Clean Workstation Guide:

8 Tips toward Maintaining a Clean Workstation
Tip 1: Eliminate the Messy Desk

The first thing you need to think about is creating a work environment that allows you to be productive.

Organized Desk = Organized Mind.

1) Set a weekly appointment to clean and organize.
2) Don’t allow piles to build up.
3) Keep it off the floor.
4) Digitize you documents and then back them up.

Tip 2: ABW—Always Be Washing

We’re all familiar with the Glengarry Glen Ross sales mantra ABC—Always Be Closing, but I’m here to tell you that you should ABW—Always Be Washing. Wash your hands before you sit down at your desk in the morning; wash your hands after get your third cup of coffee; and most definitely wash your hands before you eat.

Tip 3: Don’t Eat At Your Desk

Speaking about ABW your hands before you eat—do not eat at your desk. There are a number of microbiology research studies that show pathogenic bacteria take up residency in that trusty keyboard and are waiting there to find a juicy food source—that’s you.
Tip 4: Good-Old-Classic Compressed Air Clean You Keyboard

1) Flip the keyboard over and shake out loose particles.
2) Angle the compressed air can at a 45-degree angle.
3) Spray between the keys.
4) Shake Again
5) Spray Again
6) Repeat until the fun subsides.

Tip 5: Vacuum Clean Your Keyboard

You can use some fancy looking USB vacuum keyboard cleaners to erase past mistakes. This technique doesn’t remove the ingrained grease on the keys, but, it is a quick way to remove any loose particles.

Tip 6: Cyber Clean Your Keyboard

“Cyber Clean is a unique compound designed especially for cleaning and disinfecting places and surfaces not reached by conventional cleaning solutions. Cyber Clean’s products protect you against harmful bacteria and promote a healthy living environment.”¹ And it will bring back good childhood memories of playing with Silly Putty.

¹ http://www.cyberclean.net/cleaning/
Tip 7: To Dishwash or not to Dishwash Clean Your Keyboard?

This is somewhat of a controversial topic, and many have compared this conundrum with the modern day Global Warming debate. Technology experts vehemently argue the pros and cons of dishwashing the keyboard and are stuck in a standstill. I suggest contacting the keyboard manufacture and asking them about it.

Tip 8: Purchase a Washable Keyboard

If you don’t want to worry destroying keyboard with all of the cleaning techniques discussed above, then you can simply purchase a waterproof keyboard.