



Do's and Don'ts of Cleaning Printers

DO'S

- Use minimal quantities of commercially available alcohol-based cleaners containing at least 70% isopropyl alcohol combined with 30% water to disinfect.
- Wear disposable gloves (latex or nitrile) when cleaning and disinfecting surfaces.
- Turn off device and disconnect power.
- Using the cleaning solution, moisten a microfiber cloth, and wipe off the surface of the machine including control panels and handles.
- Wipe the document glass, and ADF document glass gently with a clean microfiber cloth that has been slightly moistened with water.
- When finished, discard gloves and wash hands thoroughly.
- Store minimal quantities of alcohol-based cleaners in well ventilated areas, away from ignition sources and in tightly closed and labeled containers.

DON'TS

- Avoid using paper towels or tissues to clean printer.
- Never spray cleaning solution directly on printer.
- **NEVER USE CLEANING SOLUTIONS ON MFP DOCUMENT GLASS!**
- Always clean document glass with a clean microfiber cloth and water only.
- Cleaners with high concentrations of alcohol should be avoided.
- Avoid skin contact when cleaning with alcohol.
- Avoid using harsh chemicals such as bleach, abrasives, ammonia, or peroxide to clean your printer.
- Test a small area before cleaning painted or glossy surfaces.
- Never clean printer when it is plugged in.
- Avoid accumulating large quantities of alcohol-based cleaners.
- Never store or use alcohol-based cleaners near ignition sources, including heat, sparks, and flames.

Visit ehs.yale.edu/covid-19 to learn more about cleaning and disinfecting surfaces

For more information on BluePrint's Covid Safety Information please visit ypps.yale.edu/blueprint/covid