U.S. General Services Administration

Federal Acquisition Service

Site Survey Template

GSA Transition Coordination Center

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PREPARED FOR

General Services Administration
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The following are procedural guidelines that must be followed when setting up and conducting a site survey.

1. The telecommunications firm will deliver in writing, at least one week in advance of the date it wishes to conduct the site survey, a request to the relevant Customer representative noting the building(s) it would like to visit and stating that the information gathered during the survey will be used to provide telecom service exclusively to Federal customers.

2. The letter provided by the telecommunications firm will also include the name, date of birth, social security number and driver's license number of each of its representatives who will be conducting the survey. Additionally, the letter will provide the name of a contact person; his/her phone number and email address.

3. As cameras are restricted in many federal facilities, a telecommunications firm wishing to have its representatives take photographs during the site survey must put this request in writing to the relevant Customer representative.

4. If appropriate given the security profile of the particular building where a site survey is to be scheduled, a background check will be conducted on the representatives of the telecommunications firm who are seeking entry into the building.

5. While performing the site survey all appropriate templates and checklist should be filled out. This includes the site survey and checklist.

6. The site survey will be scheduled at a time agreeable to the building manager and/or realty specialist.

7. At the time of the site survey, the representatives of the telecommunications firm must provide proper identification, such as a valid driver's license. The on-site Customer representative will verify these are the same individuals whose names were provided in the telecommunications firm's letter requesting the survey.

8. The building manager or his/her designee will accompany representatives of the telecommunications firm throughout their visit to the given building. If appropriate, building security personnel may also be present.

9. Representatives of the telecommunications firm will disturb nothing on site without the consent of the building manager or his/her designee. This includes drilling into the roof, taking photographs, and moving or installing wiring or equipment.

10. Representatives of the telecommunications firm will not distribute information or canvass occupants of the building during the site survey.

11. If a follow-up visit is required, this same procedure will be followed.

Agency Information	
1) Agency:	2) Sub-Agency:
3) Bureau/Division Name:	
4) Site and Agency Hierarchy Code:	5) Street Address:
6) Agency Point of Contact (First and Last Name, Title, Phone, Fax and Email):	
7) Secondary Agency Point of Contact (First and Last Name, Title, Phone, Fax and Email):	
8) Agency Transition Manager (if different than above POCs):	
9) Date and Time of Scheduled Survey and with Whom:	
10) Site Description (include DEMARC location in the building(s) being surveyed):	

11) Environmental:	Yes	No	12) Course of Action	
*Cameras Allowed On-site?	☐	☐	a) Ready for Transition	☐
Building Manager On-site?	☐	☐	b) * Changes necessary for site transition	☐
Secure Premises?	☐	☐	c) * Recommendations	☐
*Appropriate request provided to Agency?			* For b and c please use comments section for explanation	

13) Comments:

Cutover Checklist

I. Building/ Wiring Specifications

Is this a historical building?Y N

Does this site have an asbestos report available? Y N (If yes, provide copy of report.)

Is a floor plan available? Y N

(If so, provide copy of plans. If not, make approximate drawing of space on back or provide a copy of the evacuation plan.)

Provide approximate dimensions and square footage of work room and office space. _____

What type of ceiling in office area? _____ Ceiling height? _____

What type of ceiling in workroom area? _____ Ceiling height? _____

Will cable be run overhead, through floor ducts or cable raceways? _____

Are power poles required? Y N If yes, state quantity and length required: _____

Systems/Modular furniture present? Y N Number of stations:_____ Fed from: ( ) Above ( ) Below

Are conduits available? Y N If yes, size of conduit:_____

Is conduit empty? Y N If not how much space is available? _____

_____

Will core drilling be required? Y N State location, material and thickness to be drilled: _____

_____

_____

_____

Will any fire retardant backboards need to be installed in the MDF/IDF? Y N How many? ____

How many conduits / firewall penetrations requiring fire stop or firebrick are being used? _____

II. New Cable Runs:

Describe type and quantity of new cable requested:

_____# CAT 3 Cable Type ( ) 1Pr ( ) 2Pr ( ) 4Pr ( ) Plenum ( ) Non-Plenum

_____# CAT 5 Cable Type ( ) 1Pr ( ) 2Pr ( ) 4Pr ( ) Plenum ( ) Non-Plenum

_____# CAT 6 Cable Type ( ) 1Pr ( ) 2Pr ( ) 4Pr ( ) Plenum ( ) Non-Plenum

Measure longest and shortest cable runs at location. Provided actual simulated installed length for cable runs.

Longest _____ Shortest _____ Average Run Length _____

Approximately how much cable is required? (Sum total of cable runs in feet) _____

Will wall molding be required? Y N If yes, how much and what type? _____

Will cable removal be required? Y N If yes, number of cables to be removed _____

Number of Information Outlets required: _____ ( ) Simplex ( ) Duplex ( ) Triplex ( ) Quad

Number of surface mount: _____ Number of flush mount: _____

Specify number of voice runs vs. data runs per faceplate if applicable: _____

if CAT 3 cable, terminate with ( ) RJ11 jacks? ( ) RJ45 jacks?

If CAT 5/6 cable, what type of patch panel required? ( ) Rack mount ( ) Wall mount Number of ports:_____

Punched down as: ( ) 568A ( ) 568B

Riser Cable: ( ) 2SPr ( ) 50Pr ( ) 100Pr ( ) 150 ( ) 200Pr ( ) Plenum ( ) Non- Plenum

Length of Riser Cable: _____

III. Reuse Cable:

If reusing cable, indicate type of old cable: ( ) 1 Pr ( ) 2Pr ( ) 4Pr ( ) 25Pr

( ) CAT 3 Cable ( ) CAT 5 Cable ( ) Plenum ( ) Non-Plenum ( ) Other _____

Condition/ age of old cable? _____

How will cable be jacked/ terminated? ( ) RJ11 ( ) RJ45 ( ) RJ3IX for CAT 5: ( ) 568A ( ) 568B

Indicate # of cables to be reused: _____

IV. Fiber:

Is there a fiber requirement? Y N ( ) Single Mode ( ) Multi Mode

If so, how many strand fiber? ( ) 6 ( ) 12 ( ) 24 ( ) Other: _____

What type of termination? ( ) ST ( ) SC ( ) Other: _____

Fiber length in feet: _____

What will fiber connect to? _____

Is Innerduct required? Y N If yes, number of feet required: _____

V. New System Install:

Where will system be installed? (Give room number/ name): _____

Is there adequate space for the system? Y N

Is there adequate ventilation? Y N

Building ground available? Y N

Dedicated power source available? Y N

Battery Backup System Required? Y N If yes, # of hours:

Is RJ2IX in room where phone system is to be installed? Y N If NOT, distance to existing RJ21X

Number of instruments required: ____Single Line _____ Multi Line ____ Multi Line with Display _Other

VI. If Relocating an Existing System:

If relocating an existing system provides Model / and Manufacture: _____

_____# of Stations: _____Single Line _____ Multi Line _____ Multi Line with Display _____Other

Ancillary devices? (Give #): _____ Fax _____Modem _____TDD _____Other

Where will system be installed? (Give room number/ name): _____

Is there adequate space for the system? Y N

is there adequate ventilation? Y N

Building ground available? Y N If NOT, distance to nearest building ground: _

Dedicated power source available? Y N

Battery Backup system required? Y N If yes # of hours: _____

Is RJ2l X in room where phone system is to be installed? Y N If NOT, distance to existing RJ21X: _____

VII. Paging System:

Does it have an existing paging system? Y N Will Paging Interface be required? Y N

Is a new paging system required? Y N

Number of speakers required? _____Horns _____ Bi-Directionals _____ Ceiling/P-Tecs

Approximate speaker cable length required in feet: _____

Are Attenuators required? Y N If yes, give quantity: _____

Are zones required? Y N If yes, give quantity: _____

VIII. Network Upgrade / Install:

Are Local Area Network or Wide Area Network equipment and services required? If Yes, Please fill in this section.

What network equipment exists: ( ) Switch ( ) Hub ( ) Router ( ) Bridge

What style is the existing network equipment? ( ) Standalone ( ) Chassis ( ) Both

How many switch ports exist currently? _____

How many additional ports are needed? _____

What is the bandwidth being delivered to stations? ( ) 10 Mb ( ) 100 Mb ( ) 1 Gb

What is the bandwidth on the backbone (between switches)? ( ) 100 Mb ( ) 1 Gb

What is the bandwidth to servers? ( ) 100 Mb ( ) 1 Gb

What type of cabling is used for LAN services? ( ) Cat 5 / 5e ( ) Cat 6 ( ) Fiber

What types of applications are being used?

( ) Email ( ) Internet Access ( ) File/Print Services ( ) Voice over IP

( ) Video Conferencing ( ) Application Services ( ) Database Services ( ) Other: _____

Is the email server provided: ( ) In House ( ) ISP ( ) WAN / Headquarters

Will the customer (allow / require) a network analysis prior to upgrade / install? Y N

Are there any offsite locations to consider? Y N If Yes, How many? _____

Please attach a list of locations, including the type of service and bandwidth to each.

Does adequate Power and Uninterruptible power exist for additional equipment? Y N

Does adequate Rack space exist for additional equipment? Y N