

CLEANING COMPUTERS

Below is a listing of general tips that should be taken when cleaning any of the components or peripherals of a computer as well as tips to help keep a computer clean:

Monitor Screen:

- Turn monitor off.
- Always use a soft cotton cloth. Do not use paper towels, old rags, or tissue paper.
- Do not spray any liquids on the screen directly. Apply the solution to your cloth.
- Acceptable cleaning agents:
 - Water
 - Vinegar (mixed with water)
 - Isopropyl Alcohol
 - Petroleum Benzene.
- Stroke the cloth across in one direction, moving from top to bottom.
- DO NOT USE Acetone, Ethyl Alcohol, Ethyl Acid, Ammonia, or Methyl Chloride.

Keyboards:

- Clean the keyboard by turning it upside down and shaking, or use compressed air (pressurized air contained in a can with a very long nozzle.)

CPU:

- When cleaning a component and/or the computer, turn it off before cleaning.
- Never spray or squirt any type of liquid onto any computer component. If a spray is needed, spray the liquid onto a cloth and then use that cloth to rub down the component.
- Do not use compressed air near the air vents in the CPU. Spraying compressed air into a fan or cleaning a fan with a vacuum may cause damage to some fans.
- Never get any component inside the computer or any other circuit board damp or wet.
- When cleaning, be careful not to accidentally adjust any knobs or controls. In addition, when cleaning the back of the computer, if anything is plugged in, make sure not to disconnect any of the plugs, or turn off switch.