

Laptop Data Sheet

Brand and model		Q/A check
Operating system (circle type)	Windows 7 Pro or Home ____ bit Windows 10 Pro or Home ____ bit	<input type="checkbox"/>
CPU brand, cores & speed (i.e. Pentium M 2.4GHz)		<input type="checkbox"/>
RAM (GB)		<input type="checkbox"/>
Hard drive size		<input type="checkbox"/>
WiFi (circle one)	Yes No	<input type="checkbox"/>
CD (circle if present)	ROM R/W	<input type="checkbox"/>
DVD (circle if present)	ROM R/W	<input type="checkbox"/>
	Does it play a protected DVD? Y N	<input type="checkbox"/>
Battery condition	OK Will not run on battery for at least 1 hour	<input type="checkbox"/>
Anything else noteworthy	Are all extraneous labels removed? <input type="checkbox"/>	<input type="checkbox"/>
	Has it been cleaned? <input type="checkbox"/>	<input type="checkbox"/>
Does everything work?		<input type="checkbox"/>
Name of volunteer		
Date		
Device Manager OK?	Yes No	<input type="checkbox"/>
Updates complete?	Yes No	<input type="checkbox"/>
WiFi document	Yes No	<input type="checkbox"/>
If webcam – is software installed?	Yes No	<input type="checkbox"/>
Battery test	Start time: _____ End time: _____ ____ Hours ____ Min. OR _____ % at End time.	<input type="checkbox"/>