

SITE SURVEY REPORT

IT Site Survey

Prepared for	Harlow and Finch Ltd (sample client)
Date	25 Sep 2026
Site	Unit 7, Example Business Park
Prepared by	C. Evans, Survey Engineer

Sample report. The property, people and organisations are fictional. The photographs are stills taken from the Walk Cam clips shown on sitesurvey.app. A report records what was found and when. It is not a design, a test result or a certificate.

FORM

1. Survey details

Survey reference	ITS-2026-0187 (sample)
Site	Unit 7, Example Business Park. First floor office
Client	Harlow and Finch Ltd (sample client)
Purpose of the survey	Survey before a quote. New data outlets and wireless access points for the open plan office
Survey date and time	Fri 25 Sep 2026, 09:40 to 11:25
Engineer	C. Evans, Survey Engineer, Northbank Networks
Site contact	Facilities manager, Harlow and Finch Ltd. Phone 0300 000 0000
Standards named in the client's specification	BS EN 50173 for design, BS EN 50174 and BS 6701 for installation
Areas surveyed	Open plan office, two meeting rooms, reception, print area, comms room
Areas not surveyed	Riser cupboard (locked, no key on site). Ceiling void seen at three lifted tiles only
What this survey does not cover	Network design, cable testing to a standard, and wireless coverage. It records the site as found

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2. Access and safety checks

Asbestos information	Seen before any tile was lifted. No asbestos recorded in the first floor ceiling void
Register or survey seen	Asbestos register for Unit 7, based on a management survey dated 14 Mar 2024. Shown at reception by the facilities manager, Harlow and Finch Ltd
Work at height	Ceiling tiles lifted from a podium step. Ceiling height 2.7 m
Permit to work	Not needed for the survey. The client requires one for the installation
Working hours for the installation	Office in use 08:00 to 18:00. Work above desks to be out of hours
Access for materials	Goods lift to first floor. Level route to the comms room

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3. Outlets required, by area

Open plan office	16 data outlets, 2 access points
Meeting rooms 1 and 2	4 data outlets, 1 access point
Reception	2 data outlets, 1 access point
Print area	2 data outlets
Total data outlets	24
Total access point outlets	4
Total cable runs	28
Access point positions	Ceiling mounted, one outlet above the ceiling at each position

4. Site walk record

WALK CAM

IT survey walk, Unit 7

Open plan office and comms room · IT site survey

1. Containment

Ceiling void clear, tray runs back to the comms room. Good route. Void depth around 400 mil. Two perforated trays side by side. The left one carries the existing blue and yellow cables, tied in bundles. The right one is empty. A flexible ventilation duct crosses above the trays here, so there is no room to work over the top of the tray at this point.



2. Comms room

42U cabinet, about 20U free. Power in, no cooling yet. Patch panels and a small switch at the top, cables come in through conduits from the ceiling. Two power strips on the left rail. The rest of the cabinet is empty. Pipework on the wall beside the cabinet, not labelled. No air conditioning and no extract in the room.



3. Outlets

Eight floor boxes on this run, two dead. Survey the rest of the floor. Lids are off and the patch leads trail across the carpet to the desks. Boxes three and six show no link on the tester. Leads are not labelled at the box.



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5. Containment and cable routes

Route	Ceiling void, existing tray, back to the comms room
Void depth	About 400 mm, measured at the lifted tile
Existing tray	Two perforated steel trays, each 150 mm wide. One in use, one empty
Space on the tray in use	About two thirds full by eye. New cables to go on the empty tray
Obstructions	Flexible ventilation duct crosses above the trays near grid line C. Cables to be laid in from below at that point
Walls the route passes through	One, the comms room wall. Existing opening above the door
Does the route cross a fire-resisting wall or floor?	Not known. The wall's fire rating was not available on the day. Until it is confirmed, fire-stopping around the new cables is priced in the quote
Drops to the desks	Existing floor boxes are fed from below. New outlets to drop from the ceiling in two power poles
Shortest run measured	18 m
Longest run measured	62 m, comms room to the far corner of the open plan office
Average run used for the estimate	45 m
Estimated cable	28 runs at 45 m is 1,260 m. With 10% allowance, 1,386 m

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6. Comms room and cabinet

Room	Comms room, first floor, next to the print area. 2.4 m by 1.9 m
Door and security	Single door, key lock. Opens outwards
Cabinet	One floor standing cabinet, 42U, 800 mm wide by 1000 mm deep
Clearance	900 mm in front, 600 mm behind
Cable entry	Top entry through four conduits from the ceiling
Rack space in use	10U at the top of the cabinet. Patch panels, cable managers, a switch and a shelf
Rack space reserved by the client	12U for servers and a UPS due in November
Rack space used and reserved	22U of 42U, 52%

Rack space free	20U
Rack space needed for this work	5U. Two 24 port patch panels, two cable managers, one 48 port switch
Rack space free after this work	15U
Earthing	Cabinet earth bar fitted. Bonding conductor seen, not tested

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7. Power and cooling

Power in the comms room	Two twin 13 A socket outlets on the wall behind the cabinet
Dedicated circuit	Not identified. Sockets are not labelled with a circuit reference
Power strips in the cabinet	Two vertical strips on the left rail, both live
UPS	None fitted
Estimated load	Existing equipment 0.3 kW. New equipment 0.9 kW, including power to the access points. Total 1.2 kW
Cooling	None. No air conditioning and no extract
Room temperature at the visit	24.5 °C at 10:15, door closed, existing equipment running
Other services in the room	Pipework on the wall beside the cabinet. Contents not labelled

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8. Existing outlets

Run checked	Floor boxes 1 to 8, window side of the open plan office
Floor boxes checked	8. Working 6, dead 2 (boxes 3 and 6, no link on the tester). 75% working
Labelling	No labels at the floor boxes. Patch panel ports are numbered
Condition	Lids off on all eight boxes. Patch leads trail across the carpet
Still to survey	Floor boxes 9 to 20 on the corridor side
Limits of this check	A link check with a hand tester. It is not a test of cabling performance

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9. Cable and fire performance

Cable proposed	Category 6A, four pair, for all 28 runs
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Where it will run	Above the ceiling and inside power poles. These are hidden routes
Reaction to fire class to specify	Cca-s1b,d2,a2, the minimum that BS 6701 sets for installation cables
Evidence to collect at order	The manufacturer's declaration of performance for the cable
Existing cables	Class not identified. Sheath markings could not be read from the lifted tile
Cable supports	Steel tray with steel fixings. No plastic clips seen on the route

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10. Constraints and actions

1. No cooling in the comms room	Client to decide on cooling before the servers arrive. Total load is estimated at 1.2 kW
2. Pipework beside the cabinet	Client to confirm what the pipes carry. Risk of water near equipment
3. No dedicated circuit or UPS	Client's electrician to confirm the circuit and its rating
4. Two dead floor boxes	Trace and test boxes 3 and 6 during the installation
5. Rest of the floor	Return visit to survey floor boxes 9 to 20 and the riser cupboard
6. Ventilation duct in the void	Allow for laying cables into the tray from below where the duct crosses
7. Comms room wall opening	Client to confirm the wall's fire rating. Installer to fire-stop the opening above the door once the new cables are in, and photograph the seal
Return visit booked	Fri 2 Oct 2026, 09:00

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Engineer sign-off

Name C. Evans, Survey Engineer

Signed

C. Evans

Date and time 25 Sep 2026, 11:25