|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***SCC Attendance Check List*** | | | | | | | | | | **2020-02-03** | |
|  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |
| **1** | ***Main door checking*** | | | | | |  |  |  | |
| a | Check FM200 control panel at the front door | | | | | | | | | □ | |
| b | Check indicators and function of of intercom and key pad | | | | | | | | | □ | |
| c | Check the VALID V Alarm panel, high temperature alarm panel, FM200 alarm panel and burglar alarm panel are function normally with no alarm indicator lit and buzzer alarm | | | | | | | | | □ | |
| d | Check water detection alarm for rm 510A and 510B are function normally with no alarm sound | | | | | | | | | □ | |
|  |  |  |  |  |  |  |  |  |  | |
| **2** | ***SCC Corridor checking*** | | | | |  |  |  |  | |
| a | Check TIS room are locked properly (by key and digital lock) | | | | | | | | | □ | |
|  |  |  |  |  |  |  |  |  |  | |
| **3** | ***Operator Room checking*** | | | |  |  |  |  |  | |
| a | Check CRAC unit pair control panel are function normally with correct CRAC unit pair running and no alarm | | | | | | | | | □ | |
| b | Check Ventilation fan control panel is function normally with no alarm | | | | | | | | | □ | |
| c | Check water alarm system is functioned normally with no alarm | | | | | | |  | | □ | |
| d | Check indicators for EMAS control boxes panel are normal with no alarm | | | | | | | | | □ | |
|  |  |  |  |  |  |  |  |  |  | |
| **4** | ***VALID V Room checking*** | | | | | |  |  |  | |
| a | Check high temperature control panel are function normally with VRV offed. | | | | | | | | | □ | |
| b | Check CRAC units pair are function normally with reading display normally | | | | | | | | | □ | |
| c | Record the following reading from each of the running CRAC unit | | | | | | |  | | □ | |
|  |  |  |  |  |  |  |  |  |  | |
|  |  | **CRAC Units** | |  | CRAC # 1 | CRAC # 3 |  |  |  | |
|  |  | Setting temperature | |  |  |  |  |  |  | |
|  |  | setting humidity | |  |  |  |  |  |  | |
|  |  | CW inlet temperature | | |  |  |  |  |  | |
|  |  | CW outlet temperature | | |  |  |  |  |  | |
|  |  | Supply air temperature | | |  |  |  |  |  | |
|  |  | Return air temperature | | |  |  |  |  |  | |
|  |  | display air temperature | | |  |  |  |  |  | |
|  |  | display humidity | |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |
| d | Check all fluorescent tubes inside computer room are function normal | | | | | | | | | □ | |
| e | Check all facilities of server racks inside computer room are normal | | | | | | | | | □ | |
|  |  |  |  |  |  |  |  |  |  | |
| **5** | ***TIS Room VRV checking*** | | | | | |  |  |  | |
| a | Switching the VRV units : (Refer: Operation Notice 01/2018) | | | | | | | | |  | |
|  |  |  |  |  |  |  |  |  |  | |
|  |  | **VRV Units** | |  | VRV # 7 | VRV # 8 |  |  |  | |
|  |  | Setting VRV to ON / OFF | | |  |  |  |  | □ | |
|  |  |  |  |  |  |  |  |  |  | |
| **6** | ***Printing stock checking*** | | | | | |  |  |  | |
| a | Check all Line Printer Ribbon (Report if expired in coming 3 months) | | | | | | | | | Yes / No | |
| b | HP LaserJet Toner Cartridges (No expiry date marked on packing box) | | | | | | | | | N/A | |
|  | (Remarks: | If printing stock will expired in coming 3 months, please | | | | |  |  |  | |
|  |  | relocate back to PCC for replacement) | | | |  |  |  |  | |
|  |  |  |  |  |  |  |  |  |  | |
|  |  |  |  |  |  |  |  |  | Signature | |