



**PRE COMMISSIONING
QUESTIONNAIRE**

<<Customer Name>>

Revision : 1.0

Date : <<Current Date>>

Contents List

1 PURPOSE & SCOPE.....3

2 COMMISSIONING REQUIREMENTS CHECKLIST4

2.1 Standard Details4

2.2 Further Information.....4

3 COMMISSIONING DETAILS5

3.1 Customer Contact.....5

4 ACCESS REQUIREMENTS.....6

4.1 Standard Items6

4.2 Customer Supplied (Clean Rooms / High or Low Risk / Food Contamination Control).....6

4.3 Administrative Items.....6

5 CUSTOMER SIGN OFF7

1 Purpose & Scope

The remainder of this document aims to compile sufficient information to carry out a professional commissioning of your site(s).

Section 3 Commissioning Requirements must be completed to enable DW Wifi to gather sufficient information to both quote and carry out a successful commissioning visit.

Section 4 Commissioning Details requires the customer to input the specifics of their site or sites including designated members of staff who must be present at the time of the visit.

Section 5 Access Requirements is required to detail any special requirements our engineers will need to be aware of to attend site.

Section 6 Customer Signoff must be completed prior to returning via E-MAIL to dw17@hotmail.co.uk. An accurate quotation can then be provided together with some proposed dates for the Commissioning.

2 Commissioning Requirements Checklist

2.1 Standard Details

The following details must be confirmed by the customer prior to the visit. Please be aware that DW Wifi reserve the right to terminate the visit if any of the tasks detailed below are not carried out. In these circumstances DW Wifi will be forced to charge for the visit.

ITEM	YES/NO (<i>please indicate</i>).
Please confirm that the Ethernet Cabling has been completed and Ethernet Connections are patched in, labelled and tested.	
Please confirm locations of network cabinets where the installed cables are terminated.	
If applicable please confirm that any Power Injectors have been fitted, powered and patched.	
Customer to supply & fit appropriate patch cables (1 at Access Point Location, 1 from Power Injector to Patch Panel & 1 from Power Injector to Switch)	
Please confirm that all access point brackets and remote antennas / cables (if applicable) have been fitted in accordance with the site survey report.	
Please supply static IP addresses for each device (access points, printers, terminals etc). Temporary – 1 used for testing by engineer.	
Please supply the Subnet Mask, Host IP Address and Gateway IP address (if applicable)	
Please confirm the type of Host Computer (e.g. AS400, UNIX, Win2000, NT, XP)	
Is the host computer on site or at another location? Is there anyone available at the host site to provide assistance if required?	
Please confirm the type of connection to the host (e.g. VT220 Emulation, 5250 Emulation, Client Server)	
The DW Wifi engineer(s) will configure the access points and test. When complete please confirm that a customer representative will be available to physically install the access points. This entails accessing each location (often requiring a cherry picker), locating the access point on its bracket, connecting the antennas (screw fit) and connecting to the Ethernet network via an Ethernet patch cable.	

2.2 Further Information

Please detail any other information you may feel is pertinent to the Commissioning visit.

3 Commissioning Details

3.1 Customer Contact

Please designate a member of your staff to act as our main point of contact for the visit. Please note that the designated member of your staff must have technical knowledge and understanding of the required coverage area. It is important that this person be both present and available during the visit.

Company Name	Contact Name	Tel. No.	Fax No.

Please also give a full postal address each location.

Address	Postcode

4 Access Requirements

Please detail any special access requirements that may be needed (e.g. security clearance, Health & Safety regulations, special clothing, etc.).

4.1 Standard Items

Item	Please Indicate
Protective Footwear (Steel Toe Cap Boots)	
High Visibility Jacket	
Hard Hat / Ear Defenders	

4.2 Customer Supplied (Clean Rooms / High or Low Risk / Food Contamination Control)

Item	Please Indicate
Protective Footwear	
Coveralls / Overalls	
Hat / Hair Net	

4.3 Administrative Items

Item	Please Indicate
Are Permits to Work required	
Are Permits for working at height required	
Any Restrictions on survey equipment (Laptops, test access points, batteries)	
Is there a restriction on Cameras on site (within sensitive area)	
Is Security Clearance a requirement	
Is Health & Safety Introduction / Training required	

5 Customer Sign Off

Having completed this questionnaire please fill in the box below and E-mail to dw17@hotmail.co.uk

Print Name	:
Position	:
Date	: