

# Paging SITE Survey Sheet

Before you begin designing or quoting a job, you will need some basic information regarding the site and the end-user's needs. Use the Site Survey Check List below to ensure that you collect all the information you will need to complete the design of the paging system.

## Customer Information:

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## Tools Needed

- measuring wheel/tape measure
- sound pressure meter
- calculator
- Bogen Products catalog

Obtain a copy of the floor plan of any areas that may require special design considerations (high shelving, machinery location, decibel measurements, exposed beams, etc.).

## Person Completing Form:

Company: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## Site Survey Check List

**Section I** – System Needs concerns the requirements of the entire installation.

**Section II** – Specific Area Needs concerns specific areas within the installation.

*Note:* Installations that contain areas with different style environments or sound levels may require Section II to be filled out separately for each area. Be sure to make enough copies of this page for this purpose.

### I. SYSTEM NEEDS

#### a. What Type of Telephone Port Will Be Available for Connection to the Paging System?

- Loop Start                       Ground Start  
 Page Port                         Analog Station Port  
 Other: \_\_\_\_\_

#### b. How Many MIC Inputs Needed? \_\_\_\_\_

#### c. How Many AUX Inputs Needed? \_\_\_\_\_

#### d. Is Zone Paging Required? Yes No If yes, how many zones: \_\_\_\_\_

#### e. Is Talk Back Required? Yes No If yes, in individual zones? Yes No If yes, system-wide (no zones)? Yes No

#### f. Is Group Paging Required? Yes No

#### g. Are Time Tones Needed to Signal Shift Changes? Yes No

#### h. How Can the Amplifier Be Mounted? Rack Wall Shelf

- i. Amplifier Features Needed:**
- Automatic Level Control (ALC)     Variable Loudness Contour Control  
 Bass & Treble Controls             Graphic Equalizer  
 Automatic Mute                       Variable Mute  
 MOH Output                           Manual Mute  
 Audio Enhancement                 Night Ringer  
 Subwoofer

#### j. Any Technology Preference? None 70V Central Amplifier Self-Amplified 24V Equipment

### II. SPECIFIC AREA NEEDS

#### a. Area Name/Description: \_\_\_\_\_

- b. Area Dimensions:**  
 Length \_\_\_\_\_ ft.                      Width \_\_\_\_\_ ft.  
 Square Footage \_\_\_\_\_ sq. ft.      Ceiling Height \_\_\_\_\_ ft.

#### c. Ambient Noise Level: \_\_\_\_\_ dB

- d. Will There Be Large Changes in Ambient Noise Levels in the Area?**  
 Yes  No  
 If yes, note range: \_\_\_\_\_ dB to \_\_\_\_\_ dB

- e. Environment:**
- Office/Professional/Retail Store                       Factory/Industrial  
 Institutional/Remote Public Area                       Warehouse  
 Aisles created by high storage racks                       Hallways  
 Cafeteria/Break Room                                       Auditorium  
 Loading Docks/Outdoor Areas                               Other: \_\_\_\_\_

#### f. Where Will the Speakers Be Placed? Indoors Outdoors

- g. How Can the Speakers Be Mounted?**  
 Suspended/Drop Ceiling\*                               Wall\*\*  
 Beams, Columns, Other Structures

\* Make note of any changes in surfaces or positions for actual speaker mounting.  
\*\* Make note of any changes in wall angles, surfaces, or height.

#### h. Are Volume Controls Mounted on Each Speaker Needed? Yes No

#### i. Are Wall-Mounted Attenuators Needed for Area's Volume Control? Yes No

#### j. Is Feedback Elimination Equipment Needed? Yes No

#### k. Is Background Music Needed? Yes No

- If yes, BGM source:  CD Player/Receiver  
 Tuner  Other: \_\_\_\_\_

Antenna Available for tuners?  Yes  No

