CARE AND MAINTENANCE

Products are to be used for their intended purpose and inspected on a regular basis to avoid structural failures and possible injury. Inspections are to include confirming there are no loose or missing screws, glides, rivets, casters, etc. Products are to be inspected for cracks, fatigue, or broken welds. Any product showing signs of damage or improper adjustment must be removed from service immediately and notice must be provided to MGI and the furnishing Dealer. Repairs are to be made with factory authorized parts.

LAMINATE SURFACES

- Do not drop heavy objects on laminate and melamine surfaces. It is possible to chip or gouge the surface if a heavy object is dropped on the table top abruptly.
- Do not place hot objects on laminate and melamine surfaces. It is possible to blister or warp the surface top.
- Do not use laminate and melamine surfaces as a cutting board. A sharp knife may slice a groove in the surface top.

Laminates should be cleaned with warm water and soap mixture and dried with a soft cloth. Spills should be wiped up quickly, though. If there is a hard to remove stain, a combination of mild cleaner and baking soda can be used to remove stains from the surface. Scrub with a stiff nylon brush, then clean as you normally would.

DO NOT USE
Harsh chemicals, abrasive bleach based cleaners, sharp writing utensils, or other sharp objects on your laminate or markerboard to avoid scratches.

MARKERBOARD CLEANING
To refresh your writing surface to its original luster, simply wipe entire surface with a soft cloth moistened with warm water or markerboard cleaner, and immediately wipe dry with a clean soft cloth.

- Use only Dry Erase Markers on your markerboard table. Do not use permanant markers as they can permanently stain the surface.
- Do not allow dry erase marker ink to remain on the table for several days without erasing. We recommend that you clean your markerboard weekly to prevent marker color build up.
- Use a dry erase marker to color over areas that are hard to clean or develop ghosting. Then erase the problem area. The solvent in the dry erase ink will frequently clean the soiled area.
- If permanent marker is used on the markerboard table in error, simply marking over the permanent ink with dry erase ink will often allow the permanent ink to be removed.
- Use only erasers that are designed for markerboards. Mr. Clean Magic Erasers work very well. Regular erasers do not work well. A clean soft cloth such as a white t-shirt can be used as an alternative.
- Use only cleaning solutions that are specifically made to clean markerboard. Apply the cleaner to the eraser or soft clean cloth, not directly to the markerboard. Here is a list of some popular cleaning products.

  - Expo Dry Erase Board Cleaner
  - Quartet BoardGear Markerboard Cleaner
  - Best Rite Green Erase Cleaner
  - Staples Sustainable Earth Multi Whiteboard Cleaner
  - Mar-Kleen Dry Erase Markerboard Cleaner
  - LCS Whiteboard Cleaner

VINYL SURFACES

GENERAL CARE
Remove most stains with one of the following steps:

Eye shadow, mascara, grease, black felt tip pen, crayon, chocolate, suntan lotion and hair/body oils–
Remove excess spill with a damp cloth. Clean with a 1:1 mix of Ivory soap and water. Rinse with clean water and dry.

Red Lipstick–
Use a straight application of concentrated cleaners such as Formula 409 or Fantastik spray cleaner. Wipe with a clean cloth, rinse with water and dry.

Blood, urine, feces, oil base paint, tar and asphalt–
Use a 1:1 mix of ammonia and water, or a 1:10 mix of bleach and water. Rinse with clean water and dry.

All other tough stains–
Use a 1:1 mix of isopropyl alcohol and water. If the stain persists, use straight alcohol. Rinse thoroughly with clean water and pat dry. Use a soft cotton cloth saturated with the cleaning material and rub the stain in circles 10 times. Pat dry with another soft cloth and check the results.

The cleaning recommendations above are a guide to help in the maintenance of vinyl fabrics. They are supplied without warranty, representation or inducement of any kind, including, but not limited to, the implied warranties of merchantability and fitness for particular use or purpose. Marco Group can neither guarantee, nor take responsibility for specific results. Under no circumstances shall Marco Group be liable for any incidental, consequential, or other damage resulting from negligence, misuse, mishandling or exposure of any chemicals used in connection with maintenance. Information relating to chemicals/cleaning solvents, environmental use, and human exposure should be reviewed with appropriate suppliers. Users must read the product specifications and determine appropriateness for specific applications. All label instruction precautions should be followed. All cleaning agents must be rinsed thoroughly with water and wiped with a soft cloth. Residue left by cleaning agents will shorten the life of the product if not removed.