Site Survey Worksheet

TELECIS ACADEMY · FIELD DOCUMENT
TSS-01 · REV 1.0
Reproduce within your organisation for project use

The capture sheet for a first visit. Complete on site; the architecture and the bill of materials follow from what is written here.

Client		Site / building	
Room		Survey date	
Surveyed by		Ceiling height / rack location	

SOURCES

DEVICE	OUTPUT	MAX FORMAT	LOCATION	PROTECTED CONTENT?

DISPLAYS & DESTINATIONS

DISPLAY / DESTINATION	INPUT REV.	NATIVE RES.	LOCATION	DISTANCE FROM RACK

CABLE PATHS & CONTAINMENT

Longest run (m)		Containment available	
New cabling possible		Wall-plate positions	
Fibre available / possible		Notes	

NETWORK (FOR AV-OVER-IP)

Network owner (AV / IT)		Dedicated AV VLAN possible	
Switch make / model		10G ports available	
IGMP snooping / querier		PoE budget	

AUDIO & CONTROL

Programme audio destination		Microphones / DSP	
Dante present		Control surfaces required	
Existing control system		RS-232 / IP access	

POWER & ENVIRONMENT

Rack power (sockets / UPS)		Ventilation	
Ambient noise constraints		Access / working hours	

SURVEYED — SIGNATURE / DATE

NEXT ACTION / RETURN DATE