

GULFPORT SCHOOL DISTRICT TECHNOLOGY CLEANING GUIDE

The following information provides guidance for cleaning high-touch electronics such as desktop computers, Chromebooks, laptops, tablets, Sharp Aquos boards, etc. All electronics in shared locations should be frequently cleaned and disinfected. The Centers for Disease Control and Prevention suggests when cleaning electronic devices to use alcohol-based wipes or sprays containing at least 70% alcohol and allow the surface to dry thoroughly.

Cleaning Supplies

Sanitizing or Disinfecting Wipes with at least 70% alcohol content
Microfiber Cloths



General Device Cleaning Tips

- Unplug the device that will be cleaned.
- Use a sanitizing or disinfecting wipe with at least 70% alcohol content.
- Remove excess cleanser from the wipe by squeezing the wipe over a trash can.
- Wipe the outside areas from top to bottom of the device. (Do not linger on ports).
- Open the device and wipe the screen and edges. (Do not linger on ports).
- Wipe the keyboard and mouse.
- Stand the device open on its side to air out.
- Wipe screen with microfiber cloth to minimize streaking.
- Wipe down cables and cords. (Avoid plugs).
- Leave at least 4 minutes or until dry before using.

Promethean Board Cleaning Supplies

Dry Erase Board Cleaner (Expo cleaner)
Small cloth

General Promethean Board Cleaning Tips

<https://support.prometheanworld.com/article/1135/>

- Clean the activboard with either a slightly damp cloth, a very small amount of dry erase board cleaner sprayed onto a cloth, but not directly on the board OR the expo dry erase cleaning wipes. Be sure to remove any excess cleanser from the wipe by squeezing the wipe over a trash can before using on the Promethean board.