



LAN ROOM CHECKLIST

Information Technology Division (ITD)
International Islamic University Malaysia

Version: 0
Revision: 0
Effective Date:

Instructions: Sections A and C are to be completed, only fill in the necessary information in section B; verification is filled by the DO or assistant manager/manager.

Section A: Room details

LAN ROOM NAME:	
PERFORMED BY:	
PERFORMED HP NO.	
TICKET NO:	
DATE OF REPORT:	

ENVIRONMENT	CHECKLIST REMARK
TEMPERATURE (HOT/ OK, IF HOT PLEASE OBSERVE COND)	
HUMIDITY (CHECK FOR LEAKING/ MOIST SURFACES/ MOSS GROWTH)	
ROOM TIDINESS (FLOOR/UNWANTED ITEMS)	
CABLE MANAGEMENT	
FIRE SAFETY (IS THE CLOSEST EXTINGUISHER WITH A PIN/SMOKE DT.)	
CEILING PANELS / CEILING CONDITIONS	

Section B: Inventory

ITEM	QUANTITY	CHECKLIST REMARK
PROJECT SWITCHES (9200L 24PoE+ 4xSFP+)		
NON-PROJECT SWITCH		
UPS		
PATCH PANEL (SINGLE-MODE)		
PATCH PANEL (MULTI-MODE)		
AIRCOND		
EXTENSION / RACK POWER POINTS		
WALL POWER POINTS		
LIGHT		
RACKS		
DOOR LOCK		
GRILL LOCK / FINGERPRINT LOCK		
PAD LOCK		

Section C: Approvals

Verified by
Name:
Position:
Department:
Date:

Form Guidelines:

Preparation

- a) Gather Tools and Equipment: Ensure you have all necessary tools and equipment, including the maintenance checklist form, cleaning supplies, cable ties, and any required replacement parts.
 - b) Safety First: Wear appropriate safety gear and ensure the power supply is turned off for any equipment you will be directly working on.
 - c) Please provide pictures where remarks are hard to explain
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Inspect and Record Environmental Conditions

- a) Temperature: Check and record room temperature.
 - b) Humidity: Look for leaks or moisture, record findings.
 - c) Room Tidiness: Clean the room, remove unwanted items, and record tidiness.
 - d) Cable Management: Inspect and organize cables, record any issues.
 - e) Fire Safety: Check the fire extinguisher, record its status.
 - f) Ceiling panels: check if the panels are missing or unusable.
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Record Inventory

- a) Project Switches (9200L 24PoE+ 4xSFP+): Check and record status and capacity.
 - b) Non-Project Switch: Check and record status and capacity.
 - c) UPS (Uninterruptible Power Supply): Check and record status and capacity.
 - d) Patch Panels (Single-Mode and Multi-Mode): Verify, record condition and connections.
 - e) Air Conditioning: Check and record functionality.
 - f) Extension/Rack Power Points: Verify and record condition.
 - g) Wall Power Points: Check and record functionality.
 - h) Lights: Check and record operational status.
 - i) Racks: Inspect and record accessibility amount and organization.
 - j) locks: check if present and functionality
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Report

- a) Complete Form: Document all observations and actions taken.
- b) Review and Approval: Submit the form for review and obtain infrastructure 1 delegated officer's or officer's approvals and signatures.
- c) Follow-Up Actions: Record any issues needing further action and monitor their resolution.