



TECH SOLUTIONS

# Rack & Stack Check List v1.0

Category	Task	Notes	Date Ready	Date of Deployment
<input type="checkbox"/>	Logistics	How will you deliver the equipment to the Data Centre?		
<input type="checkbox"/>	Logistics	Are the equipment shipped in a single shipment or multiple shipments?		
<input type="checkbox"/>	Labour	Who will unload equipment at Data Centre?		
<input type="checkbox"/>	Logistics	Is there temporary storage at the Data Centre ? For How Long? How much space do you have for Equipment?		
<input type="checkbox"/>	Logistics	Does the Data Center offer a Trolley to move equipment? Can your Team use it? What is the Process?		
<input type="checkbox"/>	Logistics	Does the Data Centre have a staging area in case the hardware needs to be assembled, tested and configured before the installation?		
<input type="checkbox"/>	Telecom	Is the new or existing circuit provisioned and ready for delivery? Do you have circuit & ISP details ?		
<input type="checkbox"/>	Telecom	Do you have network configuration details from the Telecom Provider(s)?		
<input type="checkbox"/>	Configuration	Will the network information preconfigured on rack device(s) before delivery? Will the field techs configure it? Or will it be configured by a remote engineer? Do they have the necessary permissions?		
<input type="checkbox"/>	Data Centre	Is the rack ready with Power? Is there available power points or will require a PDU? What is the required device power cord?		
<input type="checkbox"/>	Data Centre	What is the Data Centre Access Requirement? Is there any induction? Are SWMS required?		
<input type="checkbox"/>	Labour	Does the Field Technician understand the scope of work, instructions and any job related documents? Do they have any questions?		
<input type="checkbox"/>	Risks	In case remote access is required from a remote engineer? What is the plan if there is no mobile signal coverage (often the case) inside the Datacentre Area?		
<input type="checkbox"/>	Tools	Is the field technician equipped with the right tools such as: 1. Console cable 2. Laptop equipped with a terminal emulator, console and network file transfer application like PuTTY, a remote access software like TeamViewer 3. Wireless mobile internet (4G or higher) 4. Basic tools, screw driver etc.. 5. Assorted spares such as patch leads, cage nuts, cable ties, labels etc.. 6. PPE		
<input type="checkbox"/>	Documentation	What is the required documentation? Will you require installation photos, Data port matrix, rack elevation drawing? Do you require permission to take pictures inside the comms rack?		
<input type="checkbox"/>	Labour	What is the required time of service? Is it during business hours, outside of business hours, weekends or public holidays? Is travel required? Is an outage required?		
<input type="checkbox"/>	Logistics	Have you allowed for waste removal such as packaging material?		
<input type="checkbox"/>	Logistics	Are you decommissioning an existing hardware? Are you removing it from the data centre or shipping it to another location? Do you require secure erase for the existing hardware? Is there any ewaste? How are you going to manage the ewaste?		
<input type="checkbox"/>	RMA / Spares	What happens if there is any fault on Arrival? Will Spares be sourced locally or will you ship? What is new ETA for installation?		
<input type="checkbox"/>	Expenses	What happens if there is a variation expenses for equipment / cables required - how will this be approved / paid?		