



## Whiteboard Surfaces Care & Maintenance

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### **Recommended Procedures:**

Use only good quality dry marker pens. TeacherBoards offer a range of dry marker pens – all of which have been approved for use with all TeacherBoards drywipe surfaces.

Always allow dry marker ink to dry completely before erasing. This only takes a few seconds and will prevent smearing.

Always replace dry marker pen caps when not in use to prevent them from drying out.

Do not persist with dry marker pens when they are clearly running out as the ink may prove difficult to erase.

Do not leave dry marker ink on boards for extended periods. Over time, the ink may become difficult to erase.

Erase using a proprietary board eraser/clean soft cloth or tissue. Erasing by hand may result in smearing, and subsequent staining of the surfaces.

### **Surface Maintenance:**

When used correctly Whiteboards require minimal maintenance. Regular use with quality dry markers and clean erasers/soft cloths/tissues will 'naturally' help to keep the surface clean.

Ideally writing should be dry erased using a clean soft cloth, tissue or board eraser at the end of each day. Where this is not practical erase at the next earliest opportunity to prevent staining.

The exact length of time that can elapse before marks become difficult to remove can vary depending on circumstances. The type of surface, pen and even the temperature all have a bearing on this. The longer the writing is left on a Whiteboard, the more difficult it will become to dry erase.



### **Cleaning of Whiteboard Surfaces:**

Occasional cleaning is recommended to keep the surface free from the marks, dust and grease that accumulate.

Use clean, warm water and a clean soft cloth to remove minimal deposits. The surface will require thoroughly drying and buffing up prior to use.

For best results, we recommend occasional cleaning with a **spray window cleaner**. However, when using a spray window cleaner it is essential that the following procedure be followed: -

- Always fully dry erase all writing on the board surface as you normally would, prior to commencing cleaning.
- Use cleaning agent sparingly; using too much may hinder cleaning by making it more difficult/time consuming to remove.
- In the event that cleaning agent is not completely removed (and the surface is not thoroughly polished/buffed up) subsequent dry marker ink will mix with the cleaning agent residue and will result in smearing/staining of the cleaned surface
- Work the cleaning agent into the surface using a dry, soft cloth.
- On completion **thoroughly** buff up the surface using a dry, soft, clean cloth, **ensuring every last trace of cleaning agent is removed.**

Please note:

- If in any doubt about the nature of the cleaning agent you intend to use, always try on a small test area of the surface first.
- Under no circumstances should scouring pads or abrasive bathroom/kitchen surface type cleaning agents be used on Whiteboard surfaces. The more abrasive the cloth or cleaner, the more it will wear away the surface.
- Only clean Whiteboard surfaces occasionally, as and when necessary. Excessive or regular cleaning with water, spray window cleaner or any proprietary whiteboard-cleaning agent may prove detrimental to the surface in the long term.

### **Disclaimer:**

The above cleaning/maintenance recommendations have been derived from years of practical experience and should be regarded as helpful guidelines only. TeacherBoards (1985) Ltd accept no responsibility for any damage sustained while following (or attempting to follow) the above recommendations.