



Site Survey – Preliminary Room and Equipment Design

Site Survey–Preliminary Room and Equipment Design

SIGCOM will perform an on-location site survey with a qualified technical team to determine required modifications to the existing facilities in order to upgrade it for use as an Audio Visual or Video Teleconferencing facility. During the course of the site survey, SIGCOM will develop preliminary design sketches with respect to modification and/or placement of doors, walls, lighting, furniture, and Audio Visual and/or Video Teleconferencing equipment.

Within 14 calendar days following the completion of the site survey, SIGCOM will provide a Site Survey Report and Rough Order of Magnitude (ROM) budget based on the recommendations developed from the site survey.

Following the review and acceptance of the Preliminary Site Survey Report, SIGCOM will, within 30 calendar days of acceptance, provide a Detailed Design & Engineering Package, which will include a firm fixed priced proposal.

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The functions to be performed and addressed by SIGCOM are as follows:

- Meet with the key end users to discuss site-specific requirements.
- Coordinate Preliminary Design efforts with the Customer Representative along with the Building's Facility Manager and Fire Marshall (if needed).
- Determine if asbestos or other hazardous materials are present at the proposed site.
- Check floor-to-ceiling height minimum working distance.
- Make sure Heating, Ventilating, and Air Conditioning (HVAC), is sufficient, and within noise tolerances.
- Check for sufficient electrical service to meet power requirements of all equipment/ancillary gear, all (standalone) HVAC systems, lighting, and safety devices, within the proposed facility.
- Determine minimum usable space, both horizontally and vertically (above the ceiling and below a computer-type floor) (if installed) for equipment capability as envisioned by site personnel.
- Determine acoustical and lighting requirements for proper equipment operation.
- Determine method to remove existing lighting fixtures, suspended ceiling, carpet, wall coverings, non-load bearing walls, and other debris from the proposed facility.
- Determine physical paths, or routes, leading to and from the proposed facility, for ample room to maneuver equipment, and other materials, during deliveries (elevators, stairways, hallways, and back-to-back doorways at angles).
- Quantity and placement of safety devices, fire alarm systems, fire/smoke detection systems, fire sprinkler systems, exit signs, and fire extinguishers.
- Determine work hours, facility access times, and security escorts.
- Determine periods when work will not be allowed because of excessive work related noise levels.

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The Preliminary Design Report Deliverable will include the following:

- A machine generated, single line drawing, on 8-1/2-inch by 11-inch paper, of the proposed facility depicting physical dimensions of the facility, and placement of furnishings including audio visual and video teleconferencing equipment within the facility.
- A typewritten (contractor formatted), subject oriented, report that includes findings compiled during the course of the site survey. At a minimum, the report will contain verbiage that addresses the following items:
 - A chronology of events, to include persons, places, time, and locations, relative to the specific site survey.
 - The contractor's overall assessment of the proposed facility for use as described by site personnel during the survey.
 - Noted site deficiencies, both physical and logistical, with recommended solutions or workarounds.
 - Recommendations to allow the customer optimal utilization of the proposed facility while remaining within budgetary constraints.
 - Summary of overall findings at the site while conducting the survey.
 - ROM pricing based on information collected on the site survey.

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