**Lab Expansion Checklist**

There are five schools that will have their labs expanded to more than 22 clients, so they will need a bigger network switch and more student accounts: Einoti, Mwandet O-level, Kiranyi, Kimnyaki, and Mringa.

|  |  |  |
| --- | --- | --- |
| **Task** | **Details** | **Completed?** |
| Prepare equipment at RO | At RO: Prepare the equipment to take (details below) |  |
| Remove old switch | Remove the old 24-port switch from each of these schools and take to RO for safe storage |  |
| Mount new switch | Mount the 48-port switch  *CAUTION: The 48-port switches are very heavy. They must be mounted securely to the wall, or they can be placed on a table near the server if they are too heavy to screw on the wall.* |  |
| Update number of students accounts on server | Run the runner file from Neal to increase the number of student accounts that are built on the server to 40 |  |
| Add cables | Add cables for the new laptops |  |
| Set up and test laptops/mice | Install extensions, laptops, adapters, and mice, and make sure they are working |  |
| Get signature on donation letter | Provide one copy to David and one copy to Head of School |  |
| Take and store old switch at RO | At RO: Safely store old 24-port switch for Phase 2 projects |  |

| **Destination** | **Box** | **Item** | **Quantity** |
| --- | --- | --- | --- |
| Einoti Secondary School | K | Laptop | 10 |
| K | Laptop adapter | 10 |
| K | Mouse | 17 |
| L | Laptop | 7 |
| L | Laptop adapter | 7 |
| V | Network switch, 48-port | 1 |
| RO | Extensions | 5 |
|  |  |  |  |
| Kimnyaki Secondary School | M | Laptop | 10 |
| M | Laptop adapter | 10 |
| M | Mouse | 10 |
| V | Network switch, 48-port | 1 |
| RO | Extensions | 3 |
|  |  |  |  |
| Kiranyi Secondary School | N | Laptop | 10 |
| N | Laptop adapter | 10 |
| N | Mouse | 10 |
| V | Network switch, 48-port | 1 |
| RO | Extensions | 3 |
|  |  |  |  |
| Mringa Secondary School | O | Laptop | 9 |
| O | Laptop adapter | 9 |
| O | Mouse | 9 |
| O | Keyboard | 1 |
| V | Network switch, 48-port | 1 |
| RO | Extensions | 3 |
|  |  |  |  |
| Mwandet Secondary School | P | Laptop | 10 |
| P | Laptop adapter | 14 |
| P | Mouse | 14 |
| Q | Monitor/stand/pwr cable/HDMI cable [A-level lab] | 1 |
| Q | Laptop | 4 |
| V | Network switch, 48-port | 1 |
| RO | Extensions | 3 |