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CISCO
Master Unified
Communications
Partner

The leader in high-speed data and VoIP networks

Meriplex/SCI Site Assessment

Site Name:

Site Information
1. Obtain a floor plan from the site/location manager (ie. Fire Escape Plan)
    In the even that a floor plan is not available, draw one out. (Can be hand drawn or digital)

    a. On the floor plan, indicate the following symbols and locations below:

MDF/Network Closet(s)
IDF(s)
Demarc/Telephone Closet
Network Jack   ■
Telephone Jack   ▲

    b. Provide the dimensions of area where MDF/Network Closet is: **10' 10" Wide x 3'6" Deep**

    c. If the location has multiple buildings, document the connection type, as well as the path it uses to connect each building **N/A**

Cabling Information
1. Document the number of data cables terminated in each network closet (Not just the ones patched into the switch) **(Take a Picture of all Cabling) Cables coming into the Patch Panel look like they come from the original wire block, then to a newer 110 punch-down block, then to the two, 12 port patch panels mounted next to the Samsung Switch.**

2. Document the type of data cable used in each network closet (i.e. CAT5e) **Cat5e**

3. Document the number of available patch panel ports (i.e. not terminated) **(Take a picture)**
        patch panel 2, port 11 is open

4. Document the ceiling type and height (i.e. drop ceiling vs sheetrock ceiling, 8' vs 9', etc.)
(Take a picture) Main level where offices are have mostly Drop Ceiling panels. 3 rooms have Drywall ceilings.

Confidential & Proprietary

5. Is there Attic Access to run the new cables? **(Take a picture) Very large open attic space runs over the entire main level office area. Looks Good for dropping cable throughout office walls.**

Network Information

1. Document the existence and location of any wireless access points **(Take a picture) 1 single ZyXEL WLAN AP on the wall in the conference room, near the copier.**

2. Document the model number, location, and quantity of any network switches throughout the site **(Take a picture) Small Cisco switch/router in the main data closet in the basement. I could not get model or serial as it was attached to wall.**

    a. Document the number of open ports on each switch **(Take a picture) Cisco 5 port switch, with Port 1 and Port 5 occupied.**

3. Document the existence, model number, and location of any network hubs **(Take a picture) N/A**

4. If the location has an IDF, please confirm the type (fiber vs copper) of the connection to the MDF **(Take a picture) N/A**

    a. If fiber, please document the number of strands terminated (2, 6, 12, etc.) **(Take a picture) Only Fiber I see comes from the outside wall into the data closet and into the Verizon FiOs Fiber D-Marc box.**

    b. If fiber, please document the type of termination (i.e. SC, ST, LC, etc.) **(Take a picture) SC into the D-Marc.**

5. Document the make and model of any UPS that exist, including outlet type on each UPS **(Take a picture) Verizon FiOS Battery Backup unit in Data Closet.**

6. Document the quantity and type of any electrical outlets in each network closet **(Take a picture) One main Power Strip with 1 open outlet available.**

    a. Include outlets available on the UPS and wall outlets **(Take a picture) N/A**

7. Document the existence of any onsite servers **(Take a picture) N/A**

8. Document the existence of any camera systems **(Take a picture) Was told there are cameras down by the other building.**

2 Cameras into ADT/Pulse Gateway

    a. Note if the location has remote access to the cameras. **Information unavailable.**

At this point of the survey, please contact the on call Network Architect with the phone number provided on the work order for any site-specific instructions or requests.

Phone System Information

1. Document the make and model and location of the existing phone system **(Take a picture) Samsung Digital Communications System. Office Serv 7100**

    a. Confirm with the LPOC that this is the only building on the phone system. **This information is unavailable or unknown.**

2. Document the number of POTS lines coming into the phone system **(Take a picture) I believe the POTS have been cut and left hanging in the data closet. See photo.**

    a. Are the POTS lines setup in a hunt group? **N/A**

    b. What is the main number? **610-667-0550**

3. Document the existence of a PRI **(Take a picture) N/A**

4. Document the existence of any POTS lines independent of the PBX: **N/A**

    a. Document the phone number and purpose of these lines (i.e. fax, alarm, etc.) **Bizcom Company is used for Alarm system tied to phone line.**

5. Document the number of telephones currently at the location **(Take a picture) 13 phones**

    a. Is there an onsite receptionist? **No**

    b. Conference phones? **No**

    c. Desk Phones? **11 desk phones 2 wall mounted**

d. Are there any phones mounted on the wall? (i.e. break room, etc.) **Kitchen and Conference Room**

6. Please Document whether location has Overhead paging in the building or Intercom Paging through their phones: **Yes. Phones can use intercom and overhead Paging**

7. Please ask the site manager for an extension list with the names of the employees as well as the TN/extension assigned to them **(Take a picture) See Attached photo.**

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SCI Representative Signature

Assessment Tech Signature

Pictures Required

1. Take a picture of all network closets
2. Take a picture of patch panels and switches within each network closet
3. Take a picture of any fiber terminations within each closet
4. Take a picture of any analog station cabling within each closet
5. Take a picture of the available power outlet in each network closet
6. Take a picture of the DMARC including the T1 and POTS line termination
7. Take a picture of existing switches or hubs found in common areas
8. Take a picture of a typical wireless AP
9. Take a picture of the ceiling to show typical construction
10. Take a picture of the phone system and a typical phone

Paste all pictures from the site survey below, with a brief description for each photo.