**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