



Orange High School
Technology Department
Close Out Procedures Checklist
2020-2021

Teacher Name: _____
Department: _____

Room #: _____
Date: _____

1. **Staff Website {DUE THE WEEK OF JUNE 14th for the days that you report}**
 - Welcome Page
 - 2 additional pages

2. **Secure Computers- CPU & Monitors – {can be completed the week of June 14th}**
 - Dust/wipe/clean CPU & monitor with Dry Cloth- DO NOT USE SPRAY OR CLEANERS
 - Cover CPU/Monitor with plastic bag
 - Cover Projector with plastic bag
 - Label CPU with Room Number- tape a sheet of paper

3. **SmartBoard {can be completed the week of June 14th}**
 - Cover with bulletin board backing paper- **DO NOT USE NEWSPAER. AVOID PLACING TAPE ON WHITEBOARD**
 - Label and Return Smartboard Pens, Erasers, Remote for Projector –place in bag

4. **Projectors/Other Equipment {DUE THE WEEK OF JUNE 21th}**
 - Return all Equipment-Laptops, Webcams, Cameras, Document Cameras, etc labeled.

5. **Staff AUP Signed and Returned to Tech Office Room 243 {DUE THE WEEK OF JUNE 14th}**

6. **Use Technology Request Form to Report Technical Issues (Wiring, hardware, Internet Port, SmartBoard, Projector, other) {DUE THE WEEK OF JUNE 14th}**

7. **Summer School – Will you be working the OHS Summer Program?**
 - Yes
 - No

If, yes, what are your technology needs?

Technology Coordinator: Ms. B. Budhu Date: _____ Initial: _____
HAVE A GREAT SUMMER!