

# Spray Disinfectant Instructions

**Disinfectant and microfiber cloths are available upon request. Email [dafaust@esf.edu](mailto:dafaust@esf.edu)**

1. Disinfectant is for use on hard, non-porous surfaces only. NEVER use spray on electronics.
2. If surface is soiled, perform preliminary cleaning with damp microfiber cloth.
3. Wet (not soak) surface with disinfectant, holding spray bottle 6 to 8 inches away from surface (do not breathe spray mist).
4. Allow disinfectant to sit for 10 minutes. Wipe surface dry with microfiber cloth, paper towel or allow to air dry.

# Wipe Instructions

1. Whenever possible, use spray disinfectant on hard, non-porous surfaces. However, spray should NEVER be used on electronics.
2. Computer keyboards, screens, and mice are considered electronics.
3. Electronics should be disinfected with properly labeled wipes. Every wipe packet or bucket will be labeled “*Not for use on electronics*” or “*For use on electronics only.*” Please always follow these instructions, as improper wipe use can damage equipment.
4. Disinfect with a wipe BEFORE you use equipment. You do not need to disinfect after use, because the next person will disinfect before they use equipment. This practice will help to save money and reduce waste.

# Microfiber Collection Bins

**Please drop off cloths once a week for laundering**

**Walters:** 1st floor Janitor's closet (110A) between paper machines

**Bray:** 1st floor Janitor's closet, next to elevator

**Illick:** Across from 225

**Moon:** Basement Janitor's closet, down stairs to the right

**Gateway:** Lower Level by elevator

**Baker:** 1st floor by restroom, located closest to Jahn

**Jahn:** 2nd floor office suite

**Old Greenhouse:** By restrooms

**Physical Plant:** Breakroom

# 2oz Hand Sanitizer Refill

**Walters:** Room 205

**Bray:** Basement by UPD

**Illick:** Room 241

**Moon:** Circulation desk

**Gateway:** Bookstore

**Baker:** 3rd floor vending machines

**Jahn:** Room 119

**Physical Plant:** 2nd floor reception desk