



NEW OFFICE CHECKLIST		Yes	No	Notes
Internet	DSL			
	Cable			
	Fiber			
	T1 or T3			
	Metro Ethernet			
	Fixed Wireless			
	Other			
	Service Level Agreement (SLA) Exists			
	Allowed to modify as required			
Outside Wiring that is already installed	Phone Lines to PSTN			
	Cable			
	Fiber			
	T1/T3			
	Metro Ethernet			
	Other			
Office Wiring (Ports available at Desktop)	Single Category 5/5e/6			
	Multiple Category 5/5e/6			
	Phone line (RJ-11)			
	Power over Ethernet (PoE)			
Internal Networking	Modem			
	Router			
	VPN Router (allows remote access)			
	Switch (non PoE)			
	Switch (PoE)			
	WiFi Access Point (802.11a/g)			
	WiFi Access Point (802.11a/g/n)			
	Administrative Rights			
	Dedicated Network			
	Network Support Available			
	Allowed to modify as required			



NEW OFFICE CHECKLIST		Yes	No	Notes
Telecom	On-site PBX			
	On-site IP-PBX			
	Dedicated phone lines to Desktop			
	Dedicated phone lines to Fax location			
	Desktop phones already installed			
	Conference phones already installed			
	Administrative Rights			
	Allowed to modify as required			
Security System	Security alarm exists			
	24x7 Monitoring when active			
	Active monitoring via PSTN			
	Active monitoring via Internet			
	Active monitoring via Cellular			
	Complete Access Control			
Power Outage Protection	Uninterruptible Power Supply Installed			
Other	In ceiling projectors installed & available			
	Fire alarm installed			
	Smoke alarms installed			
	Sprinkler System installed			
	Shared building receptionist			