

## Chromebook Cleaning and Return Procedure - - Procedure Execution Time = 5 minutes

Obtain 1 or 2 hand plastic glove - IF needed - due to concern about contact with Lysol Wipe

Obtain 1 wipe from Lysol Wipe Dispenser

Obtain 1 paper towel (second paper towel only if needed)

- Remove case
- Open Chromebook
- TURN OFF Chromebook – AS NEEDED THROUGHOUT PROCEDURE
- Wipe Screen
- Wipe Keyboard
- Close Chromebook
- Wipe Chromebook Exterior top
- Wipe Chromebook Exterior bottom
- Open Chromebook - let sit open for 2 minutes - CHECK CLOCK TIME

While waiting 2 minutes

- Wipe Power Adapter and cords
- Wrap power adapter cables as directed (see picture on side of collection box)

After 2 minutes – continue

- Towel Dry Screen
- Towel Dry Keyboard
- Close Chromebook
- Towel Dry Chromebook top
- Towel Dry Chromebook Bottom

Do Not Dry Chromebook case

- Put Chromebook back in protective case

Take Chromebook and power adapter – charger to teacher for Return List Checkoff

Tell Teacher of any damage to Chromebook

Place Chromebook in Chromebook Collection Box

Place Power Adapter in Power Adapter Collection Box