



Site Information Request Form - Cabling

Branch Site Information:

Branch: _____ Branch Contact: _____
 Address: _____ Cell: _____
 Suite/floor: _____ Other: _____
 City /St/Zip: _____ Email: _____
 Main Phone: _____ Fax: _____

Facility Floor Plan:

- Please provide an electronic (.pdf or .jpg) or hand drawn floor plan listing device (camera, WiFi, network drop) and MDF locations.

Site Pictures:

- Please provide digital pictures of the MDF and areas where equipment would be installed. Pictures should include the proposed location of cameras and/or wireless access points and any back office equipment (DSL modem, UPS, CCTV Server, Ethernet switch, etc.)

Type of Building:

Single Story: _____ Multi-Story / High Rise: _____ Number of floors: _____
 Warehouse: _____ Multi-Bldg. / Campus: _____ Retail / Strip Mall: _____
 Explain: _____

Ceiling Type:

T-Bar / Drop Tile: _____, Hard lid: _____, Lock Tile: _____, Open / no ceiling: _____,
 Access / No Access: _____, Attic / Crawl space: _____, Other: _____
 Explain: _____

Ceiling Height:

Standard 8-9 feet: _____, High Ceiling 12-feet: _____, Retail Ceiling 20-feet: _____,
Warehouse 30-35 ft _____, Scissor Lift Required? _____, Tall Ladders? _____

Explain: _____

MDF / Telecomm Room Requirements:

- MDF Room/ Size: _____ (Wide) X _____ (Long), X _____ (High) _____
- Is there enough space available for the new equipment? _____
- Can we use existing plywood backboard for new equipment? _____
- Do we need new or additional plywood backboard for termination fields? _____
- Are there existing racks, patch panels or termination block available to use? _____
- Type of Racks currently: Floor Mount: _____, How many? _____; Wall-mount: _____, How many? _____
- MDF Floor Type: (Concrete) _____, (Wood) _____, (Tile) _____, (Carpet) _____, (Raised) _____, (Other) _____
- Are any sleeves or coring required for access entering or exiting the MDF? _____
- Is there a Building Ground Apparatus available at the backboard in the MDF? _____

Type of “Existing” Data Termination Fields:

24-port Patch Panels? _____, How many? _____, What Category? _____ What Brand? _____
How many ports are used? _____ How many ports are still available? _____