**Name**

**Date**

For all three computers in the Centre, please tick in the box when cleaning is completed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week 1** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Keyboard |  |  |  |  |  |
| Mouse |  |  |  |  |  |
| Screen |  |  |  |  |  |
| Main unit |  |  |  |  |  |
| Cables |  |  |  |  |  |
| Counter top |  |  |  |  |  |
| **Week 2** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Keyboard |  |  |  |  |  |
| Mouse |  |  |  |  |  |
| Screen |  |  |  |  |  |
| Main unit |  |  |  |  |  |
| Cables |  |  |  |  |  |
| Counter top |  |  |  |  |  |

|  |
| --- |
| **Cleaning instructions** –computers can be left on for cleaning – clean mainly around outside of keyboard  **Keyboard and Mouse**   * Turn the keyboard upside down and shake out any dust onto the table top * Use the brush to remove dust lodged between the keys * Wipe clean the surface of the keyboard and mouse with a dampened duster   **Computer and Monitor.**   * Dust the monitor, computer and finally the table top, with a dry duster * Use the screen wipes to clean off any marks from the screen (dry afterwards) * Vacuum the main computer unit and cables (at the back) using the small hand held vacuum cleaner   **Shake out the duster and brush after cleaning is finished and replace dusters in drawer** |