RETURNING EQUIPMENT AND MATERIALS

As soon as the report is basically done, you can start cleaning up and returning any material that was given to you by Prof. Carrera, the Sponsors or the VPC. These materials include: books, maps, software packages and manuals, disks or CD's, field tools, measuring tapes, flashlights, plugs and adapters, power strips, etc. Common courtesy suggests that you return these in as good a shape as you received them. Please, take some time to do this properly. Any damaged or missing item will be itemized and the WPI accounting office will be informed of any additional surcharges to be put in your fall bill at WPI.

1. **Gently wipe & clean** all tools and items. Remove any major stain, rust or dirt.
2. **Remove batteries from all electric equipment**, so the acids won't leak out.
3. **Put rubber bands around** loose items and **fold** all maps and **roll up** all cords.
4. **Collect** all items in one or more boxes or bags and carry them to the VPC office. A boat ride can be arranged for heavy loads.

Basically, give the materials back in good shape so they are ready to be stored away properly and they can be as useful to next year's groups as they were to you.

Printer and Accessories Maintenance and Storage

1. **Gently wipe & clean** all printer components. Use a moist cloth or sponge. Do not use excessive water or cleaning agents, you may permanently damage the equipment. Remove any major stain, rust or dirt.
2. **Wipe Screens** and **clean mouse ball** and **keyboard**.
3. Brush the **scanners** and clean them. These are "optical" devices, so they could be really damaged by accumulated dirt. Clean the glass.
4. **Detach** all removable items, such as keyboard, mouse, etc.
5. **Remove** all cords from the back of the PC, printer and scanner, etc.
6. **Put rubber bands around** loose items and **roll up & secure** all cords.
7. Put all computer **manuals** together, in order and wrap rubber bands around them in logical bunches.
8. Collect any **software disks** or **CD-ROMs** and tie them together with rubber bands.
9. **GENTLY place computer equipment** in boxes, if available, and/or place all equipment and miscellaneous materials neatly on a clean table until you are ready to return it.
10. **Return** everything to the VPC office and place it into storage.