

IST Suite Preventative Maintenance

(LL-465, LL-406, LL-408G, H, and J, and LL-490):

The IST Suite environment is unfortunately full of dust. Adding to this, computers, printers, copiers & fax equipment are great static generators and attract a large quantity of dust to their surfaces. The following preventative maintenance schedule will promote a cleaner environment for IST Suite (LL-465, LL-406, LL-408G, H, and J, and LL-490):

NOTE: All necessary cleaning supplies (except vacuums) for this preventative maintenance are kept in the desk at the Targon workstation in LL-465. **Turn all equipment OFF prior to cleaning.**

- **Weekly (Every Monday)**

1. **Dust Exterior Surfaces of all IST suite computers, printers, copier & fax equipment** to keep dust from accumulating. This will also reduce the amount of dust, which can accumulate on the inside of the equipment. Use a *feather duster* or a *clean, dry rag*.
2. **Clean all counter surfaces (tables, cabinets, counters, bookcases)** in the suite's common areas to remove any dirt (I.E. fingerprints). Use *SkillCraft Office Plus Desk Cleaner (Office Max #W330015128969)* or similar solution with *clean rag or paper towel*.
3. **Trash any unnecessary papers/junk** in the suite's common areas and counter surfaces to keep area free of clutter and obstructions out of the office pathways.
4. **Restock all sizes of empty envelopes**, if needed, in the shelves allotted for them in the IST Staff Mailbox system.
5. **Move any empty boxes to the SANS hallway** and stack them between the LL-402 and 404 doors. This is the only place in the hallway for this type of debris. Make sure the boxes are labeled TRASH for custodial pickup.

- **Monthly (1st Work Day of the Month)**

1. **Clean all IST Suite Mouse/TrackBall devices** to remove dirt (I.E. fingerprints). Use *Fellowes Screen Cleaning Wipes (Office Max #S699703)*, a *non-alcohol based product for the outside*. Be sure to remove lint residue behind the balls of the TrackBalls.

2. **Clean all IST Suite Display screens** to remove dirt (I.E. fingerprints) and prevent dust build-up on the screen. *Use Fellowes Screen Cleaning Wipes (Office Max #S699703), a non-alcohol based product.*
3. **Clean all IST Suite Keyboards** to remove dirt (I.E. fingerprints). *Use Fellowes Screen Cleaning Wipes (Office Max #S699703), a non-alcohol based product.*

Clean all IST Suite Keyboards with Compressed Air and a Vacuum. *Office Max Compressed Gas Dusters (Office Max #S6OM96092) or Falcon Dust Off Disposable Compress Air (Office Max #S6DPSJMB2) can be used on the keyboards.* Using a vacuum alone is a suitable substitute, but is limited in its ability to clean under the keys. Vacuums are kept in the large brown cabinets in the SANS hallway.

4. **Clean the Laser Printers** to remove dirt (I.E. fingerprints). *Use Pledge Multi-surface wipes (Office Max #W3CB214629).*

- **After Toner Cartridge is changed**

1. **Clean the Laser Printer with Read Rite by Advantus PathKleen paper path cleaning sheets** (Office Max #S6RR1237).
 1. Boot your workstation up and type a few characters on the screen.
 2. Load a **Read Rite by Advantus PathKleen paper path cleaning** sheet into the manual feed tray or on top of the paper stack.
 3. Engage **PRINT** in your workstation to move the cleaning paper through.
 4. Repeat steps 2-3 times using the same sheet for effective cleaning of dust, dirt and toner deposits.
 5. Discard sheet after use.