**Chemistry Department Stockroom**

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**Balance Cleaning**

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| ISU Chemistry Department | Stockroom Procedure | Effective Date: 05/01/2020 |

# INTRODUCTION

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

# PRECAUTIONS AND LIMITATIONS

* 1. Balances are delicate instruments, use care when touching weighing surfaces.
	2. Do not spray cleaning liquids directly onto/into any balance.
	3. Do not use spray air canisters to clean any balance.

# APPARATUS AND MATERIALS

* 1. Paper towels
	2. Cotton swabs
	3. Micro spatula

# REAGENTS

* 1. Windex or equivalent cleaner
	2. Deionized water

# INSTRUCTIONS

* 1. **Exterior**:
		1. Clean all exterior surfaces.
		2. Open slide doors completely to clean door slide zone.
		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.*

# Interior:

* + 1. Remove balance pan and wipe clean.
		2. Brush out any solid particles in the balance chamber.
		3. Wipe all interior surfaces.
		4. Replace balance pan.
	1. Relevel the balance using leg adjustors if leveling has been altered with cleaning.