



This Computer Assembly review checklist is used to ensure that all the customer's requirements for a final finished computer are implemented and tested.

Customer: \_\_\_\_\_

Quotation: \_\_\_\_\_

Build Tech: \_\_\_\_\_

Date Finished: \_\_\_\_\_

Part Number: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Pre-Build Activities:	Completed:	Notes:
Review quotation, build order and purchase order for accuracy and consistency. Immediately report any errors to sales person and have corrections implemented before continuing.		
Have someone else pull parts and verify that parts pulled match parts on build order.		
Review order and special notes to ensure that any special requests are implemented.		

Chassis Inspection:	Completed:	Notes:
Visually inspect chassis per Workmanship Standards Procedure. Look for abrasions, dents, scuff marks, scratches, flaking paint, etc. Report any non-conformities to quality.		
Check screws for tightness and tighten all screws if necessary.		
Check front door and lock for functionality.		



Assembly:	Completed:	Notes:
Install components onto motherboard before installing in chassis. This includes processor, RAM, and CPU cooler.		
Add RTV Silicone to CPU cooler for push pin mountings.		
Install components into drive bay mounts as listed on build order.		
Assemble all components per the appropriate chassis integration procedure.		
Check rear ports and I/O shield for alignment. Ensure all ports are open and unobstructed.		
Install any add-in expansion cards. Check for installation notes on build order or quotation.		

Final Checks & Testing:	Completed:	Notes:
Check functionality of power and reset buttons.		
Check functionality of LED lights		
During boot, a screen will come up showing active SATA port connections. Make sure that the active SATA ports correspond to the number of drives installed in the computer and that they are connected in logical order. SATA 1 on motherboard should connect to the first hard drive or SATA 1 port on removable hard drive bay. SATA 2 to second hard drive or SATA 2 port on removable hard drive bay, and so on.		
Verify all fans are spinning and function as intended.		
Update BIOS to most recent version or any special version listed on build order or quotation.		
Run Memory test and print report.		



Install loopback device on COM ports prior to burn-in test.		
Run Burn-in test and print report.		
Install base operating system, if applicable.		
Install / update device drivers.		
Install latest Windows Updates, if applicable.		