

# Cleaning Your Office Equipment

In order to ensure properly clean surfaces, the Centers for Disease Control (CDC) recommends cleaning, followed by disinfecting as best practice for the prevention of coronavirus in a work environment where multiple users share devices. Following these guidelines as well as personal hygiene and social distancing will help to keep your work environment safe and your coworkers healthy.

## Cleaning Guide

- Wear disposable gloves made of latex (or nitrile gloves if latex-sensitive) when cleaning and disinfecting surfaces.
- The CDC advises the use of an alcohol solution that consists of 70% isopropyl alcohol and 30% water when cleaning.
- Before proceeding, turn off machine and disconnect AC power. You should also disconnect any external devices.
- Wipe external surfaces using a microfiber cleaning cloth or disinfectant towels.
- Do not apply liquids directly on devices.
- It is important to pay close attention to frequent touch areas such as smart panels, lids, trays and keyboards.
- When cleaning a display screen or touchscreen panel, wipe in one direction.
- After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner.
- After cleaning, gloves should be discarded, and hands washed immediately for 20 seconds with soap and warm water.
- Ensure surfaces have completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before being powered on.

## Precautions

The following are precautions to take into account when cleaning and disinfecting your office equipment:

- When cleaning regularly, do not use an alcohol/water mixture that is stronger than 70% alcohol.
- Do not spray any liquids directly onto the product.
- Never use abrasives or chemicals such as bleach, ammonia, peroxide or other cleaning agents – this can cause physical damage to equipment.
- Do not use regular paper towels or tissues to clean equipment.
- Never mix household bleach with ammonia or any other cleanser.
- Avoid contact with skin and eyes when cleaning with alcohol.
- Only clean the exterior touch surfaces when cleaning and disinfecting equipment.
- Check to ensure the cleaning product is not past its expiration date.
- Ensure there is adequate ventilation in the cleaning area.
- Do not touch your face with your gloves.