



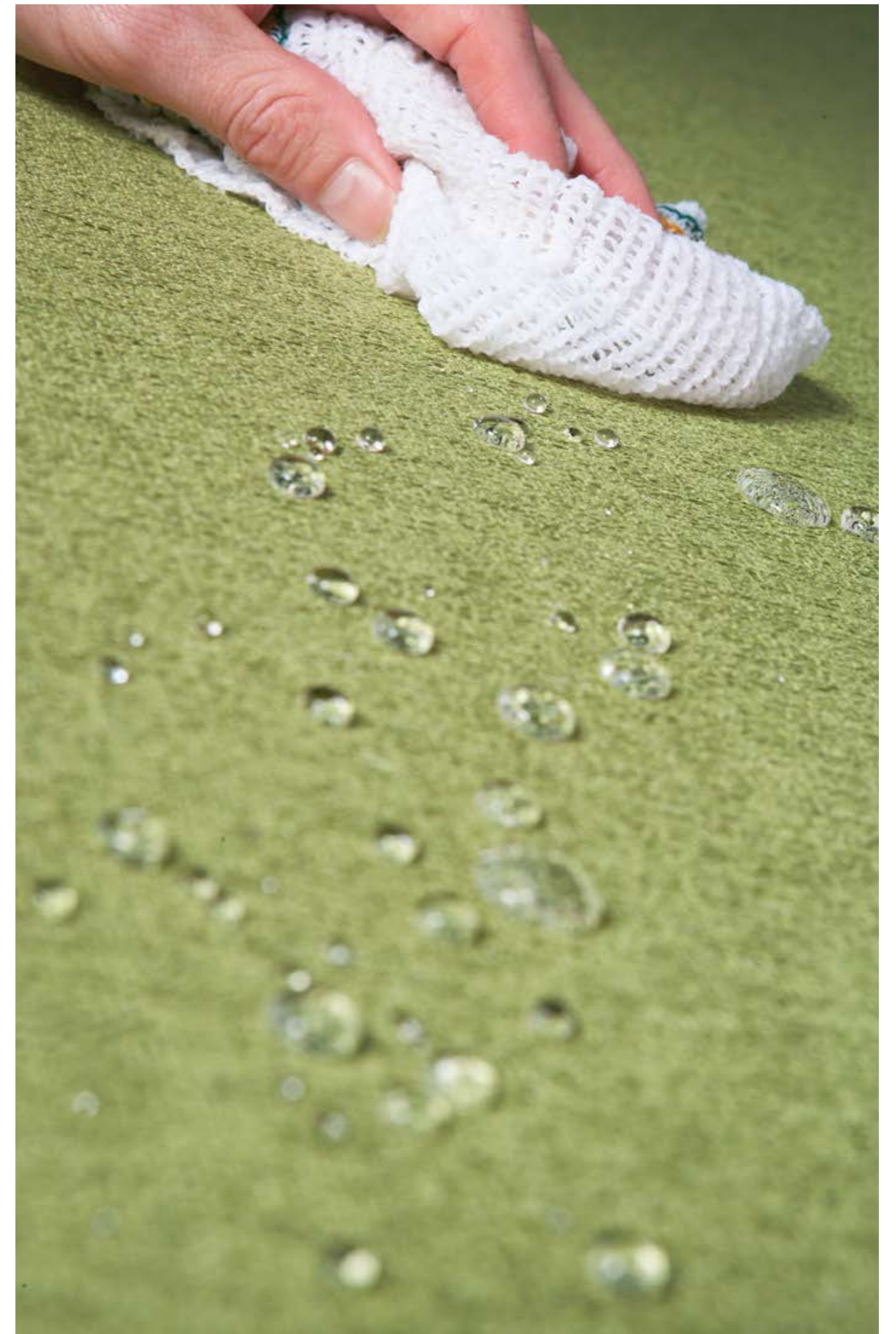
## INSTRUCTIONS

There are a few easy golden rules to follow to ensure fabrics keep their new appearance and contract durability. Just remember however, that neglect over short or long periods of time will contribute to the breakdown of fabrics.

The following are best practice when caring for your fabrics:

- Regularly brush and vacuum as dust and grit can act as abrasives, spoil colours and also reduce the fabric's fire-retardant properties.
- Quickly attend to stains and liquid spills using a damp cloth so that they do not set.
- Always work inwards from the edge of the stain to prevent from spreading.
- Avoid both soaking the material and energetic rubbing, instead you should blot gently.
- Solid spills should be removed by using a spoon and then blotting with a clean damp cloth.
- Refrain from using liquid to remove dry spills, instead brush off any excess, vacuum, blot with a neutral cleaning agent and dry.
- Once a year you should employ specialist contract cleaning services for deep cleaning.
- Avoid leaving your upholstery near fires or heaters and do not expose for long periods to direct sunlight as it may cause the colours to fade.
- Do not use bleach, soap, ammonia or other cleaners intended for use on hard surfaces.
- Use only reputable brands of upholstery shampoo and make sure to test the product on a inconspicuous area beforehand.
- Avoid contact with airborne pollutants as upholstered furniture tends to absorb odours.

Note that each type of stain should be appropriately attended to, that is depending on its intrinsic features (water-borne, oil-borne, etc...). The above are guidelines only. In order to extend the life of your upholstery bear in mind that each fabric has specific characteristics so the maintenance and care should be undertaken accordingly.



**Head Office & Showroom**  
Inside Out Contracts Ltd  
Building 16  
42 Creek Road  
London  
SE8 3FN

**Website**  
[www.insideoutcontracts.com](http://www.insideoutcontracts.com)

**Telephone**  
+44 (0)2083051330

**Email**  
[mail@insideoutcontracts.com](mailto:mail@insideoutcontracts.com)

## WOOL

- Soiling of wool tends to be light since the outer layer of the wool fibre repels liquids.
- Remove dirt, dust particles and loose fibres by vacuuming weekly.
- Do not allow spills to dry in, quick treatment will remove most spots.
- Use an absorbent tissue to mop up any excess liquid or a spoon to scoop up dry solids.
- Different cleaning methods exist according to the type of stain but generally water, upholstery shampoo and proprietary agents will mostly be required.
- Avoid pressing the spill through the fabric.

## LEATHER

- Protect from direct sunlight, extreme humidity, heat sources and chemicals to avoid the destruction of the coloration and finish.
- Vacuum with a soft brush or dust regularly with a soft lint free cloth.
- In the event of a spillage soak up any excess liquid, then dab gently with a fresh towel.
- Avoid leaving water marks by moistening the entire surface evenly and lightly.
- Remove stains by using a lukewarm wet soft cloth with a proprietary cleaner, then clean with a damp cloth and dry with a soft cloth.

## COTTON

- Attracts stains and dirt which is why many furniture manufacturers choose to impregnate cotton fabrics with a stain repellent.
- Most stains can be removed using lukewarm soap and water.
- Work cautiously, avoid vigorous rubbing or it will cause rub marks.

## SYNTHETIC FABRICS

- Clean by rubbing lightly with a damp cloth with soapy water, then rinse clean with tepid water.

## VINYLS

- Soak up spills as quickly as possible (especially bodily fluids) using a dry absorbent cloth.
- Clean regularly with warm soapy water & rinse after cleaning with clean water.
- Clean persistent or heavily soiled stains with a soft brush.
- Disinfect with diluted chlorinated solutions or cleaners with low concentrations of alcohol.
- Do not leave soap or cleaning fluid residues on the vinyl surface (especially alcohol based).
- Do not steam clean the product.
- Do not use stain removers and polishes containing solvents or abrasive tools and cleaning agents.
- Ink transfer can occur from ball point pens, felt tips and certain dyed textiles (indigo from jeans).

Fig 01  
Ice Cube Round table base.



Inside Out Contracts are contract furniture specialists for the hotel, leisure & restaurant industry.

#### ADDRESS

*Head Office & Showroom:*  
Inside Out Contracts Limited,  
Building 16, 42 Creek  
Road, London, SE8 3FN, UK

#### CONTACT

*Tel:* 020 8305 3130  
*E-mail:* [mail@insideoutcontracts.com](mailto:mail@insideoutcontracts.com)  
*Website:* [www.insideoutcontracts.com](http://www.insideoutcontracts.com)