**Cleaning Guide**

**How to clean different surfaces**

* Tile Floor
  + Vacuum up any loose materials (outside vendor)
  + Create a mix of bleach, water, and a floor cleaner for mopping
  + Mop the area
  + Let dry for at least one minute
* Carpet
  + Vacuum up any loose materials (outside vendor)
  + Use a carpet steam cleaner
* Wood, Glass, Plastic
  + Remove any loose materials (water+soap)
  + Dry if used water
  + Apply Windex (or similar product) *use link below (7a) for cleaning for other products*
  + Let sit for ten minutes
  + Wipe down with a paper towel
* Electronic devices/metal
  + For metal remove any loose materials with a hand vacuum cleaner (outside vendor)
  + Get your cleaner (70%+ alcohol and rest water)
  + Spray
  + Let sit for at least five minutes
  + Wipe down carefully with a paper towel

**Acceptable** **cleaners**

* Windex, spray until thoroughly wet let sit for 10 minutes then wipe down
* 2%+ bleach, 1 minute then clean up
* 3%+ hydrogen peroxide for 10 minutes
* 70%+ Alcohol to water mix
* Clorox bleach wipes