

# Sound Disc Cleaning

1. Gently remove disc from front (catalog number out) of the to be cleaned row
2. Hold envelope between body and one hand while gently removing disc with fingers on label and palm on edge
3. Inspect disc for grease pencil marks etc
4. Place disc on Keith Monk machine by holding edges of disc
5. Turn switch to "wet"
6. Using the spray bottle, put maybe 2-spray's worth of LOC cleaner on the disc
7. lift and rotate brush knurled handle
8. Adjust LOC brush to almost be at disc label
9. Place brush on disc and move back and forth to evenly coat the disc with cleaner
10. Remove brush
11. Switch to "dry" and set vacuum arm on outside area of label
12. Let machine vacuum surface
13. Switch machine back to "wet"
14. \*Repeat process with water brush (steps 5-12)
15. Mark the envelope in the top right lightly in pencil "cleaned" underline it then write the month and year underneath in the format mm/yyyy

Remove disc and dry turntable with rag

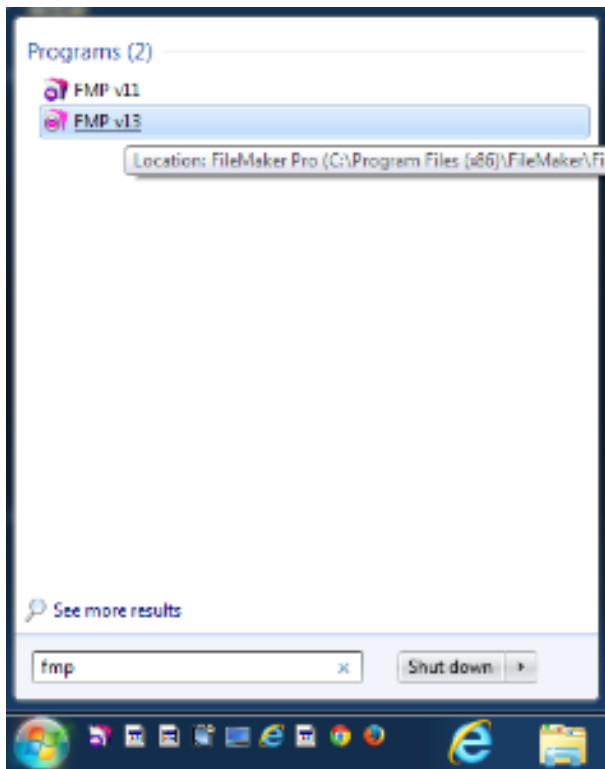
Repeat steps 3-15 on other side of disc

1. Remove disc and dry turntable again with rag
2. flip disc and vacuum any water built up
3. place disc back in envelope by compressing edges and placing disc back inside holding it with fingers in label and palm on edge
4. Place completed DRY disc in envelope
5. Place envelope in already cleaned disc are in order by catalog number

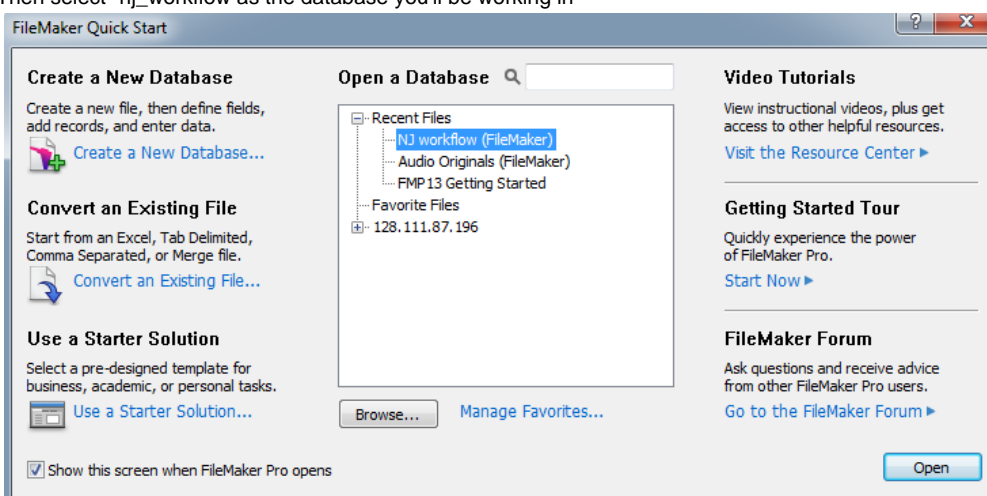
Occasionally it might be a good idea to remove and soak the brushes overnight in a red tray with disc cleaning solution in it.

Running Bulk Cleaning! script. Do this at the end of your shift to note in our Filemaker db that you've cleaned these records

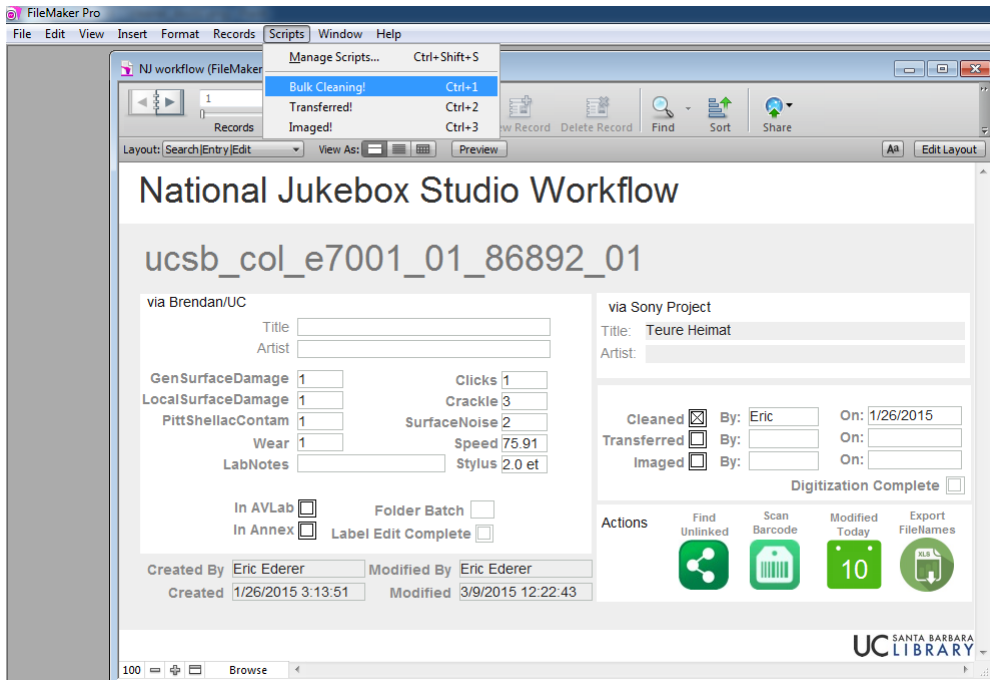
1. At the MIL workstation in the same room as the Monks Machine, log onto the computer w/ the Specannx acct
2. Click "Start" and search "fmp"
3. You want FMPv13, as shown



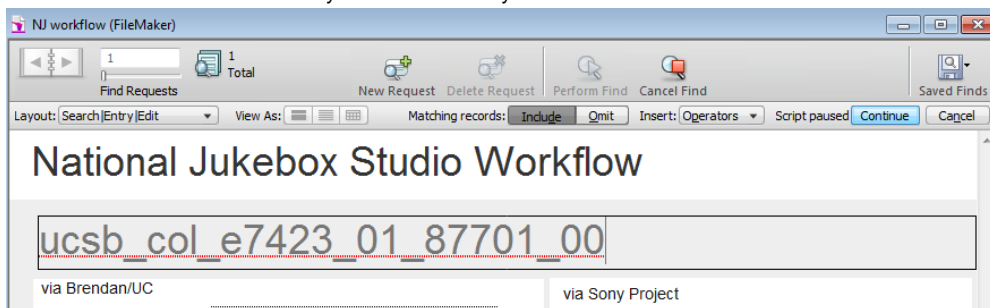
- 4.
5. Then select "nj\_workflow" as the database you'll be working in



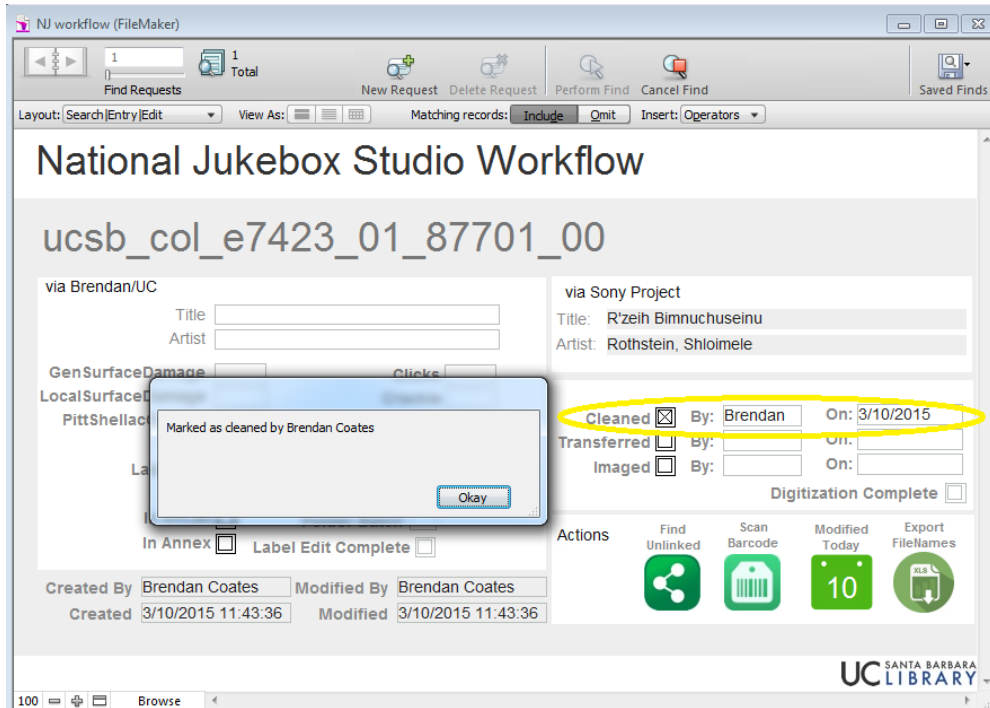
- 6.
7. Log-in using the info you've already provided, FirstName LastName + password. if you forgot your password, text me if I'm not around and I'll reset it to "green"
8. In the menu-bar up top, select "Scripts" -> "Bulk Cleaning!"



- 9.
10. The cursor will now be positioned in the barcode/ filename field
11. Scan the barcode of a record that you leaned that day



- 12.
13. The script will then search Filemaker for that barcode, mark that it was cleaned by you on a specific date



- 14.
15. Press "ok" in the dialog box and the script will restart

16. Scan every barcode of every disc that you cleaned that day
17. If you encounter an error, put a post-it on the sleeve