RESOURCE LIBRARY - IT TECHNOLOGY
IT Project Status Checklist

Project Name: _____

Location: _____

Conducted by: _____

Handed over to: _____

Date: _____

Check	Result	Comments
Technical Specifications for Structure Cabling sent by Management Company	☐ Yes ☐ No	
Network submittal Received	☐ Yes ☐ No	
Network Submittal Finalized	☐ Yes ☐ No	
ELV drawings received	☐ Yes ☐ No	
Feedback on ELV Drawings Sent by Management Company	☐ Yes ☐ No	
ELV drawings finalized	☐ Yes ☐ No	
On site cabling Implementation Status	☐ Not Started ☐ Started ☐ Finalized	
Structures Cabling Contractor Contacts details	Name: Tel: Email:	
Network Active Components Submittal Received	☐ Yes ☐ No	
Brand of Active Network Components	☐ Cisco ☐ HP ☐ Alcatel ☐ 3Com	

	☐ Nortel ☐ Others	
Network Active Components installation Started	☐ Yes ☐ No	
IP Network Contractor Contact Details	Name: Tel: Email:	
Telecommunication Technical Specification sent by Management Company	☐ Yes ☐ No	
Telecommunications System Submittal Received	☐ Yes ☐ No	
Brand of PABX System	☐ Cisco ☐ Avaya ☐ Others	
Brands and Models of Guest Telephones as per Management Company requirements	☐ Yes ☐ No	
Brands and Models of Admin Telephones as per Management Company requirements	☐ Yes ☐ No	
IPTV System Technical Specification sent by Management Company	☐ Yes ☐ No	
IPTV & Digital Signage Systems Submittal Received	☐ Yes ☐ No	
Brands and models of TV sets and IPTV System		
IP TV Contractor Contact Details	Name: Tel: Email:	
TV System Design	☐ Full IP ☐ Coaxial converted to IP ☐ IP Channels From ISP ☐ Head End Exists	
Wireless Network Coverage Area	☐ Full Wireless ☐ Public Areas ☐ Guest Rooms ☐ Back of the House	

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	☐ Terrace Areas	
Submittal for Wireless Network received	☐ Yes ☐ No	
Wireless Solution Brand	☐ Cisco ☐ HP ☐ Aruba	
Physical Site visit done by the Wireless Network Contractor	☐ Yes ☐ No	
Computer and Communications room Technical Specification Sent	☐ Yes ☐ No	
Locations of Computer, Communications and ISP rooms decided	☐ Yes ☐ No	
Layout of Computer and Communications room done	☐ Yes ☐ No	
Door Lock System Technical Specifications Sent by Management Company	☐ Yes ☐ No	
Door Lock System Submittal and BOQ Received	☐ Yes ☐ No	
Door Lock System Brand and type	☐ Interel ☐ Others	☐ Online System ☐ Offline System ☐ Magstrip System ☐ Proximaty System
UPS Technical Specifications Sent by Management Company	☐ Yes ☐ No	
UPS requirements are met	☐ Yes ☐ No	
Pre-opening Office plan & requirements done	☐ Yes ☐ No	
Status of Pre-opening Office	☐ Equipments ordered ☐ Not Started ☐ Building not ready yet ☐ Completed	
Building Status	☐ Computer Room Ready ☐ Reception Ready ☐ Administration offices ready ☐ Rooms Ready ☐ Restaurants Ready	
Meeting Room	☐ Ceiling speakers ☐ Power Amplifier	

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	☐ Projector ☐ Interactive white board ☐ Digital Signage ☐ Equipment Rack ☐ Smart TV 55 inch or above ☐ Wireless Handheld microphone ☐ Cabling	
Media Hub	☐ Yes ☐ No	
Media Hub Brand		
Room Management System	☐ Yes ☐ No	
Room Management System Brand		
Internet Solution	☐ Yes ☐ No	
Digital Signage	☐ Yes ☐ No	
Digital Signage Brand		
Gym Display Interface with IPTV	☐ Yes ☐ No	

Notes:

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