

Clean Computer Lab and Conference Room

Materials

For a disinfectant, you can use sanitizing spray (kept under the kitchen sink, with refills in the maintenance closet)

Apply disinfectant, wait three minutes, then wipe with a clean cloth or paper towel.

If we are out of disinfectant, submit a purchase request:

- Purchase request: <https://protohaven.org/purchasing>

Task List

- Disinfect all keyboards and mice.
- Dust off and wipe down all computers, tables, and chairs.
- Clean the whiteboards. (Do not touch areas that are not marked "DO NOT ERASE" or similar.)
- Throw out any trash or debris. (Any loose papers should be placed on top of the printer in the conference room.)
- Tidy up any disorganized cables.

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