

CBEC LAN PROJECT  
Site Survey Template

<b>Site Address</b>	Office Name	
	Building Name	
	Street Name	
	Location	
	City	
	State	
	Pin Code	

<b>Nodal Office</b>	Name	
	Designation	
	Telephone -	
	Land Line	
	Mobile	

<b>HP Representative</b>	Name	
	Mobile	

<b>Sites Office Codes</b>	<b>Office Name</b>	<b>Office Code</b>
1		
2		
3		
4		
5		
6		
7		
8		

SL	Description	Responsibility
1	List of offices with nodal officers and planned node nos.	CBEC Central Team
2	Existing Asset Database if available	CBEC Nodal Officers
3	Existing LAN Details including diagram if available	CBEC Nodal Officers
5	Site Survey guidelines	HP Central Team
6	Foot Print / Space requirement for UPS, Rack, Print Server etc	HP Central Team
7	Site Survey Template	HP Central Team
8	Copy of Circular to Nodal officers from CBEC HO	HP Central Team

Note - Site Survey will report Draft BoM for the site

Referral - Abbreviations

<b>DJ</b>	Desk Jet Printer
<b>LJ</b>	Laser Printer
<b>NWLJ</b>	Network Laser Printer
<b>CLJ</b>	Colour LaserJet
<b>DMP</b>	Dot Matrix Printer
<b>LMP</b>	Line Matrix Printer
<b>SRV</b>	Server
<b>PC</b>	Personal Computer
<b>NB</b>	Note Book
<b>L2</b>	Layer II NW Swtich
<b>L3</b>	Layer III NW Switch
<b>MFP</b>	Multi Function Printer
<b>BoM</b>	Bill of Material
<b>AMC</b>	Annual Maintenance Contact
<b>WAR</b>	Warranty
<b>UPS</b>	Uninterrupted Power Supply
<b>DG</b>	Diesel Generator
<b>LAN</b>	Local Area Network
<b>WAN</b>	Wide Area Netwok
<b>CPWD</b>	Central Public Works Department
<b>CBEC</b>	Central Board of Excise & Customs
<b>KVA</b>	Kilo Volt Ampere
<b>ICD</b>	Inland Container Depot
<b>CFS</b>	Container Freight Station
<b>LCS</b>	Land Customs Station
<b>FPO</b>	Foreign Post Office
<b>ACC</b>	Air Cargo Complex
<b>SIIB</b>	Special Investigations and Intelligence Branch
<b>SVB</b>	Special Valuation Branch
<b>AIU</b>	Air Intelligence Unit
<b>UB</b>	Unaccompanied Baggage
<b>CCU</b>	Chief Commissioner's Unit
<b>PCA</b>	Post Clearance Audit
<b>MCD</b>	Manifest Clearance Department
<b>MP</b>	Marine Preventive
<b>R &amp; I</b>	Rummaging & Intelligence
<b>NACEN</b>	NATIONAL Academy of Customs Excise & Narcotics
<b>RTI</b>	Regional Training Institutes
<b>TAR</b>	Tax Arrears recovery
<b>CESTAT</b>	Customs , Excise& Service Tax Appellate Tribunal
<b>SDR</b>	Senior Departmental Representative
<b>JDR</b>	Junior Departmental Representative















IT Asset Server

Description	Probable Response	Server 1	Server 2	Server 3
Location				
Building				
Room No				
Formation	EXICE/CUSTOMER/SERVICE			
Current Usage	MAIL/Proxy/Appl			
Application 1				
Application 2				
Application 3				
Application 4				
Age of Server	Years - 1Y/2Y/3Y..			
Status of Server	Working / Down			
Support Status	Warranty/AMC/No Support			
Support Vendor	Support Vendor Name			
Make				
Model				
OS	Window / Linux / UNIX			
CPU	Intel/AMD/RISC			
No of CPU				
CPU Speed				
RAM	In GB			
Internal Storage Capacity	Total Capacity in GB			
Backup Device				
External Storage	Mention the Model of Box			
External Storage Capacity	Total Capacity in GB			

**Note - Nodal officers should provide the Applications name**



Existing LAN Inputs

SL	Questionnaire	Probable Response	Remarks
1	Is Existing Lan diagram (route diagram) available for the building with nodal officer	Yes/No	Collect the LAN diagram /layout if available
2	Is Asset inventory of LAN available ?	Yes/No	Collect inventory details if available
3	No of LAN ( Not Connected to each other)	<1/2/3..>	
4	When was the LAN implemented		
5	What is the condition/quality of the cabling ?		
6	Material of cabling used	Cat 3/ cat 5/cat 5(e)/Cat 6	
7	Mention Number of LAN points used at offices	< 12/ 12-24/ > 24	



LAN Design Inputs

Line Item		Questionnaire	Probable Response	Remarks
<b>New LAN - Design Inputs</b>	1.1	No of Blocks / Building at site		
	1.2	Specify the building where main comm. room is housed		
	1.3	No of building which will have separate Distribution Switches		
<b>Service Centre applicable mostly in Customs location</b>	2.1	Location of existing/proposed Service Centre		Specify the location
	2.2	No of users		
<b>Building housing the Main Comm. room</b>	3.1	No of nodes (LAN Points) in the building		
	3.2	Are all the LAN points within 90 meter distance ?	<Yes/No>	
	3.3	Is any additional distribution point (Switch) needed to cover all node in the building ?	<Yes/No>	
	3.4	Has space been identified for additional distribution point ?	<Specify the Location>	
	3.5	Is the identified space adequate and secured ?		
<b>Building /Area -I</b>	4.1	Is the space for wall mounting identified and adequate to house Distribution Rack ?		
	4.2	Has Electrical point ( UPS) been provisioned for the Switches?	<Yes/No>	
	4.3	Does the Distribution Switch need uplink Fiber ?	<Yes/No>	
	4.4	Has the uplink fiber cable route been identified and finalized ?	<Yes/No>	
	4.5	No of nodes (LAN Points) in the building		
	4.6	Are all the LAN points within 90 meter distance ?		
	4.7	Is any additional distribution point needed to cover all nodes in the building?		
	4.8	Is the identified space for wall mounting adequate and secured?		
<b>Building /Area -II</b>	5.1	Repeat Exercise 4.1 to 4.9		

LAN Design Inputs

<b>Special LAN Points</b>	6.1	Has LAN point for RE been Provisioned		
	6.2	Has LAN point for UPS been Provisioned?		
	6.3	Has LAN point for Print Server been Provisioned?		
	6.4	Has LAN Points for Line Printers been Provisioned?		
	6.5	Has LAN Points for NW Printers been provisioned ?		

Server and Communication Room Requirements

	Line Item	Questionnaire	Probable Response
<b>New LAN - NW Rack Placement</b>	1	Location Identified - Exiting WAN Communication Room / New Location Room	Yes/No
	2	Rack Size Identified for the site (15U /42 U)	
<b>Existing WAN Comm Room</b>	3.1	Earmarked space to keep 42 U/15U rack as applicable	Yes/No
	3.2	Distance between 15U/42U and existing 9U rack	1m/2-10m/>10m
	3.3	Clear space available to house 9U and 15U or 42U rack in the same room?	Yes/No
	3.4	Can the two racks (existing 9U and new rack:15U/42U) be placed adjacent to each other?	Yes/No
<b>New Room</b>	4.1	Specify the New Communication Room	Specify the location and distance from existing position
	4.2	Distance from the WAN Communication room	Estimated Cable Length in Meter ( Should be < 90m)
	4.3	Necessity to shift the leased line (WAN Point) in the building	Yes/No
	4.4	Earmarked space to keep 42 U/15U rack as applicable	Yes/No
	4.5	Does the room have a lockable door ?	Yes/No
<b>Smoke Detector/Hooter</b>	5.0	Location identified for Fire Alarm Hooter	
	5.1	Is the Space on wall identified and adequate for Fire Alarm Hooter ?	Yes/No
	5.2	Distance ( Cable) of hooter from rack	
	5.3	Has an Electrical Power point ben Provisioned for Alarm detector in rack ?	Yes/No



Server and Communication Room Requirements

<b>Site Condition of Identified Communication room</b>	6.1	Is the current server room dust free?	Yes/No
	6.2	Does the current server room have airconditioning?	Yes/No
	6.3	Is the room temperature maintained at 22 to 25 deg C	Yes/No
<b>Print Sever &amp; Scanner Placement in Other Room Placement in Comm Room</b>	7	Identified Location - <Same as communication Room / Other Room>	
	7.1	Specify the Room	
	7.2	Is adequate space available for Print Server & Scanner?	<Yes/No>
	7.3	Is Table available for Print Server and Attached Scanner ( Table Size reqd - AxBxC) ?	<Yes/No>
<b>Site Condition of Identified Print Server room</b>	7.4	Is the current server room dust free?	Yes/No
	7.5	Does the current server room have airconditioning?	Yes/No
	7.6	Is the room temperature maintained at 22 to 25 deg C ?	Yes/No
<b>Network Printer Network Printer - 1</b>	8	No of NW Printers Provisioned for the site	
	8.1	Identified Location - <Same as communication Room / Other Room>	
	8.2	Specify the Room if not the communication room	
	8.3	Is adequate space available to for Network Printer?	<Yes/No>
	8.4	Is adequate space available for Print Server & Scanner?	<Yes/No>

Server and Communication Room Requirements

	8.5	Is Table available for Network Printer ( Req table Size AxBxC)?	<Yes/No>
<b>Site Condition of Identified NW Printer Room. It is applicable if a NW printer is not installed in the comm/Server room</b>	9.1	Is the current server room dust free?	Yes/No
	9.2	Does the current server room have airconditioning?	Yes/No
	9.3	Is the room temperature maintained at 22 to 25 deg C ?	Yes/No

UPS Room Requirements

	Line Item	Questionnaire	Probable Response	Remarks
<b>UPS</b>	1.1	Estimated Load for the site as per no of nodes < KVA>		
	1.2	Is More than one UPS needed for the site because of spread	<Yes/No>	
	1.3	How Many UPS are required for the site		
<b>UPS1</b>	2.1	Estimated Load for UPS1 ( KVA)		
	2.2	No of nodes to be fed from UPS < Count of TC/PC/Printer /Switch etc>		
	2.3	Place Identified < Existing UPS Room/ Communication Room / New Room>		
	2.4	Specify the UPS Room		
	2.5	Foot Print of Nearest UPS Model		
	2.6	Is the space earmarked adequate ( as per OEM guidelines)	<Yes/No>	
	2.7	Whether there is a provision on ( Wall Space) to fix Distribution board(DBs) on the wall near UPS		
	2.8	Will this UPS feed the Equipment (Switches, Routers etc in the Server Room)	<Yes/No>	
	2.9	What is distance from Server Room		
	2.10	Is AC available in the UPS room ( Estimated AC capacity xx tons)	<Yes/No>	
	2.11	Is Feeder route from Mains/DG feasible and finalised	<Yes/No>	Attach the Feeder route sketch
<b>UPS2</b>		Repeat exercise 2.1 to 2.2		
<b>Electrical - Feeder</b>	3.1	Three ph/single ph supply available?	Pl specify	
	3.2	Whether we can tap supply from existing main Distribution board?	Yes/No	
	3.3	Whether separate Distribution block is required?	Yes/No	
	3.4	whether there is a route available to lay power cable from main DB to AMF panel of DG set	Yes/No	
	3.5	Is any breaking of wall required to lay the power cables	Yes/No & specify the area to be broken	
	3.6	whether there is a route available to lay power cable from AMF panel of DG set to UPS	Yes/No	

FINAL APPROVED BOM

SL	Item Description	Redeployed Qty	Additional Qty Req	Total Qty for the site	Ratings
1.1	Thin Client				
1.2	Retained PC				
2	Network Laser Printer				
3	Scanner				
4	File & Print Server				
5	Line Printers				
6	Desk Jet Printers				
7	LAN Points				
8	DG				KVA
9.1	UPS 1				KVA
9.2	UPS 2				KVA
9.3	UPS 3				KVA

Note - This will be filled centrally

DG and Electrical Inputs

Category	SL	Questionaires	Probable Answers
Main Elecrical Feeder for the building	1.1	Existing sanction load for the site/ building(kVA allocated to CBEC in shared building)	10KVA/10-20KVA/20-50KVA/50-100KVA/>100KVA PI specify
	1.2	Existing Load of the building (KVA)	
	1.3	Does building have a 3 phase supply or 1 phase supply	3ph/1ph
	1.4	Incomming supply (3 ph)	R....Volts/Y....Volts./B....Volts
	1.5	Earth to Neutral volts ( Measure and record)	
	1.6	Incomming supply (1 ph): 220V	Please specify
	1.7	Earth to Neutral volts	
	1.8	Whether UPS/AMF input connection can be made directly from the main distribution box?	Yes/No
	1.9	which part of the day downtime is possible	Please specify
	1.10	Whose permission is required to work on main supply (CPWD/landlord/no permission)	Please specify
	1.11	A CBEC Representative knowledgable about electrial distribution should be present at the time of tapping	
	1.12	Whose permission is required tor cable route finalisation (CPWD/landlord/minucipal corp./no permission)	Please specify
	1.13	Load shedding status in a day	1hr/2hr/> 2 hrs pl specify
	1.14	Identification for safe wall space for Power DB's (Main & Floor DB's)	
DG Set	2.1	Existing DG set rating	5kva/10kva/25kva/40kva/80kva/100kva/120kva/>120 kva(sepcify)
	2.2	Spare capacity of the DG sets	10%/20%/30%/40%/others
	2.3	Make of DG set	Cummins/Gmmco/Greeves/ any other specify
	2.4	How old is the DG set	1 year/2 year/> 2 year /please specify
	2.5	Support Agency for Existing DG Set < Name>	
	2.6	Open space available for keeping new DG sets	Yes/No
	2.7	Space available for DG set?	Yes/No

DG and Electrical Inputs

	2.8	DG set LENGTH x WIDTH x HEIGHT (eg. For 25 KVA we need 3M x 1.2M x 2M). Sufficient clearance needs to be provided at rear, front and sides of DG set. Sufficient height clearance needs to be provided to accommodate the exhaust chimney	Yes/No
	2.9	DG set space finalized and signed-off	Yes/No
	2.10	Space for making the earthpits near the DG sets(2 nos)	Yes/No
	2.11	Whether the chimney can be at a standard height or has to be taken above the roof top	Yes/No
	2.12	Whether DG set has to be placed in roof top since there is no space available on ground	PI specify
	2.13	Whether the roof can take DG load (CPWD engineer to confirm)	Yes/No
	2.14	Whether cranes/forklifts can be brought inside the building premises to off-load DG set or take it to rooftop	Yes/No
	2.15	Is Clearance from State Electricity Board/ Authority required for the site	Yes/No
	2.16	Platform Height - to prevent logged water in rain	
<b>Earthing</b>	3.1	Earth to Neutral Voltage	0 volts/<=1 volt/2 volts
	3.2	Existing Earth resistance(measure it if required?)	<=1ohm
	3.3	Earthing extended upto equipment room	Yes/No
	3.4	New earth pits required and how many?	Yes/No & 1 or 2
<b>Approval Requirement for DG</b>	4.1	Building Owner/CPWD/Custodian	<Owner/CPWD/Custodian>
	4.2	Building Architech ( For rooftop cases)	<Yes/No>

WAN and MPLS Inputs

	LINE	Check List	Probable Response	Remarks
<b>MPLS</b>	1.1	9U Rack and router installed properly and fans are working inside the rack	Yes/No	If No, Specify the Issue in the ATR
	1.2	UPS supply given to 9U rack	Yes/No	If No, Specify the Issue in the ATR
	1.3	Are the racks kept in dust free environment?	Yes/No	
	1.4	Aircon provided for MPLS equipment	Yes/No	
<b>Existing WAN</b>	2.1	Whether point-to point connectivity exists ?	Yes/No	
	2.2	Router make and model	Cisco( 2500/3700/3800 series)	
	2.3	Switch make and model	Cisco(2900) /any other make pl Specify	
	2.4	Material of cabling used	Cat 3/ cat 5/cat 5(e)/Cat 6	
	2.5	How many ethernet points free on the cisco switch?	1/2/> 2 pl specify	
	2.5	Number of spare patch cords available in the office	Specify the qty	
	<b>Broadband Connectivity</b>	3.1	Is broadband connectivity required for site?	Yes/No
3.2		Is broadband connectivity available in the office?	Yes/No	
3.3		Bandwidth	128/256/1Mb/2Mbps	
3.4		Bandwidth available for what purpose	mail messaging and common office usage/application	
3.5		Any additional broadband connection applied?	Yes/No	
3.6		Service provider	BSNL/Reliance/Airtel/others pl specify	
3.7		Bandwidth	128/256/1Mb/2Mbps	
3.8		How long the application is pending	1 month/1-2 months/>2 months pl specify	
3.8		Application reference no and date		
3.9	Reasons for delay given by service provider?	no broadband mux/no port/no modem/cable pair not available		
<b>ISDN</b>	4.1	Is ISDN connectivity required at Site?	<Yes/No>	
	4.2	Is ASDL connection available at site	<Yes/No>	
	4.3	Bandwidth Available/required for the site	<128/256 KB>	

Action to be Taken Report

**Actions to be Taken Report**

SL	Source - Checklist	Line Item	Issue description	Recommendations/workarounds	Owner	Target
1	Existing MPLS & WAN	1.1	Wan rack not mounted properly		HP(WAN)	
2	Existing MPLS & WAN	1.1	Fan not working		HP(WAN)	
	Existing MPLS & WAN	1.2	There is no UPS Power for the Rack	Move the router & modem in new rack		
	Existing MPLS & WAN	1.4			CBEC	
	Existing MPLS & WAN				CBEC	
	Existing MPLS & WAN					
	Existing MPLS & WAN					
	<b>Electricals</b>		Space not available on ground as well as rooftop	can it be placed outside the building/existing DG can be used	CBEC	
			Earthing	New earthing to be made	HP(LAN)	
			Special permission required to carry electrical work			
			Clear route not available to lay power cables		CBEC & HP	
			Forklifters/Cranes not feasible to enter the premises. What workaround is available?		CBEC & HP	
			Power supply unbalanced from electrical supply. To be taken up with electrical supply company		CBEC	
	New LAN		Space not Available			
			AC is not working	Repair the AC	CBEC	
			AC is not available.. No space for AC	Server room may need to be shifted		
			Server room is dusty. Window PAN broken	Fix the Window glass.		
			Lease line needs shifting	Plan & Shift the lease line	HP/BSNL	
			There is no AC in the identified UPS room	AC need to be provided	CBEC	
	Node Location	1	Table is not available in room no,...	Table AxBxC dimension needed	CBEC	
			Room is not air conditioned			
			Distance exceeds 100m	Needs work around solution	HP	

**Note Template to log issues**



Site Survey Output

Category	Document	Responsibility	Remarks
IT Asset	IT_Asset_PC	HP(CMC) /CBEC Nodal Officers	
	IT_Asset_Peripherals	HP(CMC) /CBEC Nodal Officers	
	IT_Asset_NW	HP(CMC) /CBEC Nodal Officers	
	IT_Asset_UPS	HP(CMC) /CBEC Nodal Officers	
	IP_Asset_Server	HP(CMC) /CBEC Nodal Officers	
LAN /Node Distribution	Node Location	HP(CMC) /CBEC Nodal Officers	
NW Rack. Print Server, NW Printer	Server_Comm_Room_Req	HP-(CMC & LAN Vendor)	
UPS	UPS_Room_Req	HP (CMC & Electrical/UPS Vendor)	
	Foot Print Sketch	HP (CMC & Electrical/UPS Vendor)	
LAN Design	MPSL_WAN_Inputs	HP (LAN Vendor)	
	Existing LAN Inputs	HP (LAN Vendor)	
	LAN_Design_Inputs	HP (LAN Vendor)	for HP internal Use
	LAN_Passive_BoM	HP (LAN Vendor)	for HP internal Use
	LAN Active BoM	HP(CMC)	for HP internal Use
	LAN Diagram	HP (LAN Vendor /CMC)	
Eelectrical & DG	Electrical & DG Inputs	HP (Electrical Vendor /DG Vendor)	
	Sketch Diagram Mains-DG-UPS	HP (Electrical Vendor)	
	Electrical_Points	HP (Electrical Vendor)	
	Electrical_BoM	HP (Electrical Vendor)	for HP internal Use
	Electrical Line Diagram	HP (Electrical Vendor)	
BOM	Final_BoM	CBEC & HP	
General Administrative	General	HP (CMC Site Supervisor)	
Action to be Taken Report	Action_Taken_Report	HP(CMC Site Superviso )/CBEC Nodal officer	

**Note - HP owns all responsibility of CMC, UPS Vendor, DG Vendor Electric and LAN vendors deployed by HP**

Referral  
AN OVERVIEW OF ORGANIZATION OF CBEC OFFICES

<b>CUSTOMS</b>	<b>CENTRAL EXCISE</b>	<b>SERVICE TAX</b>	<b>DIRECTORATES</b>
<b>CUSTOMS FORMATIONS</b>	<b>CENTRAL EXCISE FORMATIONS</b>	<b>SERVICE TAX FORMATIONS</b>	<b>Formations</b>
Commissionerate of Central Excise/ Commissioner of Central Excise & Customs/Commissioner of Central Excise & Service Tax( in case of hybrid Commissionerates)	Commissionerate of Central Excise/ Commissioner of Central Excise & Customs/Commissioner of Central Excise & Service Tax( in case of hybrid Commissionerates)	Commissionerate of Service Tax(Presently only at Delhi, Mumbai, Chennai,bangalore, Headband and Kolkata)	NACEN/ RTI
Custom House (Imports/Export/General/ Seaport)			
Air Cargo Complex(Import/Export)	Headquarters	Headquarters	Directorate General of Central Excise Intelligence
Airport	Division	Division	Directorate General of Systems and Data Management
ICDs	Ranges	Groups	Directorate General of Inspection
CFSS			Directorate General of Vigilance
LCSs			Directorate General of Service Tax
FPO			Directorate General of Audit
Customs Preventive Commissionerates			Directorate General of Valuation
Customs Divisions			Directorate General of Export Promotion
			Directorate General of Housing & Welfare
			Directorate of Publicity & Public Relations
			Directorate of Organization & Personnel management(DOPM)
			Directorate of Legal Affairs
			Directorate of Logistics
			Directorate General of Safeguards & Trade Facilitation
			Directorate General(TAR)
			CESTAT
<b>SECTIONS/FUNCTIONAL OFFICES</b>	<b>SECTIONS/FUNCTIONAL OFFICES</b>	<b>SECTIONS/FUNCTIONAL OFFICES</b>	<b>SECTIONS/FUNCTIONAL OFFICES</b>
Service Centre	Preventive/Anti-Evasion	Technical	Administration
Appraising Groups	Administration	Legal	Technical
Docks	Technical	Review	DG's Cell
Import Shed	Audit	Audit	Vigilance
Export Shed	Refunds	Personnel	Personnel
SIB	Legal	Vigilance	Coordination
SVB	Review	Systems	Systems
AIU	Vigilance	Refunds	
Bond Section	Personnel		
License Section	CCU		
Refunds	Systems		
Drawback			
Technical			
Personnel			
Administration			
Vigilance			
UB			
CCU			
PCA			
MCD			
R&I			
MP			
Review			
Legal			
Systems			
<b>OFFICERS- DESIGNATIONS</b>	<b>OFFICERS- DESIGNATIONS</b>	<b>OFFICERS- DESIGNATIONS</b>	<b>OFFICERS- DESIGNATIONS</b>
Chief Commissioner/Chief Commissioner (Preventive)	Chief Commissioner	Chief Commissioner	Director General/ Chief Departmental Representative(CDR)- in case of CESTAT
Commissioner(Import/Export/General/Appeals/Judicial)	Commissioner/ Commissioner (Appeals)/Commissioner (Judicial)	Commissioner/ Commissioner(Appeals)/Commissioner(Judicial)	Additional Director General/ Joint CDR( in case of CESTAT)
Additional Commissioner/Joint Commissioner	Additional Commissioner/Joint Commissioner	Additional Commissioner/Joint Commissioner	Additional Director/Joint Director/ SDR( in case of CESTAT)
Deputy Commissioner/Assistant Commissioner	Deputy/Assistant Commissioner	Deputy/Assistant Commissioner	Deputy/Assistant Director/JDR(in case of CESTAT)
Appraiser/Superintendent	Superintendent	Superintendent	Superintendent
Inspector/Examiner	Inspector	Inspector	Inspector
Preventive Officer	Tax Assistant	Tax Assistant	Tax Assistant
Inspector	UDC/LDC	UDC/LDC	UDC/LDC
Tax Assistant			
UDC/LDC			

**GENERAL POINTS**

Sno	Questionnaires	Probable Answers	Response
1	Who is the building custodian whose permission is required to carry out work?	PI specify	
2	CPWD/Facility-in-charge person details		
3	Type of office	Customs/excise/Service Tax/Combined	
4	Is it Commissionerate/Division/range/ICD/FPO	PI specify	
5	Whether gate pass required to work in the premises	Yes/No	
6	Working hours/days	Specify	
7	peak operation hours/days	Specify	
8	Whether clear site is available to do structured cabling?	Yes/No	
9	How old the building?	6 months/1 year/2-5 years/> 5 years	
10	Will the office is expected to stay in the current premises for atleast one year	Yes/No	
11	Whether seepages are there in the walls/floor where IT equipment is to be installed		
12	Has all LAN points locations provisioned?		
13	Has all Electrical Points provisioned ?		
14	Locations for Racks identified?		
15	Advisory for cage for server room	Cage required / not required	
16	No of network printers deployed in different offices in the building		
17	Is late hours working allowed		
18	Whose permission is required for outdoor work		
19	Timing of carrying out the outdoor work		
20	Any dependency forseen in carrying out LAN work in indoors		
21	Any dependency forseen in carrying out LAN work in outdoors		
22	Secured Storage Area alocatted for storage (HP to specify the space requirement)	Yes/No & Specify the idenified room and available area	