

2009-2010
End of Year Laptop Procedures

PLEASE READ CAREFULLY

- 1. Prior to us accepting your laptop and bag, it must be clean of; **DIRT, STICKERS, WRITINGS / MARKS, CAT & DOG fur and ODORS.**
 - Use “GOO GONE for glue removal
 - Use “409 Orange power” , Fantastic, or “Windex” (**without ammonia**) to clean all surfaces to the laptop.
 - **DO NOT** spray directly on laptop, spray on rag then wipe down laptop!
 - **DO NOT** soak or get laptop too wet.
 - **DO NOT** turn on laptop until it is **completely dry**.

- 2. If your laptop bag is **VERY** dirty, You may “**WITH CARE**” remove “**ALL**” items in the bag, ie: **LAPTOP, CHARGER, POWER CORD, ID CARDS,** and any, **PAPERS, PENS, PENCILS, ECT** from “**ALL**” pouches. Then place in washing machine **UNZIPPED** with detergent (**NO BLEACH !**) and wash on **DELICATE** cycle. **DO NOT** Place in **DRYER** let it dry in **SUN** , or drip dry until dry inside and out.

- 3. If you do not complete **STEP 2**, you will need to clean it completely when you bring it for check-in. ***If it does NOT come clean you will be required to get it cleaned. If it smells of cigarette, cat/dog, etc. complete STEP 2 before check-in day!***

- 4. Again remove “**ALL**” **PAPERS, PENS, PENCILS, STICKERS, GLUE, ECT** from “**ALL**” pouches and surfaces of bag and **LAPTOP** before turning in.

- 5. Make sure if you were issued a **STRAP** that you have it with you for turn in. If you do not have it you will be charged **\$5.00**.

- 6. If your bag is **damaged beyond normal** use and we are not able to reuse it you may be charged a pro-rated fee to replace the bag.
 - **12th grade bags(last yr bag) \$45.00**
 - **11th grade bags(new this yr) \$60.00**
 - **10th grade bags(3yr old) \$30.00**
 - **9th/10th grade bags not new \$15.00**
 - *** Any new bag this year \$60.00**

- 7. Other charges for missing items @ check-in will be:
 - **Charger \$31.00**
 - **Power cord \$20.00**
 - **CD Drive \$46.00**