

Cleaning Instructions

It is the responsibility of users and staff to insure that the Studios are in pristine condition at all times. In general, this means that:

- 1) No dirt, dust, or foreign particles should be found on any surface that is visible without moving equipment.
 - a) Users who track in dirt should vacuum, mop, or clean it up with a damp cloth.
 - b) Users are expected to clean up dirt tracked in by previous users.
- 2) No papers, handouts, notes, pens, screws, or other objects should be left on any surface.
 - a) Users who find any such objects should put them into a Lost and Found Drawer, cabinet, or shelf as they think appropriate. All users should understand that any items left behind may be stored anywhere in the studios.
 - b) Users will manage the wastebasket by placing it outside the studio for the custodians when it is full and bringing it in when it is emptied.
 - c) No marks, writing, tape, or sticky material should ever be found on any surfaces.
 - d) Paper for the laser printer will be kept in the Studio 3 bookshelf. Users will not leave loose blank sheets of paper on the table or in the bookshelf.
- 3) All equipment and furniture must be geometrically aligned to give the appearance of order.
 - a) MIDI keyboards, speakers, lamps, and other moveable equipment and cables should always be correctly positioned.
 - b) Disk drives and other peripherals (especially in Studio 3) should be neatly aligned or stacked.
 - c) Classroom chairs should be placed neatly in front of tables, desks, or against the walls after use.
 - d) Manuals and other items in the bookshelves should be neatly stored.
 - e) Mics, cables, headphones, mic stands, and music stands should be neatly stored.
 - f) Users are expected to correctly position or store any items found out of place.
- 4) Cleaning supplies and instructions:
 - a) Cloths and cleaning supplies are kept in the set of drawers in each studio.
 - b) To clean equipment, dampen a clean cloth and maybe spray some 409 on it. When cleaning, avoid moving dirt around by always using a clean surface of the cloth. Rinse out and reuse the cloth on other equipment. Soiled cloths can be used on floor areas.
 - c) When finished, rinse out, wring dry, unfold, and place the drawer for used cloths for recycling.
- 5) Cleaning logs are kept in the set of drawers in each studio. Users should choose several weekly tasks and mark their initials and date when these are done.