

Cornell Cooperative Extension

Seneca County

Cleaning and Disinfecting Devices:

Our devices (laptops, keyboards, office phones, cell phones, hardware tokens, etc) can harbor a significant amount of dirt, debris and germs. During the height of flu season, amid the current coronavirus concerns, and all year round, it is wise to take the time to keep your devices reasonably clean to both extend the life and care of your devices and reduce the spread of infectious diseases.

The best way to help keep your devices clean is to frequently wash your hands with soap and water, especially after using the restroom, eating or whenever visibly soiled.

Materials needed to clean devices safely:

- Clean microfiber cloth
- Q-tips or cotton swabs
- Compressed air
- LCD screen cleaner
- Isopropyl alcohol (90%) – diluted 50:50 with filtered/distilled water into spray bottle
- DO NOT USE – Clorox, Lysol or other disinfecting wipes or household cleaning products on your laptop.
 - This can strip the coating off the surfaces and make it more prone to collecting dirt, grime, and that lovely sticky/tacky texture we all hate so much.
- *** DO NOT SPRAY ANY CLEANER DIRECTLY ONTO EQUIPMENT ***
 - Spray cleaner onto microfiber cloth, cotton balls and/or Q-tips to clean equipment.

For laptops, keyboards and peripheral devices:

1. Power off
2. Remove excess dirt
 1. Use compressed air to blow dirt/debris out of keyboards and cracks – do not spray directly into ports
 2. Use dry microfiber cloth to thoroughly wipe down and remove any dust, dirt and debris
3. Lightly moisten clean microfiber cloth with isopropyl alcohol spray – should be damp, not wet
4. Lightly moisten Q-tip to clean crevices and tight spaces (i.e. spaces between keys on keyboard, laptop hinge) – do not insert any damp object into any ports
5. Wipe down surfaces with moistened microfiber cloth, pay special attention to areas frequently touched
6. Let dry completely, repeat on any areas that are visibly soiled
7. Note – LCD screen cleaner is the preferred option on laptop screens but a cloth dampened with diluted isopropyl alcohol can be used. DO NOT USE CLOROX/LYSOL wipes or spray!

For cell phones, tablets and other handheld devices:

1. Follow steps as above with all devices:
 1. Power off and remove case (if applicable)
 2. Wipe down external cases (inside and out) and all phone surfaces following instructions 2-5 above
 3. Reassemble

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