



Capitol Hill Stain Guide

Between long days, working lunches and back-to-back meetings, stains happen. Here's how to tackle the most common offenders fast, because spills don't wait for your next meeting.



FOOD/SAUCES

1. Scrape off excess.
2. Rinse from the back of the fabric with cold water.
3. Apply detergent and blot.



COFFEE/TEA

1. Sponge or soak stain in cool water.
2. Pretreat with stain remover.
3. Wash with laundry detergent and bleach or oxygen bleach (depending on what is safe for the fabric).



COSMETICS

1. Pretreat with stain remover or rub with bar soap.
2. Wash with laundry detergent.



GREASE/OIL

LIGHT

1. Pretreat with stain remover or liquid laundry detergent.
2. Wash with laundry detergent, using the hottest water that's safe for the fabric.

HEAVY

1. Place stain face down on clean paper towels. Apply stain remover or liquid laundry detergent to back of stain.
2. Replace paper towels under stain frequently.
3. Let dry and rinse, then wash with laundry detergent, using the hottest water that's safe for the fabric.



DEODORANTS

LIGHT

1. Pretreat with stain remover or liquid laundry detergent.
2. Wash with laundry detergent.

HEAVY

1. Pretreat with stain remover or liquid laundry detergent. Allow to sit for 5 to 10 minutes.
2. Wash with laundry detergent and either oxygen bleach (a bleach that doesn't contain chlorine), or if safe for the fabric, chlorine bleach.



INK

1. Sponge the area around the stain with rubbing alcohol, stain remover or liquid laundry detergent before applying it directly on the stain.
2. Place stain face down on clean paper towels. Apply more rubbing alcohol, stain remover or liquid laundry detergent to the back of the stain. Replace paper towels frequently.
3. Rinse thoroughly, then wash with laundry detergent.



PERSPIRATION

1. Use a stain remover or rub with bar soap.
2. Wash with laundry detergent.

TIP! If perspiration has changed the color of the fabric, apply ammonia to fresh stains or white vinegar to old stains, then rinse.

TIP! Stubborn stains may respond to washing in a product containing enzymes or oxygen bleach in the hottest water that's safe for the fabric.



RED WINE

1. Pretreat or soak in a product containing enzymes.
2. Wash with laundry detergent and oxygen bleach (a bleach that doesn't contain chlorine).

TIP! When this networking hazard hits, act fast before it can set!

EMERGENCY DESK KIT

- ✓ Stain remover pen
- ✓ Travel-size detergent or hand soap
- ✓ White cloth or paper towels
- ✓ Baking soda packets
- ✓ Hand sanitizer (for ink emergencies)

TOP RULES

- ✓ Act Quickly - The sooner the better to avoid the need for a wardrobe change
- ✓ Blot, don't rub - Rubbing spreads the stains
- ✓ Cold water first - Hot water can set many stains
- ✓ Check before drying - Heat can lock stains in permanently

PRO TIP!

If the stain is stubborn or the fabric is delicate, don't risk it, send it to a professional cleaner.