

## Keeping Your Computers Clean

### Cleaning Basics:

- Clean computers and surrounding tables at least once a week to avoid damage to the computer.
- Do not eat, drink or allow pencil sharpening anywhere near the computers.
- Keep mouse pads clean (no pencil shavings) so that the mice remain clean.

### Monitor, Hard Drive, and Printer

- Wipe with a *slightly* damp cloth to remove dust being careful not to allow any moisture into the computer.

### Keyboard

- With a feather duster (if available) or dry cloth, wipe all parts of the keyboard.

### Mice

- Any mice that are not working properly should be reported to the computer lab where they will be cleaned and returned.