

NEWCASTLE SYSTEMS Workstation Cleaning Recommendations



Newcastle Systems, Inc.

Workstation Cleaning Recommendations

Document Number: Workstation_Cleaning_00_B
Revision Date: April, 2024

Release Date: April, 2024

COPYRIGHT

All copyrights to this document are owned by Newcastle Systems, Inc. No part of the contents of this document may be reproduced or transmitted in any form or by any means without the prior written consent of Newcastle Systems, Inc.

NOTICE

Newcastle Systems, Inc. shall not be liable for errors contained herein. Newcastle Systems, Inc. shall not be liable for any damages whatsoever, including, without limitation, damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss arising out of the use of this documentation even if Newcastle Systems, Inc. has been made aware of the possibility of such damages.

Information contained in this document is subject to change without notice. While every effort is made to ensure that the information is accurate as of the publication date, users are reminded to update their use of this document with documents published by Newcastle Systems, Inc. subsequent to this date. Updates may be available at www.newcastlesys.com or by contacting Newcastle Systems, Inc.

Copyright © 2024 by Newcastle Systems, Inc.
ALL RIGHTS RESERVED
Printed in U.S.A.

Newcastle Systems, Inc.
34 South Hunt Rd.
Amesbury, MA 01913

(781) 935-3450
www.newcastlesys.com

Table of Contents

About This Manual

Symbols and Conventions	v
Newcastle Systems Technical Support	v
Introduction.....	1
Cleaning Guidelines	2
Cleaning Procedure.....	2
Chemicals Known to Damage Newcastle Systems Products.....	2
Warnings	3

About This Manual

Symbols and Conventions

Symbols are used in this manual and on the product itself to ensure correct usage, to prevent danger to the user and others and to prevent property damage. The symbols are defined below. It is important that you read these descriptions and fully understand them.



Caution

This symbol indicates information that, if ignored, could result in personal injury or harm to the equipment due to incorrect handling.



Warning

This symbol indicates information that, if ignored, could result in death, serious physical injury or destruction of property due to incorrect handling.



Indicates important procedures

Note: Indicates important related information, reminders and recommendations

Italics Used for emphasis, for indicating the first occurrence of a new term and for book titles

1. Numbered list - Used when the order of the items is important
 - Bulleted list - Used when items are of equal importance, but the order is unimportant

Newcastle Systems Technical Support

You can reach Technical Support by telephone. Dial (781) 935-3450, then select 3 for technical support.

When requesting assistance, please be ready to provide the following information:

- Your name and telephone number
- Product model and serial number
- Brief description of the problem and list of symptoms
- Steps you have already taken to try to resolve the problem

If the Product is Damaged

If any portion of the unit is damaged, forward an immediate request to the delivering carrier to perform an inspection of the product and to prepare a damage report. Save the container and all packing materials until the contents are verified.

Also report the damage, along with the model and serial numbers, to Newcastle Systems Customer Service at (781) 935-3450 so that action can be initiated to either repair or replace the damaged items. Do not return any items to Newcastle Systems until you obtain instructions from Customer Service.

Upon receipt of this information, Newcastle Systems will provide service instructions, or a return authorization number and shipping information.

Introduction

This document provides guidelines for cleaning Newcastle Systems products to optimize performance and reduce the risk of spreading infections and micro-organisms. It is important to follow the cleaning and disinfecting product manufacturer directions regarding how to use their product to attain the efficacy indicated. This document details how to safely clean the Newcastle Systems products on a regular basis.

The following recommendations should not be construed to guarantee infection control. Your infection control administrator should be consulted regarding best practices for cleaning/disinfecting procedures and processes.

Cleaning Guidelines

You can use most diluted, non-abrasive, non-corrosive cleaning solutions on all plastic and metal surfaces, whether painted, polished or unfinished. Nonabrasive cleaners or mild cleaning solutions should be used. As a precaution, we recommend testing the suitability of a cleaning product by applying to an inconspicuous area, minimizing the time of exposure and the amount of cleaning agent used (dilute as recommended by the supplier) to prevent any damage to the surface.

Newcastle Systems recommends using pre-saturated wipes to avoid over saturating or pooling of cleaning agents on the product. Never pour or spray cleaning agents directly on any surface of the product. Always use personal protection when using any cleaning agent. There are numerous cleaning agents on the market, some of which contain ingredients that are harmful to Newcastle Systems equipment – many of which are listed on [page 2](#) and [page 3](#)

Cleaning Procedure

1. Turn off and/or disconnect the device from AC/DC power.
2. Follow the manufacturer's directions on the approved cleaning/disinfecting agent for how to use their product properly and safely.
3. It is not recommended to use cleaning solvent on electrical contacts. Never use bleach-based solvents on electrical contacts.
4. Use pre-moistened wipes or dampen a soft sterile cloth with the approved agent; never spray or pour chemical agents directly onto the device.
5. Use a moistened cotton-tipped applicator to reach tight or inaccessible areas. Be sure to remove any lint left over by the applicator.
6. Do not allow liquid to pool.
7. Allow the device to air dry before use.

Chemicals Known to Damage Newcastle Systems Products

The following chemicals can potentially damage the plastics and should not come in contact with plastic parts:

- Acetone
- Ammonia solutions
- Aqueous or alcoholic alkaline solutions
- Aromatic and chlorinated hydrocarbons
- Benzene
- Carboic acid
- Ethanolamine
- Ethers
- Ketones
- TB-lysoform

- Toluene
- Trichloroethylene
- Some common hand sanitizers may contain some of the harmful chemicals listed above. Hands should be completely dry before handling the device to prevent damage.

Do not use steel wool or other abrasive cleaners, solvents, polishes, waxes, or steam cleaning tools that will damage the surface finish. Strong solvents such as trichloroethylene and acetone will damage the surface finish.

Caution should be used in the application of cleaning agents containing Ethylene Glycol Monobutyl Ether including: CaviWipes™, 409® Cleaner, Windex® and ammonia cleaners which have been shown to cause increased brittleness in PC/ABS components over time.

Cleaning agents that contain bleach can cause oxidation (corrosion) of metal components (including connectors on batteries and docking stations) resulting in permanent product damage. Bleach-based cleaners are not approved for use on electrical terminals; avoid allowing any bleach-based cleaner to touch the electrical contacts. If the contacts are exposed to bleach, it is important to completely remove it using a pre-moistened, non-bleach-based wipe or a cloth dampened with water or isopropyl alcohol solution.

In some cases, alcohol will strip paint imprints like custom branding and graphics

Note: This is not a comprehensive list of chemicals known to cause damage to Newcastle Systems products.



Warnings

- It may be dangerous to combine some or all of the chemicals listed above. Read all warnings and follow the manufacturer's directions provided on the packaging of each cleaning agent.
- To avoid the risk of electric shock, do not expose electrical components to water, cleaning solutions, or other potentially corrosive liquids or substances.
- Do not spray or immerse the cart or cart components in liquid or allow liquids to flow into the cart. Wipe all cleaners off the surface immediately using a damp cloth and dry the surface after cleaning.
- Do not use flammable cleaners on cart surfaces due to the proximity to electrical power.



34 South Hunt Rd. • Amesbury, MA • 01913 • USA • 781.935.3450 • www.newcastlesys.com