

# Give Them Safe & Clean Spaces.

*Product Maintenance & Cleaning Guidelines  
Summer 2020*



These guidelines will be updated as needed per the EPA & CDC.

NorvaNivel® *Give  
them  
space.*



# Vinyl/Polyurethane Textile *Care & Cleaning*

## NorvaNivel Standard Polyester Textile Lines include:

### SPRADLING TEXTILES

- Edgeline, Guardian, Kilkinney Tweed, Maglia and Silververtex
- 100% Vinyl with Permablock® urethane topcoat

### MOMENTUM TEXTILES

- Canter (100% EPU Polyurethane)
- Nifty (100% Polyurethane / PVC Free)

## Regular Maintenance Soft Seating & Upholstered Products

- Clean monthly with a clean, soft, colorfast, damp, soapy cloth or sponge and rinse with clean water.
- DO NOT SATURATE WITH LIQUIDS, as not to risk liquid damage to furniture frame.
- REMOVE ALL RESIDUE left by any cleaning agents. Failure can degrade & shorten the life of product.

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## Stain Treatment and Spot Cleaning

A professional cleaning service is recommended.

### TREAT STAINS QUICKLY

- It will become increasingly difficult to remove the longer a stain is allowed to set.
- Pretest any cleaning method or agent in a small inconspicuous area.
- Several less concentrated applications are less damaging than one concentrated application.
- Abrasive household cleansers and steel wool must be avoided.

### SPRADLING TEXTILES WITH THE PERMABLOCK® PROTECTIVE COATING

- When caught quickly, most everyday stains like grease, blood, suntan lotion, crayon, ketchup and black felt tip pens can be wiped right off. Just use mild soap and water.
- For more stubborn stains, a variety of concentrated and solvent type cleansers may be used without damaging the surface. These include bleach, alcohol and naphtha.

### REMOVE SOLID OR SEMI-SOLID SUBSTANCES

- Using a flat object, remove as much of the stain as possible.
- After removal, vacuum thoroughly using the proper attachments before cleaning with an agent.

## Disinfecting Surfaces

### ALL VINYLs ARE BLEACH CLEANABLE.

- HOUSEHOLD BLEACH can be used to kill bacteria. Mix 4 Tsp of bleach into a quart of water as specified by the CDC, then rinse with water.
- ISOPROPYL ALCOHOL (at least 70%), mixed 1:10 with water. Rinse thoroughly with clean water and pat dry.
- EPA-APPROVED CLEANSERS WITH ANTIMICROBIAL CLAIMS can be effective against hard-to-kill viruses, says the CDC. These include: Caviwipes XL Packed, Clorox Healthcare Bleach Germicidal Wipes, Oxivir TB Wipes, Oxycide Diluted - 3 oz/gl in water, PDI SANI-CLOTH BLEACH WIPES, Sanicloth AF, Super Sani-cloth, Virex II 256 (1:256 Dilution) and Wex Cide 128 (1:128 dilution).

### CLEANING AFTER DISINFECTION:

- TO REMOVE ALL CLEANSER RESIDUE, the following cleaners can be used with soft cloth or damp sponge to remove chemical residue. Hand Soap & water, Ivory® liquid soap and water, Formula 409® All-Purpose spray cleaner and Fantastik® spray cleaner.



# Fabric Textile *Care & Cleaning*

## **NorvaNivel Standard Polyester Textile Lines include:**

### **MOMENTUM TEXTILES**

- Infinity, Marathon, Millenium, Origin and Tradition
- 100% Polyester (See Momentum site for content percentages of post consumer recycled polyester)

## **Regular Maintenance Soft Seating & Upholstered Products**

- Vacuum regularly.
- Use the proper upholstery attachment to avoid pilling and remove dust and lint.
- Clean periodically to remove build up.
- Promptly treat spots and stains.

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## **Stain Treatment and Spot Cleaning**

A professional cleaning service is recommended.

### **TREAT STAINS QUICKLY**

- Stains become increasingly difficult to remove the longer they are allowed to set.
- Pretest any cleaning method or agent in a small hidden inconspicuous area.
- Several less concentrated applications are less damaging than one concentrated application.

### **DO NOT LET FLUIDS PENETRATE THE SURFACE**

- Do not saturate with liquids or get furniture wet.
- Remove fluids immediately by blotting with a clean, colorfast, absorbent cloth.
- Clean with water-based foam, upholstery cleaner or dry cleaning solvents.

### **REMOVE SOLID OR SEMI-SOLID SUBSTANCES**

- Using a flat object, remove as much of the stain as possible.
- After removal, vacuum thoroughly using the proper attachments before cleaning with an agent.

### **WATER-BASED STAINS**

- Using a soft brush or sponge, apply warm, soapy water to the stain.

### **OIL-BASED STAINS**

- Use solvent or dry clean solution. Don't apply cleaning agent directly. Apply cleaning agent to cloth or sponge.

### **PROTOCOL FOR ALL STAINS**

- Use light, quick strokes and start from the outside of the stain and work towards the center.
- Do not rub or scrub as this may damage the fabric.
- Do not use heat. Heat will set the stain.
- Do not over wet as this may leave a ring.
- Soak up any remaining cleaning solution.
- Use a clean cloth and cool water to remove any residue.
- Allow fabric to dry thoroughly.
- Vacuum well using appropriate upholstery attachment.



# Laminate Surface *Care & Cleaning*

## NorvaNivel Laminate products include:

All Table Surfaces, Bookcases and Open Storage

WRITABLE SURFACES REQUIRE SPECIAL CLEANING & MAINTENANCE. See page 4.

## General Cleaning

Use a damp cloth or sponge and a mild soap or detergent. Rinse thoroughly with warm water and wipe dry. ALWAYS remove soap or cleanser residue on surfaces after cleaning or risk causing damage.

## Disinfecting Surfaces

- **THE CDC RECOMMENDS** cleaning/wiping down frequently touched surfaces with a disinfectant daily.
- **COMMON HOUSEHOLD CLEANERS** and U.S. Environmental Protection Agency (EPA)-approved household disinfectants are effective and safe to use on laminate surfaces.
- **PRODUCTS WITH EPA-APPROVED, ANTIMICROBIAL CLAIMS** can be effective against hard-to-kill viruses, says the CDC. These include Clorox<sup>®</sup> cleaner and bleach products and Lysol<sup>®</sup> disinfectants.
- **ISOPROPYL ALCOHOL** (at least 70%) or diluted **HOUSEHOLD BLEACH** can be used to kill bacteria. Mix 4 Tsp of bleach into a quart of water, says the CDC, then rinse with water.
- **HYDROGEN PEROXIDE** Spray with undiluted household hydrogen peroxide, which the CDC says works on rhinovirus infections, the cause of the common cold and harder to destroy than coronaviruses.

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## Addressing Spots & Spills

- **WATER-SOLUBLE STAINS** such as coffee or tea can be removed by mixing a paste of mild household cleaner and baking soda. Scrub the affected area using a stiff nylon bristle brush (15-20 strokes). Be careful not to scrub so as to mar or scratch the surface finish.
- **TOUGHER STAINS** may require the use of household bleach or nail polish remover. Use a cotton ball saturated with bleach or nail polish remover (acetone); gently rub the stain for up to 2 minutes. Rinse thoroughly with warm, soapy water and wipe dry. This step may be repeated if the stain appears to be going away and the color of the laminate has not been affected. **WARNING:** Prolonged exposure to bleach will cause discoloration—ALWAYS rinse & remove residue on surfaces after cleaning or risk causing damage.

## A Few Notes of Caution on General Maintenance

- **DO NOT USE** the following as they will damage laminate surfaces: acidic or abrasive cleaners; steel wool and other abrasive pads.
- **TAKE CARE WITH HEAT.** Hot pans and heat-producing appliances when set directly upon counter tops, can mar the product's beauty. Always use a heat shield, hot pad or trivet.
- **DO NOT LEAVE ANY METAL THAT CAN RUST** sitting on your laminate surfaces as the metal can leave rust stains.



# Writable Surface *Care & Cleaning*

At NorvaNivel, our writable surface tables remain one of our most popular items, as they can transform any lesson into a visual brainstorming, collaborative session or even a presentation with the help of one of our flip tables. Understandably, we're often asked questions like: "How do I clean my writable surface?" and "What cleansers are safe to use?"

Below are our best practices in cleaning and maintaining your writable surfaces.

## General Cleaning & Maintenance

- **USE DRY ERASE MARKERS ONLY** and invest in high quality markers.
- **RECOMMENDED CLEANERS** are use of water, Clorox® Wipes, Baby Wipes and microfiber cloths to remove dry erase marker as needed.
- **AFTER USING ANY CLEANSER**, remove any remaining residue with warm water and a microfiber cloth for optimal performance of your dry erase markers.
- **CLEAN DAILY** or even in between uses throughout the day.

## What NOT to use on Writable Surfaces

- **WET ERASE MARKERS OR LIQUID CHALK PENS** are not recommended for use on our writable surfaces as they tend to stain and ghost.
- **PAPER TOWELS**, especially those at schools, will scratch the surface and should not be used.
- **DO NOT USE** any cleanser that contains undiluted bleach, mineral turpentine, acetone, methylated spirits, or abrasive properties as these will damage the writable surface for future use.

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## Troubleshooting Stains

- **PERMANENT MARKER** or pen can often be removed if caught quickly by rubbing over the marks with a dry erase marker. You may need to repeat this process multiple times. Remove any remaining residue with warm water and a microfiber cloth.
- **OTHER STAINS OR RESIDUE** can sometimes be removed with **isopropyl alcohol** (at least 70%) dabbed on a cotton ball and rubbed lightly. Follow by removing any remaining residue with warm water and a microfiber cloth.
- **AS A LAST RESORT**, **STUBBORN STAINS** can sometimes be removed with the product Art 121 Solvent (NOT for use around children; follow safety precautions listed on label). With gloves on, dab cotton ball in cleaner and lightly rub. Remove any remaining residue with warm water and a microfiber cloth.
- **ADHESIVE RESIDUE** products, such as GOO GONE®, can be used sparingly. Dab cotton ball in cleaner and lightly rub. Remove any remaining residue with warm water and a microfiber cloth.



# Carpet *Care & Cleaning*

## NorvaNivel Carpet-backed products include:

- STEAMspace™ Benches and Caddies
- Carpet-backed Bookcases: Fablio™, Conclave™ and Amphi™
- NorvaBoard™ Boards

## General Cleaning & Maintenance

- **BRUSH DOWN** carpeted surface routinely with a standard scrub brush with fairly stiff bristles (polypropylene bristled brush works well and also resists mildew and bacteria). This will remove the majority of accumulated dust, dirt, allergens and miscellaneous debris (i.e. hair).
- **VACUUMING** is another cleaning option that also cleans your carpet well.
- **AVOID STEAM CLEANING** as heated moisture may damage product frame. Heavy use of water also increases the opportunity for fungus and bacteria to grow.

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## Addressing Spots & Spills

**FIRST, IMMEDIATELY BLOT** (not scrub) the stain to get as much of the liquid up as possible before it has time to sink in. Preferably, use a very absorbent cloth or rag to do so.

**WATER-SOLUBLE STAINS** respond to a simple mix of ¼ teaspoon of non-bleach detergent (i.e. Oxiclean) or white vinegar with 32 ounces of water. Scrub lightly with bristled brush, blot with rag; avoid rubbing.

|           |           |              |           |
|-----------|-----------|--------------|-----------|
| Berries   | Food dyes | Milk         | Wet paint |
| Colas     | Ice cream | Mud          |           |
| Excrement | Jelly     | Washable ink |           |

**SPECIAL WATER-SOLUBLE STAINS** For these, try a stronger solution of 1 tablespoon of non-bleach detergent (i.e. Oxiclean) mixed with a cup of water.

|           |         |       |
|-----------|---------|-------|
| Blood     | Coffee  | Vomit |
| Chocolate | Mustard |       |

### TOUGHER STAINS

- For glue, moisten a cotton ball or soft cloth with rubbing alcohol and press down on the area. Once it is thoroughly wet, gently wipe off. Repeat until clean.
- For wax and gum, use ice to freeze it then shatter it with a blunt object, like a metal spoon. Vacuum up before the stain softens again, then blot the carpet with a towel.
- For nail polish, blot the area with a rag dipped in nail polish remover.
- For urine, absorb as much as possible and then blot with a damp, cool cloth. Spray or blot with a solution of one part white vinegar to one part water. Next, apply a solution of ½ teaspoon of clear, mild, non-bleach detergent mixed with 32 ounces of water. Rinse, then blot dry.

## Choosing Child-Safe Cleansers

- When purchasing cleansers or hiring a service, check commercial cleaning product ingredients carefully.
- **AVOID CLEANSERS WITH CHEMICAL SOLVENTS** that contain compounds such as formaldehyde, acids, pesticides, disinfectants, lye (sodium hydroxide), and artificial fragrances, as they are known to give off fumes.
- **AVOID DRY CARPET SHAMPOOS AND POWDERS** as powders and dusts are easily inhaled and may irritate airways and cause asthma attacks. In fact, anti-dust-mite carpet treatments sometimes contain tannic acid or benzyl benzoate, both of which are skin, eye, and respiratory irritants. Deodorizing powders frequently contain scents that irritate asthmatic lungs as well.

# NorvaNivel®

*Give them space.*

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