

Note: Use a fresh disinfectant wipe for each component. Do not re-use a second time.
DO NOT use disinfectant sprays.
Never clean a device that is powered on, or plugged in.

Keyboard

Desktop Computer: Unplug the keyboard from the computer, or turn it off if it's wireless.

Laptop Computer: Turn it off and unplug the charging cord.
(If you can easily remove the battery, it wouldn't hurt to do that too).

Wipe the tops of the keys and the palm rest lightly with disinfectant wipe.

Avoid wipes with bleach, as they can damage the finish on the keyboard.

Make sure that the wipe is not overly damp by squeezing out any excess liquid before wiping the keyboard.

Do not use excess force when disinfecting the area around the keyboard; this could damage the keys.

Allow to air dry.

Wipe with dry, lint-free cloth.

Reconnect the keyboard to computer.

Mouse

Wired: Unplug the mouse from the computer

Wireless: Turn it off and remove the batteries

Wipe the mouse with disinfectant wipe.

Make sure that the wipe is not overly damp.

Avoid getting moisture into any openings.

Allow to air dry.

Wipe with dry, lint-free cloth.

Reconnect the mouse to computer.

Final stage

Make sure they are dry!

Before you use your laptop, keyboard or mouse again, make sure they're fully dry.

Drying shouldn't take long as the wipes weren't very damp.

A little dampness can ruin an electronic device once power is running through it.

SAFETY:

Use disposable gloves when cleaning and sanitizing/disinfecting

Discard the disposable gloves after each cleaning.

Clean your hands immediately after gloves are removed and disposed.