

# Waterford Quarterly Checklist

School \_\_\_\_\_ Teacher \_\_\_\_\_  
Grade \_\_\_\_\_ Room # \_\_\_\_\_

Teacher Login \_\_\_\_\_ (firstinitial+lastname – jsmith)  
Teacher password \_\_\_\_\_ (abc)

Number of Waterford computers \_\_\_\_\_

Condition of computers and computer area

- Stand Alone
- Networked

- Clean
- Dusty
- Area tidy
- Area cluttered
- Marks and smudges
- Absence of marks on components

Class list up to date

- Yes
- No

- Tangled cords and difficult to maneuver
- Students can easily reach mouse and keyboard
- Table and chairs are appropriate height for students

Student session time set to

- 15 minutes
- 20 minutes
- 30 minutes
- Other \_\_\_\_\_

Supplies at each computer station

Condition of Headsets

- Dry erase boards
- Paper, pencil supplied at station
- Students bring own supplies
- Other \_\_\_\_\_
- None

- Plugged in Front
- Plugged in Back
- Good
- Cord chewed on
- Microphone working
- Foam pad(s) missing

Computer(s) are in working condition

- Yes
- No – Issue \_\_\_\_\_
  - Teacher/Tech attempted to fix
    - What was done?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Work Order submitted
    - Date submitted \_\_\_\_\_
    - By (name/title) \_\_\_\_\_



Services

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