कार्यालय रक्षा लेखा प्रधान नियंत्रक

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007

Office of the Principal Controller of Defence Accounts

No. 107, Lower Agram Road, Agram Post, Bangalore – 560 007

फोन नं./Phone No. - 29710474/75फैक्स नं. /Fax No. - 26710132/33

e-mail: cda-blor@hub.nic.in

YEARS OF
CELEBRATING
THE MAHATMA

No.EDP/Mech/GENCORR   Date: 16/09/2020

To:

All Offices under PCDA Bangalore

Sub: SOP FOR CLEANING& SANITIZATION OF COMPUTERS AND ELECTRONICS FOR ALL USERS - REG

The following information provides guidance on how to clean high-touch electronics. Examples include computers, computer accessories, touchscreen devices, printers and copiers (hereinafter referred to as "electronics"). All electronics in shared and public locations should be frequently cleaned and disinfected. When cleaning electronics it is important to follow the manufacturer recommendations for specific cleaning requirements.

General cleaning tips

• Use a lint-free cloth, such as a screen wipe or a cloth made from microfiber.

• Avoid excessive wiping and submerging item in cleanser to avoid damage.

• Unplug all external power sources and cables.

• Do not use aerosol sprays, bleach or abrasive cleaners.

• Ensure moisture does not get into any openings to avoid damage.

• Never spray cleaner directly on an item.

• Using a Clorox disinfectant wipe or a wipe containing 70% alcohol, gently and carefully wipe the hard, nonporous surface of the item. This includes the display, touchscreen keyboard, mouse and the exterior surface of the item. If you have concerns about the cleaning product being used, please refer to the manufacturer's recommendations and warning label.

• When using a disinfectant wipe, it is important to follow the contact time found on the label. It may be necessary to use more than one wipe to keep the surface wet for the recommended contact time.

• Do not use fabric or leather surfaces on items, as this can scratch or damage to the items.

• Do not use bleach to disinfect computers and electronics.

- Switch **OFF** UPS before leaving

- Monitor and CPU to be covered with cloth or plastic cover before leaving the office to prevent moisture or dust entering them.

PCDA has seen

(DIVYA K, IDAS)
ACDA (EDP)

Note: Before starting sanitization work all computer items have to be covered.