Reneal International Education Outreach Inc.
School Installation Plan

06 October 2025

Checklist for Installation Plan
School : Mwapachu

📍 -5.1276, 39.0901

List	Check
1. Review "Box Notes" to see if there is anything special that must be done at this school or with these laptops	✓
2. UPS should be charged for 12 hours before it is used the first time	✓
3. Server and power cord for server	✓
4. Donation letter (2 copies, one for school and one for Reneal)	✓
5. Keyboard	✓
6. Monitor screen, monitor stand (1 or 2 pieces), power and VGA cords for monitor	✓
7. Network switch and power cord	✓
8. 20 laptops and 20 laptop adapters	✓
9. 21 mice	✓
10. UPS – depending on the UPS, you may also need 3 special UPS cords (for server, monitor, and network switch) OR a multiplug	✓
11. Voltage stabilizer	✓
12. 5 extensions	✓
13. Cat6 cable	✓
14. Installation supplies: RJ45 connectors, zip ties, tape, pens, cable clips, screws for mounting the switch	✓
15. Repair supplies: CMOS batteries, copper tape, electrical tape	✓
16. Personal tool kit	✓
17. Power meter	✓
18. Hammer and drill	✓
19. T-shirts for Head-of-School and Super Users	✓
20. Take the school coordinates	✓
21. Remind computer teacher to create teacher and student spreadsheets	✓

Other Notes

- Neal usually turns off the power supply switch on each server, so you may need to turn it on before you start the server.
- Since Neal has put security stickers on the server, do not open it unless you experience problems.
- If the server does not start properly, take off the cover and check the power connectors to the motherboard, the hard disk and DVD connections, make sure the RAM is inserted fully, and check the network cards to make sure they are inserted completely.
- I have the specifications for all of the laptops in a spreadsheet. Please leave the blue tape with the number on the laptop, for identification. "AS" with a number means the laptop/adapter was donated by Apto Solutions.