# CTC Onsite Check List

All technicians are required to do this list after each visit

- [ ] make sure you have right key
- [ ] check Alarm code from ITGlue
- [ ] make sure all cables are organized ( workstations, servers, printers, ... )
- [ ] if you installed new device make sure return all empty boxes to Supergeek for recycling
- [ ] check all monitors to have Supergeek labels on the right side at the top
- [ ] check all workstations to have computer name label
- [ ] make sure all servers, switches, firewall are connected to UPS
- [ ] check information on UPS device , to be normal and healthy
- [ ] take note from all you did, because you need to add those informations to ITGlue tomorrow
- [ ] take a picture from all changes ( cabling, configuration, hardware, ... )
- [ ] for Switches we need 1 label on the main device and also we need label each port
- [ ] make sure all printers use static IP and write all ip information for exclude from DCHP
- [ ] if loged  in on any workstation, remember log off and keep ready for next login
- [ ] keep all tools inside tools box and keep site keys inside your packet
- [ ] before exit make sure all lights are off
- [ ] enter Alarm code make sure last status is secure
- [ ] update your ticket

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