

CARE OF GUNDER CHURCH FURNITURE

We offer the following suggestions for the care of your church furniture. Care involves frequent dusting, and periodic thorough cleaning and polishing, usually on a six-month basis. These suggestions should help you keep the wood finish and fabric looking its best for many years.

Avoid exposing furniture to direct sunlight. Even though the finest available finish materials and fabric are used, the color will always change and materials deteriorate from prolonged exposure to sunlight. The use of drapes or stained glass is recommended to shield the furniture.

Maintain a constant relative humidity in your church. Excessive moisture or dryness in the atmosphere can cause cracking, warping, and checking in the finest wood furniture and wrinkles in fabric.

CARE OF WOOD:

Dust the finished surfaces of your furniture as often as required, using a clean, lint-free absorbent cloth with a small amount of lemon oil or a product like Endust. We recommend that lemon oil be applied at six-month intervals. The use of real lemon oil (not lemon oil polish or spray), will penetrate and maintain the flexibility of your finish. **WE DO NOT RECOMMEND THE USE OF ANY WATER BASED CLEANERS OR SILICONE BASED WAXES AND/OR POLISHES.**

Apply the lemon oil with a saturated cloth being sure all surfaces are well covered, then wipe off all the excess with a dry soft cloth. For pews, this operation should be done at a time when they can be left to dry two or three days before they are used. Care should be taken to avoid getting the lemon oil on the fabric that is adjacent to the wood surfaces. The lemon oil will not damage the fabric other than cause it to retain any dust that may get on the surfaces. Any marks such as black scuffs from shoes can be removed with a 4/0 steel wool pad dipped in the lemon oil.

FABRIC CARE:

All upholstery fabrics wear longer and look fresher when cleaned and cared for on a routine basis. Cleaning is more difficult if not maintained on a regular schedule. Many spots are harder to remove if allowed to "sit" or dry. A brief review of maintenance routines is as follows:

- Vacuum furniture regularly to remove loose soil and airborne dust.
- Clean with water-based cleaning agents to remove overall soiling not removed in vacuuming.
- Spot cleaning may require a water based or solvent based cleaning agent depending on stain type.

SPECIAL INSTRUCTIONS FOR REMOVING CANDLE WAX:

Candle wax should be removed first by trying to break up the hardened wax, then removing any residual stain using the oil based stain method. We do not recommend it but if you do use an iron and absorbent cloth to heat and soak up the wax, be sure to use the minimum heat setting required to melt the wax. Many institutional contract fabrics can be damaged if excessive heat is applied. We recommend testing the heat setting you are using on an inconspicuous area before proceeding.

Procedures for Spot Removing Stains

1. Fresh Stain-Remove excess moisture with facial tissues by blotting. Do not rub the stained area as this spreads the stain.
2. Dried Stain-Break up stain and remove loose particles by light brushing or vacuuming.
3. After removing all excess moisture or dried material, moisten the stained area with upholstery cleaning agent. Use water base or solvent base depending on type of stain.

CAUTION: Use only the amount of cleaning agent necessary to do the job. Excess amounts can spread the stain and cause it to be absorbed by the cushion.

4. Work from outer edge of stain to center. Blot with absorbent tissue. Do not scrub. Repeat the moistening and blotting until the stain disappears.
5. If the moistening and blotting fail to remove all the stain, apply more cleaning agent and use a gentle circular motion with a sponge or soft bristle brush.

CAUTION: Certain knits and novelty fabrics are loosely constructed. Excessive scrubbing of these fabrics, therefore, may distort their surface permanently.

6. It is important to remove any residual-cleaning agent. Dip a clean sponge or towel in clear water, wring out thoroughly, and sponge off the cleaned area. Blot thoroughly with terry toweling, paper towels, or tissues to facilitate drying. After the fabric has dried completely, vacuum thoroughly.



Some household stains can be removed with water based agents (detergent suds or upholstery shampoos) provided the stain has not been absorbed by the fabric's latex backing or lining underneath. Below are stains of this type:

Beer	Gentian Violet	Mascara
Catsup	Hair tonic (alcohol)	Merthiolate
Charcoal	Hand Lotion	Milk
Cheese	Ice Cream	Mucilage
Chocolate	Ink-ballpoint	Mud
Coffee	India	Mustard
Cola	Permanent	Sauces
Cough Syrup	Iodine	Soup
Crayon	Jams	Tea
Egg	Jellies	Toothpaste
Food Dye	Liquors	Urine
Fruits	Lysol	Watercolors
Fruit Juices		Wine

The following list of stains may require the use of a commercial spot remover such as odorless mineral spirits. Read and follow the instructions and precautions on the label of commercial solvent spot removers. They may be flammable or toxic when used.

Butter	Furniture Polish	Oleomargarine
Candle Wax	Furniture Stain	Peanut Butter
Car Grease	Gravy	Plastic Cement
Car Oil	Hair Tonic (oil)	Rubber Cement
Carbon Paper	Lard	Salad Dressing
Chewing Gum	Lipstick	Shoe Polish
Corn Oil	Nail Polish	Shortening
Crayon (oily)		

Precautions for Stain Removal

Although most solvents will not affect institutional grade fabrics, they may remove some dyes from printed or dyed fabrics. They also may harm latex backings. Always test the fabric on the furniture in an inconspicuous place to determine beforehand whether you may safely use a specific solvent. Do not use chlorinated solvents such as those used in dry cleaning. Be sure to read the solvent manufacturer's directions carefully and observe all safety precautions. The solvent may be flammable or toxic when used.

Tips on General Cleaning

1. Use a soft brush to loosen and bring to the surface entrapped soil particles. Follow this with thorough vacuuming. Repeat if necessary because this treatment will make your cleaning agents more effective.
2. Perform necessary stain removal, particularly if cleaning agents such as upholstery shampoos must be used.
3. With detergent suds, clean one area at a time, e.g., an arm or a cushion, overlapping cleaned areas until the entire piece is cleaned. Use a light, circular-brushing motion during shampoo treatment provided this does not noticeably distort the fabric surface. Clean the fabric surface using suds that have been applied with a sponge or towel. Do not apply shampoo with brush as brushing may cause the fabric to pill.

For fabrics having heavy surface effects, a kneading motion is most suitable. Heavily soiled areas may be "worked" with a nylon or rubber kitchen spatula. If the soiled areas do not respond to this procedure, spray them lightly with a clear ammoniated cleaner and repeat the shampoo treatment. Continue blotting with clean, damp sponge rinsed in clear water until all suds have been removed. Blot the fabric surface with paper or terry towels to facilitate drying. Then, gently rub the fabric surface with a clean cotton towel to remove any last traces of shampoo and soil. After the fabric has dried, vacuum thoroughly.

4. If these procedures do not effect the desired cleaning results, it is recommended that:
 - a. You consult a professional cleaning service such as Service Master, Inc.
 - b. You use a rental hot water extraction system on the fabric.

NOTE: The information above is provided only as a service and should not be interpreted as a warranty. The suggested cleaning agents do not constitute an endorsement. Other and similar products may be equally effective.

