





## Cleaning and Sanitizing Electronics

### Cleaning Plastic or Rubber Electronics.

#### Some possible items to think about:

- Remote controls
- Keyboards and mice
- Printer buttons
- Speaker dials
- Interactive projector boards
- Desk Phones
- Charging cables
- Laptop cases and Keyboards

#### Simple Steps:

<p><b>1) Remove Power</b></p> 	<p><b>2) Wipe/disinfect</b></p> 
<p><b>3) Dry</b></p> 	<p><b>4) Return Power</b></p> 

#### Detailed Procedure:






*Prior to cleaning any electronic device, make sure it is unplugged or removed from its power source. This may include removing batteries from some devices. If the power source is not easily accessible, the device should be turned off or powered down prior to cleaning. When cleaning, never directly spray any sanitizing/cleaning product directly onto the device or directly onto the area that is to be cleaned. A lint free cloth is preferred or a soft paper towel. Cleaning solution should be sprayed onto a towel, enough that when the towel is used, the dampness from towel should be visible on the area being cleaned. Towels that have reached saturation, should be discarded and not used. If the cleaning solution does not quickly evaporate, wipe the surface off with a dry cloth. Once the device has been cleaned, make sure enough time is given for the product to evaporate prior to power being returned.*

## Cleaning Digital Displays

Some possible items to think about:

- Cell phones
- Digital Touchpads
- Monitors
- TVs
- Electronic displays
- Copiers or Scanner beds
- iPads and tablets
- Laptops screens

Simple Steps:

<p><b>1) Remove Power</b></p> 	<p><b>2) Wipe/disinfect</b></p> 
<p><b>3) Dry</b></p> 	<p><b>4) Clean display</b></p> 
<p><b>5) Return Power</b></p> 	<p><b>6) Move onto the next one</b></p>

**Procedure:**

*Prior to cleaning any electronic device make sure it is unplugged or removed from its power source. This may include removing batteries from some devices. If the power source is not easily accessible, the device should be turned off or powered down prior to cleaning. When cleaning, never directly spray any sanitizing/cleaning product directly onto the device or directly onto the area that is to be cleaned. Cleaning solution should be sprayed onto a towel, enough that when the towel is used, the dampness from towel should be visible on the area being cleaned. Towels that have reached saturation, should be discarded and not used. If the cleaning solution does not quickly evaporate, immediately wipe surface off with a dry cloth.*

*Once the surface is dry, use an ammonia free glass cleaner to clean any streaks off the surface. If the products recommend spraying directly onto the surface to be cleaned, make sure to only use small amounts that can be wiped away quickly.*

*Once the device has been cleaned, make sure enough time is given for the product to evaporate prior to power being returned.*