**CDC and COC Calor-Rico-Checklists**

1. Site Lead check in for any issues?

2. Please call the service desk at 08000328888 and ask them to forward your email, name, contact number, and site name to our Second Line team so they can call you back

3. Vehicle Workshop check in for issues?

   Note- Only big COC sites have vehicle workshops and not the CDCs

4. Customer Experience Team Lead check in for issues?

5. Walk around the office to check if any user is having any IT related issues?

   A) Any outstanding issue which is needs to be report to IT? If yes, ask them to raise an incident in ServiceNow and share the ref number over email- CalorITSiteVisit@calor.co.uk

6. Meeting rooms check

   A) Check the meeting rooms equiments are up and running fine and take photos.

   B) If not then ask to log an incident in ServiceNow and share ref over email with us.

7. Any equipment to be returned to Tachbrook that is not in use?

   If yes, take the number and picture of the devices that needs to return.

8. Check of the Laptops, Mini desktops & Tablets asset numbers and save it on Asset Tab sheet in this sheet.

   Ignore this if this already been done.

9. Inform Calor IT over email- CalorITSiteVisit@calor.co.uk, If you have completed all the tasks at site and there is nothing more to be done.

   Note- Please don't leave the site without informing IT team and their confirmation.

10. Contact Pranjul on- +447466768477, in case of any issues/queries.