 **AUDIO INFORMATION NETWORK OF COLORADO**

 **Studio Cleaning Protocol**

 **Welcome to our studios, these steps are**   **designed to keep you healthy and safe.**

**Because your health matters to us, we’re asking you to clean the studio when you enter AND when you leave to make sure things are as safe as possible.**

**\*Disinfectant tip-let the items air dry for best results.**

**When you enter the studio:**

1. **Carefully use the blue alcohol spray bottle to spritz the pop-filter.**
2. **Use a disinfecting wipe to clean the keyboard, mouse, doorknob, and any other surfaces that seem like they’re touched often.**
3. **Close the studio door when you’re recording.**

**Then again after using the studio:**

1. **Use the alcohol spray to spritz the pop-filter.**
2. **Use a fresh disinfecting wipe to clean the keyboard, mouse, doorknob, and any other surfaces you think you touched.**
3. **You can also spray a quick spray of Lysol into the air, but not directed at any equipment.**

**When you exit the studio:**

* **Throw trash in the trashcan and put dirty dishes into the dishwasher, *not the sink*.**
* **Leave the studio door open and turn off the light.**
* **Leave all cleaning supplies in the studio.**

**Thank you!** -The AINC Team