



## APPENDIX **E**

### Site Log

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A site log provides a historical record of all actions relevant to the CMTS operation and maintenance. Keep your site log in a common place near the chassis where anyone who performs tasks has access to it. Site log entries might include the following:

- Installation progress—Make a copy of the Installation Checklist and insert it into the site log. Make entries on the Installation Checklist as each procedure is completed.
- Upgrades and removal/replacement procedures—Use the site log as a record of system maintenance and expansion history. Each time a procedure is performed on the system, update the site log to reflect the following:
  - Port adapters installed, removed, or replaced
  - Power supply removed or replaced
  - Chassis replaced
  - Configuration changed; port adapters or cable modem cards moved
  - Software upgraded
  - Corrective maintenance procedures performed
  - Intermittent problems
  - Related comments

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

