USERAUTHGUARD

BLOG GUIDES

Summer Chromebook Maintenance: The Complete Checklist

Stef Verleysen | April 22, 2026

> A comprehensive summer Chromebook maintenance checklist for K-12 schools covering collection, cleaning, repairs, storage, updates, and fall deployment planning.

Summer break is the most important maintenance window of the year for school Chromebook programs. It is the one time when your entire fleet is (or should be) back in your hands, giving you the opportunity to assess, clean, repair, update, and prepare every device for the year ahead. Districts that use this window effectively start the fall with a fleet that is healthy, accounted for, and ready to deploy on day one. Districts that skip it start the year scrambling.

This **summer chromebook maintenance schools** guide is a comprehensive, checklist-oriented resource designed to help K-12 IT teams make the most of every summer week. Whether you manage 500 devices or 50,000, the process scales. Print this out, share it with your team, and work through it systematically.

Phase 1: Collection and Inventory Reconciliation (Weeks 1 through 2)

Everything starts with getting devices back and knowing exactly what you have. This phase sets the foundation for all the work that follows.

End-of-Year Collection

If you have not already completed device collection, this is job one. A structured collection process includes:

- **Staggered collection schedule:** Collect by building and grade level over several days to avoid bottlenecks. Elementary schools first (they tend to have fewer complications), then middle, then high school.
- **Scanning at return:** Every device returned should be scanned (barcode or QR code) to record the return against the student's assignment record. No scanning means no proof of return.
- **Condition assessment at intake:** Document the condition of every returned device with a quick visual inspection and a condition code (good, fair, damaged, needs repair). Compare against the condition at distribution. This is when you identify new damage and determine accountability.
- **Charger and accessory collection:** Collect chargers, cases, and any other accessories issued with the device. Track these separately because chargers are the most commonly unreturned item.
- **Missing device follow-up:** For devices not returned by the collection deadline, immediately begin your recovery process: parent notification, escalation to building admin, and if necessary, remote lock.

Full Inventory Reconciliation

Once collection is complete, reconcile your physical inventory against your digital records. This is the annual moment of truth.

- **Compare physical count to system records:** The number of devices in your possession should match the number your **inventory management** system shows as returned, in storage, or in repair. Investigate any discrepancies.
- **Identify unaccounted devices:** Devices that are not physically present and not assigned to a student who has not returned them need investigation. Are they in a teacher's desk? In a storage closet at another building? Lost?
- **Reconcile with Google Admin:** Compare your inventory records against Google Admin enrollment data. Devices that are enrolled but not in your physical inventory, or devices in your inventory that are no longer enrolled, indicate data integrity issues that need resolution.
- **Update device statuses:** Mark all devices with their correct current status: deployed (for devices going home with summer school students), in storage, in repair, loaner, spare, decommissioned.

- **Generate your baseline report:** Produce a comprehensive inventory report showing total devices by status, building, model, and age. This is your starting point for all summer work and your reference for fall deployment planning.

Phase 2: Damage Assessment and Repair Triage (Week 2)

With devices collected and counted, the next step is assessing what needs to be fixed.

Sorting Devices by Condition

Organize your collected devices into categories:

- **Good / Ready to deploy:** Devices that passed the condition assessment with no issues. These go to storage after cleaning and updates.
- **Minor repair needed:** Devices with issues that can be fixed in-house: stuck keys, worn trackpads, loose hinges, minor cosmetic damage. These go into the repair queue.
- **Major repair needed:** Devices with cracked screens, non-functional keyboards, broken hinges, or other damage requiring parts. These need diagnosis and parts ordering.
- **Warranty claim candidates:** Devices with defects covered by manufacturer warranty. Identify these early because warranty claims can take weeks to process.
- **End of life / Decommission:** Devices that are past their Auto Update Expiration (AUE) date or have damage that exceeds the cost of repair. These need to be properly decommissioned.

Repair Queue Prioritization

You likely will not be able to fix everything in the first week. Prioritize your **repair queue** strategically:

1. **First priority: Warranty claims.** Submit these immediately because they have the longest processing time. Get devices to the manufacturer or authorized repair center as early in the summer as possible.
2. **Second priority: Easy wins.** Devices that need quick fixes (keyboard swaps, hinge tightening, trackpad cleaning) can be turned around fast and added back to the ready-to-deploy pool.
3. **Third priority: Parts-dependent repairs.** Devices needing screens, motherboards, or other parts that require ordering. Get parts ordered in the first week so they arrive with time for repair.
4. **Fourth priority: Triage decisions.** Devices where the repair cost may exceed replacement cost. Evaluate these carefully and decide whether to repair or decommission.

Phase 3: Cleaning and Hygiene (Weeks 2 through 4)

Every device that will be redeployed in the fall should be thoroughly cleaned. This is both a hygiene issue and a device longevity issue: debris in keyboards and dirty screens lead to premature hardware failure.

Screen Cleaning

- Use a microfiber cloth dampened with distilled water or a screen-safe cleaning solution
- Never spray liquid directly on the screen; spray the cloth first
- Wipe in gentle, circular motions to remove fingerprints, smudges, and residue
- Inspect for screen damage (dead pixels, pressure marks, cracks) during cleaning

Keyboard and Touchpad

- Use compressed air to blow debris out from under and between keys
- Wipe key surfaces and the touchpad with a disinfecting wipe or isopropyl alcohol (70%) on a cloth
- Test every key and the touchpad for proper function during the cleaning process
- Check for stuck, sticky, or missing keys and flag for repair if needed

Exterior and Ports

- Wipe down the entire exterior with a disinfecting wipe
- Clean all ports (USB, charging, headphone) with compressed air to remove dust and debris
- Inspect hinges for looseness or damage
- Check that the charging port accepts the charger firmly without wobbling

Protective Cases

- Remove devices from cases before cleaning
- Clean cases separately with soap and water, then dry completely before reassembly
- Inspect cases for cracks, broken latches, or worn padding and replace as needed
- Discard cases that no longer provide adequate protection

Phase 4: Battery Health and Storage (Weeks 3 through 4)

How you store Chromebooks over the summer directly affects their battery health and lifespan. Lithium-ion batteries degrade fastest when stored at full charge or when completely depleted for extended periods.

Battery Best Practices for Summer Storage

- **Target storage charge level: 50 to 80%.** Charge all devices to approximately 50 to 80% before placing them in storage. This is the optimal charge level for long-term battery health.
- **Do not store at 100% charge.** Keeping lithium-ion batteries at full charge for weeks accelerates capacity degradation. If your devices are at 100% after updates, let them discharge naturally for a day or two before storing.
- **Do not store fully depleted.** A battery that sits at 0% for weeks can enter a deep discharge state that may permanently reduce capacity or, in extreme cases, prevent the device from powering on.
- **Unplug from chargers.** Devices should not remain plugged in during storage. Continuous trickle charging is unnecessary and can generate heat that degrades the battery.
- **Check battery health metrics:** If your fleet management system tracks battery cycle counts and health percentages, review these during the summer. Batteries below 60% health capacity should be flagged for replacement before fall deployment.

Storage Environment

- **Temperature:** Store devices in a climate-controlled environment between 50 and 80 degrees Fahrenheit (10 to 27 degrees Celsius). Avoid rooms that are not air-conditioned during summer, as temperatures can exceed 100 degrees in closed spaces, which damages batteries and other components.
- **Humidity:** Keep humidity below 80% to prevent condensation on internal components. Avoid basements, boiler rooms, or spaces near exterior walls that may have moisture issues.
- **Security:** Store devices in locked rooms or cabinets. Summer is a common time for theft of school technology. Ensure that access is limited and documented.
- **Organization:** Store devices in carts or on shelving organized by building, grade, or deployment group. Label everything clearly so fall deployment is not a scavenger hunt.

Phase 5: ChromeOS Updates and Policy Review (Weeks 3 through 5)

Summer is the ideal time to update ChromeOS and review your **Chrome management policies** without the pressure of live classroom usage.

ChromeOS Updates

- **Update to the latest stable version:** Power on devices in batches and connect them to your network to download and apply ChromeOS updates. Do this in waves to avoid overwhelming your network bandwidth.
- **Test before deploying:** Update a small batch of test devices first and verify that your critical extensions, web apps, and policies work correctly on the new version. Catch compatibility issues before they affect the entire fleet.
- **Document the target version:** Record which ChromeOS version your fleet is running at the end of summer. This is your baseline for the school year.
- **Review your update policy:** Decide whether you will allow automatic updates during the school year or pin a specific version. Pinning gives you control but requires active management to apply updates during maintenance windows.

Chrome Policy Review

Summer is the time to audit and refine your Chrome policies:

- **Review extension whitelist and blacklist:** Remove extensions that are no longer used. Add any new extensions requested by curriculum for the coming year. Check that force-installed extensions are still current and functional.
- **Update web filtering rules:** Review your URL blacklists and whitelists. Remove entries that are no longer relevant. Add newly identified problematic sites.
- **Revisit OU structure:** Does your organizational unit hierarchy still match your district's building and grade structure? Schools that opened, closed, or reorganized need OU updates.
- **Test managed bookmarks:** Verify that teacher and student bookmark sets are current and that all links still work.
- **Review network policies:** Update Wi-Fi configurations, proxy settings, and certificate deployments for any network changes planned for the fall.

Phase 6: Repair Backlog Clearing (Weeks 2 through 7)

Summer is your best opportunity to eliminate the repair backlog that accumulated during the school year. During the academic year, repair capacity is stretched thin by the need to turn devices around quickly for students. Summer gives you the time to do thorough, quality repairs without that pressure.

Clearing the Backlog

- **Work through the queue systematically:** Start with warranty claims and parts-dependent repairs (which were ordered in Phase 2), then move to in-house repairs.
- **Quality over speed:** Take the time to do repairs properly. A screen replacement that is rushed in October to get a device back to a student often needs rework by February. Summer repairs can be done right the first time.
- **Train student technicians:** If your district has a student tech program, summer is an excellent time for intensive training. Screen replacements, keyboard swaps, and basic troubleshooting are skills that students can learn and apply during the school year.
- **Track everything:** Log every repair in your system with the parts used, labor time, and technician notes. This data feeds your reporting and budgeting for the next year.

Phase 7: Parts Ordering and Budget Planning (Weeks 4 through 6)

Use your summer repair data and fleet health assessment to plan parts procurement and budget for the coming year.

Parts Inventory

- **Audit current parts stock:** Count screens, keyboards, batteries, chargers, hinges, and any other parts you keep on hand. Compare against your usage rate from the previous year.
- **Project next year's needs:** Based on your damage data, estimate how many of each part you will need for the coming year. Add a 20% buffer for unexpected demand.
- **Order early:** Parts suppliers often have longer lead times in late summer as districts across the country place orders simultaneously. Order by mid-July to avoid fall shortages.
- **Negotiate volume pricing:** If you are ordering significant quantities, request volume discounts from your parts suppliers. Consolidating orders across buildings increases your leverage.

Budget Planning

- **Calculate this year's total repair cost:** Parts, labor, warranty claim deductibles, and any outsourced repairs. This number informs next year's budget request.
- **Project replacement needs:** How many devices will reach AUE next year? How many are damaged beyond economical repair? What is your target spare/loaner pool size? These factors determine your device procurement budget.

- **Present data to leadership:** Use your fleet health reports, repair cost data, and loss/damage metrics to build a data-driven budget request. Boards and superintendents respond to hard numbers, not vague estimates.

Phase 8: AUE Review and Refresh Cycle Planning (Weeks 5 through 6)

Auto Update Expiration (AUE) is the date after which a Chromebook will no longer receive ChromeOS updates from Google. **Google's published AUE policy list** shows the exact expiration date for every Chromebook model. Once a device passes its AUE date, it becomes a security risk because it will not receive security patches, and it may lose compatibility with web apps and extensions that require newer Chrome versions.

AUE Audit

- **Pull AUE dates for your entire fleet:** Your **inventory management** system should track AUE dates for every device model. Generate a report showing how many devices reach AUE in each of the next three years.
- **Identify devices past AUE:** Any devices that have already passed their AUE date should be decommissioned or repurposed (e.g., as offline kiosk devices). Do not deploy expired devices to students.
- **Plan your refresh cycle:** A sustainable refresh cycle replaces approximately 25% of your fleet each year, giving each device a four-year deployment lifespan. Align your annual procurement budget with this cycle.
- **Consider AUE when purchasing:** When ordering new devices, verify the AUE date before purchasing. Some budget models have surprisingly short AUE windows that reduce their total value.

Phase 9: Preparing for Fall Deployment (Weeks 6 through 8)

The final phase of your **summer chromebook maintenance schools** checklist is preparing everything for a smooth fall launch.

Device Preparation

- **Power wash and re-enroll:** All devices being redeployed should be power washed to clear previous user data and re-enrolled in the appropriate OU for fall.
- **Verify enrollment and policies:** Spot-check a sample of devices from each batch to confirm they are enrolled correctly, receiving the right policies, and have the expected extensions and bookmarks.
- **Charge to 100%:** In the final week before deployment, charge all devices to full. Students should receive a fully charged device on day one.
- **Pre-assign where possible:** If you have next year's student roster and enrollment data, pre-assign devices to students in your tracking system so distribution day is a simple scan-and-confirm.

Logistics Planning

- **Stage devices by building:** Organize devices into building-specific groups and arrange for delivery or pickup before the first day of school.
- **Prepare distribution materials:** Print or assemble AUP forms, parent acknowledgment forms, quick-start guides, and any other materials for distribution day.
- **Train distribution staff:** Hold a brief training session for front office staff, teachers, and any volunteers who will be helping with device distribution. Cover the check-out procedure, barcode scanning, condition documentation, and common first-day troubleshooting.
- **Test your network:** Verify that your wireless network can handle the density of devices that will come online in the first week. Coordinate with your network team to monitor bandwidth and access point loads during the first few days.

The Summer Maintenance Timeline at a Glance

Here is a condensed timeline you can use for planning:

- **Weeks 1-2:** Collection, inventory reconciliation, damage assessment, repair triage, warranty claims submitted
- **Weeks 2-4:** Cleaning, battery conditioning, parts ordering, begin in-house repairs
- **Weeks 3-5:** ChromeOS updates, policy review, OU structure audit
- **Weeks 4-6:** Repair backlog clearing, parts inventory, budget planning, AUE review
- **Weeks 6-8:** Device preparation, pre-assignment, staging, distribution training, network testing

Adjust the timeline based on the length of your summer break and the size of your fleet. Larger districts may need to start earlier and extend the timeline. Smaller districts may be able to compress it.

Get Your Fleet Ready with UserAuthGuard

UserAuthGuard makes every phase of summer maintenance easier by giving you a single platform for **inventory reconciliation**, **repair queue management**, device assignment, and fleet health reporting. When you can see every device's status, repair history, AUE date, and assignment record in one place, summer maintenance goes from a stressful scramble to a systematic process.

Request a demo to see how UserAuthGuard can help your IT team make this summer the most productive maintenance window yet, and start the fall with a fleet that is truly ready.

Want to see UserAuthGuard in action?

Free: every device, user and OU in your Workspace, plus every assignment gap. No device cap, no credit card. Pay only to enforce.

userauthguard.com/signup | **Book a Demo**