

Projector Cleaning Checklist

Technician _____

RoomID: _____ Date: _____ Time: _____ WO#: _____

- ☐ Does Projector/s Work? Yes / No
- ☐ Is it focused correctly/Right Keystone?
- ☐ Shadows with static text? Video Ghosting/Moving picture Issues?
- ☐ Projector Barcode(s) _____ , _____ , _____
Manufacturer _____ Model _____ Blub life _____
- ☐ Clean filter. If an ARF, was it jammed? Yes / No
- ☐ Blow air through fan after removing filter
- ☐ Clean lens with lint-free cloth
- ☐ Place sticker on projector with today's date and your initials
 - Red = Fall 2009
 - Blue = Spring 2010

Notes:

Any concerns for the room? (note anything that should be reported to the dean's office to be fixed)
