

## WSD Chromebook Inspection Checklist



Please check each of the following aspects of your chromebook prior to checkout and at check-in. Note any damage or missing pieces next to the checked item.

You will be held liable for discrepancies between the "Check In" (end of year) and "Check Out" (beginning of year) status. Inspect the chromebook carefully before checking off an item.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Check: IN/OUT (circle one) Chromebook Asset tag:** \_\_\_\_\_

- ☐ Screen
  - ☐ Broken
  - ☐ Deep scratches
  - ☐ Brightness (backlight function)
- ☐ Bezel (Plastic piece around the screen)
  - ☐ Cracks/breakage
  - ☐ Firmly attached
- ☐ Top Cover
  - ☐ Deep gouges/cracks
  - ☐ Hinges firmly attached to lower cover
  - ☐ Markings/adhesives/stickers
- ☐ Keyboard
  - ☐ Missing keys
  - ☐ Loose keys
  - ☐ Proper functionality
- ☐ Palmrest/touchpad
  - ☐ Deep gouges/cracks
  - ☐ Proper touchpad function
  - ☐ Firmly attached to lower cover
- ☐ Lower Cover
  - ☐ Missing screws
  - ☐ Missing feet
  - ☐ Deep gouges/cracks (check the corners)
- ☐ Overall
  - ☐ Clean
  - ☐ Asset tag, barcode and Serial number intact and legible
  - ☐ Charger
  - ☐ "Always-On" Case

Student Signature: \_\_\_\_\_ Issuer Signature: \_\_\_\_\_