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Furniture and Appliances: Telephones

Purpose: To clean telephones within the facility.

- Procedure:**
1. Mix quat-stat according to manufacturers' instructions.
 2. Wring out cloth in quat-stat solution.
 3. Damp wipe the ear piece, mouth piece, and phone handle.
 4. Damp wipe phone cord, phone base, and the dialing area.
 5. Wipe dry.
 6. Replace equipment in a clean, orderly fashion.

Electrical Appliance Warning:

Disconnect Electricity – Turn off and unplug this appliance. *Failure to do so may result in serious injury.*

Allow Glass to Cool – When cleaning any glass parts of an electrical appliance, make sure that the surface of the glass is cool. Applying cool water to a hot glass surface may cause the glass to shatter.

Use Damp Cloths – Do not dry or polish electrical appliances with a dry cloth; this may cause static electricity which attracts dust and dirt particles.

References: None Cited