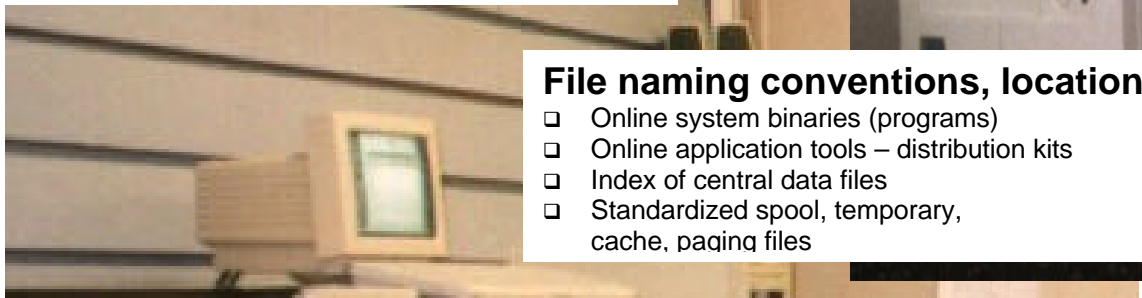# Facilities Management

Product Prerequisites

Licences and documentation

- System software licences review/quantify
- Software licences – Applications: review/quantify
- Anti-virus licence subscription management   ie: Vet
- Site documentation – Network layout
- Site contact details for emergency access
- Communications layout documentation
- Internet configuration and ISP / Server settings
- Remote access software – licence   ie: PCAnywhere
- Remote access documentation for online support
- System and data backup / recovery software licences ie: Veritas
- Critical system mirroring / recovery software licences   ie: Ghost

File naming conventions, locations

- Online system binaries (programs)
- Online application tools – distribution kits
- Index of central data files
- Standardized spool, temporary, cache, paging files

Emergency SYSTEM recovery

- Onsite bootable system backup
- Offsite bootable system archive
- IDE disk caddies (2)
- Disk / partition Copying software
- Procedure documentation
- Training

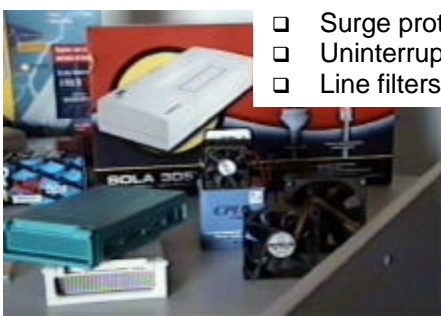## DATA Backup, archiving, recovery

- 4mm DAT tape drive
- External SCSI enclosure and cables
- Backup/recovery software (tape)
- Cleaning Tape
- 4mm DAT tape media
- Tape log
- Procedures documentation
- Training

Cleaning, safety and protection
refer to PREVENTATIVE MAINENANCE SCHEDULE for on-going servicing of FANS and cables

- Surge protection for non-critical items
- Uninterruptable Power Supply for servers
- Line filters for communications services

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