

## Whiteboard Care and Maintenance Checklist

Date and Time: \_\_\_\_\_ Room Inspected: \_\_\_\_\_ Inspector: \_\_\_\_\_

		YES	NO	N/A
1) Clean surface with damp cloth or sponge				
		YES	NO	N/A
2) <b>Difficult Stains</b> (Coffee or Tea): Use mild household cleaner/ detergent with soft bristled brush				
	Evidence: Windex®			
	Evidence: Glass Plus®			
	Evidence: Fantastik®			
	Evidence: Mr. Clean®			
	Evidence: Formula 409®			
	Evidence: Isopropyl Alcohol (Isopropanol)			
		YES	NO	N/A
3) <b>Persistent Stains</b> : Use baking soda and water paste with soft bristle brush; Light scrubbing for 10-20 strokes (Not more do avoid damaging the decorative surface or gloss finish)				
		YES	NO	N/A
4) <b>Stubborn Stains</b> (that resist any of the above): Use un-diluted household bleach or nail polish remover. Apply to stain and let stand no longer than 2 minutes. Rinse thoroughly with warm water and wipe dry. Repeat, If the stain is going away and the color of laminate has NOT been effective. <b>WARNING</b> : Prolonged exposure of the laminate surface to bleach will cause discoloration				
		YES	NO	N/A
5) Confirm no cleaners are being used that contain <b>harmful acids</b>				
	Evidence: Hydrochloric Acid, Muriatic Acid, Hydrogen Chloride			
	Evidence: Sulfuric Acid			
	Evidence: Hydrofluoric Acid, Oleic Acid, Oil of Vitriol, Oleum			
	Evidence: Phosphoric Acid			
	Evidence: Sodium Hydroxide, Rust Remover, Caustic Soda, Caustic Lye, Soda Lye			
	Evidence: Pumice (abrasive)			
		YES	NO	N/A
6) Confirm no abrasive or other chemicals are used that <b>can cause damage to the laminate</b>				
	Evidence: Abrasive cleaners, cleansers			
	Evidence: Drain Cleaners			
	Evidence: Any cleaners containing Lye			
	Evidence: Hair or food dyes			
	Evidence: Oven cleaners			
	Evidence: Rust removers			
	Evidence: Steel wool or abrasive pad products			
	Evidence: Toilet bowl cleaners			