

Cleaning your printing system is essential to maintaining a healthy workforce

Recommendations for cleaning the exterior touch surfaces of office equipment:

The Center for Disease Control (CDC) advises to use a diluted alcohol solution that consists of at least 70% isopropyl alcohol and 30% water. Follow these steps below to clean the touch surfaces of office devices (Printers, Copiers, and multifunctional devices (MFDs) utilizing the CDC recommendation.

1. Wear disposable gloves (latex or nitrile) when cleaning and disinfecting surfaces.
2. Turn off the device and disconnect AC power from the outlet. Never clean a product while it is powered on or plugged in.
3. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol and 30% water (do not spray).
4. Begin with the display or MFD control panel and finish with any flexible cables.
5. When cleaning a display screen or touchscreen panel, wipe in one direction.
6. After disinfecting, copier/scanner glass should be cleaned again using an office glass cleaner.
7. Do not clean the inside of the device with cleaners.
8. When finished, discard gloves and wash hands immediately for 20 seconds with soap and water.

Note: A suitable cleaning product for this purpose (6in x 8in alcohol wipes/50 per pack - item 24443474) is available from Staples via the Buy@Duke Marketplace.

Precautions to take when cleaning and disinfecting office equipment:

1. Never spray cleaning solutions on equipment, only use a moistened lint-free or microfiber cleaning cloth.
2. Do not use paper towels or tissues to clean equipment.
3. Avoid contact with skin and eyes when cleaning with alcohol, and make sure there is adequate ventilation.
4. Only clean the exterior touch surfaces when cleaning and disinfecting equipment.
5. Never use abrasives or chemicals such as bleach, ammonia, acetone, peroxide or other cleaning agents on equipment, as these can damage the finish, as well as damage electrical components.

A few more recommendations:

1. The use of an individual personal stylus for each user is highly recommended as standard protocol for accessing features on the touch-screen control panel.
2. Limiting the number of staff to replenish paper and toner, as well as clear paper jams, is also highly recommended.
3. Always wipe down the equipment surfaces that were touched once these tasks are completed.

Please feel free to contact Office Products at (919) 684-6746 if you have questions, or need additional information.

For additional CDC information on cleaning and disinfecting surfaces, visit <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

