

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.



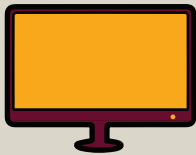
Do NOT spray cleaners directly onto components.

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.