

SOUTHWEST MINNESOTA STATE UNIVERSITY MUSTANGS RETURN

SMSU BUILDING SERVICES: CLEANING

A crucial part of the Mustangs Return to Campus reopening plan includes ensuring a safe environment for our entire campus community and visitors.

Facilities Building Services Department is working hard to ensure a clean and healthy space for all students, faculty, staff, and visitors. Central to this effort is our ongoing adherence to the guidelines published by the Center for Disease Control (CDC), the Minnesota Department of Health (MDH), the Minnesota State system office, and other key leaders in the facility maintenance industry. The following plan provides details of what is being done to clean and disinfect campus facilities, and how employees can assist in this critical endeavor.

Building Services will clean and disinfect campus spaces once per day and restrooms twice per day in accordance with MDH and CDC guidelines. CDC approved quaternary disinfectant will be applied when sanitizing.

Faculty, staff, students and visitors will be responsible for disinfecting personal workspaces such as computer keyboards, phones, desks, tables and other high touch surfaces. Building Services will provide an initial startup supply of disinfectant wipes, sanitizing spray and paper towels.

We all play a vital role in keeping our campus safe. Each classroom will have a cleaning crate which will include gloves, disinfectant, paper towels, hand sanitizer, tissue and a list of instructions. We are asking faculty, staff and students to help in disinfecting surfaces after each class (desks, chairs, counters, etc.).

TECHNOLOGY CLEANING INFORMATION:

The guidance below applies to PCs, monitors or display screen, docking stations, keyboards, and mice.

1. We recommended you wear disposable gloves when cleaning and disinfecting surfaces.
2. Turn off the device you plan to clean and disconnect AC power. Also remove batteries from items like wireless keyboards. Never clean a product while it is powered on or plugged in.
3. Disconnect any external devices.
4. Never spray any liquids directly onto the product.
5. Moisten a microfiber cloth with a mixture of 70% isopropyl alcohol / 30% water. The cloth should be damp, but not dripping wet. Excess moisture should be removed if the cloth is wet before wiping the product. Using any material other than a microfiber cloth could cause damage to your product.
6. Gently wipe the moistened cloth on the surfaces to be cleaned. Do not allow any moisture to drip into areas like keyboards, display panels, etc. Moisture entering the inside of an electronic product can cause damage to the product. Excessive wiping potentially could lead to damaging some surfaces.
7. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom.
8. Surfaces must be completely air-dried before turning the device on after cleaning. No moisture should be visible on the surfaces of the product before it is powered on or plugged in.
9. After cleaning or disinfecting a glass surface, it may be cleaned again using a glass cleaner designed for display surfaces following directions for that specific cleaner. We recommend you avoid glass cleaning products containing Ammonia.
10. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

You may experience some visible cosmetic changes to finishes over time as a result of the cleaning process outlined above on some surfaces. Other cleaning chemicals are very harsh and will damage surfaces. **Avoid using any of the following chemicals or products containing these chemicals:**

- Any chlorine-based cleaner, such as bleach
- Peroxides (including hydrogen peroxide)
- Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
- Ammonia (i.e. Windex)
- Ethyl alcohol

For additional information, visit: www.SMSU.edu/campuslife/healthservices/healthalerts/coronavirus.html

This is a living document and will be updated as needed based on federal, state, local or public health guidance or if University requirements change. Version 08/18/20

www.SMSU.edu/mustangsreturn



Southwest Minnesota State University,
A member of Minnesota State