



## Sample Site Log and Preinstallation Task Checklist

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The Site Log provides a record of all actions related to installing and maintaining the Cisco Prime NAM 2404 appliance. Keep the log in an accessible place near the appliance chassis so that anyone who performs tasks has access to it. Site Log entries might include the following:

- Installation progress—Make a copy of the appliance Installation Checklist (see [Sample Preinstallation Task Checklist, page D-3](#)), and insert it into the Site Log (see [Sample Site Log, page D-1](#)). Make entries as you complete each task.
- Upgrade, removal, and maintenance procedures—Use the Site Log as a record of ongoing appliance maintenance and expansion history. Each time a task is performed on the appliance, update the Site Log to reflect the following information:
  - Installation of new adapter cards
  - Removal or replacement of adapter cards and other upgrades
  - Configuration changes
  - Maintenance schedules and requirements
  - Maintenance procedures performed
  - Intermittent problems
  - Comments and notes

### Sample Site Log

[Table D-1](#) shows a sample site log. Make copies of the sample or design your own site log to meet the needs of your site and equipment.



## Sample Preinstallation Task Checklist

Part of your site preparation includes reviewing a preinstallation checklist of tasks and considerations that need to be addressed and agreed upon before proceeding with the installation. This is an example of a preinstallation checklist:

1. Assign personnel.
2. Determine protection requirements for personnel, equipment, and tools.
3. Evaluate potential hazards that might affect service.
4. Schedule time for installation.
5. Determine any space requirements.
6. Determine any power requirements.
7. Identify any required procedures or tests.
8. On an equipment plan, make a preliminary decision that locates each Cisco Prime NAM 2404 appliance that you plan to install.
9. Read this hardware installation guide.
10. Verify the list of replaceable parts for installation (screws, bolts, washers, and so on) so that the parts are identified.
11. Check the required tools list to make sure the necessary tools and test equipment are available.
12. Perform the installation.

