Laptop case cleaning every nook and cranny (sticky notes, towels and windex)

Laptop cleaning including keys (sticky notes, damp towels, damp-q tips only)

Cart organization (windex and towels).

Laptop movers-  old ones to office (temporary)

Laptop recorder- 2 students

AREAS:

- dirty clunky computers

-clean clunky computers (have been thoroughly cleaned with a damp towek and damp q-tip for keys)

-inventoried clean clunky computers  ASSET # documented and sticker ID on SIDE.

-new and 100% ready to go in cart computers with asset tag recorded and Evans sticker on it!

-new and completely clean including keys

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<https://www.youtube.com/watch?v=8LQftYK2n8o>



Sunny Team

In charge of all

laptop cases and old clean computers.

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| Shape | Students | Job |
| Purple heart |  | Clean exterior laptops and assign a sticky note with asset #, clean screen with a damp towel, document any missing keys on tag. Initial and hand to yellow heart crew. |
| Yellow Heart |  | Q-tip crew with isopropyl alcohol for OLD laptops. Takes old laptop cords and winds them perfectly and secures them with rubber band. |
| Orange splat |  | "sloth" crew who beep when they walk.. keeps all heart and red cross people equipped with q-tips, can move 1 laptop at a time, ensures asset tags stay on the computers at all times.Takes old laptop cords and winds them perfectly and secures them with rubber band. |
| Green heart |  | Chromebook intake team. Take out 1 chromebook at a time and make sure it works, hand the cord to a sloth to keep in center. Clean the exterior of the chromebook with a damp cloth and hand to blue heart team. |
| Blue Heart |  | Chromebook Q-tip crew. Takes chromebook from Green heart team and thoroughly cleans keyboard with q-tip damp with isopropyl alcohol. Assigns a sticky note with the asset # and hands to the Ringmaster of this circus. |
| Red Cross |  | Head of I.T. department and in charge of cart and getting it perfect. In the end we want a clean cart with 25 cord connections (short as possible), 25 tagged and stickered chromebooks (stickers facing out), and verified all 25 laptops are 100% clean and in working order. |