

SITE SURVEY REPORT

Commissioning Record

Prepared for	Harbour House Management (sample client)
Date	25 Sep 2026
Site	Harbour House, Level 2
Prepared by	T. Nguyen, Commissioning Engineer

Sample record. The property, people and organisations are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A record shows what was tested, what was found and when. The pass limits shown are this fictional project's own figures, not figures from a standard.

FORM

1. Project and commissioning details

Record reference	CR-2026-0187 (sample)
Project	Level 2 meeting room fit-out, audio visual and network installation
Site	Harbour House, Level 2
Spaces covered	Boardroom and the Level 2 comms cupboard (Cabinet 1)
Client	Harbour House Management (sample client)
Installer	Northgate AV and Networks (sample installer)
Commissioning engineer	T. Nguyen, Commissioning Engineer
Date and time of tests	Fri 25 Sep 2026, 09:30 to 15:20
Stage of the project	After installation (post-integration). All equipment installed, powered and configured
Type of visit	First commissioning visit
Areas or systems not tested	Video conferencing calls to outside parties. The client's internet line goes live on Wed 30 Sep 2026. To be tested at the client walkthrough

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2. What the system was tested against

Project documents used	AV and network specification rev C, equipment schedule rev C, cabling schedule rev B, drawings AV-201 and IT-201
Source of the pass limits	Every limit in this record is taken from the project specification. None is taken from a published standard
Approach to AV verification	Items chosen from the project specification and reported as pass or fail, with a measurement where the specification asks for one. This follows the approach of ANSI/AVIXA D402.02:2013 (R2024)
Cabling test method	Test method named in the project specification: BS EN 50346. Limits set by the cabling schedule

Cable tester	Field cable tester. Make and model: Sample Instruments CT-6A (fictional). Serial SAMPLE-CT-7781. Asset NG-T-014. Within its calibration date, certificate dated 12 Mar 2026
Sound level meter	Asset NG-T-022. Calibration certificate dated 4 Feb 2026. Checked with its calibrator before and after the tests
Building Regulations commissioning notice	Not part of this record. No heating, cooling, ventilation or lighting work was carried out under this contract

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3. Equipment installed

Display	75 inch display, wall mounted, boardroom east wall. Serial SAMPLE-D75-00412. Matches the equipment schedule
Ceiling speakers	4 ceiling speakers, boardroom. Serials SAMPLE-CS-1181 to SAMPLE-CS-1184. Match the schedule
Amplifier and audio processor	1 unit, Cabinet 1. Serial SAMPLE-AMP-2207. Matches the schedule
Table connection boxes	2 boxes, boardroom table. No serial numbers. Asset labels NG-AV-TB1 and NG-AV-TB2. Match the schedule
Wireless presentation receiver	1 unit, behind the display. Serial SAMPLE-WP-0093. MAC address 02:00:5E:10:00:93
Network switch	24 port switch with power over Ethernet, Cabinet 1. Serial SAMPLE-SW-5530. MAC address 02:00:5E:10:55:30
Wireless access points	3 access points, Level 2. Serials SAMPLE-AP-0301 to SAMPLE-AP-0303. Access point 3 is in the boardroom
Items on the schedule not installed	None
Items installed that are not on the schedule	None

4. System by system record

WALK CAM

Commissioning walk, Level 2

Boardroom and comms cupboard · Commissioning record

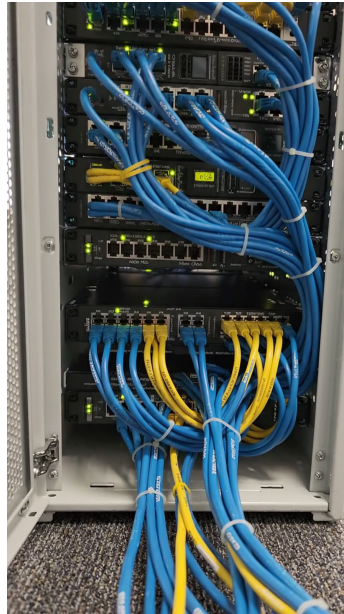
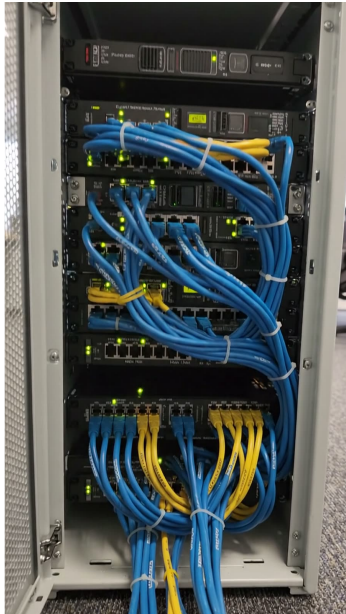
1. Display and audio

Boardroom display installed, input switching tested, ceiling speakers balanced. Client walkthrough booked for Friday. This is ceiling speaker 2 of 4, fitted flush in the tile with the grille seated all the way round. All four inputs switch to the display with picture and sound. Test tone played through each speaker in turn, no buzz or rattle from the tiles. Level measured at six seats, 2.0 decibels between the quietest and the loudest.



2. Rack and patching

Cabinet 1 patched and labelled, switch uplinks tested. Pass. Blue patch leads are data, yellow are the uplinks and the wireless access points. Leads are tied in bundles and dressed to the right hand side. Link lights are on for every patched port. All 24 outlets tested from the patch panel to the outlet, 24 passed. Air going into the cabinet 22.5 degrees, air coming out at the top 27.0 degrees.



3. Wireless

Access point 3 online, signal checked across the room. Pass. Fixed to the ceiling grid in the middle of the boardroom, status light on. Signal measured at four positions around the table. Weakest reading minus 58 at the seat furthest from the door, against a project target of minus 65. Test laptop joined the staff network and the guest network.



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5. Display, audio and control test results

Inputs tested	4: table box 1, table box 2, wireless presentation, room computer
Inputs passed	4 of 4 (100%). Picture and sound from each, at the display's full resolution
Defective pixels	None seen on full white, black, red, green and blue test screens
Speaker wiring	Polarity checked on all 4 speakers. Pass
Buzz and rattle	Test tone swept through each speaker. None heard from speakers, tiles or light fittings. Pass
Level at the seats	Test noise measured at 6 seats. Quietest 68.0 dBA, loudest 70.0 dBA
Difference between seats	2.0 dB. Project limit 3.0 dB. Pass
Room with the system off	38.5 dBA with the air conditioning running
Result for display and audio	Pass
Control tested	Power on and off, source switching, volume and the 3 presets. All 9 buttons on the table panel do what the specification says. System shuts down after the set time
Result for control	Pass

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6. Cabling, cabinet and switch test results

Outlets tested	24 of 24, from the patch panel to the outlet
Outlets passed	24 of 24 (100%)
Longest run	41.2 m, outlet L2-BR-06
Test results file	Tester export CR-2026-0187-cabling.pdf, 24 results, handed over with this record
Labels	Patch panel, outlets and both ends of every patch lead labelled. Checked against the cabling schedule. Pass
Switch uplinks	2 uplinks to the building core switch. Both linked at the speed in the specification. Pass
Power over Ethernet	Load 96 W against a switch budget of 370 W. 26% used
Cabinet temperature	Air in 22.5 °C, air out 27.0 °C. Rise of 4.5 °C. Project limit 10 °C. Pass

Cabinet earth bond	Fitted and labelled. Electrical test certificate provided by the electrical contractor, not part of this record
Result for cabling, cabinet and switch	Pass

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7. Wireless test results

Access points online	3 of 3, shown as online in the management controller
Access point 1, reception	Weakest reading -56 dBm. Project target -65 dBm. 9 dB better than target. Pass
Access point 2, open office	Weakest reading -61 dBm. Project target -65 dBm. 4 dB better than target. Pass
Access point 3, boardroom	Readings at 4 positions: -48, -52, -55 and -58 dBm. Weakest -58 dBm. 7 dB better than target. Pass
Networks tested	Staff network and guest network. Test laptop joined both from the boardroom
Guest network separation	Guest device could not reach the staff network or the AV equipment. Pass
Limits of these readings	Taken on one visit with the floor unoccupied. Readings may differ when the floor is in use
Result for wireless	Pass

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8. Snags and remedial work

Snag 1	Lead at table box 2 was 1 m long and did not reach the end seat. Replaced with a 2 m lead and tested again on the day. Closed 25 Sep 2026
Snag 2	As-built drawings AV-201 and IT-201 to be issued with the final outlet numbers. Does not stop the room being used. Owner: Northgate AV and Networks. Due Fri 2 Oct 2026. Open
Test still to do	Video conferencing call to an outside party. Due at the client walkthrough, Fri 2 Oct 2026
Snags raised	2
Snags closed	1
Snags open	1

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9. Handover documents and training

Documents handed over	Equipment list with serial numbers, cabling test results, switch and wireless configuration backup, user guide for the boardroom
Documents still to come	As-built drawings (snag 2). Warranty details to follow with the drawings
Passwords and logins	Given to the client's IT contact by hand, in a sealed envelope. Not recorded here
Training	Booked for the client walkthrough on Fri 2 Oct 2026, for reception and facilities staff

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10. Result and client acceptance

Overall result	Pass, with 1 open snag and 1 test still to do
Systems passed	Display and audio, control, cabling cabinet and switch, wireless
Client present for the tests	No
Client walkthrough	Fri 2 Oct 2026, 10:00, with M. Okafor, Facilities Manager
Client countersignature	Pending walkthrough
What the client's signature will mean	That the client saw the systems working as recorded here on the day of the walkthrough. It does not replace the warranty or the contract

FORM

Engineer sign-off

Name	T. Nguyen, Commissioning Engineer
Signed	T. Nguyen
Date and time	25 Sep 2026, 15:20
Contact	Northgate AV and Networks. Phone 0300 000 0000. Email service@northgate-av.example