New Computer Lab
Setup Requirements

There are several prerequisites involved in setting up a computer lab. By following this document, you can ensure that the room and necessary infrastructure are ready for your new lab.

As rooms and situations vary, always contact the ITS Helpdesk to request a physical assessment of the room to identify challenges and prerequisites before ordering computers. This will ensure that you are prepared to address the necessary concerns and expenses involved in turning a classroom into a computer lab, which will help ensure successful completion of your project.

Room Readiness

**Electrical**

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

**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.
- **IDF:** In some cases, a new IDF may have to be established in or near the lab. If this is the case, fiber must be pulled to the new IDF, and network switches must be enclosed in an IDF cube for security and noise control.

**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.
- **ADA Considerations:** There must be ample space for a wheelchair to turn around between rows.
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.

**Accessories**

- **Power Strips**: Ensure adequate outlets and cable length. Note that power strips may not be daisy chained, per fire code.
- **Network “Patch” Cables**: Two (2) per computer – one for the computer, and one for the patch panel, plus two (2) more for each printer or other network devices

**Optional Items**

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

ITS will help you gather the necessary quotes for equipment and services to make sure your project is successful.

**ITS Helpdesk**
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