

# IntegrateXpress - General Site Survey Checklist

Field infrastructure: cabling, closets, cameras, alarms, and telecom build-outs

Use this checklist during a walkthrough of any commercial facility. Check each item as you go. For a professional assessment, contact IntegrateXpress at (585) 957-4132 or Services@IntegrateXpress.com.

Site / facility: \_\_\_\_\_

Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Contact: \_\_\_\_\_

## Before the visit

- Confirm site address, contacts, and access hours
- Identify facilities lead and on-site escort
- Notify security / building management of walkthrough
- Gather existing floor plans or as-built drawings (if available)
- List known project goals: cameras, alarms, cabling, closets, relocation, fix work

## Facility access & safety

- Note entry points, loading areas, and roof / ladder access needs
- Confirm PPE requirements and lock-out areas
- Document ceiling types (drop ceiling, open deck, conduit paths)
- Note areas that require after-hours or escorted access

## Telecom rooms & closets

- Locate MDF / IDF rooms and telecom closets
- Photo each room: racks, patch panels, power, cooling
- Measure available rack space and cable management
- Check dedicated power circuits and UPS / backup
- Note room temperature, ventilation, and clearance

## Structured cabling & pathways

- Trace existing cable routes: ceiling, wall, floor, underground
- Identify pathway constraints (fire walls, beams, occupied spaces)
- Document distance from telecom room to key areas
- Note existing cable types, labels, and condition
- Flag areas needing new conduit, J-hooks, or cable tray

## Security cameras & CCTV

- Mark priority coverage areas: entrances, parking, registers, perimeters
- Note mounting surfaces (wall, soffit, pole, rooftop)
- Check sight lines, lighting, and obstructions
- Document existing cameras, DVR / NVR location, and spare ports
- Plan cable paths from cameras to head-end equipment

## Alarm systems & access control

- Locate existing alarm panel, keypads, and sensors
- Note doors, windows, and motion zones needing coverage
- Document monitoring provider and account info (if known)
- Check code / insurer requirements for the facility type
- Plan wiring paths for new sensors and keypads

## Power, cooling & environment

- Verify power at equipment locations
- Note HVAC impact on telecom rooms and outdoor gear
- Document moisture, dust, or temperature concerns
- Identify outdoor / weather-rated equipment needs

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## Relocation & rollout (if applicable)

- List equipment to move: phones, cameras, racks, panels
- Note disconnect / reconnect windows and downtime limits
- Document vendor coordination and cutover sequence
- Plan staging area and material delivery access

## Photos & documentation

- Photo every telecom room and closet (wide + detail shots)
- Photo cable pathways and proposed camera locations
- Photo existing alarm and camera equipment labels
- Sketch or mark up floor plan with notes
- Record measurements and counts on this checklist

## Sign-off

- Review findings with facilities contact on site
- Confirm scope priorities and timeline expectations
- Schedule follow-up assessment if areas were inaccessible
- Send scope summary to IntegrateXpress for quote / plan