If you are bringing equipment back to the office, there are a few important reminders to be aware of before you return.

1. **Disinfect your equipment**

   Cleaning and disinfecting your equipment on a regular basis isn’t just crucial for the device, it removes dangerous germs that may be harmful to you and others.

   **Let’s do this!**

   **What you need before you begin...**

   - **Disposable gloves** and one-use **disinfecting wipes** that can both kill germs and are **safe to use on electronics**. If you don’t have these items, refer to the CDC’s [COVID-19 guidance](https://www.cdc.gov) for disinfecting electronics.

   **How to disinfect your equipment...**

   - **Turn off** devices and **disconnect** power. Using **moist** (not dripping wet) wipes or microfiber cloth, gently **wipe** the surfaces to be cleaned. Ensure surfaces have **completely air-dried** before turning the device on.

2. **Pack up your gear**

   Don’t forget to pack up all the items that you may have taken home! They’ll be needed later at the office.

   **Quick reminders...**

   - **Keyboard**
   - **Mouse**
   - **Network cables**
   - **All power plugs for your equipment**
   - **Docking Station**
   - **USB cables**
   - **Video cables**
   - **Laptop bag**
   - **Computer monitors**

   **Best practices for packing up your gear**

   - Label your cords before unplugging them (what it’s for, where to plug it in).
   - When labeled, wind up cords and store in a container or plastic bag – keep with PC.
   - If boxing, mark the boxes. If not boxing, be careful carrying and packing in your car.
   - When packing in your car, pack in a way to ensure nothing can shift while in transit.

If you have questions or need assistance, please contact your [local help desk](mailto:localhelpdesk@maricopa.edu).