

# Maintenance and Care: Cleaning Instructions

## Ceramic Marker Boards

### First use of Ceramic Marker boards

If present, remove the protective film. Then, complete steps 1-3 below.

### General cleaning instructions for Ceramic Marker board surfaces

1. Wipe board with a clean cloth moistened with a high quality whiteboard cleaner.

**Note: Using a non appropriate cleaner may result in poor dry eraseability due to the build-up of residues from the cleaner on the surface.**

2. Rinse with clean, warm water to remove any cleaner residue (a very important step).

3. Wipe dry with a clean microfiber cloth.

Boards used moderately should be cleaned two to three times a week. Boards used more intensely may require daily cleaning.

### Removing permanent marker

To quickly and easily remove permanent marker, write over the top of the writing with a dry-erase marker. Then, simply erase. In most cases, this will remove the marker. If a deeper cleaning is required:

1. Moisten a clean, dry cloth with rubbing alcohol.

2. Wipe the board in a circular motion to loosen marker residue.

3. Rinse with clean, water and dry with a clean microfiber cloth.

4. Repeat these steps, as necessary, to remove all residue.

### Removing metal scratches or stubborn residues

1. Dampen a clean, dry cloth with water.

2. Apply a small amount of an abrasive cleanser (ie: Bar Keeper's Friend), onto the cloth. (For best results, follow manufacturer's instructions on the label.)

3. Working in small sections, clean the area using a back-and-forth motion with gentle pressure.

4. Wipe off all residue with a dry cloth.

5. Soap residues on the board will result in decreased dry eraseability. Therefore, rinse well with clear water and wipe dry with a clean microfiber cloth (a very important step).

### Additional hints

1. Use high quality Dry Erase Markers, (avoid low odor) dry-erase markers to avoid poor eraseability.

2. Replace markers when almost dry to avoid poor eraseability.

3. Replace the eraser felt regularly. Dirty felts or erasers will result in poor eraseability.

### Surface scratch test

To determine if your board's surface is ceramic, scratch a small, hidden area of the board with a sharp object, such as a key. Ceramic surfaces resist this test, while painted surfaces are easily scratched and get damaged.

## GLOBAL SYSTEMS

Email: [globalsystems1ko@yahoo.com](mailto:globalsystems1ko@yahoo.com)

[www.globalsystems1ko.com](http://www.globalsystems1ko.com)

[www.presbosigns.com](http://www.presbosigns.com)

# Maintenance and Care: Cleaning Instructions

## Ceramic Chalkboards

Ceramic surface chalkboards are guaranteed to withstand the rigors of everyday classroom use and offer superior writeability and eraseability. Proper use and maintenance will keep your board appear new.

### **First use of Ceramic Chalkboards**

If present, remove the protective film. Then, complete steps 1-3 below.

### **General cleaning instructions for Ceramic Chalkboard surfaces**

1. Erase the board with a latex or felt eraser. Keep the erasers dry and clean them regularly.
2. Clean the surface with clear, warm water. (Use 5% Extran MA 02 or phosphate-containing cleaner in water and rub well with a kitchen sponge when necessary.)
3. Rinse well with clear water and strip/wipe the surface with a good window stripper/squeegee. Allow the surface to dry completely before use. Repeat daily.

### **Removing metal marks or scratches**

Metal marks or scratches (coming from coins or keys) can be removed from the Ceramic surface through cleaning as outlined in steps 2 and 3 of the general cleaning instructions.

### **Surface scratch test**

To determine if your board's surface is ceramic, scratch a small, hidden area of the board with a sharp object, such as a key. Ceramic surfaces resist this test, while painted surfaces are easily scratched and get damaged.

### **Suggested chalk types**

Global Systems recommends good quality Calcium Carbonate chalk without wax content.

## Pin-Up Boards- Tackable Surfaces

### **Fabric Pin-Up boards**

Stains should be removed as quickly as possible to eliminate any possible reaction between the staining agent and the fabric. To prevent overall soiling, frequent vacuuming or light brushing to remove dust and dirt is recommended. Sponge-clean dirt spots with a mild detergent or upholstery cleaner. Using a blotting technique, without rubbing, should sufficiently remove most spots. Rinse well with a clean sponge to remove any cleaning solution. A professional furniture cleaning service is recommended for excessive soiling.

## **GLOBAL SYSTEMS**

Email: [globalsystems1ko@yahoo.com](mailto:globalsystems1ko@yahoo.com)  
[www.globalsystems1ko.com](http://www.globalsystems1ko.com)  
[www.presbosigns.com](http://www.presbosigns.com)