

unitech Products

Disinfecting and Cleaning Guideline

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■ Introduction

Whether you are using unitech products need to disinfect after every patient or in a factory warehouse where the device is routinely exposed to dust, dirt or grease, your device will need regular cleaning. This document details how you can safely clean your unitech products daily, as well as the monthly maintenance routine that will help keep your devices up and running.

■ Approved Cleaning Agents

The cleaning agent you select must contain active ingredients from the following list:

- Hydrogen peroxide
- Mild dish soap
- Ammonium Chloride
- Ammonia solutions
- Acetone
- Ketones
- Aqueous or alcoholic alkaline solutions
- Ethanolamine

Cleansers that contain any active ingredients not listed above should not be utilized.

■ **Known harmful ingredients**

The following chemicals are known to damage the plastics on unitech products and should not come in contact with the device:

- Isopropyl alcohol
- Bleach/sodium hypochlorite
- Ethers
- Aromatic and chlorinated hydrocarbons
- Toluene
- Trichloroethylene
- Benzene
- Carboic acid

■ **Special notes regarding the use of vinyl gloves in the work environment**

Many vinyl gloves contain phthalate additives, which are often not recommended for medical use and may harm the housings. Our products should not be handled:

- While wearing vinyl gloves containing phthalates, or
- After vinyl gloves containing phthalates are removed and before hands are washed to remove contaminant residue

■ **Special notes on hand sanitizers utilized in the work environment**

Some hand sanitizers commonly used in the healthcare environment may contain the harmful ingredients listed above, such as ethanolamine. Hands must be completely dry before handling the unitech products to prevent inadvertent contamination with known harmful ingredients and damage to the plastics.

■ Daily Cleaning and Disinfecting

Following are the cleaning and disinfecting instructions for environments that require daily or more frequent cleaning to prevent the spread of germs, including healthcare workers who need to disinfect their unitech products after each patient visit and retail and other shift workers who share devices.

- 1.) Dampen a soft cloth with one of the approved cleaning agents listed above or use pre-moistened wipes:
 - a. Never apply liquid directly to the unitech products.
 - b. Do not let liquid pool around the display window or any other area on the device.

- 2.) Gently wipe all surfaces, including the front, back, sides, top and bottom -- do not wrap the device in the cloth or pre-moistened wipe.
 - a. Special instructions when cleaning the front of the device:
 - Be sure to clean the keys and between the keys (use a cotton-tipped applicator to reach between the keys).
 - After cleaning, immediately dry the display with a soft non-abrasive cloth to prevent streaking.

- 3.) Allow the unit to air dry before use.

■ MONTHLY DEEP CLEANING MAINTENANCE

Keep your unitech products and cradle in good working order with a regular comprehensive cleaning routine to remove the natural build-up of dirt that occurs with everyday use on connectors and the scanner exit window as well as the main surfaces of the device.

- 1.) **Housing:** Follow the instructions for daily cleaning and disinfecting above to give the housing a general cleaning.

- 2) **Scanner exit window:** Wipe the scanner exit window with a lens tissue or other material suitable for cleaning optical materials such as eyeglasses.

- 3.) **unitech products connector:**
 - a. Remove the main battery from unitech products and close the battery door.
 - b. Dip the cotton portion of a cotton-tipped applicator in isopropyl alcohol.
 - c. Rub the cotton portion of the cotton-tipped applicator back-and-forth across the connector on the unitech products. Do not leave any cotton residue on the connector.
 - d. Repeat at least 3 times.
 - e. Use the cotton-tipped applicator dipped in alcohol to remove any grease and dirt near the connector area.
 - f. Use a dry cotton tipped applicator and repeat steps c, d and e. (Note: use dry swab only, no alcohol.)

4.) Cradle connector:

- a. Remove the DC power cable from the cradle.
- b. Dip the cotton portion of a cotton-tipped applicator in isopropyl alcohol.
- c. Rub the cotton portion of the cotton-tipped applicator along the pins of the connector. Slowly move the applicator back-and-forth from one side of the connector to the other. Do not let any cotton residue remain on the connector.
- d. Rub all sides of the connector with the cotton-tipped applicator.
- e. Spray compressed air in the connector area by pointing the tube/nozzle about 1/2 inch away from the surface. (Caution: When using compressed air, always wear eye protection, do not point nozzle at yourself and others make sure the nozzle or tube is pointing away from your face: and read warning label on compressed air product.)
- f. Remove any lint left by the cotton-tipped applicator.
- g. If grease and other dirt are found on other areas of the cradle, use a lint free cloth and isopropyl alcohol to remove.
- h. Allow at least 10 to 30 minutes (depending on ambient temperature and humidity) for the isopropyl alcohol to air dry before applying power to cradle.

Note on drying time: If the temperature is low and humidity is high, longer drying time is required. Warm temperature and dry humidity require less drying time.