

## COPIER CLEANING INSTRUCTIONS

To clean/sanitize the Copy Machine please adhere to the following guidelines from Xerox:

**DO NOT** do the following:

1	Do not use QUAT-256 (spray distributed by the District) Cleaner or any cleaner that contains Ammonium Chloride.
2	Do not spray any liquids directly onto the copier.
3	Do not clean any visible optical sensors near the document feeder, in the inserter or in the exit tray and all internal components. These should only be cleaned by the Technician
4	Do not clean the body of the copier with any products that contain bleach or ammonium chloride.
5	Do not clean the copier after every use. Cleaning products will strip away coatings on the plastic and fog up the display panel over time. The copiers were not designed to be cleaned so frequently.

**DO** the following:

1	Turn off the Copier and unplug the device before cleaning.
2	Glass, Display Panel, and Keys should only be cleaned with water or alcohol. When using water/alcohol moisten a clean, soft, lint free, cotton cloth with water/Isopropyl (rubbing alcohol). Do not use fibrous materials, such as paper towels, as they could scratch/damage the print device. You can also purchase disposable wipes.
3	Gently wipe the moistened cloth on the surfaces to be cleaned. Take care to prevent moisture from entering inside the product or between gaps around the control panel or buttons. Disinfectant entering the product may result in extensive damage or failure due to corrosion.
4	When cleaning a display screen or control panel, carefully wipe in one direction, moving from the top of the display to the bottom. Do not rub the control panel strongly as it can be easily scratched or cracked.
5	Ensure surfaces have completely air-dried before turning the device on after cleaning (approximately four minutes wait time). No moisture should be visible on the surface of the product before it is powered back on.
6	Use hand sanitizer on your hands before and after using the copier. Allow the hand sanitizer to dry before touching the copier. This will protect everyone without damaging the copier.

The below list contains a few awarded vendors that currently have products in stock that can be used to clean the copier. This is just a guideline, you can use any awarded vendor that sells products that meet the 70% Isopropyl Alcohol requirement. When ordering products to clean the copier, use commodity code #500-004 Personal Protective Equipment.

Vendor	Aerowipe Alcohol Surface Wipes	Alcohol Prep/Cleansing Pads, any brand that has a 70% or more alcohol	Pharma Care 70% IPA Wipes	Wipex 70% Isopropyl Alcohol	Health Guard Sanitizing Alcohol Wipes
Daniels		X			
Office Depot		X		X	X
School Specialty		X			
School Health		X			
School Nurse Supply	X				
William Macgill		X	X		