

Classroom Computer Cleaning Instructions

Dos & Don'ts:

1. **Do** read the cleaning instructions below.
2. **Do** use the soft cloth (blue & white) to clean computer SCREEN.
3. **Do NOT** use the soft cloth (blue & white) to clean any other part of the computer.
4. **Do** use ONLY water **or** the diluted alcohol solution to clean the screens.
5. **Do** spray the paper towel, regular cleaning cloth and/or brushes with the cleaning solution.
6. **Do Not** spray cleaning solutions directly on any computer part.

Waterford, Gateway, Dell & Tangent Desktop Computers: (not laptops)

Monitor Screen: Wipe off with a soft cloth dampened with water or a solution of 50% water & 50% alcohol.

Monitor Case and Cables: Use the detergent solution or 409 Cleaner supplied in the cleaning kit. Dampen a paper towel or a lint free cloth with the cleaner and wipe off all areas.

CPU: Use the detergent solution or 409 Cleaner supplied in the cleaning kit. Dampen a paper towel or a lint free cloth with the cleaner and wipe off ALL areas of the CPU.

Vents: If very dirty, lightly blow out with canned air or vacuum out if the small hand vacuum is available (stored in the computer lab).

Keyboard:

Slightly dirty? – Blow on the keyboard to get out loose debris. Wipe off with a damp cloth.

Very dirty? – Blow on the keyboard to get out loose debris. Spray the brush with the cleaning solution and lightly scrub the keyboard. Wipe dry with a paper towel or a lint free cloth and then spray between with the keys with canned air (use sparingly).

Mouse: Wipe off both the top and underneath with a cloth or paper towel that has been dampened with cleaning solution.

Mousepad: Wipe off with a cloth or paper towel that has been dampened with cleaning solution.

Computer carts or cabinets: Wipe off with a cloth or a paper towel dampened with cleaning solution. Make sure you move the CPUs and clean under them. If you have a cart, also wipe out the back part that holds the cables.