

## **COMPUTER ROOM SUMMER CLEANING PROCEDURES**

### **Definitions**

- Workstation:** The computers used by individuals that are located in the lab and the learning and research hub tables and staff desks/worktables.
  
- Network:** Computers that are linked together to share common files and devices.
  
- Server:** The computer that runs the network. It is usually hidden away in an office/closet or a corner of the lab.

### **If the workstations are running...**

1. If possible, get someone familiar with networks to turn off the system. There is a proper, structured way to “down” a network.
  
2. If no experienced network person is available, the workstations can be turned off.

### **If the servers are running...**

The servers, if at all possible, **should not be turned off, unplugged, or moved** at any time. If you know that moving the servers will be necessary, confer with the principal to develop a plan as to how to shut down the servers. If the network administrator is not available and the server absolutely must be moved, call the **Help Desk** at 301-517-5800.

### **If the network stations need to be moved...**

1. Check the connections to determine how they operate.
  
2. All network cables and peripherals should be unplugged and marked at the computer end and not at wall faceplate or from a peripheral device such as a printer. This will save the inconvenience of guessing which drops are live and which are dead. Also, these cables should be taped down to the wall or a desk to avoid contamination by the waxing process.
  
3. If the workstation must be moved, unplug it from the electrical outlet(s) on the wall and leave all other cables attached. Mark all the cables as they are disconnected.
  
4. Loose computer cables should be placed on top of the table equipment and taped down.
  
5. Computer components should be kept together always and/or marked for accurate post-cleaning reassembling.

6. Write down how the surge protectors are used by the network equipment so the power cords can be plugged into the correct surge protector.

The critical concept is to look very closely as to how the network is put together, so you will know where all the cables fit. Make a quick sketch to guide you later.

### **While cleaning...**

1. Heavy equipment should not be used on floor sockets, and wax should not be applied near floor outlets.
2. Floor wax should be completely dry before moving computers back into the classrooms or media centers.

### **After cleaning...**

Restore everything to its pre-cleaning condition.

1. Connect the network cables to the computer.
2. Connect all computer cables.
3. Power up the system to be sure that electricity is going to all units. The order of startup is: printers, servers, and then workstations.