

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**LAN Physical Checklist**

Computers and Workstations:

- Nova desks are not broken
- Chairs are not broken
- Inventory is secured and checked
- Any equipment moved from the room require sign out
- Each computer is secured to the workstation and are tamperproof
- An individual technician has been identified to fix computer problems
- All equipment have identifying marks that show organization ownership

Copiers:

- Are photocopiers, printers, and scanners kept in an open area

Documents:

- Are all papers copies of sensitive information shredded before being discarded

Lights:

- Security light is on when lights are turned off
- Emergency exit light works

Fire:

- Fire exit sign posted
- Fire extinguisher has proper pressure
- Fire extinguisher is mounted
- Fire suppression system certified by inspector once a year
- Fire suppression systems inspected monthly and their tags initialed
- Fire drills are conducted quarterly
- Emergency phone numbers posted visibly

Power:

- Each computer has a surge protector
- All electrical devices are plugged into a surge protector
- No piggy backing of surge protector
- Power cords are not hot or frayed
- None of the equipment cases are broken
- Power cords and network wires are not presenting a trip hazard

## Company Confidential

### Projector:

- Projector is secure

### Room:

- Walls go to the ceiling so individuals cannot climb over them
- Secure documents are not laying out on the desktop

### Server:

- Server has secure password
- Servers are secured to their 19" rack or table
- Servers have UPS power backup
- Server is secured to workstation

### Windows and Doors:

- Door are lockable
- Windows are locked
- Blinds are down at the end of the day
- Room has number identifier but does not point to secure documents
- Only approved staff has keys to the room
- Doors are fireproof
- Emergency exits and aisle are not blocked