

5 Steps to Clean and Disinfect a Chromebook

Important Note: The Chromebook you are receiving has been thoroughly cleaned and disinfected prior to you receiving it. It will be cleaned and disinfected again, once it is returned. These instructions are only if necessary.

This information is geared towards the prevention of COVID-19. The cleaning techniques described below can be used to generally clean and disinfect devices, like shared Chromebooks at the end of a school year or during flu season. The same process can also be used for any external peripherals like a Bluetooth keyboard and mouse or even your phone.

Preparation

You will need some bleach-free disinfectant wipes or a solution of 40 percent rubbing alcohol and 60 percent distilled water. Using full-strength rubbing alcohol can damage the coating that helps to keep smudges off the screen. You will also need a couple of microfiber cloths or any cleaning cloths that are linen free. Finally, a can of compressed air is optional if you want to remove any dust that might be hiding in your Chromebook but this step isn't necessary for disinfecting purposes.

Harsh cleaning supplies like bleach should **NEVER** be used on your electronics since they can also damage the screen and other parts of your Chromebook. Also, avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your Chromebook (this includes MagicErasers).

Last precaution – NEVER spray any cleaning solution directly onto your Chromebook or any electronics for that matter. You should always apply the cleaning solution to a microfiber cloth and then apply it to the device to avoid any liquid getting into the device and causing damage. With those warnings out the way, let's get started cleaning and disinfecting your Chromebook.

Procedure

- **Step 1** – Completely power down your Chromebook or unplug the power cord if you are cleaning a Chromebox.
- **Step 2** – Disconnect any cables or peripherals that are plugged into your Chromebook. This will allow you to access and clean every part of the device.
- **Step 3** – Use compressed air to remove larger pieces of dirt or dust that might be in your keyboard and ports. When using compressed air, only give it a few short bursts and never turn the can upside-down. If you have an extra cleaning cloth, you can also slightly dampen it with plain water and wipe down the device during this step. Make sure your cloth is only damp by wringing out the cloth of excess water.

- **Step 4** – Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire Chromebook, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen, but not too much since this could damage the display. If you aren't comfortable using the cleaning solution on the screen, you can buy disinfectant wipes specifically designed for LCD and laptop screens.
- **Step 5** – After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfecting process.