

How to Clean Your Laptop

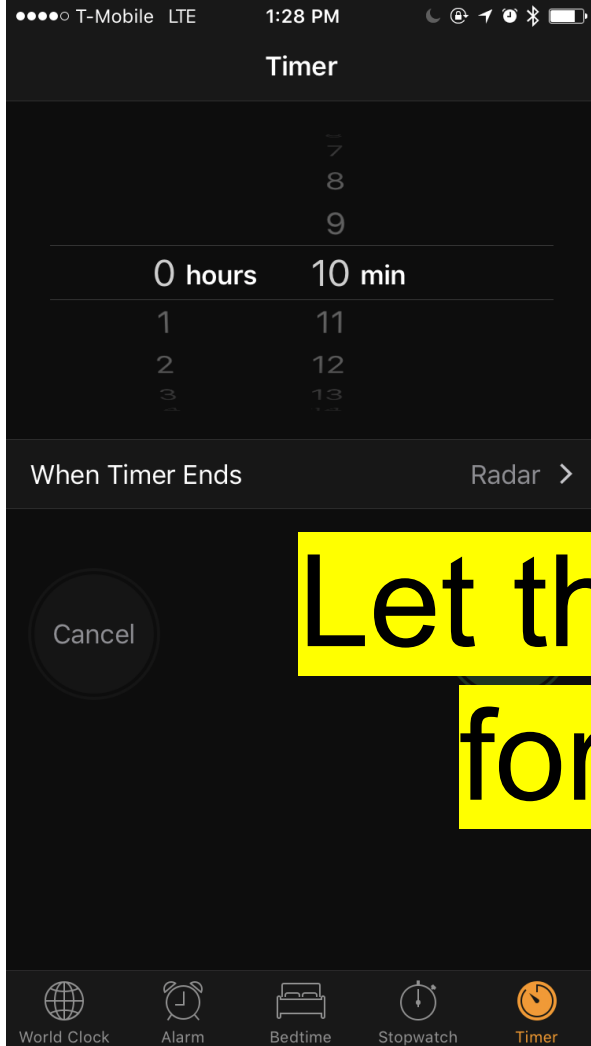
Gather Your Supplies

- ☐ Goo Gone
- ☐ Paper Towels
- ☐ PLASTIC scraper (Use plastic because metal scratches)
- ☐ Electronics Wipes
- ☐ Tooth Brush
- ☐ Canned Air



Use Paper Towels to Saturate the Stickers...





Let the Goo-Gone Soak
for 10-20 Minutes!

Stickers Change Color

When Stickers have soaked enough they:

- Easily come off
- Have noticeably darker edges



Use Paper Towels and Spatula to Remove Stickers





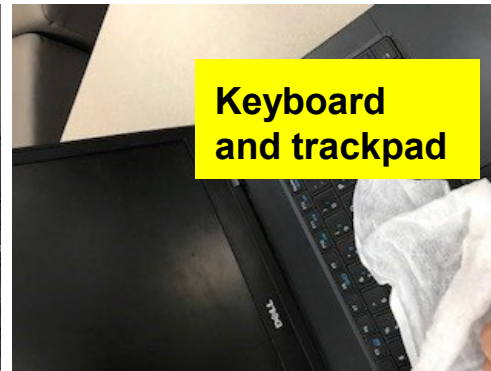
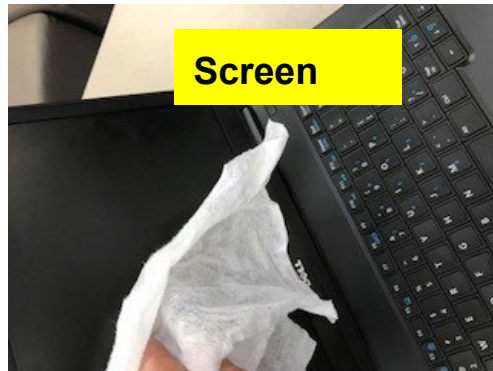
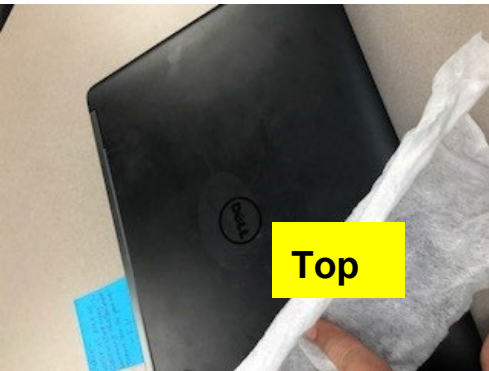
Make Sure Every Last Bit of Sticker is Gone!

Laptops that are not completely clean will not be accepted!

Finishing Up:

Wipe the entire laptop with an Electronic Wipe- **All Four Surfaces**- Inside and Out

- If your wipe is fresh out of the pack you might need to follow up with a paper towel to dry it off
- Be sure to check the display (screen) for prints and streaks. It is especially important to **dry off the display** before you are done



Finishing Touch

Depending on the condition of your laptop....

- You might need to take a toothbrush to the keyboard
- You might need to clean out the USB ports/Ethernet port /SD Card port with canned air



Ready to turn in Checklist:

- ☐ Absolutely no stickers, residual goo, or marks on any surface
- ☐ All surfaces feel clean and dry to the touch
- ☐ All ports are free of debris
- ☐ And.. you have filled out this questionnaire: [Assessment Form](#)

THANK YOU!

And

Have a GREAT SUMMER!