

U.S. ARMY ABERDEEN PROVING GROUND

WORKSPACE CLEANING

Protect yourself and others against COVID-19 and other infections

Make it a habit to clean your work area at the beginning of every work day. Here are recommendations to help keep your workspace clean.

Phone

- 1 Lightly spray phone with a solution that contains at least 70% alcohol.
- 2 Dry with a clean microfiber cloth.



Laptop and Monitors

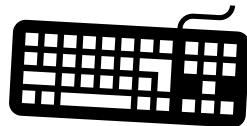
- 1 Wipe laptop screen and monitors with screen cleaner.
- 2 Wipe dry with a microfiber cloth.



Note: For tough spots, use a microfiber cloth lightly dampened with distilled water. Do not use paper towels, which can scratch the surface of the screen.

Keyboard

- 1 Shut down your computer and hold down your keyboard upside down to shake out loose debris.
- 2 Clean individual keys with cotton swabs dipped in rubbing alcohol.
- 3 Dry with a lint-free cloth.



Desk and Chair

- 1 Remove everything from the surface.
- 2 Wipe down with an antibacterial wipe or cloth and spray.
- 3 Dry with another cloth.



Mouse

- 1 Turn off and wipe with a damp cloth or antibacterial wipe, avoiding areas with openings such as the buttons.
- 2 Use a dry microfiber cloth to remove the moisture.



Cabinet and Door Handles

- 1 Wipe all handles and knobs down with an antibacterial wipe or cloth and spray (including file cabinets and doors).
- 2 Dry with another cloth.



Other high-touch surface areas include:

Tables, door knobs, light switches, microwaves, countertops, handles, elevator buttons, cell phones, toilets, faucets, sinks, etc.



MOST IMPORTANTLY:

Always wash your hands after cleaning.

In need of cleaning supplies? Contact your facility's cleaning service.