfected using the following protocol:

1. **Use one of 5 quaternary compound-type cleaners**, all of which are EPA-approved as effective against SARS-CoV-2 virus and will not negatively impact material finish:
 - Lysol Disinfecting Wipes
 - Formula 409 Disinfecting Spray
 - Clorox Non-Bleach Disinfecting Wipes
 - Lysol All Purpose Spray Cleaner
 - Fantastik All Purpose Spray Cleaner
2. **Spray hard surfaces lightly and evenly.** The spray should be enough to coat the surface of the fabric, but not to soak through to the substrate.
3. **Wipe dry.**



* <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>