

## Care, Cleaning, and Maintenance Instructions – Visual Display Products

### Markerboards:

#### Initial Cleaning:

All AJW markerboards are delivered with a protective film in order to keep the porcelain surface safe during shipment and installation. Prior to the initial use of the board, a utility knife can be used to cautiously cut around the inside edge of the aluminum trim. The film can then be peeled off of the board.

Before using the markerboard for the first time, it is important to follow the cleaning instructions below to remove any dust or residue that may have settled during shipping or storage.

1. Gently clean the entire board with a clean cloth and a high quality whiteboard cleaner or a glass cleaner with ammonia (Note: Using a caustic, or abrasive type of cleaner may harm the porcelain surface, and should not be used)
2. Remove the remaining dirt and residue by using a dry clean cloth.
3. Rinse the surface with clean water to remove any residue potentially left behind from the cleaner.
4. Dry the surface using a soft, dry cloth and remove any liquid that may have accumulated in the markertray.

#### Daily Care and Cleaning:

Markerboards can be cleaned as often as required. Cleaning will not negatively affect the condition of the porcelain markerboard as long as the proper cleaning method described above is followed. AJW recommends that you clean the markerboard surface at least twice a week.

AJW also recommends that the board is erased after every use. The board will be harder to erase if the ink is allowed to be left on the board for an extended period of time.

It is also important to use the proper dry erase markers. Low odor markers are hard to erase, and do not perform well on the porcelain surface. Even with proper cleaning, a faint marker residue may remain if low odor markers are used.

#### Permanent Marker Removal:

Permanent marker can easily be removed from the porcelain surface by gently rubbing isopropyl alcohol with a clean cloth on the affected area until the stain is removed. Rinse the area with clean water and dry the surface prior to use.

## **Tack Surfaces:**

### Natural Cork:

Dust should be wiped away with a soft dry cloth. Stubborn soil may be removed with very fine sandpaper.

### Colored Cork:

Clean with a mild soap and water solution to remove dirt. Stubborn stains can be washed using any common pH neutral cleanser. After using soap or cleanser, rinse the surface with clear water, and dry with an absorbent clean cloth.

### Vinyl Covered Tackboards:

Clean with a mild soap and water solution to remove dirt or grime. For stubborn stains, a household detergent may be used on the vinyl surface. Do not use harsh chemicals or abrasive cleaning products as these can damage the vinyl surface. Rinse with water after cleaning and dry surface with a clean cloth.

### Fabric Covered Tackboards:

Lint and dust may be removed using a lint roller. Stains should be removed using a mild detergent or household upholstery cleaner, with a sponge.