



## ShopperTrak Orbit Site Survey Form v1.5

### 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 NET 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. Before calling for log out the site survey photos **MUST** to be emailed to: **dss@nettechnology.com** - Include WO# on Subject line in brackets -
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:		Primary Contact Email:	
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:		Survey Tech Name: (Please Print)	
<b>* Choose from the following options to fill in the Door/Mounting Information Below: see site survey explanation form for clarification if needed</b>			
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, Conduit Drop			

### 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	Ask MGR/GC: How many customer entrances are there? _____
	Distance from Doorway 2 --> Doorway 3	_____ FT	
	Distance from Doorway 3 --> Doorway 4	_____ FT	
			Onsite 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 NET.

Can the orbit be surface mounted? **Yes** **No** If no, please explain how you will mount it and at what height the orbit will be mounted.

### 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?	FT	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 (608-827-2271) immediately to determine solution.	
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. Is the switch POE capable?	Yes	No		
5. Has the ISP completed their install?	Yes	No	If no, when will ISP establish a connection?	
6. Are there available power outlets by the Network?	Yes	No	If yes, how many?	
7. How many ShopperTrak full installations have you completed?	0-5	6-15	16+	
<b>*IMPORTANT: Site survey photos MUST to be emailed to: <a href="mailto:dss@nettechnology.com">dss@nettechnology.com</a> - before logout</b> <b>Include WO# on Subject line in brackets - [xxxxxx]</b>				
Section 5 - Site Photos				
<b>Description Types: Doorway #, Network Frame, Demarc, Access Panel, Ceiling Transition, Cable Route, Existing Equipment, Other</b> <b>View Types: Front, Back, Left, Right, Ceiling</b>				
<input type="checkbox"/> 1. Front of Doorway/Doorways from OUTSIDE of store: <b>Site ID - Doorway - Front.jpg</b> <input type="checkbox"/> 2. Back of Doorway/Doorways from INSIDE of store: <b>Site ID - Doorway - Back.jpg</b> <input type="checkbox"/> 3. Ceiling approx. 36 inches back from Doorway, where orbit will be mounted. <b>Site ID - Doorway - Ceiling.jpg</b> <input type="checkbox"/> 4. Left side of Doorway, as viewed from the right side. <b>Site ID - Doorway - Left.jpg</b> <input type="checkbox"/> 5. Right side of Doorway, as viewed from the left side. <b>Site ID - Doorway - Right.jpg</b> <input type="checkbox"/> 6. Ceiling and any transitions the ceiling takes from Doorway to back office that are in direct line of cable route. <b>Site ID - Ceiling Transition - Ceiling.jpg</b> <input type="checkbox"/> 7. Network frame. <b>Site ID - NetworkFrame - Front.jpg</b> <input type="checkbox"/> 8. Demarc or Demarc extension. <b>Site ID - Demarc - Front.jpg</b> <input type="checkbox"/> 9. If solid ceiling, photos of available access panels. <b>Site ID - AccessPanel - Ceiling.jpg</b> <input type="checkbox"/> 10. If surface raceway is required, photos of the route the raceway will take to get cable to back office. <b>Site ID - CableRoute - Front.jpg</b> <input type="checkbox"/> 11. If replacing existing Orbit(s), photos of existing mounted equipment. <b>Site ID - Existing Equipment - Ceiling.jpg</b>				