

AV EQUIPMENT CLEANING CHECKLIST

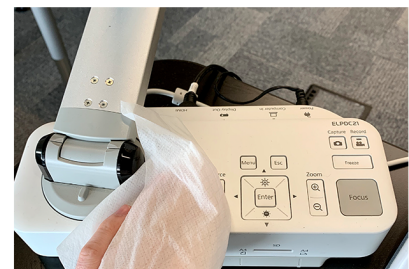
Guidance on cleaning and sanitizing
PC and AV equipment during COVID-19

PREPARATION

- Wash hands with soap and water for at least 20 seconds. If soap and water is not available use sanitizer with a minimum of 70% alcohol.
- Retrieve sanitation supplies required including wipes or cleaning spray and cloth.
- For additional supplies, call ext. 8000

CLEANING TOUCHPANEL, MOUSE & KEYBOARD AND DOCUMENT CAMERA

- If disinfectant wipes are available, use them directly on the touchpanel, keyboard, mouse and document camera. If a spray and cloth are available instead, spray the cloth then use the damp cloth to wipe down the devices (do not spray directly on devices).



CLEANING MICROPHONES

- If disinfectant wipes are available, use them directly on the microphone body pack. Where spray and cloth are provided, do not spray directly on device, rather, wipe with the damp cloth.
- Since you are using your own windscreens, the microphone itself remains clean. Remove the windscreen and if desired, it can be washed in warm soapy water, rinsed in clean water, shaken to remove water droplets, and left to air dry overnight.

