

# WOLCOTT PUBLIC LIBRARY

## SANITIZING ELECTRONIC DEVICES

Sanitizing electronic devices must be done with care to avoid possible electrocution and damage to the device. General tips:

- Disposable isopropyl alcohol wipes and Clorox Disinfecting Wipes are both good options.
- Don't use aerosol sprays, bleaches, or abrasives.
- If you must use an alcohol spray then spray the cloth rather than the device.
- Power off the device and unplug power cords.
- Avoid getting moisture into openings.
- Devices such as laptops, tablets and smart phones should be allowed to dry for several minutes before powering on to avoid damage.
- Do not use compressed air to clean IT equipment such as keyboards, as this aerosolizes debris and microorganisms.

### [General notes](#)

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70% isopropyl alcohol wipes are generally best as they tend to be less moist and the alcohol evaporates fast. Clorox Disinfecting Wipes on the other hand tend to leave a lot of moisture on the surface which takes longer to dry and is more likely to seep into openings and cause damage. Use Clorox Disinfecting Wipes with caution. If neither of these is available use a paper towel or cloth rag and remember to apply the isopropyl alcohol to the cloth rather than the device. The cloth should be damp and not soaking wet.

### [Desktops](#)

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The first step is to power off the computer. Once the computer is off start with the keyboard and mouse. If either of these is wireless you should remove the batteries. Thoroughly clean both and allow to dry. Patrons may also touch the computer so it should be wiped down as well. Take care around USB ports, headphone jacks and the power button. Avoid the back of the computer as that is the most likely area to cause liquid damage. Make sure the computer has fully dried before it is turned on.

### [Laptops, iPads and other portable devices](#)

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**Warning: We recommend NOT using Clorox Disinfecting Wipes on these devices as they tend to be too wet.**

Power off the device and disconnect the power adapter. Wipe down the entire device with an isopropyl alcohol wipe or damp rag. Be careful around any opening such as USB port, headphone jack, power port, network jack or speaker grill.

Make sure the device has fully dried before power is restored.