

## **Whiteboard Care and Maintenance**

### **Recommended Dry-Erase Markers**

- All dry-erase markers can be used on whiteboards, but for optimal performance it is recommended that solvent-based dry-erase markers be used as opposed to water-based dry-erase markers (also called "low odour markers"). Low odour markers do not perform as well as solvent-based markers because the water takes longer to dry and the ink clings more aggressively to the board's surface leaving behind a film.

### **Daily Care and Maintenance**

The same procedure is used to clean both chalkboards and markerboards.

- For the initial cleaning, wipe your board with a clean cloth moistened with a liquid cleanser.
- Rinse with clear water. This step is simple but very important.
- Wipe dry with a clean cloth.
- If your board is used daily the cleaning should be performed at least two to three times a week. More thorough cleaning may be required if writing is left on the board for more than two days.

### **Removing Crayon and Tape**

The same procedure is used to remove both crayon and tape.

- Dampen a clean, dry cloth with water.
- Apply a small amount of non-abrasive cleanser without bleach onto the cloth. Use less for chalkboard surfaces. For best results follow non-abrasive cleaner instructions found on the product label.
- Begin cleaning a small, manageable area using a back and forth horizontal motion. Use gentle pressure as if you were cleaning a window.
- Wipe off all residue with a dry cloth.
- Rinse well with clean water.
- Wipe dry with a clean cloth.
- Follow the same procedure for the remainder of the board.

### **Removing Permanent Marker**

- A quick and easy way to remove permanent marker from the board's surface is to write over the top of the permanent marker writing with a dry-erase marker and simply erase.
- Moisten a clean, dry cloth with isopropyl alcohol. Use less alcohol for chalkboards.
- Wipe the board in a circular motion to loosen marker residue.
- Rinse with clear water.
- Dry the board with a clean cloth.
- Repeat these steps as often as necessary to remove all residue.