Precaution measures

- Offices with digitalization equipment shall be locked to prevent theft and other risks.
- Digitalization equipment shall not be placed next to air conditioners as humidity and heat can shorten the life of internal components.
- Users shall not eat, drink or smoke next to digitalization equipment as these may cause safety risks.
- Only suitable cleaning tools shall be used when cleaning computer keyboards, screens, printers and other digitalization equipment.
- Whenever possible, digitalization equipment shall not be connected to the same electric power as other power consuming devices.
- All other digitalization equipment taken into government premises shall be identified and recorded at the entrance security checkpoint.

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