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| Equipment Location Guidelines | |
| **Equipment** | [Brand and model no.] |
| **Suitable environmental conditions** | [What are the recommended environmental conditions to keep the equipment in?] |
| **Possible environmental effects of usage and/or disposal** | [Will using the equipment have an effect on the environment or the people around it? What environmental effect will disposal of the equipment have?] |
| **Safety precautions for equipment placement and electrical connection** | [What are the recommended safety precautions when locating the equipment and connecting to electricity? Consider system protection devices such as surge protection.] |
| **Considerations for moving the equipment** | [What is the correct way to move the equipment? Consider both the equipment and the people moving it.] |
| **Storage requirements for equipment and associated peripherals and media** | [How should the equipment be stored when not in use? Include associated peripherals and media such as toner, ink cartridges etc.] |
| **Security considerations** | [What security issues might impact the equipment? How could this be minimised?] |