

MSU School of Film & Photography Equipment Checkout Cleaning Guide

If you wish to clean, please follow these procedures.

How to Clean: Lenses



DO NOT CLEAN THE GLASS ELEMENT

To clean the rest of the lens surfaces:

- Dab a clean microfiber cloth with 70% and higher alcohol solution.
- Allow surface to dry.

Never spray any cleaning liquid or alcohol directly on lens!!

How to Clean: Cameras

To clean a camera body:

- Remove all lenses, batteries, and external accessories.
- Ensure all covers and caps are closed and secure (including body caps, battery door, SD card door, etc).
- Dab a clean microfiber cloth with 70% or higher alcohol solution and wipe down external surfaces.
- Allow surface to dry.



DO NOT CLEAN THE SENSOR
Never spray any cleaning liquid or alcohol directly on cameras!!



How to Clean: Lights

To clean a camera body:

- Unplug from electricity sources and remove battery.
- Dab a clean microfiber cloth with 70% or higher alcohol solution and wipe down external surfaces.
- Allow surface to dry.
- DO NOT attempt to clean light bulb.

Never spray any cleaning liquid or alcohol directly on lights!!



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How to Clean: Microphones

- First, unplug the mic and remove batteries and any electric accessories.

To clean exterior foam windscreens & grille:

- If possible, remove the grille and the foam windscreen.
- Submerge the removed windscreen in 1 part antibacterial soap and 3 parts water.
- Remove the windscreen and rinse with warm water. Set aside to dry.
- If the windscreen cannot be removed, wipe down the grille with warm water and soap.
- Wipe again with a clean, damp cloth.
- Allow the grille and/or windscreen to dry fully and reattach.

To clean handles, knobs, & more:

- Dab a clean microfiber cloth with 70% or higher alcohol solution and wipe down surfaces.

DO NOT get the microphone element wet.

**Never spray any cleaning liquid
or alcohol directly on mics!!**



How to Clean

For general gear cleaning, always adhere to these rules

If an item receives power or electricity of any kind:

- Unplug device or remove battery components.
- DO NOT clean directly on the source of power. Only clean outer surfaces.
- Ensure all covers and caps are closed and secure (including body caps, battery door, adapter door, etc).

If an item does not receive power or electricity of any kind:

- Dab a clean microfiber cloth with Q.T.3. cleaner and wipe down surfaces.

**- ALWAYS let gear fully dry before placing
it in its respective case.**

- Never clean the glass element on gear.

- Never clean the sensor of a camera.

**- Never spray any cleaning liquid
or alcohol directly on gear!!**

