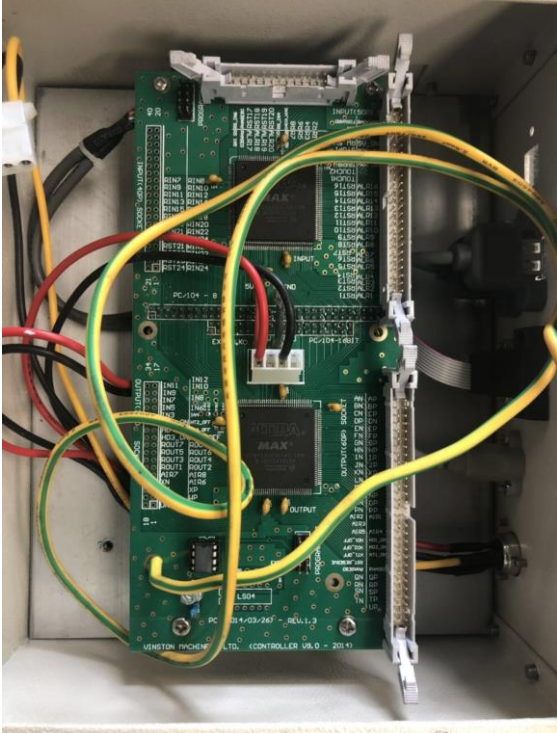## 18. COMPUTER MAINTENANCE

Item	Maintenance
Computer Unit	Remove dust from the computer circuit boards at least every three months. Use air canister type cleaners and check for soldering abnormalities. If the work environment is dusty, clean the machine more frequently.
Monitor	Use air canister type cleaners to remove dust from the air vents behind the monitor at least once every three months. Clean the monitor with a soft clean cloth. (No longer applicable after 2009.)

Keyboard	If the keyboard has the protective cover, clean the cover every month. If no protective cover is used, clean the keyboard monthly. The keyboard should also be tilted 180° to check for debris caught between the keys or contacts.
Supply and Junction Boxes	Use air canister type cleaners to clean the surface once a month. AC units have filters that can be removed for cleaning. If the work environment is dusty, clean the machine more frequently.