Commercial CCTV Project Brief

Describe the purpose of each view before choosing a camera count.

Your project

Business / site:

Location / preferred date:

Preparation checklist

- **Premises and purpose:** Site type and location. Mark entrances, customer areas, stock access or loading areas to review.
- **Views and conditions:** The activity each view should show, operating hours, lighting, obstructions and mounting/access constraints.
- **Current system:** Existing camera and recorder models, available cabling and network arrangements.
- **Recording:** Who needs access, how recordings will be reviewed, and the business's chosen retention requirement.
- **Connectivity:** Any remote-viewing requirement, suitable power, switch ports and known connection limitations.
- **Handover:** Target date, authorised users, required playback/export checks and maintenance or support requirements.

Useful attachments

A site plan, relevant equipment list and suitable photographs can help. Keep passwords, access codes, payment details and confidential customer information out of the brief.

Next step

Contact LTG to discuss the project. This checklist helps prepare an enquiry; it does not book work or establish a quotation.

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