

# LAPTOP RETURN CHECKOFF SHEET

Please fill out this form completely and return it with the laptop. The paperwork is not complete until signed by you and your lead teacher.

When laptops are returned we need your assistance to identify any hardware issues (not software issues) that need to be addressed before the laptop can be reissued to other staff or students. Please complete this form and include it with the laptop.

For each statement, circle the response(s) which applies to you. If you circle "Y" on any section, please make a short note of explanation.

Y N **Display** - Have you experienced any strange lines, unexpected dimming or fading in and out other than normal "sleep" patterns?

\_\_\_\_\_  
\_\_\_\_\_

Y N **CD-ROM** - Have you experience any problems i.e.: reads some CD's but not others, tray won't stay in or pops out on it's own occasionally.

\_\_\_\_\_  
\_\_\_\_\_

Y N **Keyboard** - Any keys sticking or not typing properly?

\_\_\_\_\_  
\_\_\_\_\_

Y N **Ports** - Have you had any problems with any of the ports i.e.: USB, Firewire

\_\_\_\_\_  
\_\_\_\_\_

Y N **Wireless Signal** - Do you loose signal when screen is tilted/moved?

\_\_\_\_\_  
\_\_\_\_\_

Y N **Other Hardware issues -**

\_\_\_\_\_  
\_\_\_\_\_

For each statement, circle the response(s) which applies to you.

Y N I have backed up my data to a CD or DVD.

Y N Computer, Battery and Power Adapter Serial Numbers match those I checked out.

Y N I have cleaned the inside and outside of the computer with a mild cleaner.

Y N I have cleaned the screen with a soft, barely damp cloth.

Y N I have cleaned the power adapter.

Y N I have cleaned the cords coming off each end of the power adapter.

Y N I have removed my personal items from the computer bag.

Y N I have returned a clean computer bag.

Put an X by the statement(s) which apply to you.

\_\_\_\_\_ I **do not** need to send in the **\$30.00 cleaning fee** with the computer and equipment because I **have** cleaned the equipment properly, as outlined below.

\_\_\_\_\_ I **do** need to send in the **\$30.00 cleaning fee** with the computer and equipment because I **have not** cleaned the equipment properly, as outlined in the DCS paperwork.

\_\_\_\_\_ I have enclosed the \$30.00 cleaning fee.

**Printed Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Student or Staff Member

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
Lead Teacher (if this is a student form)

## Laptop Cleaning Instructions

1. Clean the **inside and outside of the computer** with a mild spray cleaner, such as Simple Green. (Do not spray cleaner directly onto the laptop. Spray the cleaner onto the rag.)
2. Clean the **screen**, using **water only**, with a barely damp, soft cloth. Never use paper towels, as lint will be deposited on the screen.
3. Clean the **power adapter** with a mild spray cleaner, such as Simple Green. (Spray the cleaner onto a rag.)
4. Clean the **power cord** as well, including the end that plugs into wall and the end that plugs into the computer. Again, Simple Green is a good choice.
  - a) Spray cleaner onto cloth.
  - b) Wrap cloth around one end of the cord.
  - c) Pull cord through cloth to the opposite end.
  - d) Repeat as necessary until dirt is no longer deposited on cloth.
5. Remove personal items from the computer bag.
6. Launder the computer bag if it is dirty or smelly.