

NEW OFFICE INFRASTRUCTURE CHECKLIST



The top 7 things to look for to ensure
your new space fits your needs

1. WHAT INTERNET PROVIDER SERVICES ARE AVAILABLE?

- Who services the building?
- Where is the DMARC of the building?
- What type of bandwidth do I require?

2. LOW VOLTAGE CABLING

- How many drops or cables do I need at every location or workspace (Data/Voice/Other)?
- How fast do I want my network to perform? What cable will support the data transfer (Cat5e/6/7/Fiber)?
- Do I need ceiling cabling (wireless access points, etc.)?
- Is there existing cabling that I can test and tone to see if it can be re-used?

3. LAN ROOM: What room do I want to use and/or design to store networking devices and server equipment?

- Power requirements
- Space requirements for equipment
- Cooling
- Security/monitoring

4. CONFERENCE ROOM/MEETING ROOMS/HUDDLE ROOMS

- Do I need a core drill so cables can run through the floor and up through the conference room table(s)?
- Wall-mounted displays or projectors
- Video conferencing

5. WORK AREAS

- Cubicles – How to run power and data to the cubicles?
- Offices – Where will people sit and how many wall jacks will they require (voice and data or more)?

6. PHYSICAL SECURITY

- Access control for doors
- Cameras for safety and security
- Burglar alarm for security
- Biometric access for tracking

7. RECEPTION AREA OR ENTRANCE TO OFFICE SPACE

- Digital Signage
- Remote door release for security
- Guest seating with courtesy telephone

Get a FREE Phone Consultation

703-581-7319 • info@baileysystems.net

