



Reneal International Education Outreach Inc.
School Installation Plan

26 September 2025

Checklist for Installation Plan
School : Songwe

-8.94999, 33.24224

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

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/adaptor was donated by Apto Solutions.

