** **

**Chrome Book weekly checklist v2**

**Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

**Name:**

**Number:**

**Unit:**

**Chrome book serial number: <--asset-->**

**Chrome book asset number: <--serial-->**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Tick to confirm checked and there/intact** | **Item** | **Tick to confirm checked and there/intact** |
| **Box lead** | □ | **Chrome book** | □ |
| **Asset stickers** | □ | **USB port** | □ |
| **Bag** | □ | **Instruction guides (10 pages)** | □ |
| **Power lead** | □ |  |  |

**Comments**

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