

Computer Lab Development Checklist

Fixed Price / Unit

Complete √	Item Description	Item Cost	Qty	Ext. Cost
	DPS Standard Dell Desktop Computer			0
	Computer Installation (included w/equipment order)			0
	DPS Standard Dell Laptop Computer			0
	Lockdown Devices			
	Desktop Lockdown			0
	Laptop Lockdown			0
	Fixed Price Total:			0

Variable Price / Unit

Complete √	Item Description	Required?	Qty	Unit Cost	Ext Cost
	Room Preparation				
	Removal of Existing Equipment from room <i>(Removal from building requires approval through normal DPS procedures)</i>				
	Removal of Existing Furniture from room <i>(Removal from building requires approval through normal DPS procedures)</i>				
	Removal of Debris				
	Room Preparation Subtotal:				
	Networking				
	Cable Drops (CAT5e, fiber, etc.) Terminated in Wall or Floor Jack (per BSCI Standard)				
	From Lab to IT approved MDF/IDF - Plenum Rated: Y / N <i>(Circle One)</i> Type: _____				
	From Workstations to Local Switch - Plenum Rated: Y / N <i>(Circle One)</i> Type: _____				
	CAT5e Patch Cables <i>(workstations, printers, patch panel, etc.)</i>				
	Length: _____				
	Length: _____				
	Length: _____				
	Length: _____				
	Surge Protectors <i>(1000 Joule Minimum)</i>				
	Length: _____				
	Length: _____				
	Length: _____				
	Network Switch <i>(8 port, 16 port or 24 port)</i> <i>(No FAN Cooled Units)</i> <i>(Contact DPS IT when more than 24 total ports are necessary)</i>				
	Other <i>(Raceway, etc.)</i> : _____				

	Networking Subtotal:				
	Miscellaneous Equipment				
	Server: _____				
	Fax: _____				
	Scanner: _____				
	Multifunction Device: _____				
	Telephone: _____				

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Complete √	Item Description	Required?	Qty	Unit Cost	Ext Cost
	Television / VCR: _____				
	Video Conferencing Equipment: _____				
	White Board: _____				
	Smart Board: _____				
	Bulletin / Cork Board: _____				
	Storage Cabinets / Shelves for misc equipment: _____				

	Other: _____				

	Miscellaneous Equipment Subtotal:				
	Printing				
	Network Printer <i>(All classroom / lab printers must be network model laser printers)</i>				
	Make: _____ Model: _____				
	Make: _____ Model: _____				
	Make: _____ Model: _____				
	Printing Subtotal:				
	Projection				
	Projector				
	Make: _____ Model: _____ Lumens: _____				
	Projector Installation (<i>mounting, labor, parts, etc</i>): _____				
	Extra Bulbs				
	Projection Screen				
	Make: _____ Model: _____ Size: _____				
	Screen Installation (<i>mounting, labor, parts, etc.</i>): _____				
	Projection Subtotal:				
	Software				
	Standard DPS Software <i>(No additional charge when standard PC purchased through Dell)</i>				
	Microsoft Windows XP				
	Microsoft Office Professional				
	Microsoft Publisher				
	Symantec Anti-Virus Corporate Edition				
	Adobe Acrobat Reader				
	Additional DPS IT Management Tools				
	Absolute				
	Approved Academic Software in the Basic Image				
	Additional Curriculum or Classroom Management Software (<i>describe</i>):				
	1. _____				
	2. _____				
	3. _____				
	4. _____				
	5. _____				
	6. _____				
	Software Subtotal:				
	Furniture				
	Teacher Workstation (<i>describe</i>):				

	Teacher Chair (<i>describe</i>):				

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Complete √	Item Description	Required?	Qty	Unit Cost	Ext Cost

	Student Workstations (<i>describe</i>):				

	Student Chairs (<i>describe</i>):				

	Furniture Subtotal:				
Electrical					
	Demolition				
	Installation (<i>Parts, Labor, etc.</i>): _____				

	Electrical Subtotal:				
Flooring					
	Carpet				
	Tile				
	Other: _____				

	Flooring Subtotal:				
Walls					
	Paint				
	Art				
	Other: _____				

	Walls Subtotal:				
Construction					
	Security				
	Door Security: _____				
	Alarm System: _____				
	Window Security: _____				
	Construction Subtotal:				
HVAC					
	Addition or modification of HVAC for room (<i>describe</i>):				
