

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
One Touch Automation	Trim Equipment Prep	6/12/24	V1
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Project Based			
Checklist Description			
Basic guidance for preparing for the start of trim out.			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
Technician	Technician	Prior to Trim phase work beginning	
What are the items?			
Item			Completed
Review D-Tools contract and/or task list for scope of work			
Gather all necessary tools, small non-inventory parts needed for trim out work			
Grab necessary connectors (RJ45, keystones, etc) from staging or inventory and track			
Label/write locations on equipment boxes to prep for on-site install			
Take pictures of the MAC address/UID/Serial #s and post to client slack channel for future adoption noting the location of the device			
If taking equipment for installation, check out equipment from staging.			
Who does the process transfer to next?			
Name	Department or Function	Milestone	
Technician	Technician	Execute Trim	