

WHITEBOARD & WALL TALKER CLEANING PROCEDURE

INSTRUCTORS:

The most important step is to use the marker that is compatible to the board (e.g. whiteboard markers erase more completely than dry eraser markers).

Please use **Expo Original only** – NOT LOW ODOR.

1. Caretaking will supply a grey microfiber cloth to each classroom daily.
2. When you need to erase the board, please use the microfiber cloth located on the ledge of the board. Apply some pressure and wipe in a circular motion. This should be all that is necessary. These cloths should last for, at least, 8 classes.

Correct Markers (Expo original):



Incorrect Markers (low odor, Expo2, generic):



(Generic brand)

CARETAKING'S DAILY CLEANING PROCEDURE

1. Use dry clean microfiber cloth and remove any marker left on the board.
2. Use a clean 20" blue microfiber pad that has been submerged into a pail of clean warm water. Squeeze pad out with your hands making sure not to wring it out (wringing the microfiber pad out may cause repetitive strain injuries) and attach to your microfiber tool. Start at the bottom of the board and walk the length of the board (hold your arms extended out to the side) when you reach the end of the board move up a width and walk back the length of the board. Continue with this procedure until the entire board has been cleaned.
3. Take a dry clean 20" blue microfiber pad and dry the board completely using the same procedure as in step 2 - you may need to use a few pads to ensure the board is completely dry.
4. Wipe ledge and replace used microfiber cloth with a new microfiber cloth daily.
5. It may be necessary to use soapy water to clean the stubborn areas (fill hand bucket with warm water and 1 tablespoon of * squeaky .) Follow above procedure and ensure to **rinse and dry the whiteboard well**. Residue left on boards will cause a smearing or ghosting effect after markers have been used.
6. If the incorrect marker or a felt pen have been used on the whiteboard, a product such as * Goo Gone or * Surface Saver may be required. Follow instructions on the container and contact your supervisor if you are unclear or need any help.

