

End of Year Device Collection Checklist

Prepared by Hayes Software Systems, below is a checklist to ensure your end of year collection process runs smoothly.

Preparing for Collection

- Establish collection locations
- Identify roles and responsibilities of team members
- Create device drop off schedule
- Design traffic flow plan (i.e. one way lines for car drop off, etc.)
- Determine team member training requirements on processes and procedures

Develop Collection Processes and Procedures

- Choose workflows for statuses and notes (i.e. damage, storage)
- Decide receipt delivery method (i.e. printed, email, signature capture)

Communicate Collection Process

- Email parents and guardians collection process plan and schedules for drop off
- Communicate process and schedules to team members

Account for COVID-19 Protocols

- Ensure each collection campus has needed PPE for staff and students (i.e. hand sanitizer)
- Plan for device sanitization

Prepare Collection Equipment

- Gather and test barcode scanners
- Determine any hardware and accessories needed (i.e. computers, chargers, extension cords)
- Send containers for device storage or transportation
- Label devices for start of school distribution (i.e. label devices with student names if returning back the same device next school year)

Collection Wrap-Up

- Reimage devices
- Prep end of life assets for disposal or e-waste
- Conduct physical inventory
- Run required collection reports