**TOOLS USED IN COMPUTER LAB**

There are several prerequisites involved in setting up a computer lab. You can ensure that the room and necessary infrastructure are ready for your new lab.

1. Room Readiness:

* Electrical Supply: Verify the electrical supply is adequate for the anticipated load.
* Electrical Outlets: Two (2) outlets per workstation (computer and monitor).

1. Network

* Network Infrastructure: Verify there are adequate switch ports in the IDF closet to accommodate the number of computers (one port per computer).
* Network Cabling: Verify there are adequate network connections. If new cable is being run, install two (2) network cables per workstation.

1. Furniture Tables:

* Tables should face the same direction.
* Cable Management: All tables must have wire management to avoid cables being run across the floor.
* Chairs: One per workstation.
* Lockdowns: All computers must be locked down.

1. Computers

* Hardware Computers: District standard computers must be ordered. Monitors: District standard monitors must be ordered.
* Software Any additional software that is needed for the lab must be approved and purchased. Standard software such as Microsoft Office and antivirus software is already included under the District’s master licenses.

1. Optional Items

* Lab Printer:
* Networked printer Data Projector: Ceiling-mounted with brackets and installation (preferred) or locked down to a cart.