

## CARE & MAINTENANCE:

# Whiteboards

### New Whiteboards:

Many new whiteboards will come with a protective clear plastic sheet covering the markable surface. Make sure that you remove any existing protective cover before attempting to use your whiteboard. You can lightly cut around the trim of the board with an Exacto knife or a utility knife and use your fingernails to pull up the clear plastic sheet. Always clean whiteboards and whiteboard easels when they are new because some residues may be left on the surface from the manufacturing process. Preferably, clean with a microfiber cleaning cloth with a glass cleaner or an alcohol-based cleaner. Be sure to completely remove any remaining residue from the board by lightly rinsing it with clean water after cleaning.

### General Cleaning Instructions:

Erasable markers contain an ink that dries instantly and should be easily erased. After a period of use, a film or haze could develop on the surface of the board, which is the result of the ink residue that might not be completely removed when the board is erased. Even though the film exists, the marker colors remain vivid. The board may be given a thorough cleaning using a spray-on type of glass cleaner. Simply spray the surface and briskly rub with a clean microfiber cloth. Rinse with clear water. Avoid using caustic or abrasive type cleaners. Depending on the quality of your surface, you may also use soap and water, alcohol-based cleaners, glass cleaners, non-abrasive ceramic stove top cleaners, or non-abrasive bathroom cleaners on your whiteboard. MooreCo porcelain steel whiteboards can be cleaned with any of the items mentioned on this website. Matte surface whiteboards may require “wet erase” to fully erase marks made on the surface—simply spray the surface and briskly rub with a clean microfiber cloth, then rinse with clear water. Avoid using caustic or abrasive cleaners.

### Keeping Your Board Clean:

1. If your new board has a label on the surface telling you to remove the protective film, follow the instructions on the label and remove the film at this time.
2. Use glass cleaner to remove any adhesive residue left on the board surface.
3. Erase surface promptly. Do not allow dry erase marker ink to remain on the board for several days without erasing.

4. Clean your dry erase board weekly to prevent marker color build up. Use household glass cleaner with a clean, soft cloth to keep your board surface looking new.
5. Use a dry erase marker to color over areas that are hard to clean. Then erase. The solvent in the ink will frequently clean the soiled area.

### Removing Permanent Marker from Porcelain Steel:

Draw over the entire permanent mark with a high-quality dry erase marker. Wait five seconds for the marker to dry completely; otherwise, the mark may smear. Wipe both marks away with a lint-free or microfiber cloth. If the mark has been dried on for several days, repeat the above steps several times while applying steady pressure with the microfiber cleaning cloth.

### Alternative Dry Erase Surface Cleaners:

- Mild soap and water
- Rubbing alcohol
- Glass surface cleaners
- Multi-surface cleaners
- Ceramic stove top cleaners
- Non-abrasive household cleaners

