Learn Before You Return

?

Student Return Guidelines

If you are bringing equipment back to the office, there are a few important reminders to be aware of before you return.
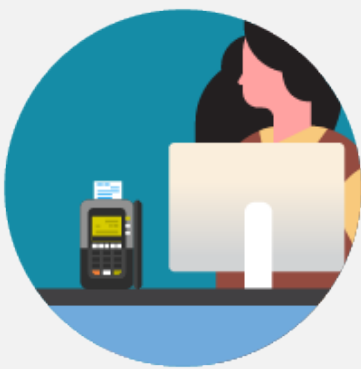
---

1 | **Disinfect your equipment**

Cleaning and disinfecting your equipment on a regular basis isn't just crucial for the device, it removes dangerous germs that may be harmful to you and others.

Let's do this!

What you need before you begin…

Disposable gloves and one-use **disinfecting wipes** that can both kill germs and are **safe to use on electronics**. If you don't have these items, refer to the CDC's [COVID-19 guidance](#) for disinfecting electronics.
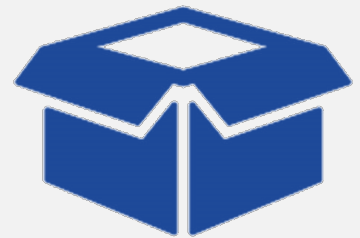
How to disinfect your equipment…

Turn off devices and **disconnect** power. Using **moist** (not dripping wet) wipes or microfiber cloth, gently **wipe** the surfaces to be cleaned. Ensure surfaces have **completely air-dried** before turning the device on.

---

2 | Pack up your gear

Don't forget to pack up all the items that you may have taken home! They'll be needed later at the office. Quick reminders…

- Keyboard Mouse
- Network cables
- All power plugs for your equipment
- Docking Station USB cables
- Video cables
- Laptop bag
- Computer Monitors

? | Best practices for packing up your gear

- Label your cords before unplugging them (what it's for, where to plug it in).
- When labeled, wind up cords and store in a container or plastic bag – keep with PC.
- If boxing, mark the boxes. If not boxing, be careful carrying and packing in your car.
- When packing in your car, pack in a way to ensure nothing can shift while in transit.

If you have questions or need assistance, please contact your **local help desk**.