Technology Room 12-Point Snap Inspection

SNAP INSPECTION

Whether you know them as MDFs, IDFs, CERs, or some other acronym, the spaces dedicated to **housing IT equipment** are among the most important in your district when it comes to maintaining digital connectivity among and between systems such as security, instructional tech, and wireless.

The following visual inspection of your closest Technology Room can be conducted in less than 5 minutes to give you an idea as to the current condition of some of your district's most important spaces.

Instructions

Go to a space in your building that houses IT equipment. Check the "Yes" box when any of the criteria is observed and "no" if it is not.

What You'll Need

- ☐ A hard-copy printout of this form
- ☐ A pencil or pen
- ☐ A tape measure (min. 10')
- ☐ A step ladder if the ceiling is not open to the deck above
- ☐ Access to your closest MDF, IDF, or other space housing IT equipment
- ☐ Permission from IT staff or district management to access the space if it is locked

IT Equipment Space Building & Room No.:

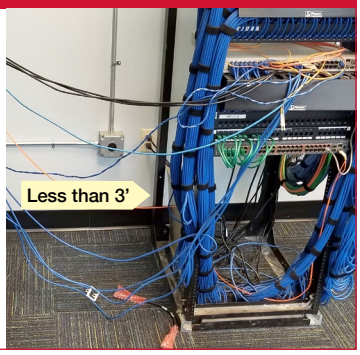
1. ROOM SIZE

Minimum of 3' of clearance to front and back of all racks.

Your Space: Measure the clearances from the front and back of all racks. Is there 3' of available space?

☐ yes ☐ no

poor conditions example ▶



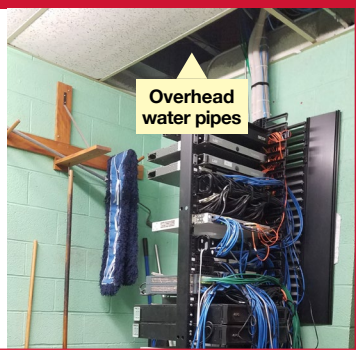
2. ENVIRONMENT

There is hallway access and no overhead utility pipes.

Your Space: Is there both access to a hallway and no utility pipes above the racks?

☐ yes ☐ no

poor conditions example ▶



3. SECURITY

Secure/dedicated space or locked cabinet.

Your Space: Is the rack in a secure, locked room or cabinet?

☐ yes ☐ no

poor conditions example ▶

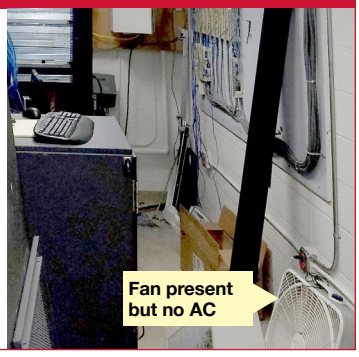
4. ENVIRONMENTAL CONTROLS

Independent controls in the same room as the rack(s).

Your Space: Is there an air conditioning unit installed in the room with its own controls?

☐ yes ☐ no

poor conditions example ▶



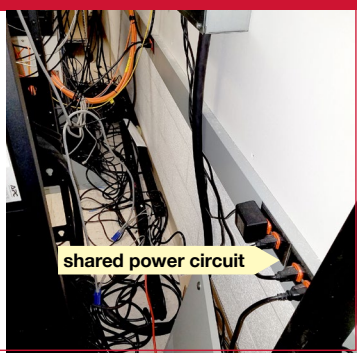
5. DEDICATED POWER

Dedicated power source with labeled circuit IDs.

Your Space: Is there a dedicated power source in the room, and are outlets clearly, consistently labeled?

☐ yes ☐ no

poor conditions example ▶



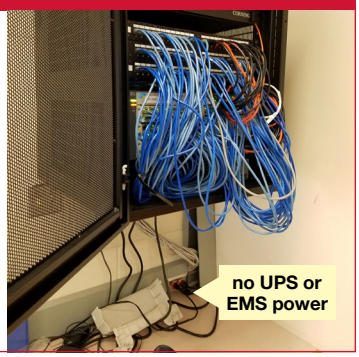
6. UPS/EMS POWER

Including backup power source.

Your Space: Is there emergency backup power available?

☐ yes ☐ no

poor conditions example ▶



continued on next page

7. GROUNDING INFRASTRUCTURE

A grounding busbar is installed near the electric panel.

Your Space: Is there a busbar (typically a copper plate with wires) installed near the electric panel?

☐ yes ☐ no

poor conditions example ▶

8. DIVISION 27 FIT OUT

Overhead cable pathways present.

Your Space: Are the horizontal overhead cables neatly installed in trays?

☐ yes ☐ no

poor conditions example ▶

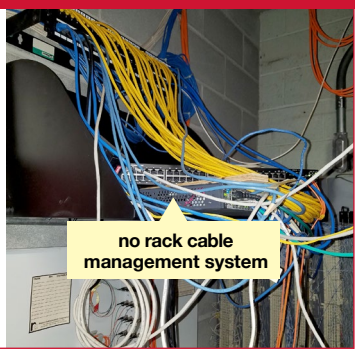
9. CABLE TERMINATION AND MANAGEMENT

Adequate cable management at racks.

Your Space: Is a cable management system present?

☐ yes ☐ no

poor conditions example ▶



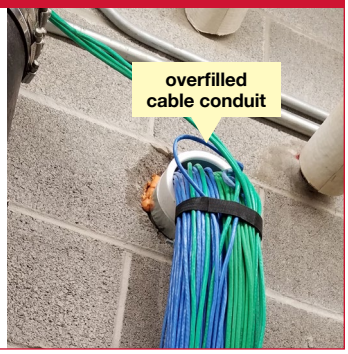
10. ROOM CONSTRUCTION

Walls extend to deck with adequately sized cable conduits that are firestopped.

Your Space: Are conduits correctly sized for the cable quantities they house?

☐ yes ☐ no

poor conditions example ▶



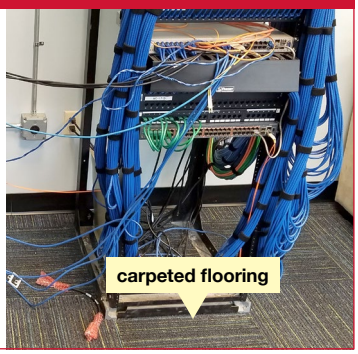
11. VCT FLOORING

Vinyl-coated, anti-static tile is installed as flooring.

Your Space: Is the flooring vinyl, anti-static tile?

☐ yes ☐ no

poor conditions example ▶



12. CEILING

Open to the deck with a minimum of 10' vertical space.

Your Space: Is the ceiling open to the deck of the floor above and is there at least 10' of vertical space?

☐ yes ☐ no

poor conditions example ▶

Grading Your TR Snap Inspection

1. For every "yes"answer, give the space (1) point.
2. Add up the total score and enter it in the appropriate position in the chart at right.

Need some outside guidance?

Visit our website for information about our technology planning services or call **585.286.4500** to discuss your district's technology challenges.

Score Interpretation

12 – 10 = TR is in excellent shape.
9 – 7 = TR could use some improvements.
6 – 3 = TR needs major improvements.
3 – 0 = TR needs to be rebuilt or relocated.

For more information on TRs, view our Technology Rooms Gone Bad informational PDF.

Archi-Technology Technology Consultants LLC

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