



Team Name: Environmental Services  Team Lead: Regional Manager Environmental Services  Approved by: Regional Lead – Corporate Services & Chief Financial Officer	Reference Number: ORG.1910.PR.037  Program Area: Support Services  Policy Section: Housekeeping
Issue Date: April 27, 2021  Review Date:  Revision Date:	Subject: Cleaning of LCD Screens and Base

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**PROCEDURE SUBJECT:**

Cleaning of LCD Screens and Base

**PURPOSE:**

To clean and protect LCD screens and keyboards of TVs and computers.

**PROCEDURE:**

1. Use appropriate Personal Protective Equipment (PPE) according to Safety Data Sheets (SDS).
2. Prepare equipment.
3. Perform hand hygiene and put on gloves.
4. Make sure the LCD screen is turned off.
5. Clean the LCD screen and base by gently wiping with a clean, dry cloth.
6. If the screen is still not clean, apply a small amount of non-ammonia, non-alcohol based cleaner onto a clean, dry, lint free cloth. Never spray or pour any liquid directly onto the screen or the base. Moisture and dust can lead to fire or electrical shock.
7. Keyboards may need to be tipped over and tapped to loosen debris from between the keys.
8. Clean the keyboard and mouse as per facility process. The user should be using a disinfectant wipe to clean the keyboard after each use or as required.