SRS NETWORKS

NETWORK SITE READINESS WORKBOOK | V1.0

1. Set the project baseline

Decide whether a surveyed site can be released for the specific planned field work. A survey records observations; readiness requires current evidence that dependencies are satisfied.

> Buyer planning aids, not an engineering design, safety procedure, quotation or work authorization. Keep actual site evidence in a controlled project repository. Do not enter passwords or sensitive public site identifiers.

Complete before circulating the workbook

Project / site code and address held in controlled record

Scope revision / drawing reference / survey date

Planned devices, drops, closets and excluded work

Requested work window / timezone / release decision deadline

Buyer release authority / facilities / IT / field lead contacts

Evidence repository / access restrictions / last verification date

Responsibility boundary

Facilities owns access, pathways and building approvals. The customer or appointed IT specialist owns addressing, configuration, circuits, credentials and logical acceptance. The field installer confirms its agreed physical scope and evidence. Name an owner for every interface; this worksheet does not transfer those duties.

How to use this record

1. Copy pages 2, 3 and 5 for additional sites, assets or decisions. Add a page ID and keep the same project baseline.
2. Reference dated evidence in your controlled repository. Blank means unknown, not passed. Record a reason for every not-applicable item.
3. Name the blocker owner, due time and release authority. Recheck after a material scope, date, drawing or equipment change.
4. Keep the printed example separate from your entries. A completed workbook does not authorize work until the responsible people approve it.

SRS Networks provides enterprise field deployment across the 48 contiguous states, Alaska, and Hawaii. Founded 1996. Scope and schedule require project-specific confirmation.

2. Verify dependencies

For each row, record the evidence reference and revision, confirming owner, due time with timezone, and status. Attach larger registers using the same identifiers.

Dependency / what to verify	Evidence / revision	Owner / due / status
Access and operating restrictions Approved access window, escort, badges, loading route and work-area restrictions. Confirm actual building requirements; do not infer them from the city.		
Pathways and mounting Approved route and mounting references, usable space and documented treatment of obstructions. An inaccessible route remains an open dependency.		
Power and environment Facilities confirmation for the actual equipment model, power arrangement and room conditions. Record OEM revision and responsible qualified party.		
Materials and receiving Counted model-specific materials, custody record, delivery location, missing items and substitute approval.		
Customer IT readiness Named owner confirms the circuit/configuration/test prerequisites applicable to this work window. Reachability is not application acceptance.		
Test and closeout plan Agreed physical test method, result-file location, labeling convention, photograph permissions and acceptance owner.		

Additional register / controlled attachment

Attachment ID / revision / owner

Remaining unknowns / scope affected

> Use verified / open / blocked / not applicable with reason. Receipt of a file is not verification that the condition is satisfied. If evidence expires or conditions change, reopen the affected gate.

3. Release only the work that is ready

Classify each dependency as verified, open, blocked or not applicable with a reason. Unknown is not ready. Define what may proceed independently and what must stop. A conditional release must name the allowed work, prohibited work and expiration; it does not waive safety or design approval.

Work package / dependency IDs required before dispatch

Physical readiness evidence and verification timestamp

Customer IT prerequisite and named confirmation

Safe separable work allowed while a blocker remains

Hold point / who stops work / escalation contact

Release, conditional release or hold / expiry and recheck trigger

One repeatable operational record

Work package / location	Required dependency IDs	Allowed / prohibited work	Owner / state

Use the approved project plan for engineering limits, safety controls and equipment instructions. This planning aid supplies no universal power, loading, throughput or outage threshold.

4. Worked decision example

FICTIONAL TRAINING EXAMPLE — not an SRS project. SR-17 is a two-floor office with one MDF, two IDFs, 48 proposed data drops and 12 APs. Drawing D-03 revision B uses a riser that the survey finds blocked. Photo evidence E-07 records the obstruction; it does not approve a new route. Facilities owner F-01 must obtain and verify an approved alternate route before the affected cabling work is released.

Item	Evidence / condition	Owner	Due / gate	Decision
R-01 / blocked riser	E-07 survey photo; D-03 rev B	Facilities F-01	Before dispatch decision	HOLD affected pulls
R-02 / alternate route	Approved D-03 rev C + field verification required	Design owner / F-01	Before R-01 release	OPEN; no approval assumed
R-03 / IT prerequisites	IT-02 written confirmation required	Customer IT	Before device testing	OPEN; separate from route

Why the hold changes the plan

Do not dispatch the affected pull crew on the basis of the survey alone. Only independently authorized work may proceed. After F-01 provides the approved drawing and physical verification, the buyer release authority rechecks scope, materials and window, records a new decision time and authorizes the affected package. If the route is still unavailable at the deadline, reschedule rather than silently substitute a path.

Translate the example to your project

Comparable dependency in your project

Evidence needed to resolve it

Named decision owner and deadline

Impact if the gate is not satisfied

The quantities and outcomes above are fictional teaching values. They are not an SRS project, client claim, estimate, productivity benchmark or promised result.

5. Evidence and exception register

Keep the approved baseline intact. Log new information or changes below, with a controlled attachment when more detail is needed. A deferral requires the buyer's explicit acceptance and cannot waive safety obligations.

Issue / dependency ID	Evidence / baseline revision	Blocker owner / due time	Status / impact / change ID

Resolve one exception completely

Issue ID / affected work or sites

Requested change / alternatives

Cost, schedule and acceptance effects

Evidence that closes the blocker

Approver / decision / timestamp

Recheck trigger / expiry / notification owner

> Release evidence must explain what changed and why it is sufficient. "Done," an unchecked assumption or a new date alone does not close a blocker. Keep superseded evidence and approval history.

6. Record the release and next decision

Baseline / attachment revisions accepted

Released work / explicitly held work

Facilities confirmation / date and evidence

Customer IT confirmation / date and evidence

Field lead confirmation / date and evidence

Buyer authority / release decision / timestamp

Conditions / expiry / next decision deadline

Open exceptions / owners / required notifications

Next decision

Give the completed register and approved drawings to bidders or the field PM. Recheck expiring access, material and IT confirmations before dispatch. Use the site-survey checklist to collect observations and the acceptance checklist to define closeout; neither replaces this readiness decision.

References to carry with the project

- Approved design and drawings: record your actual revision and owner on page 1.
- Actual equipment manufacturer installation, handling and power instructions: record model, document revision and qualified confirming owner on page 2.
- Facility access rules, safety plan and applicable approval requirements: obtain from the responsible site/design/safety owner; this workbook does not determine legal compliance.
- Network site-survey checklist: https://srsnetworks.com/network-site-survey-checklist
- Structured cabling acceptance checklist: https://srsnetworks.com/structured-cabling-acceptance-certification-checklist

Planning aid v1.0 | SRS Networks | 490 Eccles Avenue, South San Francisco, CA 94080 | partners@srsnetworks.com | (866) 224-3636. Store completed workbooks securely; do not submit credentials or sensitive site records through a public inquiry.