

THE KIT ✓

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| ☐ Lightweight laptop e.g. Microsoft Surface Pro
Pop Socket for back of Laptop - reduces hand fatigue | ☐ Water - walking requires hydrating |
| ☐ Laser meter - you get what you pay for here | ☐ Ekahau Survey Pro Bundle |
| ☐ Clip board - the aluminum style filled with Survey Floor Intake Forms, pens, highlighters, etc. | ☐ Ekahau Sidekick |
| ☐ Comfortable shoes - professional, but comfortable | ☐ iPad with Pop Socket on back to reduce hand fatigue |
| | ☐ Chargers for all the above |
| | ☐ Comfortable backpack to carry it all |

COMMENTS:

THE PRE-SURVEY ✓

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| ☐ What are the business needs of your wireless network? | ☐ Determine areas of no coverage needed |
| ☐ What vendor and model AP will be used in the final Build of Material (BOM)? | ☐ Obtain mobile numbers of any contact people needed during the survey |
| ☐ Obtain a clean floorplan | ☐ ID badge for the facility you are surveying |
| ☐ Determine areas of coverage | ☐ Do you need special training to access sensitive areas? |
| ☐ Determine any areas where the client doesn't want any signal | ☐ Schedule the walk-through portion of the survey |
| ☐ Will you need an escort the entire time? | ☐ Schedule the delivery date of your report |

COMMENTS:

THE SURVEY ✓

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| ☐ Contact facility liaison at specified time and location | ☐ Scale the map in Ekahau |
| ☐ Discuss any details of interest | ☐ Test iPad and Sidekick connectivity |
| ☐ Are there any areas you are not permitted to enter? | ☐ Walk the facility at a constant relaxed pace tapping the iPad screen to denote where you are located |
| ☐ Understand the underlying networking infrastructure the wireless will rely upon. Document those findings | ☐ Knock on all office doors, ask permission to enter, close the door and survey, leave the door as found |
| ☐ Build the survey plan in Ekahau | ☐ Stop the survey and save to the Ekahau Cloud |
| ☐ Take a laser measurement of the longest hallway you can find | |

THE SURVEY ✓

- ☐ Take detailed notes of the ceiling height, plenum, mounting style needed anything you can think of which may be helpful for the installers to know ahead of time

COMMENTS:

THE REPORTING ✓

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| ☐ Write a professional cover page | ☐ Make sure you understand every aspect of these reports and can speak to them all |
| ☐ Write an Executive Summary | ☐ Compile draft report |
| ☐ Draft a complete BOM including PoE ports needed, mounting hardware, AP, and any controllers | ☐ Have someone else who is detail oriented proof the report. If they don't get it, neither will the client understand your report. Make things simple, but not simpler than they need to be. |
| ☐ Detail the required wiring needed for the project | |
| ☐ Run the reports in Ekahau | |
| ☐ Tune the report in Ekahau | |

COMMENTS:

THE REVIEW OF FINDINGS ✓

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| ☐ Schedule review of findings meeting or call with client | ☐ Conduct the review of findings |
| ☐ Review the report yourself. Know all aspects as you may be grilled on them. | ☐ Follow up with any action items coming out of this meeting |
| ☐ Deliver the report to the client | |

COMMENTS:

RINSE AND REPEAT

For pricing on Ekahau or PacketLogix Site Surveying Services, call Paula Vollaro at 401-216-6425 or paula@packetlogix.com