# **Disinfecting Equipment**

If you do not have isopropyl alcohol, you can use a disinfectant wipe to clean surfaces that are often touched during production.

### Cleaning Camera, Lens and Video Products

For the purpose of helping to sanitize your Canon Camera, Lens and Video products, it is recommended that you clean parts touched with the hands such as camera grips, dials and lens exteriors.

- 1. Turn off the device and remove the battery before cleaning.
- 2. Refrain from spraying cleaning agent-directly on the product. Instead, spray the isopropyl alcohol onto a lint-free or microfiber cloth and then wipe the exterior surfaces.
- 3. Leave in a well-ventilated area until dry, around 5 minutes/item

Do not use isopropyl alcohol to clean image sensors or coated lens surfaces.

#### **Cleaning Microphones**

After any microphone is used the microphone should be sprayed with Goby microphone cleaner for removing everyday bacteria and smells. All other parts will need to be wiped down with a disinfectant wipe or cloth sprayed with isopropyl alcohol.

- 1. Turn off the device and remove the battery before cleaning.
- 2. Refrain from spraying cleaning agent-directly on the product. Instead, spray the isopropyl alcohol onto a lint-free or microfiber cloth and then wipe the exterior surfaces.
- 3. Leave in a well-ventilated area until dry, around 5 minutes/item

Do not soak the microphone in the spray as this can damage the internal structure.

# **Cleaning Lighting Equipment**

Lamps and internal workings of lights do not need to be disinfected, it is recommended that you clean parts touched with hands such as adjustment knobs, power switch, barndoors, rings and other external areas.

- 1. Ensure the light is cool to the touch
- 2. Spray isopropyl alcohol on a microfiber cloth or use a disinfectant wipe then wipe the exterior surfaces, barndoors and scrims
- 3. Leave in a well-ventilated area until dry, around 5 minutes/ item

# **Cleaning Fabric Diffusers and Grids**

These will take time to clean and can only be done by hand. We recommend changing out the diffusers between uses to allow time for the cloth to dry.

- 1. Take the diffuser out of the case
- 2. Use a mild soap and warm water to handwash the item
- 3. Hang up to dry

### **Cleaning Hard Cases**

It is important to also clean the heavily touched areas of a case such as the handle and latches.

- 1. Take a cleaning wipe and wring out excess liquids
- 2. Wipe down exterior
- 3. Leave to dry, around 2-5 minutes/item

### **Cleaning Studio and Edit Bays**

Teachers and students are in charge of wiping down areas of use during class times however edit bays and studio 5 will need to be cleaned after single student use. Cleaning keyboards, surfaces and microphones will be the most important.

- 1. Take a cleaning wipe and wring out excess liquids
- 2. Wipe down areas that are heavily touched such as keyboards, faders, etc.
- 3. Leave to dry, around 1 minute

Do not clean inside of cracks and crevices as this can damage the gear.

## Cleaning Computer Displays

Displays should be treated carefully as liquids can cause damage. If a screen appears dirty and requires cleaning remember to be gentle and use the appropriate materials such as a lint free cloth.

- 1. Disconnect peripheral items such as mice and keyboards
- 2. Use a cloth to remove any and all fingerprints and dust from the screen
- 3. You may use a 70% isopropyl alcohol mixture lightly sprayed on a lint-free cloth to clean the surface of these products if required.

# **Cleaning Tablets and Ipads**

Similar to computers students and faculty will be responsible for cleaning between uses. These should also be cleaned throughout the day during high usage and when returned to the checkout window.

- 1. Refrain from spraying cleaning agent-directly on the product. Instead, spray the isopropyl alcohol onto a lint-free or microfiber cloth
- 2. Wipe from top to end of stylus, avoiding the tip of the stylus
- 3. Turn off tablets
- 4. Use a cloth to remove any and all fingerprints and dust from the screen
- 5. You may use a 70% isopropyl alcohol mixture lightly sprayed on a lint-free cloth to clean the surface of these products if required.