

## ASSISTIVE TECHNOLOGY LENDING LIBRARY CLEANING/PREPARATION POLICY

It is essential that all loaned AT materials are thoroughly cleaned and properly maintained. The steps listed below must be performed each time an item is returned to the library in preparation for re-lending.

Cleaning solvents that sanitize and disinfect are used for cleaning

- Hardware and toys are cleaned when returned to the library before re-shelving
- Cloth items are washed in a washing machine and dried; care tag instructions are followed
- Electronic cloth toys are sprayed with a cleaning solution; this will not fully sanitize the toy. Please understand it is not possible to completely sanitize electronic cloth toys.

Cleaning agents include both wipes and sprays. A non-toxic cleaning agent is prepared to the specifications on the label and contained in a spray bottle.

Use disinfectant wipes to clean the item.

If using a spray solution, spray it directly on the item and use a cloth to wipe it clean.

Avoid spraying electronic toys directly. Instead spray a cloth with the solution and wipe the item clean.

It is not necessary to rinse the item following the cleaning with the cleaning agent.

### TIPS

Make sure all inventory labels are legible prior to returning the AT material to the inventory. Check to make sure the item is in working order, all pieces are accounted for, and batteries are replaced as necessary.



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