

Cleaning and Disinfecting Devices and Peripherals

Cleaning and disinfecting devices is important for ensuring they're safe for students and staff to continue using. Below you'll find instructions on cleaning various electronic devices that are commonly touched.

For all of these, unless specified, a microfiber cloth is recommended, and it should be lightly damp with cleaner. An alcohol-based cleaner (isopropyl alcohol and distilled water) is recommended but must be used with care on screens. See <https://fireflycomputers.com/how-to-sanitize-a-chromebook/> for mixture amounts.

Note: These are electronic devices, and introducing water to them can and will cause damage when done without care. If you're spraying or otherwise applying liquid, do not apply directly to the device. Instead, apply to a cloth to wipe the device down with. Pre-soaked wipes can be useful for this, just be careful about the amount of liquid pooling on the device while cleaning.

Several online references can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

<https://fireflycomputers.com/2020/03/how-to-sanitize-a-chromebook/>

<https://www.cnet.com/news/dos-and-donts-for-disinfecting-your-devices/>

<https://www.macworld.com/article/3318301/how-to-clean-your-macs-keyboard-display-and-more.htm>

<https://www.nytimes.com/2014/01/02/technology/personaltech/cleaning-the-mobile-germ-warehouse.html>

Laptops / Chromebooks

- Ensure the device is turned off, and remove the battery.
 - Some devices, especially newer devices and Chromebooks, have internal batteries, so don't worry about this step if you don't see a battery to remove.
 - For some Chromebooks, the power button is on the keyboard, so don't be surprised if it turns on while you're cleaning
- Take your cloth, which is damp with cleaner, and wipe down the lid, sides, and bottom of the device.
- Open the device and wipe down the keyboard and touchpad with your cloth.
 - For the keyboard, ensure you're getting between all the keys.
- For the screen area, instead of the cleaner, use a different cloth that is only damp with water.
 - Chemicals found in cleaners can cause damage to the screen, using water here is safer for the device.
 - An abrasive cloth can also damage the screen.
- Once the device is wiped down, leave it open for a time in order to dry. Close the device after the keyboard area appears dry.

Desktops

- Shut down the computer and unplug it from power.
- Wipe down the computer with a microfiber cloth, damp with cleaner.
 - Watch around plugs and vents. Focus around buttons and other areas where it looks like it would be touched often.
- Allow the desktop to dry completely before plugging back in.

Monitors

- Turn off the monitor and unplug it from the power
- Instead of cleaner, use a damp microfiber cloth with water
- Wipe down the screen carefully. Do not use too much force.
- Focus on cleaning the buttons.

Keyboards and Mice

This pertains to peripheral mice and keyboards, not devices built into a laptop. For these, refer to the section above.

- Unplug the mouse and keyboard from the computer.
- Take a cloth, damp with cleaner, and thoroughly wipe down the mouse and keyboard.
 - Make sure to get between all the keys of the keyboard
 - For the mouse, make sure you spin the middle wheel to clean the entire surface.
- Leave these to dry before plugging back into the computer.

Headphones

- Unplug the headphones from the computer.
- Take a cloth and wipe down the entirety of the headphones, focusing near the earpieces and the plug.
- Allow the headphones to dry completely before plugging back into the computer

Microphones

- Unplug the microphone from the computer
- Clean the microphone with a damp cloth, focusing around the receiver end and the plug.
- Allow the microphone to dry completely before plugging back into the receiver.
- [Lightspeed Disinfecting Guide](#)

Desk Phones

- Unplug the phone from the wall
- Wipe down the handset in its entirety
- Wipe down the keypad, ensuring you get between all the buttons.
- After letting the phone dry, plug it back into the wall.
 - If the phone doesn't light up after being plugged in, remove it from the port you plugged it into and try another one.

Apple Devices

For Apple devices, Apple has a guide located here: <https://support.apple.com/en-us/HT204172>, but include these general items:

Apple products are made with a variety of materials, and each material might have specific cleaning requirements. To get started, here are some tips that apply to all products:

- Use only a soft, lint-free cloth. Avoid abrasive cloths, towels, paper towels, or similar items.
- Avoid excessive wiping, which might cause damage.
- Unplug all external power sources, devices, and cables.
- Keep liquids away from the product, unless otherwise noted for specific products.
- Don't get moisture into any openings.
- Don't use aerosol sprays, bleaches, or abrasives.
- Don't spray cleaners directly onto the item.

Is it OK to use a disinfectant on my Apple product?

Using a 70 percent isopropyl alcohol wipe or Clorox Disinfecting Wipes, you may gently wipe the hard, nonporous surfaces of your Apple product, such as the display, keyboard, or other exterior surfaces. Don't use bleach. Avoid getting moisture in any opening, and don't submerge your Apple product in any cleaning agents. Don't use on fabric or leather surfaces.

Mobile Devices

iPads and iPods can follow this as well, as it is based on the guides linked to above.

- Remove the device from its case, if it is in one
 - Clean the case separately
- Turn off the device by holding down the power button until it prompts to shut off. Follow the prompt
- With a microfiber cloth, lightly damp with water, wipe down the screen of the device
- Move to the back and sides of the device, wiping it down with the same cloth. Be careful of any holes in it, to avoid allowing water into it.

UV Sanitizer

Cordless devices like the [HygenX Vray](#) work well but do take several minutes to sanitize a device