Office Network Project Brief

Prepare the layout, equipment and timing for a commercial cabling or fit-out enquiry.

Your project

Business / site:

Location / preferred date:

Preparation checklist

- **Site and layout:** Business/site name, town, floors and a current plan. Mark proposed desk and cabinet positions.
- **Connections:** Desk counts, data outlets, printers, phones, access points, CCTV and other connected equipment.
- **Existing equipment:** Switch, router, cabinet and internet-provider details. Note what should stay and any known faults.
- **Routes and access:** Available containment, ceiling access, landlord requirements and areas that cannot be disturbed.
- **Power and resilience:** Identify powered devices and services that must remain available. Electrical work needs its own appointed specialist.
- **Delivery and handover:** Target date, acceptable interruption windows, labelling, drawings and the link-test scope you want included.

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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