**Laptop/Server Cleaning**

**Name: Date: Time:**

**Cleaning Checklists:**

|  |  |  |
| --- | --- | --- |
| **Description** | **Done?** | **Signature of OM** |
| Clean laptop Exterior | □ |  |
| Blow Dust Out of the Vents | □ |  |
| Wipe Keyboard and Mouse | □ |  |
| Wipe the Monitor | □ |  |
| Wipe the Monitor | □ |  |
| Blow Dust out of Server | □ |  |
| Blow Dust out of PSU | □ |  |
| Blow Dusts from Switches | □ |  |
| Wipe Desks | □ |  |
| Wipe Desk Drawers | □ |  |