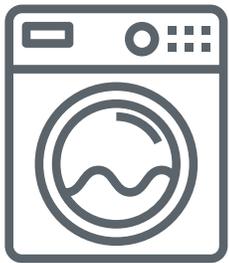


# YONDR PROGRAM MAINTENANCE GUIDE

## CLEANING YOUR YONDR POUCHES: DISINFECTANT SPRAY OR WIPE

- Open pouches and turn inside-out
- Wipe or spray all internal parts
- Close pouches
- Wipe or spray all external parts of pouch

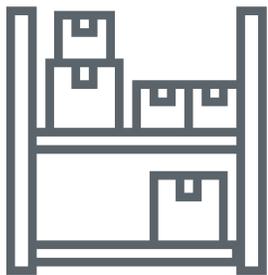


## CLEANING YOUR YONDR POUCHES: WASH & AIR DRY

- Close all pouches and wash for 30 minutes on warm or cold setting using regular detergent.
- Air dry pouches. Avoid using a dryer, as heat can lead to damage of the pouch fabric and/or locking mechanism.

## CLEANING OTHER YONDR EQUIPMENT:

Hampers, unlocking bases, and totes can be cleaned with a disinfectant spray and/or wipes.



## PROPER EQUIPMENT STORAGE:

- When not in use, Yondr Pouches should be closed and stored to prevent wear and tear to the pin and locking mechanism.
- Extra Yondr materials should be kept in a locked space where students do not have access.



# STUDENT ACCOUNTABILITY

## ADDRESSING PROGRAM NON-COMPLIANCE:

A successful Yondr Program is built upon a comprehensive Yondr Student Policy. The Policy should outline student expectations around the daily Yondr process and the actions taken to address non-compliance.



## CHECKING FOR POUCH TAMPERING:

Inspect the body of the pouch for any signs of cuts or tears. Carefully inspect the open pouch flaps.

**Visible pencil and/or pen markings on the inner flaps of the Yondr Pouch indicate a student has repeatedly tried to pry open.**

## CHECKING FOR POUCH BREAKAGE:

Close the pouch and test the locking mechanism by pulling the closed flaps with a medium amount of force. If the pouch opens without the unlocking base, it is permanently broken and should be discarded.

- (1) An abnormal pin alignment indicates a student has tried to bend or obstruct the pin.
- (2) A significant gap between the closed pouch flaps indicates a student has tried to pry the pouch open once locked.



1.



2.

## PROGRAM REPLACEMENTS

Please discard all broken pouches and reach out to your Yondr Partnership Lead with the specific number of replacement pouches and/or additional accessories required. This can be done throughout the program year and in preparation for the following school year.

## END-OF-YEAR INVENTORY CHECK

At the close of the school year, we recommend that our partners collect students' pouches to review their condition and account for total reusable inventory.

This provides an opportunity to request the necessary replacements to supplement current inventory for the following year's pouch assignment (i.e. accounting for new students, damaged pouches and a small percentage of replacements for wear and tear.)

**Please request your replacements with your Partnerships Lead before the last day of school.  
We will request a shipment to arrive when your school building is open.**