

Kimball®Office Poly Owner's Manual

Precautions below are to help prevent problems that may result in hazards to personnel and damage to properties.

Danger	statements to indicate hazards or unsafe practices, that COULD result in severe personal injury or death
Caution	statements to indicate hazards or unsafe practices, that COULD result in personal injury/property damage

- Danger**
- Don't burn the product when you discard it.
 - Consult a professional service company or contact Kimball Office when you are ready to discard.

- Caution**
- Don't handle the product roughly and don't use this product for purposes other than sitting.
 - Don't use the product close to the presence of open flames.
 - Don't have small children use this product without being accompanied by an adult.
 - Don't use this chair on an unstable surface with a slant or step on the floor.
 - Don't stand up on the chair and don't use it as a substitute for a step.
 - Don't move the chair while you sitting on it.
 - Don't slant the chair by shifting the weight backward while sitting on it.
 - Don't sit on the edges of the seating surface.
 - Don't sit on the chair in the opposite direction to the way you usually sit.
 - Lift up and move the chairs one by one.
 - Chairs can be stacked up to 10 high on the floor and up to 30 high on its transfer dolly.
 - Place the dolly on a flat surface with ensured stability when chairs are loaded and unloaded.
 - Don't disassemble and modify the product.
 - Don't use the product with its nuts and bolts loose.

1. Care Instructions for Prolonged Use

- This product is designed to use indoors.
- Using the product outdoors and getting it wet may cause rusting and discoloring.
- Avoid using in prolonged sunlight, may affect the color and shape of the product.
- Inspect the chair for rattles due to looseness of bolts and nuts and tighten if necessary.

2. Cleaning Instructions

a. Fabric Portion

- Daily maintenance: pat the fabric by hand or vacuum the fabric to remove dust.
- To remove stains, use cleaners that are safe for 100% polyester. A mixture of warm water and standard detergent works well.

b. Non-Fabric Portion

- Daily maintenance: wipe with a dry and soft cloth.
- Please follow the steps described below to clean the surface when it is extremely dirty:
 1. Wet a cloth with diluted neutral detergent, wring it dry and wipe the surface.
 2. Wet a cloth with water, wring it dry and wipe the surface with cloth to eliminate existing detergent.
 3. Wipe the surface with a soft and dry cloth to eliminate existing water completely.
 4. Avoid leaving the chair wet.

3. Request of Replacement of Parts

- Please contact our Customer Service team when you need a replacement part.