



SOP: SANITIZING THE MICROPHONES

Microphones will be sanitized between each party, as the final task when flipping a suite.

REPLACING THE MICROPHONE CAGE

- Wash your hands with soap for 20 seconds, dry them completely and put on clean gloves.
- Remove the microphone cover to dispose of it.
- Wipe down the entire outside of the microphone with a towel or wipe slightly damp with sanitizer. Do not use a towel or wipe that is wet, it may damage the microphone!
- Unscrew the used head cage, removing it and the foam windscreen inside, taking care not to touch any of the delicate inner parts of the microphone.
- Set the used head cage and foam windscreen on the towel you used to wipe down the microphone.
- Be sure a foam windscreen has been inserted into the head cage before replacing the sanitized screen set on the microphone.
- Place the sanitized head cage on the microphone, making sure it is properly threaded before reattaching.
- A lightly snug fit is sufficient. Do not over-tighten.
- Place clean microphone covers over each microphone and place them on a flat, sanitized surface in the suite.

CLEANING THE MICROPHONE CAGE

- While still wearing gloves, take the used head cages to be sanitized to the bar dishwasher.
- Carefully remove the foam windscreen from inside the head cage.
- Put both pieces in the dish sanitizer rack to be sanitized with NO other dishes.
- Remove gloves and wash your hands with soap for 20 seconds.
- Put on clean gloves.
- Once the dishwasher is done, gently wipe and squeeze the foam windscreen and wipe down head cage with paper towels, to help speed the drying process.
- Carefully place the foam windscreens and head cages in the designated drying rack.
- The head cage and foam windscreen set needs to be 100% completely dry before replacing a used microphone.

DENVER/BOISE/FORT WORTH MICROPHONES



AT 10 series

← Wipe down the entire outside of the microphone with a towel or wipe slightly damp with sanitizer.

← Remove head cage for sanitizing

NORTHWEST/SOUTHEAST MICROPHONES



ATW series

← Wipe down the entire outside of the microphone with a towel or wipe slightly damp with sanitizer.

← Remove head cage for sanitizing