SitOnIt • Seating®

In guidance with
CleanHealth Environmental
Risk Management Solutions

CARE AND CLEANING GUIDE

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THE TRUST YOU PLACE IN US IS EVERYTHING.

From design innovation to day-in and day-out durability, we strive to give you solutions you can count on — and peace of mind from knowing our products are safe. In today's world, the endeavor to safeguard public spaces is more important than ever. That's why we regularly assess the robustness of our products and textiles using a wide variety of cleaners and disinfectants, including a full range of EPA-registered products.

With our collection of furniture solutions (and by following the specified CDC guidelines), you can help protect and defend almost any environment.

CDC How to Protect Yourself & Others

SAFETY FIRST

To ensure proper cleaning and/or disinfecting, it's important to consult with facilities or safety personnel and follow the manufacturer's instructions — including detailed dilution requirements, safe application instructions, dwell time for effective disinfecting and more.

Per CDC guidance, always read and follow the directions on the label to ensure safe and effective use. The label is the law! Prepare your surface by using household cleaners containing soap or detergent before disinfecting with household bleach. Next, use bleach products according to these important safety guidelines:

- Check to see if you need to wear any protective equipment, such as gloves or eye protection.
- Due to the risk of releasing dangerous vapors, never mix household bleach (or any disinfectants) with any other cleaners or disinfectants.
- Ample ventilation is an absolute must while using bleach products indoors.
- Do not use a bleach product if it contains sodium hypochlorite outside the 5%–9% range or is not specified. This includes some types of laundry bleach or splashless bleach, which are not appropriate for disinfection.
- Always follow the label instructions for preparing a diluted bleach solution.
- Leave the diluted bleach solution on the surface for at least 10 minutes before removing or wiping. This is known as the "contact time" for disinfection. The surface should remain visibly wet during the contact time.
- Wash hands after cleaning or disinfecting.
- Bleach solutions will not be as effective after being mixed with water for over 24 hours.
- Make a new diluted bleach solution daily. Bleach solutions lose efficacy after being mixed with water for more than 24 hours.

CLEAN + SANITIZE + DISINFECT

Cleaning, sanitizing and disinfecting are distinct actions, and knowing the difference between them can help promote safety in any space.

CLEAN

Cleaning Removes Germs

- The act of removing visible dirt and debris from objects or surfaces
- Cleaning works by using soap/ detergent with water to remove impurities from surfaces either manually or mechanically
- Cleaning does not kill germs, but by removing them, it lowers their numbers and risk of spreading infection

Cleaning guidelines and tips:

- Start by lightly dusting with a soft, grit-free cloth
- After dusting, dampen cloth or chamois with a solution of mild, non-abrasive liquid soap and or detergent solution
- Wipe clean and dry with a soft, grit-free cloth, sponge
- Avoid using abrasive cleaners and steel wool to prevent scratching
- Test any cleaning method or agent in an inconspicuous area of the surface

SANITIZE

Sanitizing Reduces Germs

- This process comes after a surface is cleaned
- Lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements
- Carries a general claim of germ control, but generally not organism specific
- According to the EPA, no disinfectant can claim to disinfect soft surfaces
- EPA provides a soft surface sanitizing claim. If your disinfectant has this claim, you can expect it to kill at least 99.9% of vegetative bacteria

Sanitizing guidelines and tips:

- Follow the sanitizer manufacturer's instructions when applying the agent

DISINFECT

Disinfecting Kills Germs

- This process comes after a surface is cleaned
- Disinfecting kills germs on objects or surfaces with the use of chemicals
- Most common disinfectants include one of the following active ingredients: Quaternary Ammonium (Quats), Sodium Hypochlorite (Bleach), Hydrogen Peroxide, or 70% Isopropyl Alcohol
- Selected EPA-registered disinfectants

Disinfecting guidelines and tips:

- Follow the disinfectant manufacturer's instructions when applying the agent
- Once finished, and the contact time has been reached, remove all disinfecting agents from the surface with water and a grit-free cloth, then dry

Cleaning, sanitizing and disinfecting efforts should be part of an organization's comprehensive systems-based approach to provide a safe and sustainable workspace.

HARD SURFACES

SOFT SURFACES

Hard vs Soft Surface

Hard Surface (Non-Porous)
Hard surfaces include plastics, solid surface, metals, painted surfaces, laminates, and veneers.

Always clean surfaces using cloth/sponge, water and a detergent or soap prior to disinfection.

- For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the most common viruses.
- Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.

Soft Surface (Porous)
Soft surfaces include fabric and mesh.

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- For additional textile cleaning details and links, please pages 6 and 7.

CLEANING OUR HARD SURFACES

The Hard Surfaces on our products

Can be cleaned/disinfected using any one of the four primary ingredients listed below*:

- Bleach (Sodium Hypochlorite)
- 3% Hydrogen Peroxide
- Quaternary Ammonium Compounds (Quats)
- 70% Isopropyl Alcohol

If using a disinfectant with another type of active ingredient, check the disinfectant manufacturer's label to confirm proper use and material compatibility.

Examples of hard surfaces that can be disinfected:

- Plastics (i.e. polyurethane and acrylic)
- Coated metals
- Coated wood
- Laminate
- Polished aluminum
- Solid surface
- Markerboard

**High frequency use without a clean water rinse and drying may result in surface degradation on less than 5% of hard surface materials.*

CLEANING OUR SOFT SURFACES

Our textiles and meshes offer a performance and cleaning story unmatched in the industry.

Our Carded Textile Program Offers:

Over 3000 Bleach-Cleanable Fabrics through our SitOnIt Seating Private Label and Partnership Textile Program

Mesh:

- All of our mesh materials are bleach-cleanable. This determination is supported by 3rd-party results from completing AATCC 188 Colorfastness to Bleach testing where the subject material is submersed, and friction stirred in adiluted sodium hypochlorite solution.
- Cleaning of these materials varies. For a list of our mesh spec + care guides, click here.

Seating Fabrics:

- Soft surfaces on seating can vary widely from woven, knits and leather to coated textiles such as vinyl and polyurethane. Woven and knits tend to be more permeable than vinyl or polyurethane.
- Cleaning of these materials varies. For a list of our textile spec + care guides, click here.
- For a list of bleach-cleanable materials, click here.

Screen Fabrics:

- Cleaning of these materials varies. For a list of our textile spec + care guides, click here.
- For a list of bleach-cleanable materials, click here.

Always read and follow the directions on the cleaner/disinfectant label to ensure safe and effective use. According to the EPA, no disinfectant can claim to disinfect soft surfaces. If your disinfectant has this claim, you can expect it to kill at least 99.9% of vegetative bacteria.

SOFT SURFACES – TEXTILES

For a full listing of our private label and carded textiles, please reference the SitOnIt Seating Textile Section.

SitOnIt Seating Private Label Carded Textile Site:

SitOnIt • Seating®

MATERIALS SPEC + CARE GUIDES LINK

Carded Textile Partnership Sites:

ArcCom

DESIGNTEX

green hides Leather Studio

Knoll

maharam

MAYERFABRICS

MOMENTUM TEXTILES & WALLCOVERING

Stinson

Uf Ultrafabrics

LET'S TALK "ANTIMICROBIALS"

What to consider before you choose

With or without antimicrobial additives, the CDC recommends thorough cleaning and disinfecting of all surfaces to limit the spread of pathogens. While an antimicrobial additive can contribute to an overall strategy, it does not replace CDC guidelines for ensuring safer surfaces.

Antimicrobials are agents that act against microbial organisms. Antimicrobial products kill or slow the spread of microorganisms, including bacteria, viruses, protozoans, and fungi such as mold and mildew. Antimicrobial technologies used in furnishings may include chemicals additives, metal in ionic form, and nanoparticle formations.

Many organizations are resetting their overall strategy for cleaning and disinfecting protocols. And because antimicrobials can be part of a comprehensive, system-based approach for infection control, SitOnIt Seating will continue to offer a broad selection of textiles with antimicrobial properties in our standard private label and partnership programs.

As a company that innovates and inspires, we're dedicated to staying connected to the latest advancements in materials That way, our customers can rest assured they're getting the very best.

CDC Cleaning and Disinfecting Your Facility

WARRANTY

Product Warranty Periods

Exemplis LLC, d.b.a. SitOnIt Seating (hereafter referred to as the Company), warrants to the original end user that this product will be free from defects in its material and workmanship when used in a single shift (standard eight-hour day, five days per week) for the following warranty periods:

Lifetime Warranty Coverage: All SitOnIt Seating products, except where noted below.
Structural Components: Parallon, Prise, eBEAM, Switchback and Voyager.

12-Year Warranty Coverage:

- Amplify, Cora guest/hip/stools, Novo, Torsa, and Wit used in multi-shift (24/7) applications
- Lounge seating and occasional/lounge tables
- Bases: Ocala, Tensor
- Laminate tops
- Monitor arms: King Cobra, Mobio series, Unity G2
- Plastic shells

10-Year Warranty Coverage:

- Non-Stop Heavy Duty, Cora Midsize and Bariatric, Freelance Bariatric and chairs purchased with a Heavy Duty (HD) or Large and Tall (LT) option used in multi-shift (24/7) applications
- Electrical Components: Parallon, Prise and eBEAM

7-Year Warranty Coverage:

- Electrical Components: Parallon, Switchback and Voyager

5-Year Warranty Coverage:

- Fabric, foam, knit back, and mesh
- All filing products
- CPU holders
- Screens
- High Tide
- Keyboard trays
- Lighting fixtures
- Power components: EON, Current, Power Strips
- Wire management

2-Year Warranty Coverage:

- Fabric and foam cushioning for Non-Stop Heavy Duty, Freelance Heavy Duty, Cora Midsize and Bariatric and chairs purchased with an HD or LT option
- Multipurpose felt glides
- Half-Moon Pencil Drawer

1-Year Warranty Coverage:

- Lighting power supplies
- Mouse pads
- Wrist rests

GLOSSARY

Bleach: A mixture of chemicals, its main constituent is a solution of ~3-6% sodium hypochlorite (NaOCl), mixed with small amounts of sodium hydroxide, hydrogen peroxide, and calcium hypochlorite. It is often used to clean and disinfect fabrics and surfaces.

- CDC Cleaning and Disinfecting

Cleaning: The process of removing unwanted substances, such as dirt, infectious agent, and other impurities, from a surface. Soap or detergent is used to clean a surface, along with water to remove soil and germs through chemical (cleaner), mechanical (scrubbing) and thermal (water temperature) action. Cleaning may not always kill bacteria and germs, but it can remove pathogens and reduce the spread of infection. Cleaning must be performed before sanitizing or disinfecting.

- Everyday Cleaning

Disinfecting: The act of disinfecting kills microscopic organism (bacteria, viruses, fungi) on surfaces. Disinfection is performed by using EPA-Registered Disinfectants that kill organisms and prevent them from spreading. Items can also be disinfected using UV-C germicidal short wavelength, ultraviolet light that breaks apart the DNA of bacteria and germs leaving them unable to harm or reproduce. Disinfecting does not necessarily remove visible dirt and debris from a surface and is much more effective if basic cleaning is done first.

- Selected EPA-Registered Disinfectants

Dwell Time (Contact Time): The amount of time disinfectants need to remain wet on surfaces to properly disinfect based on their label/instructions.

Hard Surfaces: Used to construct furniture, are typically nonporous materials such as laminates, veneers, plastics, metals, glass and painted or coated surfaces.

Hydrogen Peroxide (Compound): Hydrogen peroxide is formulated as the active ingredient in disinfectants at low concentrations (3-9% by weight). It is an oxidizing agent which is active against a wide range of microorganisms, including bacteria, yeasts, fungi, viruses, and spores. H2O2 is listed on EPA's Safer Chemical Ingredient List and is seen as an environmentally safe alternative to chlorine-based bleaches, as it degrades to form oxygen and water. https://www.epa.gov/saferchoice/safer-ingredients#overview

Hydrolysis: The chemical breakdown of a compound due to reaction with water. For fabrics, the longer the hydrolysis period, the longer the fabric lasts when in contact with moisture, like cleaning.

Isopropyl Alcohol: Isopropyl Alcohol is a colorless, flammable organic compound used in the manufacture of a wide variety of industrial and household chemicals. It is a common ingredient in antiseptics, disinfectants, hand sanitizers and detergents. At 70%, it can be effective as a disinfectant. Due to its quick evaporation, alcohol is typically used on smaller surface areas, when it's convenient. For example, alcohol wipes might be in the room for minor disinfecting by staff.

Plastic: A synthetic material made from a wide range of organic polymers such as polyethylene, PVC, nylon, acrylic, and more.

Quaternary Ammonium Compounds: Quaternary Ammonium Compounds (also called quats or QACs) are used in thousands of consumer products including disinfectants, antimicrobials, and sanitizers. In the US, quat-based ingredients undergo rigorous testing by FDA and EPA to ensure that they will not cause an unreasonable adverse effect on human health and the environment when used as directed.

Sanitizing: When a product claims to sanitize a surface, it is promising to reduce the level of germs that could be harmful to your health to meet to public health standards or requirements. Sanitizing reduces, not kills, the number and growth of bacteria, viruses, and fungi.

Soft Surfaces: Porous materials such as fabrics and meshes.

Additional References: CDC-ASTR Toxic Substances Portal, EPA Safe Choice Standard and Criteria

REFERENCES

- ACT: https://contracttextiles.org/
- ANSI/BIFMA e3: 2019 Furniture Sustainability Standard - Document
- Antimicrobials in Hospital Furnishings: Do They Help Reduce HAIs? Ted Schettler MD, MPH – Document
- Antimicrobials Topic Fact Sheet NPIC: http://npic.orst.edu/factsheets/antimicrobials.htm
- BIFMA HCF 8.1 – 2019: Healthcare Furniture Design Guidelines for Cleanability - Document
- Center for Environmental Health: https://www.ceh.org/
- Center for Health Design: https://www.healthdesign.org/
- Centers for Disease Control and Prevention: www.CDC.gov – Multiple Pages
- CFFA: https://www.chemicalfabricsandfilm.com/
- Cleaning and Disinfecting Your Facility: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- CleanHealth Environmental, LLC., Industrial Hygiene Environmental Consulting firm; provided guidance on this document: https://www.cdc.gov/hygiene/cleaning/facility.html
- DesignTex Webinar: “Clean.Disinfect.Rinse.Repeat” (May 2020)
- EPA Compliance Advisory: What You Need to Know Regarding Products Making Claims to Kill the Coronavirus Causing COVID-19
- EPA List of Disinfectants for Use Against SARS-CoV-2: https://www.epa.gov/pesticide-registration/selected-epa-registered-disinfectants
- Healthcare Without Harm: https://noharm.org/
- The Center for Health Design: https://www.healthdesign.org/insights-solutions/cleaning-methods-materials-characteristics-tool
- Safer Cleaning, Sanitizing and Disinfecting Strategies to Reduce and Prevent COVID-19 Transmission Fact Sheet: University of Washington Department of Environmental & Occupational Health Services, School of Public Health https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf
- What are Antimicrobial Pesticides?: U.S Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances, Office of Pesticide Programs, U.S. Government Printing Office: Washington, DC, 2010. https://www.epa.gov/pesticide-registration/antimicrobial-pesticide-registration

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For more information, please visit us at sitonit.net • tel (888) 274-8664 • fax (714) 995-4855 • sales@sitonit.net • 6415 Katella Avenue, Cypress, CA 90630