

Balance Cleaning	Identifier: CSP-0003 Revision: 0 Page: 1 of 1
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ISU Chemistry Department	Stockroom Procedure	Effective Date: 05/01/2020
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1. INTRODUCTION

This procedure guides the cleaning of balances in the ISU Chemistry Stockroom and teaching laboratories.

2. PRECAUTIONS AND LIMITATIONS

- 2.1. Balances are delicate instruments, use care when touching weighing surfaces.
- 2.2. Do not spray cleaning liquids directly onto/into any balance.
- 2.3. Do not use spray air canisters to clean any balance.

3. APPARATUS AND MATERIALS

- 3.1. Paper towels
- 3.2. Cotton swabs
- 3.3. Micro spatula

4. REAGENTS

- 4.1. Windex or equivalent cleaner
- 4.2. Deionized water

5. INSTRUCTIONS

5.1. Exterior:

- 5.1.1. Clean all exterior surfaces.
- 5.1.2. Open slide doors completely to clean door slide zone.
- 5.1.3. Close slide doors to clean slide zone behind door.

Note: A dampened cotton swap or a micro spatula wrapped with a dampened paper towel can be used to clean tight corners.

5.2. Interior:

- 5.2.1. Remove balance pan and wipe clean.
 - 5.2.2. Brush out any solid particles in the balance chamber.
 - 5.2.3. Wipe all interior surfaces.
 - 5.2.4. Replace balance pan.
- 5.3. Relevel the balance using leg adjustors if leveling has been altered with cleaning.