Engineering Library Computer Cleaning Instructions (LSIT)

*Please date and initial items cleaned on the Cleaning Chart.*

**Cleaning Monitor**

- Be careful not to use any liquid or cleaner on the monitor that has not been approved by the library supervisor for that purpose.
- **Turn off the monitor.** It is easier to see dust and dirt when the monitor is off and safer for the computer. If you try to clean the monitor when it’s on you may damage the screen.
- Wipe the monitor with a clean, dry **WEBRIL WIPE** (*the roll of fluffy, white wipes*). Wipe off any visible dust, dirt and grime with the cloth, but do not rub or scrub too hard. If the dry cloth did not completely remove the dust and marks from the monitor, use a **WEBRIL WIPE** dampened with **DISTILLED WATER** or with a small amount of **HP MULTI-PURPOSE CLEANING GEL** followed by a dry cloth. **Do not spray anything directly on the monitor.**

**Cleaning Keyboard / Mouse**

- Lift and tilt the keyboard to shake off any fragments caught between the keys, and then clean with **COMPRESSED AIR. Follow the directions on the can for correct use.** Be careful not to blow dust/dirt into your eyes when using compressed air.
- Wipe the keyboard using **WEBRIL WIPES** (*the roll of fluffy, white wipes*). You may need to dampen the wipe with **DISTILLED WATER**. After wiping the keyboard remove any text that appears on the screen from pressing the keys.
- Wipe the mouse using **WEBRIL WIPES**. You may want to dampen the wipe with **DISTILLED WATER**. Be certain not to use a damp cloth in any area close to the laser if you are using an optical mouse (a laser mouse).
- Use **ALCOHOL SWABS** to wipe spots on and around the workstation (**not the monitor**), and to sanitize the keys and mouse.

**Cleaning Workstation Surfaces**

- Wipe these surfaces with a **MICROFIBRE CLOTH** sprayed with **QUAT PLUS MULTI-SURFACE CLEANER** (*Use **VINY GLOVES** for your protection*) or **WATER/VINEGAR**. **GREEN WORKS CLEANING WIPES** can also be used for stubborn marks.
Engineering Library Furnishings Cleaning Instructions

*Please date and initial items cleaned on the Cleaning Chart.*

Cleaning Carrels, Table Tops, Coffee and End Tables, and Self Check-Out Station

- Wipe these surfaces with a MICROFIBRE CLOTH sprayed with QUAT PLUS MULTI-SURFACE CLEANER *(Use VINYL GLOVES for your protection)* or WATER/VINEGAR. This should remove any ink marks, etc. GREEN WORKS CLEANING WIPES can also be used for stubborn marks.

Cleaning Glass Boards and White Boards

- Spray with WINDEX or WATER/VINEGAR and wipe with a MICROFIBRE CLOTH.

Dusting Bookshelves

- Use the long handled DUSTER to dust the shelf surfaces and the tops of the books.

Cleaning Circular Seating, Grey and Red Soft Seating, Public Landscape (Booths)

- Wipe with a MICROFIBRE CLOTH sprayed with QUAT PLUS MULTI-SURFACE CLEANER *(Use VINYL GLOVES for your protection)* or WATER/VINEGAR.

Cleaning Library Rolling Chairs

- Wipe arms and backs with a MICROFIBRE CLOTH sprayed with QUAT PLUS MULTI-SURFACE CLEANER or GREEN WORKS CLEANING WIPES *(Use VINYL GLOVES for your protection)* or WATER/VINEGAR.
Cleaning Kits Contain:

<table>
<thead>
<tr>
<th>COMPUTER CLEANING BIN</th>
<th>FURNISHINGS CLEANING BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Compressed Air</td>
<td>• Windex</td>
</tr>
<tr>
<td>• Alcohol Swabs</td>
<td>• Water/Vinegar/Detergent Mixture</td>
</tr>
<tr>
<td>• Q-Tips</td>
<td>• Quat Plus Multi-Surface Cleaner</td>
</tr>
<tr>
<td>• 2 Microfibre Screen-Cleaning Cloths</td>
<td>• Green Works Cleaning Wipes</td>
</tr>
<tr>
<td>• HP Multi-Purpose Cleaning Gel</td>
<td>• Rubber Gloves</td>
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<tr>
<td>• Webril Wipes</td>
<td>• Face Masks</td>
</tr>
<tr>
<td>• Distilled Water</td>
<td>• Webril Wips</td>
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<tr>
<td></td>
<td>• Microfibre Cloths</td>
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<tr>
<td></td>
<td>• Box Cutter</td>
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<tr>
<td></td>
<td>• Cleaning Brush</td>
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</tbody>
</table>

Recipe for Natural Cleaning Solution

- 1/4 cup vinegar
- 1/2 teaspoon **liquid** soap or detergent
- 2 cups water in a spray bottle.

Add ingredients into a spray bottle and shake to blend. Safe to use on glass, white boards, and any other surfaces except computer components.