Site Survey Questionnaire

The CCTV design site survey questionnaire is a fantastic tool. It is very easy to complete so our advice is to not skip this crucial step. It's one of the most important in the whole design and install process.

Following the questionnaire through you will realise it is introducing your customer to features they would not have known about, prior to your visit. Your role as the installer is to create a need for features that in turn will benefit the customer. Make sure your interaction with the customer is about unique selling points like face detection, vehicle detection and Alexa / Google Integration.

This is a tried and tested method and will help you set yourself apart from your competition who are not able to offer the same solution as you!

1.

Are you upgrading an old CCTV System?	Circle as appropriate
Full upgrade	Yes / No
Partial upgrade	Yes / No
Brand new system	Yes / No

2.

If you are upgrading your CCTV equipment what has prompted you to upgrade? (Tick as many as needed)	Tick as appropriate
Better images	
Better remote access on smart devices	
Longer recording time	
More cameras (old system maxed out)	
A more modern system	
Feature that is not available in the current CCTV system	

3.

Modern CCTV Systems offer a wealth of new features. Some features are "must have" some are "nice to have" and some are "not required.

So you get the right CCTV system for you think about the future use and possible expansion of your CCTV system when answering the following questions.

Simply tick against the most appropriate answer as "must have", "nice to have" or "don't need". By answering these accurately as possible you will end up with the best system to suit your customer and pay for the features they want now or in the future.

Features	Must Have	Nice to Have	Don't Need
Record Video			
Record Some Audio			
Off site recording (back up)			
Local monitor for viewing			
Additional monitor for viewing			
Covert recording (hidden cameras)			
Remote viewing and playback			
Phone / Tablet App			
PC Software			
Face Detection Search for "Humans"			
Face Recognition "Identify individuals"			
Face Search Via Mobile Phone			
Vehicle Detection – Search for "vehicles"			
ANPR – Search for specific number plates			
Alexa Integration (CCTV on Echo show etc)			
Google Integration (Smart Hub, Chromecast)			
Email Alerts on Intrusion			
Smartphone App notification on intrusion			

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4.

EXTERNAL PROTECTION				
When protecting the area what is the most important to you?	**Not Needed**	**Nice to Have**	**Want to Have**	**Must Have**
To help prevent vandalism and catch the offender. *(If yes you may wish to consider VoiceOff audible warning device)*				
To detect theft from outside my property. *(Consider good lighting and/or cameras with IR illumination)*				
To record nuisance behaviour outside my property. *(If yes you will wish to record sound)*				
To cover main areas like gates and entrances. *(Choose static cameras looking at these so you don't miss a thing)*				
To record car number plates entering or leaving. *(The camera must be positioned for good close up of the front of the car – dedicated camera recommended)*				
Record staff and visitors to prevent bogus accident claims. *(Please ensure you put up the appropriate signage)*				

5.

List the areas you wish to protect:	Suggested Camera:

6.

INTERNAL PROTECTION				
When protecting the area what is the most important to you?	**Not Needed**	**Nice to Have**	**Want to Have**	**Must Have**
Monitor staff for performance / health and safety reasons *(you may wish to record audio too, decide on number of audio channels)*				
Prevent and detect internal pilfering.				
Record covertly for general gathering of information.				
Record dispatches of goods or your trade counter for proof of transaction. *(You can record the output of your till or PC if it has VGA or HDMI with an adapter)*				
Record staff and visitors to prevent bogus accident claims. *(Please ensure you put up signage)*				

7.

List the areas you wish to protect:	**Suggested Camera:**

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8.

Preference - Overall Technology Required?	Please tick one
IP Based CCTV System	
Coax Based CCTV System	
Best one to suit my needs	

9.

Camera Colour	Dark Grey	White	No Preference
Camera Colour External			
Camera Colour Internal			

Camera Style	Eyeball	Dome	Bullet	Covert	PTZ
Camera Colour External					
Camera Colour Internal					
Don't Know					

Camera Cables - Are camera cables already in place, if so what type, Co-ax or CAT5/6?	Please tick one
Pre-wired	
Partly Pre-wired	
No cables, all new cables required	

10.

General Questions
Where do you want to locate the NVR / DVR?
Will the NVR be stored in a secure place? *(This is an essential as this is a principal of the CCTV Code of Protection – using a secure rack or NVR / DVR enclosure such as the KitVault is highly recommended)*
Who will be monitoring the CCTV system remotely?
Do you want different levels of user privileges and access setting up?
Do you need CCTV System Health Check Software? *(Highly recommended for 3+ sites)*
Is your CCTV going to record members of the public? *(Good signage is essential as this is another key principal of the CCTV Code of Protection – the General Public must be able to contact you through the sign so using a signage range such as WhoIsWatchingMe.org with a "contact" QR code is highly recommended)*
How long do you need to store your CCTV recordings for? *(TIP - when deciding on how long you need to store the data think about how long it would take you to notice something has been stolen or damaged?)* **Please circle as appropriate:** *2-3 days / 1 Week / 3 Weeks / 4 Weeks / Other*

NOTES:

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11.

ADDITIONAL EQUIPMENT REQUIREMENTS

Equipment	Qty / Ref	Comments / Notes
NVR / DVR Suggestion		
Storage		
Remote Monitoring		
Phone/Tablet Monitoring		
Other Software		
Camera Accessories eg. lenses		
Audio		
VoiceOff Required		
Monitors		
Power Supplies		
DVR Enclosures		
Racks Required		
Extra Lighting		
Cable		
Cable Accessories eg. baluns, clips		
Connectors		
Leads		
Signage		
Distributors		
Extras		