

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 logged 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