



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 1-13](#)) 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**

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

