



ShopperTrak Orbit Site Survey Form v1.4

Instructions

1. Fill out the appropriate information below. (If field does not pertain to site, please mark N/A)
2. Follow the template provided below for required photos of site.
3. If any questions during the completion of this survey or taking pictures, please call the ShopperTrak Team at for assistance - 608-827-2271.
4. When you complete the survey take a separate picture of each page and send to DSS@nettechnology.com
Be SURE to put ONLY the work order number IN Square brackets, on the subject line of the Email. Ex- [1134747]
5. Within 24 hours the site survey photos **MUST** to be emailed to: **dss@nettechnology.com** - Include **WO#** on Subject line in brackets - [xxxxxx]
6. **IMPORTANT:** Site survey and photos must be viewed before scope of work will be considered complete.

Section 1 - Location Information

Survey Date:	Store #:	ShopperTrak Site ID:
Mall Name/Location:		
Address, City, State, Zip:		Suite #: Country:
Store Phone Number:		Store Fax Number:
Primary Contact on Site:		Primary Contact Phone Number:
Type of Location:		What floor of the mall is the store on:
G.C. or Other Construction Contact on Site:		Construction Company Name:
G.C. or Other Construction Contact Phone Number:		
What are the hours of access for installation:		Tech Name: (Please Print)

* Choose from the following options to fill in the Door/Mounting Information Below: see site survey explanation form for clarification if needed

Floor Level: Lower Level, 1st, 2nd, 3rd, (Of the store, not the entire complex)

Door Type: Single, Double, Gate, Open, Sliding, Revolving If there are any dividers between doors, each door needs to be considered a Doorway.

Door Swing: In, Out, Roll Up, Sliding, Revolving

Ceiling Type: Drop Tile, Dry Wall, Concrete, Exposed, Wood, Beam

Means of Mounting: The options you have will be: Y-Bracket/Surface Mount, Angle bracket, Flush-mount enclosure, Beam-mount

Section 2 - Door/Mounting Information

Store Door	Floor Level (See Above)	Door Type (See Above)	Door Swing (See Above)	Door Width Measured in INCHES	Door Height Measured in INCHES	Is this a Vestibule Doorway (Y or N)	Distance to Mgrs Office/Back Office (FT)	Ceiling Type at Orbit Mounting Location (See Above)	Ceiling Color at Orbit Mounting Location	Ceiling Height at the Doorway (See Below)	Means of Mounting (See Below)
1st											
2nd											
3rd											
4th											

If Multiple Doorways: Distance from Doorway 1 --> Doorway 2 _____ FT
Distance from Doorway 2 --> Doorway 3 _____ FT
Distance from Doorway 3 --> Doorway 4 _____ FT

Ask MGR/GC: How many customer entrances are there? _____

Print MGR/GC's first and last name: _____

MGR/GC's signature: _____

Orbit Placement

1. Measure the Floor TO Ceiling Height at the following distances IN from the threshold (INCHES): 0 _____ 12 _____ 24 _____ 30 _____ 36 _____

Are there any obstacles centered on the ceiling between the door and 36 inches from the door? **Yes** **No**

If **Yes**, state what the obstacles are and the distance from the door in inches.

If Installation Ceiling Height is higher than 20 ft, is there a way to mount the Orbit that would position it within the 9-20 ft. threshold? Please Explain.

2. **Means of Mounting:** Orbits should be surface mounted, unless otherwise stated by the GC or on the Work order. If it will be flush mounted, look above the ceiling and confirm there are no obstructions. If you are unsure how you will mount it, contact ShopperTrak.

Can the orbit be surface mounted? **Yes** **No**

NOTES:

Section 3 - Cable Information

If you are installing multiple Orbits, they may be daisy chained together depending on distance. You must make sure you know how to install both home run cables to each Orbit and connecting cables between the Orbits as either one may be required. Call NET at 608-827-2271 with any questions.

1. Will union labor be required?	Yes	No	
2. Will any permits be required?	Yes	No	If Yes, specify permit type:
3. Is store precabled for ShopperTrak?	Yes	No	If no, you will be responsible for running the cable on the day of install.
a) If no, does G.C. have a date that the cable needs to be installed by?			
b) How long is the cable path from the doorway to Network/Back Office, please include service loops? FT			
c) Does cable require it's own means of support or conduit? Yes No If Yes, specify:			
4. What is the highest point between the door and cable room that you must reach?	FT		
5. Is there a Ladder on site tall enough to reach all specified heights?	Yes	No	
a) If yes, how tall?	Feet		
If no, do you own/have access to a tall enough ladder? Yes No			
6. What type of ceiling does the cable need to be ran through?			
7. Do you know how to run the cable without it being exposed?	Yes	No	If no, call NET's ShopperTrak team at 608-827-2271 immediately to determine
8. Any existing access panels or access points to access the ceiling?	Yes	No	
9. Please circle any of the following that you will need:	Lift	Two Techs	Ladder Rental Other
a). If you circled any of the above, please explain:			
b). Lift Drop off Location:			
10. Any other special requirements or comments about the cable install:			
11. Is there an existing ShopperTrak Orbit(s) installed?	Yes	No	
a) If yes, how many?	b) If yes, what is the current mounting height of each orbit in inches?		
c) If replacing existing orbit(s), will recabling be required?	Yes	No	

Section 4 - Network/Phone line Information

1. Location of network hub/switch?	Cable needs to be installed to the network switch.		
2. Are there available network ports on the switch?	Yes	No	If Yes, how many?
3. Is network equipment installed and operational?	Yes	No	If no, when will it be operational?
4. Location of phone lines?	Number of Phone Lines?		
5. Are the phone lines active?	Yes	No	If no, when will it they be operational?
6. Are there available power outlets by the Network/Phone Lines?	Yes	No	If yes, how many?
7. How many ShopperTrak full installations have you completed?	0-5	6-15	16+
*IMPORTANT: Within 24 hours the site survey photos MUST to be emailed to: dss@nettechnology.com - Include WO# on Subject line in brackets - [xxxxxx]			

Section 5 - Site Photos

Photos MUST follow this naming convention: Site ID - Description - View.jpg

Description Types: Doorway #, Network Frame, Demarc, Access Panel, Ceiling Transition, Cable Route, Existing Equipment, Other

View Types: Front, Back, Left, Right, Ceiling

- ☐ 1. Front of Doorway/Doorways from OUTSIDE of store: Site ID - Doorway - Front.jpg
- ☐ 2. Back of Doorway/Doorways from INSIDE of store: Site ID - Doorway - Back.jpg
- ☐ 3. Ceiling approx. 36 inches back from Doorway, where orbit will be mounted. Site ID - Doorway - Ceiling.jpg
- ☐ 4. Left side of Doorway, as viewed from the right side. Site ID - Doorway - Left.jpg
- ☐ 5. Right side of Doorway, as viewed from the left side. Site ID - Doorway - Right.jpg
- ☐ 6. Ceiling and any transitions the ceiling takes from Doorway to back office that are in direct line of cable route. Site ID - Ceiling Transition - Ceiling.jpg
- ☐ 7. Network frame. Site ID - **NetworkFrame** - Front.jpg
- ☐ 8. Demarc or Demarc extension. **Site ID - Demarc** - Front.jpg
- ☐ 9. If solid ceiling, photos of available access panels. **Site ID - AccessPanel** - Ceiling.jpg
- ☐ 10. If surface raceway is required, photos of the route the raceway will take to get cable to back office. **Site ID - CableRoute** - Front.jpg
- ☐ 11. If replacing existing Orbit(s), photos of existing mounted equipment. **Site ID - Existing Equipment** - Ceiling.jpg