

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Build Racks	June 2, 2024	1
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Project Based			
Checklist Description			
Rack Build Checklist			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
	PM	When Building a Rack	
	Field Techs	IO Created	
What are the items?			
Item		Completed	
Preparation: Review Rack Diagram			
Remove all Doors and set them to the side.			
Lay the rack down on its back, to make it easier to load the equipment in.			
Remove all shelves and blanks that come with the rack and set them to the side.			
Preparing the Rack			
Remove the rear rails to be cut for staggered depths			
Cut the rear rails bottom 6U (be aware of orientation when cutting so the correct rails are cut correctly)			
Adjust the upper rear rails in 6" from the back of the rack			
Install the bottom rails as far back as possible			
Loading the Equipment			
Look at the Rack Diagram so you can get an understanding of where the equipment gets installed.			
Starting at the bottom of the rack, unbox the piece of equipment that goes in first.			
Install Rack Ears on the Device.			
Remove the factory installed Feet (this will make the unit fit into the Rack Unit Space, this also enables the unit to be easily slid out			
Place the device onto rack rails where it is drawn to be installed.			
Install Rack Screws to secure in place (Make sure to use the same type of rack screw for entire rack) If using a drill to start the screws either set the torque or start with the drill but use a screwdriver to finish tightening. You don't want to over tighten rack screws or they will easily strip out.			
Continue loading the equipment and rack shelves per the Rack Diagram			
Once Complete, stand the rack upright. This may take two people as the rack will probably be heavy.			
With the rack upright, you can now start installing lacing bars at the back of the rack. Install Lacing Bars			
Lacing Bars will give the rack wiring person something to cleanly secure the wiring too, either with zip ties or velcro. (Lacing Bars can go above and below each piece of equipment.			
If a long plug strip was sold, install in the back of the rack on the back right side (if looking from the back)			
Wiring the Rack			
Study the Wiring Diagram.			
Verify you have all of the cables that are sold on the contract and understand their intent.			
If you have any questions, verify with Sales Engineer			
Start making the internal rack connections. General Rule of Thumb - All internal wiring comes from the lacing bar above the device and all external wiring comes from the lacing bar below (This is a general rule of thumb, exceptions are always acceptable if it makes the rack wiring look nicer)			
All Low Voltage wiring should be routed on the left side of the rack (if looking from the back) All high voltage wiring should be routed on the right side of the rack (if looking from the back).			
Run all wiring behind the side doors. No wiring should be down the back.			
Where possible, use velcro - zip ties are ok, if you understand how much pressure the zip ties can affect the wire you are lacing up.			
Wire the external wire harness that will connect to the house Home Runs.			
Wiring Considerations			
Use correct color ethernet cables as noted on schematic			
Use Blue Ethernet cables for all Video Feeds (VOIP and HdBaseT)			
Use Black 14/4 or 16/4 for all External Speaker Wiring and follow Neutrik Diagram			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
	Programmer	Program Rack and Test	