# End of School Year Procedures

# What do I do with my Computer Lab?

Option 1:

- Take apart all accessories and store them in one bag per computer
- Label Computer 1, Computer 2, Computer 3...
  - Save **Velcro** Please ($$$$)

Option 2:

- Take apart all accessories and store them in separate boxes for all computers
- Label each box (Patch Cables, Switches, Power Cords, Mice, Keyboards, Headphones etc.)
  - Save **Velcro** Please ($$$$)

# What not to do?

- Wrap wires around Computer Monitors or CPU's
- Tape everything together
- Cable Ties or Zip Ties everything together
- Remove Wireless Access Points from Room
- Throw all different types of accessories in a single box
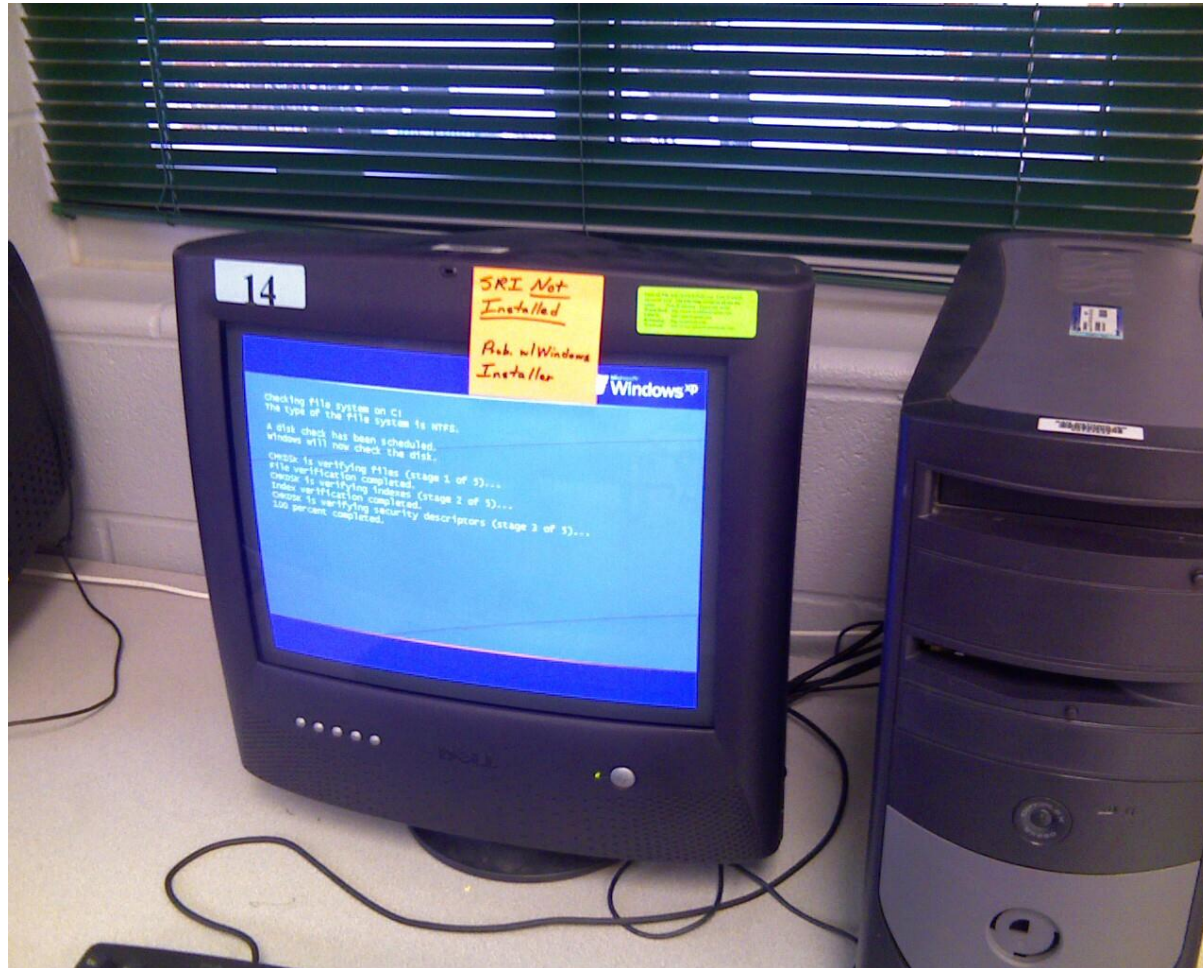
# Do Not Remove the Following Items:
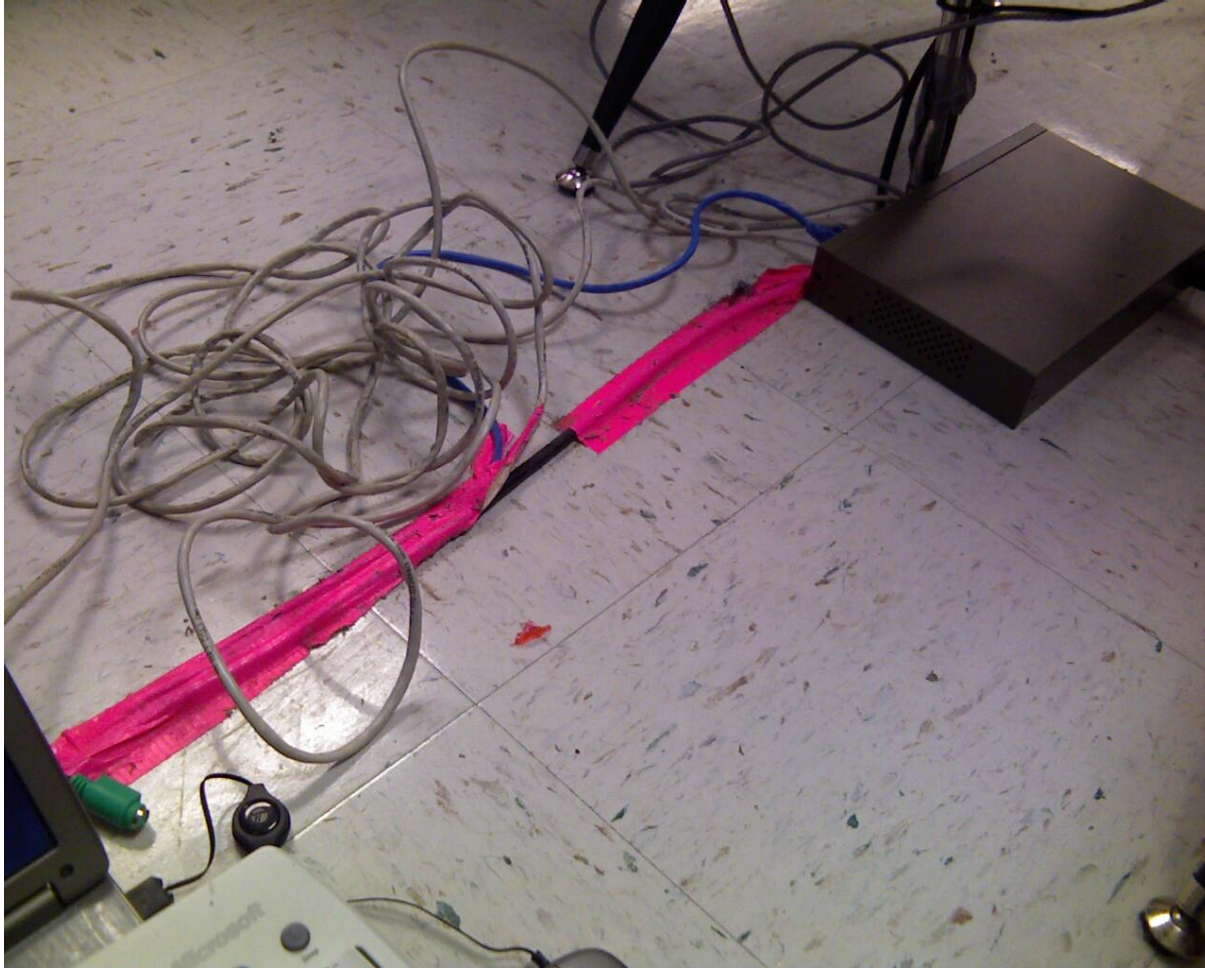
- Wireless
Access Points

# What Information Does Technology Need?

- – Point of Contact and Phone Number
- – Room # where computers are stored in
- – Room # where accessories are stored in
- – Key for room(s)
- – Special Instructions/Notes
- – Special Layout of Lab
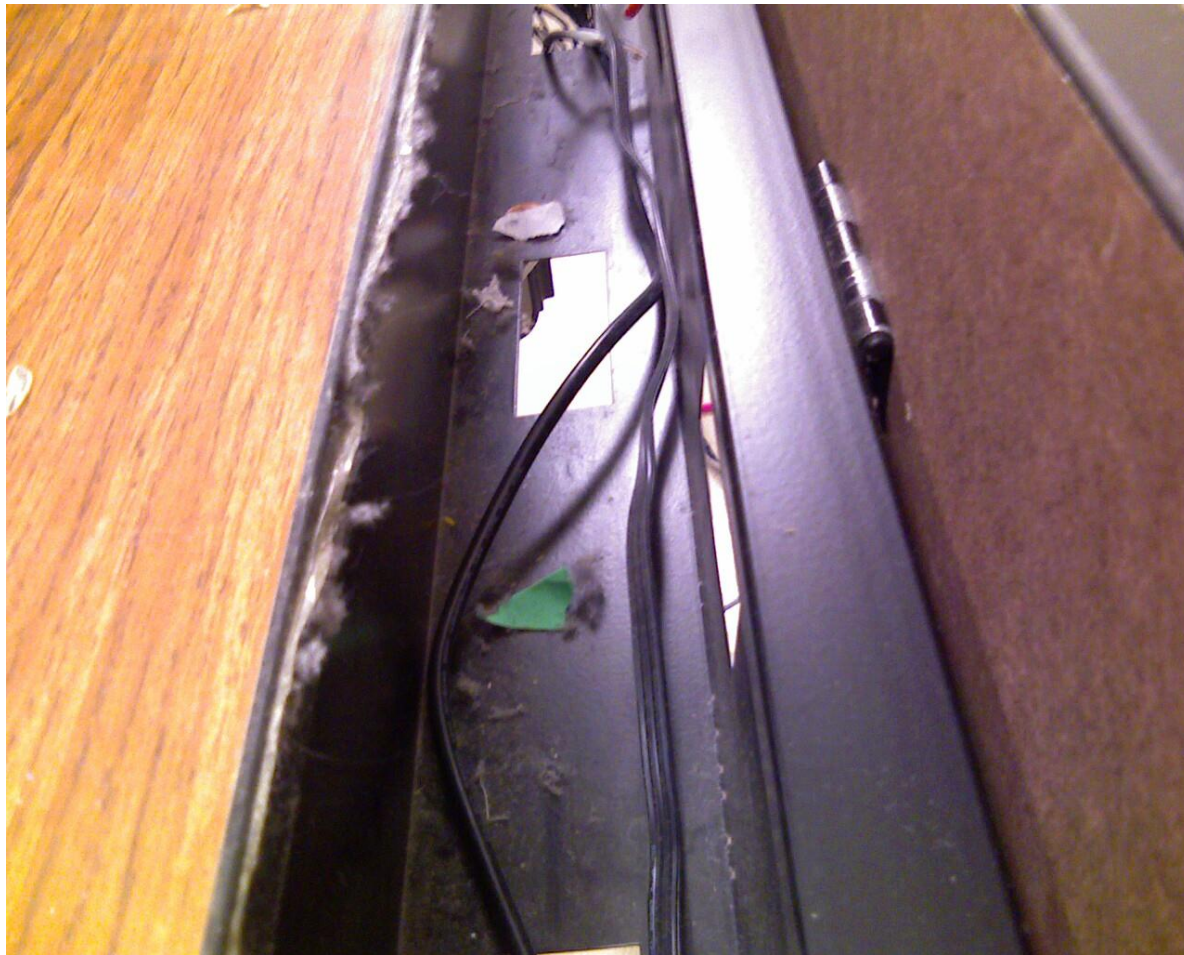
# Special Instructions/Notes
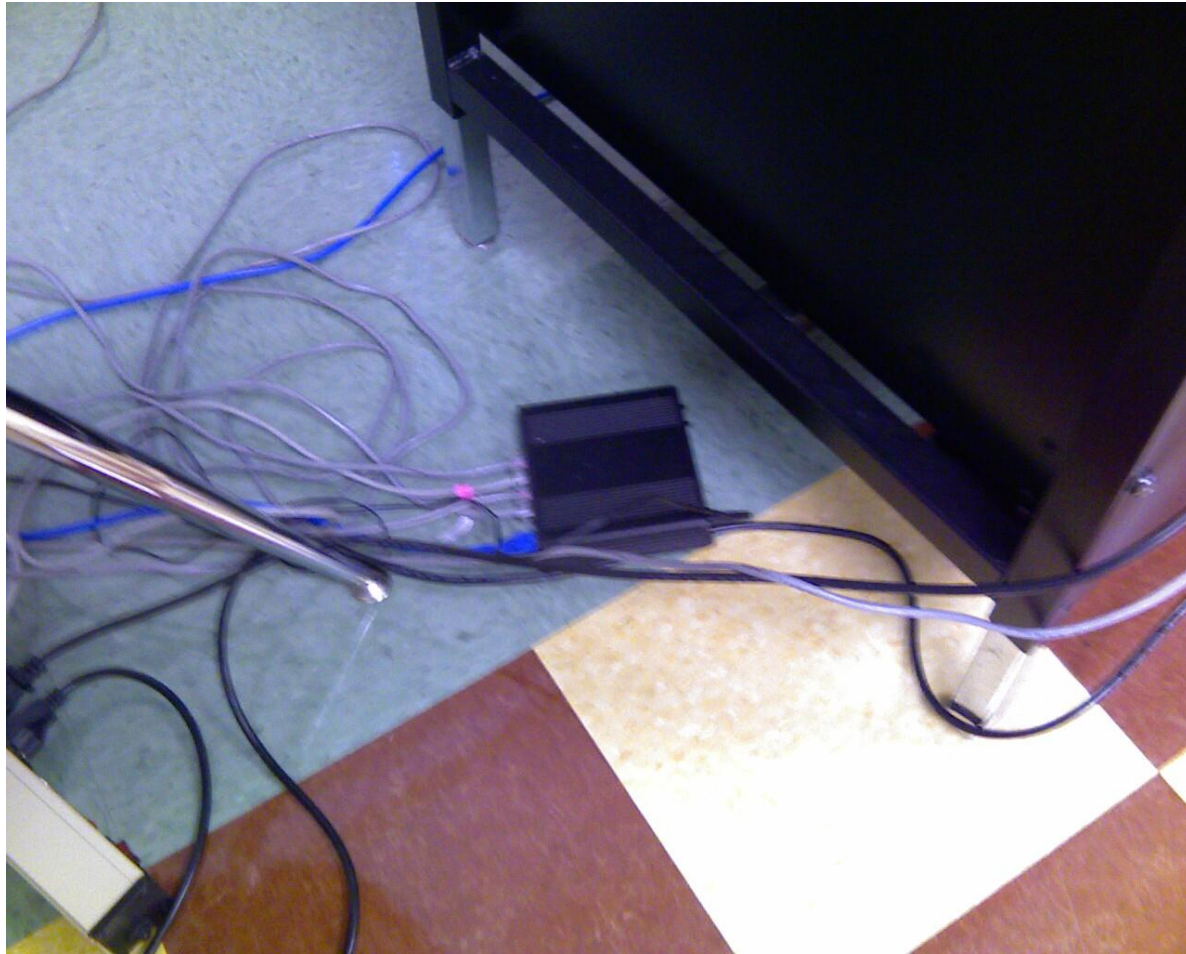
# Avoid Tripping Hazards

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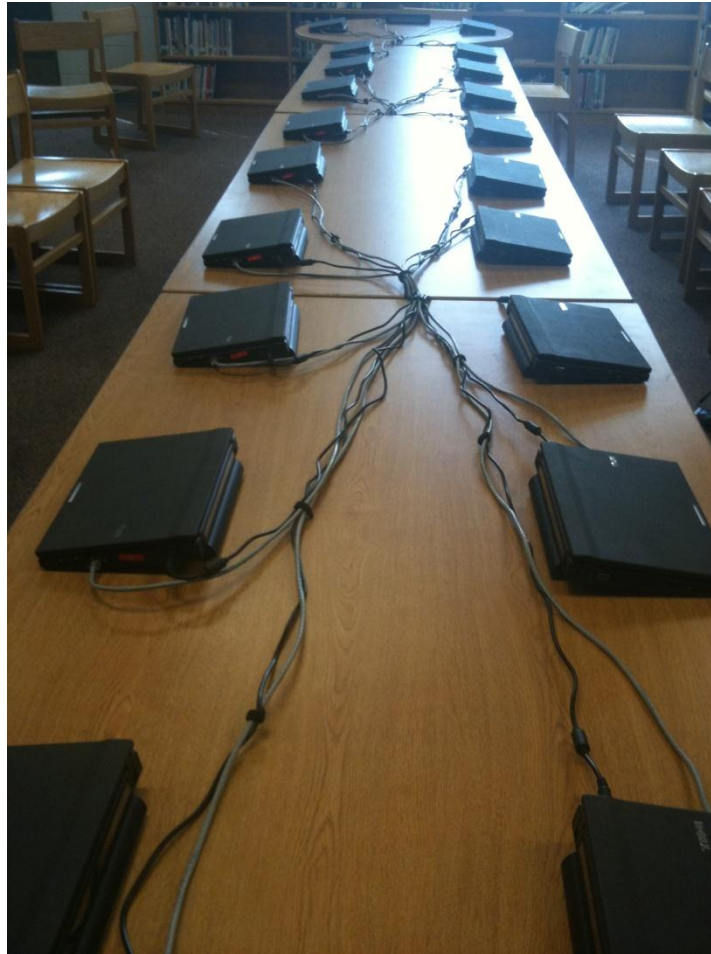
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# Problems

- Floors need to be Waxed (Room Not Ready)
- No one on campus knows where accessories are located
- No one on campus has the key to the door where equipment is stored
- Missing components
- Tech vs. Teacher
  - Loopbacks

# Goal

- Setup Computer Lab
  - Avoid Tripping Hazard
  - Avoid Fire Hazards
- Reimage Lab
- To have a clean and functional lab before School Begins

# Setup 1

# Setup 2