



## Recommended Inspection Criteria Checklist

Check Point	Inspection Results	Comments	Sign-off
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**Desktop**

Is the unit physically intact?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Each unit will be inspected for physical damage upon receipt. The following components of the case are examined for cracks: lid, base, keyboard, keyboard frame, hinges, LCD frame, power switch assembly, audio/video jacks, volume controls, PCMCIA bezels, and rear door.

**Laptop**

Are there any cracks in the case?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
With the power off, are there any visible scratches in the LCD? (Over 1/8" long or perceptible to the touch.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there any LCD discoloration?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**All Units**

Does the unit power-on without hardware error?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Note: Hardware testing consists of a Power-On-Self-Test (POST) only. Hardware errors that appear during machine startup indicate defective, missing or incompatible hardware.

Have passwords been removed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Indicate total RAM during boot-up	___ MB		
Indicate hard drive capacity during boot-up	___ GB		

Indicate the presence, absence and condition of the following components:	Missing (Y/N)	Working (Y/N)	Damaged (Y/N)
CD-ROM drive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floppy drive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hard drive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Modem	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Network card	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Keyboard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mouse	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Power cord	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification of Authenticity	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Comments**

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**Note:**

Final inspection by lessor occurs at the receiving point. Lessees remain responsible for any damage of equipment occurring up to that point. Damage billing is based solely on the lessor's inspection and will be received approximately two months after return of equipment.