

## SITE SURVEY REPORT

# IT and Network Site Survey

|              |                        |
|--------------|------------------------|
| Prepared for | Pennine Lettings Ltd   |
| Date         | 23 Sep 2026            |
| Site         | Ferncroft House, Leeds |
| Prepared by  | K. Osei                |

FORM

IT and Network Site Survey

1. Survey details

|                                                         |                                                                |
|---------------------------------------------------------|----------------------------------------------------------------|
| Project                                                 | Ferncroft House, Leeds: second floor data cabling survey       |
| Survey reference                                        | SV-2026-0412                                                   |
| Site address                                            | Ferncroft House, Mill Lane, Leeds LS11                         |
| Survey date                                             | 23 Sep 2026                                                    |
| Purpose of the survey                                   | Survey before a quote                                          |
| Client                                                  | Pennine Lettings Ltd                                           |
| Engineer name and role                                  | K. Osei, senior network engineer                               |
| Does the client's specification name cabling standards? | Yes                                                            |
| Which standards does it name?                           | BS EN 50173 series (design), BS EN 50174 series (installation) |

This survey records the site as found. It does not test or certify cabling against a standard.

|                                       |     |
|---------------------------------------|-----|
| Were all the areas in scope surveyed? | Yes |
|---------------------------------------|-----|

2. Access and safety checks

|                                                     |                                                                                  |
|-----------------------------------------------------|----------------------------------------------------------------------------------|
| Asbestos information for the areas you will open up | Seen, no asbestos recorded there                                                 |
| Register or survey seen (title, date, who gave it)  | Asbestos management survey, March 2024, from Pennine Lettings facilities manager |
| Will you work at height on this survey?             | Yes                                                                              |
| What will you work from?                            | Podium step                                                                      |

Work at height must be properly planned, supervised and carried out by competent people.

|                                         |                                                |
|-----------------------------------------|------------------------------------------------|
| Does the site require a permit to work? | No                                             |
| When can the installation be done?      | At agreed times                                |
| Which times were agreed?                | Weekdays after 17:30, Saturdays 08:00 to 16:00 |

### 3. Containment and cable routes

|                                                      |                                                                                                     |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Main route                                           | Ceiling void                                                                                        |
| Depth of the void (mm)                               | 600                                                                                                 |
| Containment already in the void                      | Tray or basket with space                                                                           |
| Is anything in the way on the route?                 | Yes                                                                                                 |
| What, and where?                                     | Ventilation duct crosses the tray route at grid line C. Cables can pass under it with a short drop. |
| Walls and floors the route passes through            | 2                                                                                                   |
| Does the route cross a fire-resisting wall or floor? | Not known                                                                                           |
| Longest run measured (m)                             | 62                                                                                                  |

#### Photos of the route



### 4. Comms room and cabinet

|                                                      |                                                                             |
|------------------------------------------------------|-----------------------------------------------------------------------------|
| Room name and location                               | Comms room 2.01, beside the east stair                                      |
| Where the incoming line or fibre enters the building | North wall, by the bike store · 53.792871, -1.548902 (SE 29814 33045, ±6 m) |
| Is there a cabinet or rack already?                  | Yes                                                                         |
| Cabinet size (U)                                     | 42                                                                          |
| Rack space in use (U)                                | 6                                                                           |
| Rack space reserved by the client (U)                | 4                                                                           |

|                                     |    |
|-------------------------------------|----|
| Used and reserved (U)               | 10 |
| Free (U)                            | 32 |
| Share used and reserved (%)         | 24 |
| Rack space needed for this work (U) | 6  |
| Free after this work (U)            | 26 |

There is enough free rack space for this work.

Are there water or drainage pipes in the room? Yes

#### Photos of the cabinet, door open



## 5. Power and cooling

|                                         |                      |
|-----------------------------------------|----------------------|
| Power in the comms room                 | General sockets only |
| Is a UPS fitted?                        | No                   |
| Estimated load, existing equipment (kW) | 0.8                  |
| Estimated load, new equipment (kW)      | 0.4                  |
| Estimated total load (kW)               | 1.2                  |
| Cooling in the comms room               | None                 |
| Room temperature at the visit (°C)      | 27                   |

## 6. Existing outlets

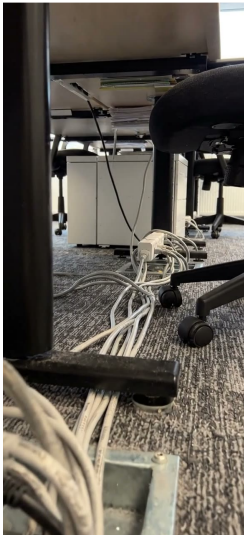
|                                |   |
|--------------------------------|---|
| Outlets or floor boxes checked | 8 |
|--------------------------------|---|

|                        |                                                                         |
|------------------------|-------------------------------------------------------------------------|
| How many are dead?     | 2                                                                       |
| Working                | 6                                                                       |
| Share working (%)      | 75                                                                      |
| Which ones are dead?   | FB-07 and FB-08 at the end of the east run. No link on the hand tester. |
| How were they checked? | Link check with a hand tester                                           |

The outlets were link checked only. This is not a test of cabling performance.

|                                    |                                                     |
|------------------------------------|-----------------------------------------------------|
| Are the outlets labelled?          | Yes                                                 |
| Were all existing outlets checked? | No                                                  |
| Which are still to check?          | West run floor boxes, under desks in use on the day |

#### Photos of the outlets



## 7. Outlets required, by area

### Areas 1: Open plan office

|                                        |                                                                         |
|----------------------------------------|-------------------------------------------------------------------------|
| Area                                   | Open plan office                                                        |
| Which one, and where?                  | East side, desks 1 to 24                                                |
| Data outlets required                  | 48                                                                      |
| Access point outlets required          | 3                                                                       |
| Cable runs for this area               | 51                                                                      |
| Where will the access points be fixed? | On the ceiling                                                          |
| Notes for this area                    | Two outlets per desk from new floor boxes. Reuse the six working boxes. |

**Areas 2: Meeting room**

|                                        |                                                                     |
|----------------------------------------|---------------------------------------------------------------------|
| Area                                   | Meeting room                                                        |
| Which one, and where?                  | Rooms 2.04 and 2.05                                                 |
| Data outlets required                  | 8                                                                   |
| Access point outlets required          | 1                                                                   |
| Cable runs for this area               | 9                                                                   |
| Where will the access points be fixed? | On the ceiling                                                      |
| Notes for this area                    | Four outlets per room, two at the display and two in the floor box. |

**Areas 3: Print area**

|                                         |                   |
|-----------------------------------------|-------------------|
| Area                                    | Print area        |
| Which one, and where?                   | By the lift lobby |
| Data outlets required                   | 4                 |
| Access point outlets required           | 0                 |
| Cable runs for this area                | 4                 |
| Total data outlets                      | 60                |
| Total access point outlets              | 4                 |
| Total cable runs                        | 64                |
| Average run for the estimate (m)        | 40                |
| Estimated cable, with 10% allowance (m) | 2816              |

## 8. Cable and fire performance

|                                                            |             |
|------------------------------------------------------------|-------------|
| Cable proposed                                             | Category 6A |
| Will it run in a hidden route, or where access is limited? | Yes         |

These are installation cables. For installation cables inside a building, BS 6701 sets a minimum reaction to fire class of Cca-s1b,d2,a2.

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Reaction to fire class of the proposed cable  | Cca-s1b,d2,a2 or better |
| Have you seen the declaration of performance? | No                      |

|                                   |                               |
|-----------------------------------|-------------------------------|
| How will the cables be supported? | Metal tray, basket or fixings |
|-----------------------------------|-------------------------------|

9. Actions and sign-off

|                                  |   |
|----------------------------------|---|
| Constraints found on this survey | 3 |
|----------------------------------|---|

|                           |     |
|---------------------------|-----|
| Is a return visit needed? | Yes |
|---------------------------|-----|

|                   |             |
|-------------------|-------------|
| Return visit date | 10 Oct 2026 |
|-------------------|-------------|

|      |                                  |
|------|----------------------------------|
| Name | K. Osei, senior network engineer |
|------|----------------------------------|

|                    |         |
|--------------------|---------|
| Engineer signature | K. Osei |
|--------------------|---------|