1. **INTRODUCTION**

This Standard Operating Procedure (SOP) describes the safe working procedures to conduct the cleaning and disinfection of:

**Acoustic & Electronic Keyboards and Keyboard Benches**

2. **REQUIREMENTS**

2.1 **Personal Protective Equipment – PEE**

- Face mask
- Bin for removed waste, used wipes and PPE disposal.
- Personnel should be wearing full skin cover clothing – i.e. full-length sleeves, full length trousers, closed footwear. (No exposed skin)

2.2 **Materials Required**

- Damp Neutral PH Detergent cleaner
- Presoaked Wipes (supplied in room or building corridor)

  **Note:** Alcohol, bleach and citrus based cleaners must not be used for key tops or the piano case as they could damage these surfaces.

3. **CLEANING PROCESS**

Wear the prescribed PPE. Personnel may then commence cleaning process.

3.1 **Common Touch Points**

All common touch points of the keyboard and bench to be wiped with damp cloth or wipe (as per 2.2 Materials Require).

**Grand Pianos:**

- Wipe down key bed, key slip and fall board.
- Open fall board, wipe each key individually, from the lid down to the end of the key in a vertical motion only
- Wipe top board touch points, open top board.
- Wipe music shelf touch points.
- Open top board to full stick, wipe short and long stick.
- Wipe prop cup touch points, under and side of top board.
- Wipe wheel locks (if applicable).

**Upright Pianos**

- Wipe down key bed, key slip and fall board.
- Open fall board, wipe each key individually, from the lid down to the end of the key in a vertical motion only
- Wipe top board touch points.
- Wipe music shelf touch points.
- Fully close piano (and cover if applicable).

**Digital Pianos**

- Wipe down all switches, knobs and other touch points on control surface
- Open fall board/key cover (if applicable), wipe all keys individually
- Close fall board/key cover and wipe all touch points

**Piano Benches**

- Wipe down adjustment wheels and all other touch points.

3.2 **Drying Cleaned Areas**

Wipe over all cleaned areas with dry microfiber cloth to absorb moisture.

4. **COMPLETION TASK**

Dispose of any waste, used wipes and PPE in the nearest disposal unit.

4.1 **Other Considerations and Caution**

Whilst wearing PPE avoid contacting any areas of the skin and face. If you need to do this or leave the area, remove PPE and then renew with new PPE when resuming cleaning.

No persons other than those involved in the cleaning process should be within the cleaning area.

Avoid being disturbed OR distracted during the cleaning process. Lapses in concentration can lead to mistakes.
5. RESOURCES

MCM Technical / Equipment & Instrumentation Staff
Pat Millman & David Wilkinson
Phone – Ext 54333, 59296

6. EMERGENCY

6.1 COVID-19 Reporting
Where there are issues associated with COVID-19 requirements:

- Immediately report to your supervisor/manager
- Follow local specific procedures
- Refer to the UOM COVID-19 Response website

If any student or staff member suspects that they may have COVID-19 and are experiencing common symptoms including fever, breathing difficulties such as breathlessness, cough, sore throat and fatigue, they should follow advice from the Victorian Department of Health and Human Services (DHHS), call the dedicated hotline on 1800 675 398 and seek medical advice and testing.

Once students and staff have sought medical advice they should then let the University know by contacting Campus Community in the first instance: campus-community@unimelb.edu.au.

6.2 In case of injury

Call for Help

- First Aid Kits located in the Workshop and Store
- First Aiders listed next to First Aid Kit
- Send someone for help
- Call Security on 9035 9311
- All security personnel are First Aid trained

External Help

- Call Police Fire Ambulance on 000
- Dial 0 for a line out from a campus emergency phone, then the intended number. Triple 0 becomes 0000
- Call security immediately after calling external help. Security open gates and direct emergency services on campus

6.3 Security

Call for Help

- Call Security on 8344 6666 or 9035 9311
- All security personnel have training for emergency situations

7. REFERENCES

Legislation

- Occupational Health and Safety Act 2004
- Occupational Health & Safety Regulations 2017

Standards

- Safe Work Australia
- Safe Work Australia - social distancing
- AS 1336 Recommended Practices for Eye Protection in the Industrial Environment
- AS 1337 Eye Protectors for Industrial Application
- AS 1716 Respiratory Protective Devices
- Occupational Protective Clothing

Codes and Guidance

- Department of Health and Human Services (VIC)
  - Face masks: whole of Victoria
  - Lawful excuses or exceptions for not wearing a face mask

University Procedures/Guidance

- UOM COVID-19 Response
- Return to Southbank campus (staff)
- Return to Southbank campus (students)
- Framework for the Resumption of Campus-Based Activity at the University of Melbourne
- Faculty of Fine Arts and Music – Framework for the Resumption of Campus-Based Activity
- Faculty-based COVID-19 SOPs (staff accessible)
- COVID-19 SOP No.001 Social Distancing
- COVID-19 SOP No.002 Staff Areas
- COVID-19 SOP No.003 Common Areas
- COVID-19 SOP No.004 Signage
- COVID-19 SOP No.005 PPE Purchasing
- COVID-19 SOP No.006 General Cleaning
- COVID-19 SOP No.011 Music
- COVID-19 SOP No.012 Music Ensemble & Practice Rooms
- COVID-19 SOP No.013 Recording Studios
- COVID-19 SOP No.017 Studios & Scene Study
- COVID-19 SOP No.018 Building 879 Space 28
- COVID-19 SOP No.019 Building 879 Tech Lab
- COVID-19 SOP No.020 Building 873 Martyn Myer Arena
- COVID-19 SOP No.021 Building 871 Red Shed Rehearsals
- COVID-19 SOP No.022 Building 872 Grant Street Theatre & Lionel's