Checklist Template

Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Rack QC	6-6-24	1

Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)

Project Based

Checklist Description

Rack QC Checklist

Who's Involved		When is the checklist needed?	
Name	**Department or Function**	**Example: Phase completion, proposal created, etc.**	
	Field Tech/PM/Programmer	During Rack QC	

What are the items?

Item	Completed
Verify "Build Rack" Checklist is complete	
Verify "Test Rack" Checklist is complete	
Verify Acutal Rack Matches Rack Diagram - If not, send updates to Designer for Documentation Modifciation	
Verify Rack Wiring Standards are met	
Verify all connections are labelled	
Verify all power connections are labelled	
Verify Power is running on one side rack and AV/Data/Control is running on opposite Side	
Verify All components are attached and safe for transport	
Verify One-Touch Automation Logo Plate is installed on front of rack	

Who does the process transfer to next?

Name	Department or Function	Milestone
	PM	Schedule UX Meeting