



# APPENDIX **B**

## Site Log

---

The site log provides a record of all actions related to installing and maintaining the CSACS-1121 Series appliance. Keep the log in an accessible place near the appliance chassis so that anyone who performs tasks has access to it. Use the installation checklist (see the [Installation Checklist, page 3-13](#)) to verify the steps for the installation and maintenance process of your appliance.

Site Log entries might include the following:

- Installation progress—Make a copy of the appliance installation checklist, and insert it into the site log. 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:
  - Configuration changes
  - Maintenance schedules and requirements
  - Maintenance procedures performed
  - Intermittent problems
  - Comments and notes

[Table B-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.

**Table B-1**      **Site Log**

<b>Date</b>	<b>Description of Action Performed or Symptom Observed</b>	<b>Initials</b>
<i>Date</i>	<i>Description</i>	
<i>Date</i>	<i>Description</i>	
<i>Date</i>	<i>Description</i>	

