

TITLE O P E R A T I O N S M A N U A L	STANDARD I N S T R U C T I O N 03		DEPARTMENT F I R E - R E S C U E
SUBJECT: COMMUNICATIONS M A I N T E N A N C E	SECTION 07	PAGE 1 of 2	EFFECTIVE DATE 14 July 2020

I. PURPOSE

The purpose of this policy is to detail the cleaning and maintenance of the computer systems.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

Fire station Computer Aided Dispatch (CAD) alerting equipment refers to the devices installed in the fire station, as part of the dispatch network, to receive and process incident dispatches. Computer equipment refers to desktop computer equipment installed in fire stations to allow access to CAD data and for use as a personal computer for word processing, fire related reporting and training, etc.

DO NOT TURN OFF ANY OF THE CAD ALERTING EQUIPMENT.

A. General Computer Equipment Cleaning Instructions

1. Ensure that only the computer equipment is turned off before starting the cleaning process. This is accomplished by:
 - a. Shutting down the computer using Ctrl-Alt-Del
 - b. Shutting down the power on the CPU box and monitor
2. Use only the approved type of cleaner for cleaning the equipment. Non-approved cleaners have the potential for damaging the equipment.
3. Use only a dry, clean, soft, non-abrasive cloth to wipe and clean the equipment (Do not use paper towels).
4. Do not spray any cleaning liquid directly onto any of the equipment.

B. Monitor/Display Screen Cleaning Instructions

1. Clean the **glass** display screen only with a glass cleaner. Do not use any other type of cleaner.
 - a. Spray the glass cleaner onto the cleaning cloth
 - b. Use the cloth to wipe and clean the screen
 - c. Use another dry cloth to wipe the screen dry
2. To clean the **plastic** display screen case, use any non-abrasive liquid cleaner that does not contain solvents.
 - a. Spray the cleaner onto the cleaning cloth
 - b. Use the cloth to wipe and clean the equipment
 - c. Use another dry cloth to wipe the equipment dry

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C. Keyboard Cleaning Instructions

1. To remove dust and debris from between the keys of the keyboard use a can of pressurized aerosol dust remover.
 - a. This provides a burst of non-toxic gas to blow dust and debris out from between the keyboard keys.
 - b. Before using the dust remover, be sure to read and follow the directions.
 - c. Ensure that the five-inch plastic spray tip is inserted into the trigger mechanism.
 - d. While holding the can upright, place the spray tip approximately one inch from the keyboard.
 - e. Using short bursts of gas blow the dust and debris from between the keys of the keyboard.
2. To clean the keyboard case and keycaps, use any department provided non-abrasive, liquid cleaner that does not contain solvents.
 - a. Spray the cleaner onto the cleaning cloth
 - b. Use the cloth to wipe and clean the keyboard keys and case
 - c. Use another dry cloth to wipe the keyboard keys and case dry

D. All Other CAD Alerting and Computer Equipment Cleaning Instructions

To clean the other CAD alerting and computer equipment use any department provided non-abrasive, liquid cleaner that does not contain solvents.

1. Move the equipment as little as possible
2. Clean any flat surfaces that the equipment is resting on
3. Spray the cleaner onto the cleaning cloth
4. Use the cloth to wipe and clean the equipment
5. Use another dry cloth to wipe the equipment dry

E. Contaminated or Wet Communications Equipment

1. All portable radios, cell phones or any other communications equipment that falls into any type of water (toilet, sewer, or any other body of water) must be placed in a plastic zip-lock bag and so identified prior to being delivered to the Metro Zone Emergency Command and Data Center (ECDC).
2. This procedure is to be followed even if the water was determined to be clean.
3. All electronic equipment that falls into any kind of water may be subject to contamination as well as corrosion.
4. Immediately remove the batteries from these items prior to placing into the plastic bag to avoid corrosion.
5. Place all affected accessories, including the antenna if it is a portable radio, in the bag as well.