

Computer Lab Installation Checklist

rev 11/10/00

Lab:

Date:

	Qty	Unit Cost	Ext Cost	Contact Dept
1. Computers				
Campus supported vendor				STCP
Removable drives				STCP
Headphones for student stations, speakers for instructor station				STCP
2. Furniture				
Tables with wire mgmt				
27" height (std)				STCP
29-32" wheelchair height				STCP
other tables (printer, print server, file server, utility)				STCP
Chairs				STCP
3. Network				
Connections for each station				NMD
Connection for printer				NMD
100mb connection for file server				NMD
Static ip for server			N/C	NMD
Network cables				NMD
4. File Server				
Server - campus supported vendor				STCP
Allow hard disk space for disk images				STCP
Mirrored drives				STCP
Backup				STCP
Print queue setup			N/C	STCP
Drop/Pickup box setup			N/C	STCP
5. Printing				
Campus supported printer				STCP
WildcatCard printing option (CS Print, wedge reader)				STCP
Print server				STCP
6. Data Projector				
Campus supported projector				IMC
Spare lamp				IMC
Screen				IMC, FMS
Video splitter box, cable				IMC
Ceiling mounting				IMC, FMS
7. Software				
Campus standard software			N/C	STCP
Department specific software				
Keyserver				STCP
ADA software			N/C	STCP
8. Physical security				
Physical lockdowns for all equipment				STCP
9. Maintenance				
PCRdist (PCs)			N/C	STCP
Assimilator, MacManager (Mac)				STCP
10. Room / Layout				
Power, A/C				FMS
Network and power access				NMD, FMS
Wheelchair accesible pathways				STCP
Blinds, dimmable lighting				FMS
Telephone				USRV
11. Misc				
Power strips				STCP
12. Staff				
Lab manager				
Responsible for primary level lab management				
Act as contact for escalated problems				
Hire, oversee student assistants				
Server administration				
Student lab assistants				
Support students and faculty				
Responsible for printer toner, paper				
Total (estimate)			\$	-