

# Cleaning Your Technology Devices

The Office of Information Technology recommends these steps for cleaning electronics.

## Cleaning General Electronics: Avoid excess moisture



Do NOT use aerosol sprays, bleach, or abrasive cleaners.



Do NOT wipe excessively and submerge items in cleaners.



Do NOT spray cleaners directly onto components.

## Keyboards, Mouse, Printers/Copier key pads, Phones, Microphones



- Use a disinfectant wipe, or soft microfiber cloth with isopropyl alcohol
- Avoid spraying cleaner into vents or meshed covers
- Rub the top and sides of each key—cotton swabs make this easy.
- Clean the surface and bottom thoroughly.
- Use a new wipe for each component.

## Computer Monitors and other “glass” surfaces (glass copier surfaces)



Use a monitor-friendly cleaner.  
Do NOT use Windex or disinfectant cleaners.



Use a lint-free micro-fiber cloth, or screen wipe.



Avoid paper towels, rags, or fabric.

## Need additional assistance?

View our complete [Technology Cleaning User Guide](#) to learn more about how to safely clean your equipment.