



8302 Spratling Drive West Jordan UT 84081

801-783-6269/fax 432-7512

Chris@FLATalk.tv

Site Survey

Overview

The purpose of the site survey is to collect all of the necessary information to install a digital signage system at the survey location. Typically this system will consist of:

- A large format 42" plasma display
- An internet connected computer or player (a standalone unit remotely installed)
- A sound system attached to the 42" display

There are 3 basic questions to answer as part of the survey

1. Where will the 42" display be mounted?
2. What method of mounting should be used (tilt wall mount [preferred] or articulated wall mount)?
3. What are the cabling/electric requirements?

Typical Installation:

- Screen will be mounted in the waiting room. Computer will be installed behind the monitor zip-tied to the mounting bracket. The computer will be connected to the local network via CAT 5 run terminating at the site's router/hub

REMEMBER: It is very important that you be **properly dressed** (no jeans; wear a collared shirt, shoes, and socks, etc.), **professional** (as though you have done this type of work many times before) and **prepared**.

Required Equipment:

- 25' Tape measure
- 6' or 8' Step Ladder
- Phillips screwdriver
- Flat Head screwdriver
- Flashlight
- Stud Finder
- Utility knife
- Digital Camera
- Pencil & Paper

If you do not own or have access to **all of the above** notify Dispatch prior to the site survey date. 3rd party Respondents will not be paid for incomplete surveys.

Upon Arrival at Site:

Announce to the site contact that you are from _____ and will be collecting information for the upcoming installation. If asked about your experience, explain that you are a professional installer and have performed many similar projects.

Form

Site Data

Site Survey Date & Time:	SRO:				
Site Name					
Site Address:					
City State Zip	Site Phone				
Site Contact 1	Contact Phone				
Site Contact 2	Contact Phone				
IT Contact (if any)	Contact Phone				
Special Instructions	Preferred Installation Dates/Times				
Equipment to be installed Indicate per location <table border="0" style="width: 100%;"> <tr> <td style="width: 25%; vertical-align: top;"> Monitors (Qty 1) 42" <input type="checkbox"/> Exception requested </td> <td style="width: 25%; vertical-align: top;"> Sound System (Qty 1) On Board included <input type="checkbox"/> Exception requested </td> <td style="width: 25%; vertical-align: top;"> CPU (Qty 1) Remote </td> <td style="width: 25%; vertical-align: top;"> Wall Mount Type <input type="checkbox"/> Tilt Mount <input type="checkbox"/> Articulated mount <input type="checkbox"/> Exception requested </td> </tr> </table>		Monitors (Qty 1) 42" <input type="checkbox"/> Exception requested	Sound System (Qty 1) On Board included <input type="checkbox"/> Exception requested	CPU (Qty 1) Remote	Wall Mount Type <input type="checkbox"/> Tilt Mount <input type="checkbox"/> Articulated mount <input type="checkbox"/> Exception requested
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Note: The above equipment may be changed at the time of survey only by the site contact.					

General Construction

Complete the following:

Wall Construction	Wall Type (check all that apply) Concrete: <input type="checkbox"/> Drywall: <input type="checkbox"/> Plaster: <input type="checkbox"/> Wood: <input type="checkbox"/> Exterior: <input type="checkbox"/> Metal Studs: <input type="checkbox"/> Wood Studs: <input type="checkbox"/> Furring Strips: <input type="checkbox"/> 2 x 4: <input type="checkbox"/> 2 x 6: <input type="checkbox"/> 2 x 8: <input type="checkbox"/> Center Stud Spacing: 16": <input type="checkbox"/> 24": <input type="checkbox"/> or specify distance between centers _____
Ceiling	Ceiling Type: Drywall: <input type="checkbox"/> Plaster: <input type="checkbox"/> Drop Ceiling: <input type="checkbox"/> Tile Size: _____x_____

Power & Space Requirements for Monitor

The minimum power requirement for this system is a 120 VAC, 60 Hz duplex receptacle. This outlet should be installed approximately 5 inches above the screen centerline. The duplex receptacle should be on a non-switched circuit.

- Is a duplex receptacle available for use at proper monitor height? Yes No
- Use tape or post it notes to show the site contact the space covered by the 42" Display

Occasionally, we may be connecting to an existing screen in at least one location within an office. If this is the case, please complete the following:

Location	Screen Make & Model (including size)	Inputs (Check all that apply)	Max & Min Resolution	Audio In	Audio Out
		__ VGA (PC) __ RGB __ HDMI __ DVI			
		__ VGA (PC) __ RGB __ HDMI __ DVI			
		__ VGA (PC) __ RGB __ HDMI __ DVI			

Network Connectivity

You may need site IT contact to provide some of this information

What type of internet connection is available? DSL Cable

Other (specify) _____

Who is the provider? _____

Is a 3rd party IT service provider engaged by the practice? Yes No I

IT Contact: Name: _____ Phone #: _____

Is a static IP address required? Yes No

Is there a firewall in place? Yes No

If yes, are the FTP ports 20 & 21 open? Yes No

If not, who is authorized to allow port traffic? Name: _____ Phone #: _____

Is there an available port on the site's network hub or switch?

Yes No

Cabling

The preferred type of cabling used between the computer and the screen is a CAT5 network cable but for dual screen installations Rapid Run (see www.rapidrun.com) VGA+3.5mm cable will be used. Please approximate the following distance as accurately as possible:

- What is the approximate distance from the install location of the CAT5 termination at the display, to the install location of the CAT5 termination by the site provided internet connection?
_____ feet

If installing Rapid Run Cable for dual screen system

- The distance from the display to the Rapid Run flying lead **can't be more than 3 feet**
- The distance from the CPU to the Rapid Run wall plate **can't be more than 6 feet**

NOTE: Rapid Run requires in wall access. If in-wall is not feasible or the distance is too long See the exception section labeled Cat5.

CPU Placement & Power Requirements

Typical Installation:

- CPU should be installed directly behind the monitor
- CPU should be zip tied to the mounting bracket or monitor
- CPU should be "hidden" by the monitor.
- Face of the CPU should be facing out and the power button should be easily accessible.

If installing a dual screen or large Player PC system:

- PC should be installed at the site of network connection
- What is the approximate distance from the install location of the PC to the network hub or switch?
_____ feet

The CPU should be placed in a reasonably close vicinity to the network hub or switch.

Is there a table or shelf available to place the CPU on? Yes No

If no, is the office able to supply either? Yes No

If no, where can the CPU be placed without interfering in normal office activity?

Is there an electrical outlet available? Yes No

If yes, what is the distance of the CPU from the outlet? _____ feet.

What is the distance from the CPU to the Network hub or switch connection? _____ feet.

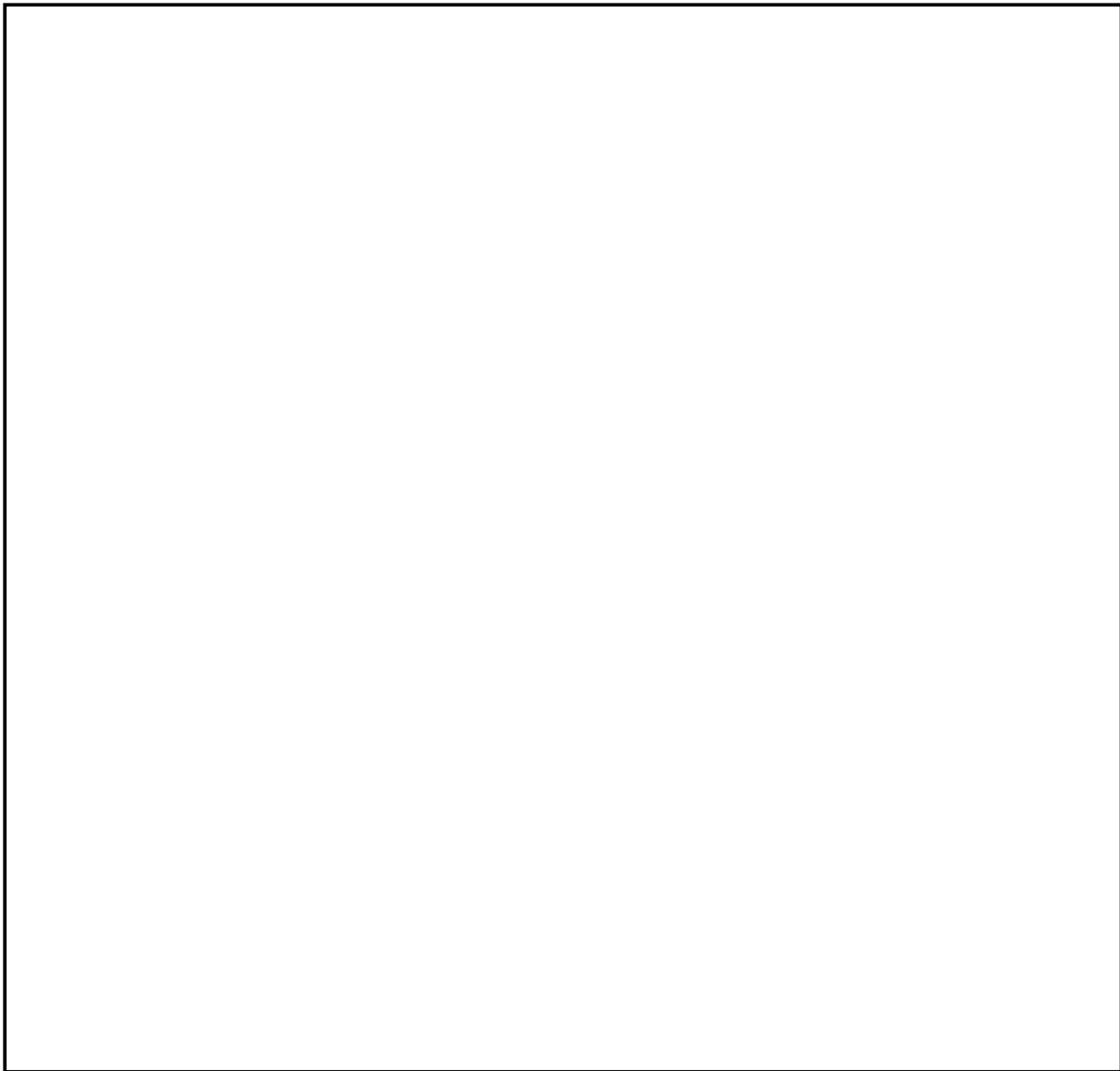
Sketch Requirement

Please provide a sketch of the waiting room indicating:

- All waiting room chairs
- All doors
- The location of the receptionist and if they are open or behind a partition
- The ceiling height
- Location of electrical outlets including height above floor.
- Dimensions of the waiting area (L x W)
- Height of ceiling
- Ceiling Speaker locations (if required) with a capital S

Prepare a sketch of the room for each screen on the next page. Include the position and direction of seating.
Sketch of Waiting Room – required

Labels: Monitor use **42, 37**, etc., Speaker use **S**, Duplex Outlet use **E**, Cable plate use **C**



Exceptions

(May cause a delay in the install process due to approvals needed and equipment ordering)

Monitors – Available Exceptions 32” 37”

- **Note here why a different size Display is needed**

Ceiling Mount - If a ceiling mount will be employed the following information is required:

- **If a Ceiling Mount *method* is required Note here why Exception is needed (Required for exception)**

- **Several pictures (minimum of 3) must be taken of the mounting area directly above the proposed screen area. Multiple angles should be taken of the mounting area.**
- **If a Ceiling Mount *method* is required please gather and document the following information**

Wooden Deck	What is the distance from the mounting surface to the false ceiling (if present)? _____ feet What is the distance between the mounting surface and the floor? _____ feet
Red Iron (Structural, trusses, etc.)	What is the distance from the mounting surface to the false ceiling (if present)? _____ feet What is the distance between the mounting surface and the floor? _____ feet Span distance between beams? _____ feet Width of beam flange? _____ feet
Wood Truss	What is the distance from the mounting surface to the false ceiling (if present)? _____ feet What is the distance between the mounting surface and the floor? _____ feet Span distance between beams? _____ feet Truss width? _____ inches
I-Beam	What is the distance from the mounting surface to the false ceiling (if present)? _____ feet What is the distance between the mounting surface and the floor? _____ feet Width of beam flange? _____ feet
Concrete	What is the distance from the mounting surface to the false ceiling (if present)? _____ feet What is the distance between the mounting surface and the floor? _____ feet

Sound Options – If other than On Board Speakers are required the following information is needed:

- **Note here why On Board Speakers will not work (Required for exception)**

_____ **Ceiling Speakers:** These are appropriate where the waiting area is covered by a drop ceiling and the speakers can be placed in the ceiling directly above the patient waiting area. A single ceiling speaker mounted at a minimum of 8' feet will cover an 80 sq. ft. area. Based on this calculation, how many speakers are required _____?

If ceiling speakers is selected, indicate the location of each speaker with a capital "S" on the sketch

- What is the distance from the screen for each speaker?
- _____ feet
- What is the approximate distance from the screen to the speaker? _____ feet
- What is approximate distance from the computer to the first speaker? _____ feet
- Ceiling grid opening size _____W _____ L

_____ **Targeted speakers** are used when the staff is in very close proximity to the waiting area and will be disrupted by the audio message of the system. Although these speakers are very expensive (\$1,000 each) and very targeted, they do not produce near the audio quality of either on board or ceiling speakers (imagine audio without any bass). Targeted speakers are used sparingly and as a last resort.

- How many speakers are required? _____ Each (Additional Charge will apply)
- What is the distance from the screen for each speaker? _____ feet

If you or the Site Contact requires further explanation of the sound options, please call the system provider at prior to leaving the site.

Cabling

If a multi screen (3 or more) system is being installed Rapid Run cabling is not feasible, an alternative is to run Cat5 and use a transmitter at the PC and a receiver at the Monitor/Speaker from manufacturers such as Magenta, Avocent, and TruLink. In this type of system Audio and Video signals are converted at the player, travel across the Cat5 line together and are separated by the receiver.

_____ Transmitter-Receivers required.

Approximate distance from Player to Screen 1: _____

Approximate distance from Player to Screen 2: _____

Approximate distance from Player to Screen 3: _____

Approximate distance from Player to Screen 4: _____

Picture Requirements

Take digital photos of the following:

- 6 views of waiting room in all directions from the center of the waiting area
- Area above drop ceiling (for ceiling mounts only)
- Network hub equipment

Note: Please label all pictures ie: Receptionist Desk, Mounting Location from Side, etc.

Checklist

(All items must be completed and checked):

- Section 1 General Construction
- Section 2 Power requirements identified
- Section 3 Networking requirements confirmed and/or identified
- Section 4 Cabling distances and requirements identified
- Section 5 CPU placement and installation requirements identified (remote CPU only)
- Section 6 Sketch prepared, including
 - ___ Screen Location
 - ___ Speaker Location
 - ___ Electrical outlets (existing and proposed)
- Section 7 Picture Requirements, take all pictures listed
- Section 8 Exceptions if Required
 - ___ Monitor
 - ___ Mounting Method
 - ___ Speaker Requirement

Delivery & Acknowledgement

COMPLETED SITE SURVEY

Email PDF of entire completed document with customer signature to _____ with site ID in Subject Line within 48 hours

Email digital pictures to with site ID in Subject Line within 48 hours.

Authorized Site Representative Acknowledgement:

I have reviewed the proposed installation with the surveyor and I accept the suggested method and manner of installation of my Digital Signage Media System as described. I understand that this survey will be reviewed and I will be contacted by an iPORT Media representative to confirm and make any changes deemed necessary.

Authorized Site Representative:

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone Number: _____

Surveyor:

Signature: _____

Printed Name: _____

Company: _____

Time In: _____ Time Out: _____

Additional note, or comments and issues:
