

Cleaning and Disinfecting Steelcase Products

Key Definitions

Cleaning and disinfecting are not the same thing, but they both lower the risk of virus spread.

Cleaning uses soap/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 the risk of spreading infection.

Disinfecting uses chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but it can further lower the risk of spreading the infection.

Cleaning Protocols for All Steelcase Products

Soft Surfaces

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

To address germs: Studies indicate “on surface” virus viability and transferability from fabrics is much lower than with nonporous surfaces such as plastic, laminate, glass and stainless steel. Because of this, the CDC has said standard cleaning protocols should be sufficient for daily cleaning of soft surfaces. In the event a more thorough cleaning is needed, follow these steps:

1. **Mix together** 1 part clear dish detergent and 16 parts water in a spray bottle.
2. **Spray soft surfaces lightly and evenly until damp.** The spray should be enough to coat the surface of the fabric, but not to 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.

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.**