

ITS Department

Telecom Equipment Cleaning Procedure

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Description: Cleaning procedure for mobile devices, headsets and desk phones

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Purpose

This document outlines the cleaning procedure for mobile devices, headsets and desk phones

Procedure

It is recommended that you wipe down your mobile device (iPhone/flip phone/Vocera Badge), headset and desk phone at **the beginning and end of each shift and, additionally, if you are switching off with another person**. Please avoid over cleaning as well, as this can cause damage to the device.

This procedure can be followed for your mobile phone, Vocera badge, headset and desk phone.

Please do not use Cavi Wipes on your equipment.

- Use only a soft, lint-free cloth.
- Avoid excessive wiping.
- Unplug all power sources, devices, and cables.
- Keep liquids away from your device.
- Don't allow moisture to get into any openings.
- Avoid aerosol sprays, bleaches, and abrasives.
- Avoid spraying cleaners directly onto your device.

Acceptable cleaning agents:

- Isopropyl alcohol (70%) (alcohol wipes) **recommended**
- Ethyl alcohol (70%)
- Clorox Wipes
- Ultraviolet Cleaning

Do NOT immerse the equipment in any liquid.

Products containing the following chemical compounds are known to cause damage and should not be used:

- Acetones
- Ketones

- Ethers
- Toluene
- Aromatic and chlorinated hydrocarbons
- Compounds of amines or ammonia
- Inorganic hypochlorites - including bleach, unless noted above
- Hydrofluoric or hydrochloric acids

Quality Assurance

Existing workflows and procedure descriptions were reviewed by Telecom staff and management. New procedures have been added as required.