**CALOR**

**Engineer Checklist : Site _____Date :**

**_____**

- Site Lead check in for any issues


Asset check

| Asset | Numbers |
|---|---|
| Monitors | |
| Keyboards | |
| Mice | |
| Desktops | |
| Laptops | |
| Tablets | |
| | |

- Walk around
  - o Any issues outstanding.
  - o Anything to be fixed that is not logged ?

- Desk Assessment.
  - o Cables tidy up required ?
  - o Keyboards and mice not in use ?
  - o Montiors not in use ?
  - o Clean desk policy

- Meeting Room check.
  - o Where do they do their meetings
  - o Equipment in that room with photos
  - o Desired set up

- Comms room photos
  - o 2 photos of switches and layout.
- Photos of desk layout in the office.