



Cleaning Hart Voting Equipment

Keep your voters and poll workers safe with these important resources.

Maintaining a safe and healthy polling place requires adhering to best practices outlined below to ensure voting equipment functions properly.

NOTE: These device cleaning instructions are for voter contact areas only. They do not apply to the inner workings of voting devices and voting system components.

Touchscreens and other external contact surfaces of Hart Verity equipment should be cleaned using a clear Isopropyl Alcohol / De-ionized water-based solution using a lint-free wipe. To clean and sanitize it is best to use a 70/30 mix solution, 70% isopropyl alcohol and 30% deionized water. Do not use other ingredients or fragrance-based solutions.

To ensure cleanliness and to avoid damage to Hart equipment, follow these best practices:

- ▶ Wipe polling place devices and booths with a lint-free cloth that has been slightly dampened with 70% clear isopropyl alcohol (prepackaged alcohol wipes are fine). It is best to do this after each voter uses the equipment.
- ▶ To avoid spotting, make certain that equipment screens are wiped dry. Do not spray or pour cleaning solutions on equipment, and do not leave puddles.
- ▶ Do not use any other type of ammonia, bleach or detergent-based solutions on Hart equipment, as these will be harmful to the touchscreens or the plastics surrounding the displays.
- ▶ No alcohol, detergents, or other liquids should ever be used inside scanners printers, or other voting system components.

Required Supplies

- ▶ 70/30 Clear Isopropyl Alcohol
- ▶ Lint-free wipe

How to Clean

To clean and sanitize Hart equipment wipe down external surfaces only with a clear Isopropyl Alcohol/water based solution using a lint-free wipe. Wipe screens dry.

Sanitization and Paper Ballots/Duo PVR Paper

▶ IMPORTANT:

Both paper ballots and Duo PVR paper can become damaged and rendered unscannable if they become wet from hand sanitizer or alcohol-based sanitizing solutions. Hart encourages jurisdictions to provide hand sanitizer at the polling place exit, but not to voters prior to handling paper ballots. Liquids, including hand sanitizer, can smear paper ballots of any type and make them unreadable.

Touchscreen Styluses

For customers who would prefer to provide a disposable touchscreen stylus or a reusable stylus that is sanitized after each voter use, do not use a stylus with a point. Long Q-tip® type disposable styluses work well, for example.

Additional Recommendations:

- ▶ Provide single-use, disposable, ear covers for device headphones, and replace them after each voter.
- ▶ Remind poll workers and staff at voter check-in stations to regularly wash their hands with soap for at least 20 seconds and wipe down voter check-in equipment and polling place contact surfaces throughout the day.
- ▶ For detailed instructions on cleaning of poll worker-accessible area (e.g. scanners and printers) please contact Hart Support.

