

Allegany College of Maryland Information Technology Department (ITD)

Cleaning guidelines for computer lab and classroom IT equipment.

Step 1. Use gloves (latex or latex-free) and other protective gear (eyewear) as needed.

Step 2. Turn off power to all devices: disconnect power cords, or unplug from the wall.

Step 3. DO NOT use any chemicals on LCD display screens, dampen a soft cloth (micro-fiber), just damp, not wet, with warm water and wipe from top to bottom in one direction. Dry excess moisture with a soft dry cloth. Do not use paper towels on LCD screens, soft cloths only.

Step 4. Use a different soft (micro-fiber) cloth and 70% isopropyl alcohol, also called rubbing alcohol in stores, to wipe down the keyboard, mouse, monitor frame (be careful, no chemicals on LCD screens), CPU (on-off button), and other surfaces. Do not spray the alcohol directly onto the device. Spray the cloth making it damp (not wet) and wipe all exposed areas of the equipment.

Step 5. Let the alcohol dry (evaporate) 30 minutes (visually observe devices for signs of moisture).

Step 6. reconnect power to all devices once moisture has subsided.

Step 7. Discard used gloves and other disposable cleaning materials.

Note: This process can also be used to clean copiers, printers, fax machines, scanners, office equipment, etc.

A disinfecting glass cleaner (Windex) can be used on glass surfaces only. Do not spray the glass directly. Spray a soft cloth to dampen then clean the glass. Be sure the device is moisture free before applying power.