

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

CLEANING EXHIBIT EQUIPMENT



General Practices

- **All equipment must be inspected for cleanliness prior to delivery to the customer.**
- **Exhibit equipment must be inspected for cleanliness prior to delivery AND after installation.**
 - Equipment must be inspected for completeness and cleaned as order is “staged” in the storeroom.
 - On show days, the Exhibit Coordinator must walk every booth prior to show open to inspect all visible equipment for cleanliness.
- **As necessary, equipment should be cleaned as instructed below.**

Plasma, LCD, and CRT Monitor Display Cleaning Instructions

- **Cleaning the display screen:**
 1. Unplug the power cord from the power outlet before cleaning.
 2. Dust off the display screen using a dry micro-fiber cloth.
 3. If further cleaning is necessary, spray glass cleaner directly onto a micro-fiber cloth and then wipe the display screen. Turn the cloth over and wipe display screen again with the dry side of the cloth.
 - **NOTE: Never spray water or glass cleaner directly onto the display screen surface.**
 - **NOTE: Never use glass cleaner with ammonia.**
- **Cleaning the panel body & remote control:**
 1. Unplug the power cord from the power outlet before cleaning.
 2. Wipe down the panel body or bezel using a dry soft cloth.
 3. In the case of excessive dirt build up, dampen a soft cloth with a diluted neutral cleaning detergent and wipe the component. Never spray the cabinet directly with a cleaner.
 4. Dry the component using a dry soft cloth.
 - **NOTE: Never clean with furniture wax, benzene, insecticides or other volatile liquids since they may corrode the cabinet surface.**

Dual Post Stand Cleaning Instructions

- ***Cleaning the base and shelf:***
 - Wipe down the base using a moist cloth. If required, use any cleaning agent.
- ***Cleaning the dual posts:***
 - Wipe down the dual posts using any chrome polish or other citrus based cleanser.
 - **NOTE: Do not use a solvent based cleaner.**

Laptop & Desktop Computer Cleaning Instructions

- ***Cleaning the display screen:***
 - Follow the instructions above for cleaning the display screen of an LCD monitor.
- ***Cleaning the keyboard:***
 - Utilize a can of compressed air to clean off loose dust particles.

General AV Equipment Cleaning Instructions

- Dust the equipment using a dry cloth.
- In the case of excessive dirt build-up, wipe down with a damp cloth then dry.