



## **Keno/Bingo Ball Maintenance, Recommended Procedure**

### **Supplies Required**

- Original Tide Detergent
- 2 Small Bucket Containers
- Buckskin Polish (Ball Wax)
- 2 Soft Sponges (non scrubbing)
- Disposable Gloves
- Clean Dry Soft Cloths

### **New Ball Sets**

New balls can create unusual variation in frequency results. It is highly recommended when introducing new sets of balls into play you follow a simple preliminary waxing/cleaning process. Following the Tripp Maintenance procedure, wax and wash the new balls three times before introducing a new set into play.

### **Washing Ball Sets**

1. Fill 2 small buckets to half level with warm water.
2. Moisten one sponge slightly; should not be able to squeeze any water from the sponge. It should be supple but not wet. It's used for wax application.
3. Add ¼ cup Original Tide Detergent to one bucket: the non detergent bucket is used for rinsing balls.
4. Place Ball Set to be cleaned in Tide detergent mixture.
5. Clean each ball thoroughly using the other sponge.
6. Rinse the washed balls in the non detergent warm water.
7. Dry each ball thoroughly with a soft cloth.
8. Dispose of waste water appropriately.

### **Waxing Ball Sets**

1. Generously apply Buckskin Ball Wax to the slightly moistened sponge.
2. Apply wax to each ball with a circular motion; wax the entire ball surface. Add more wax to the sponge as necessary.
3. Allow waxed balls to dry completely. A hazy residue will form as wax dries.
4. Buff each waxed ball to remove all trace of hazy residue, racking each ball in the ball rack. This assures all balls are present prior to storage for later use.
5. After all balls have been buffed and the set verified as complete, store the clean balls in the shipping box or storage container.
6. The container of clean balls is stored in a locked cabinet according to minimum internal control standards.

### **Additional Recommendations**

1. Ball sets should be routinely changed/cleaned two to three times a week, or approximately every 400 games.
2. Three or more ball sets should be in use and rotated.
3. Each Ball Set is numbered differently and a log sheet is kept showing the date, time and game number that each set is put into play and removed.
4. AKV/ Rabbit Ear/ Bingo ball selection devices should be cleaned on a similar schedule according to manufacturer instruction.
5. Frequency analysis of ball draws should be performed by Revenue Audit at least weekly (suggest 400 to 600 games or more for optimal performance stats) with anomalies reported to management.