# POTS In a Box – Site Survey

Please complete this survey and attach all required pictures. Send the completed survey to your account manager for quoting.

## Site Information

|  |  |
| --- | --- |
| Customer & Location Name |  |
| Site Number |  |
| Address |  |

## Technician Information

|  |  |
| --- | --- |
| Tech Name |  |
| Phone |  |
| Email |  |
|  |  |

## Alarm Panel

|  |  |
| --- | --- |
| Brand/Model |  |
| Location |  |
| Existing Phone Number |  |
| Is there an ethernet cable run at this location to the customer network? |  |
| Exterior Picture of panel (wide, include the wall and all surrounding items) |  |
| Interior Picture of panel |  |
| Label existing biscuit jack or wire with phone number or “alarm phone” |  |

## Fire Panel

|  |  |
| --- | --- |
| Brand/Model |  |
| Location |  |
| Existing Phone Number |  |
| 2nd Phone Number |  |
| Is there an ethernet cable run at this location to the customer network? |  |
| Exterior picture of panel (wide, include the wall and all surrounding items) |  |
| Interior Picture of panel |  |
| Label existing biscuit jack or wire with phone number or “fire phone” |  |

## Other Lines Required – List all applicable

|  |  |  |
| --- | --- | --- |
| Type (elevator, fax, voice, etc) | Location | Picture |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Mounting Location

Identify a wall mount location near the alarm equipment (or dmarc for existing telco services) at least 12”x9”.

|  |  |
| --- | --- |
| Location? |  |
| Take a picture |  |
| Notes |  |

## Network Stack

|  |  |
| --- | --- |
| Where is the network gear located? |  |
| Is there at least 1 available cable run from the switch to the mounting location identified above? |  |
| Take pictures of the network stack, wide area |  |