

## Site Assessment Survey

### 1. Job Details

School Name:		Survey Date:	
Site Address:			
Name of Site Contact*:		Ph. Number:	
Email:		A/H Ph. Number:	
Room names/numbers for installation:		Name of person undertaking survey:	
Scope of Works			

\* If the Site Contact is not the Principal he/she must be authorised by the Principal to direct the installation(s) and sign the Customer Acceptance Form on his/her behalf.

### 2. Site Summary

Current Asbestos Report is required to be presented prior to scheduling.

Is any asbestos present in the building(s)? Y/N	Is the asbestos register current and up to date? Y/N
Is a safety switch installed? Y/N	Has asbestos testing been completed by the school for LDB in rooms with presumed or confirmed asbestos? Y/N

I hereby declare* that the above information in <u>Site Summary</u> is correct	Signed:
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\* The above declaration must be signed by the Principal only.

This document will serve as a binding Declaration of Safety in any future asbestos related claims.

Photos: Please take the following photos for each room showing positioning of Teamboard, any Data Points Positioning and Power Outlet Positioning using the provided paper outlines and email to [service@abouttech.com.au](mailto:service@abouttech.com.au)

Close view of the install wall from directly in front showing provided paper outline of Teamboard Placement	Wide view of the install wall from directly in front showing paper outline of Teamboard Placement and Wall Plate Placement	Wide view of the wall for Data Points from directly in front showing provided paper outline of Data Point Placement
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### 3. Installation Notes

#### Work Areas (OH&S):

Once works commence within a class room, the area is defined and zoned as a **Construction Zone**. All students, staff and visitors shall not enter the room until a Customer Acceptance Form has been signed by the School Contact. This is to ensure safe conditions for the installers, staff and students.

Working at Heights: This quotation is based on a standard ceiling height of up to 3m. Any room that exceeds this height shall not be covered under the standard installation rate.

Variations: Any variation to the Scope Of Works may result in additional costs to the Customer. This will be agreed and documented by the School Contact before any variation works commence.

#### Power / Data:

Quotes for Power and Data are based on reasonable access to the relevant distribution board and any delays will be charged as outlined below. Maximum distance from Data Distribution Board is 25m (cannot extend an existing data point). Power must be made available during each installation.

#### Cancellations / Delays:

Cancellations within 48 hours of the installation date will be charged a Cancellation Fee. All other cancellations must be received a minimum of 48 hours prior to the installation date. Any delays on site due to safety, change(s) of scope or as dictated by the school will be charged on a Time and Materials basis.

Please send completed form to:  
[service@abouttech.com.au](mailto:service@abouttech.com.au) or fax: 3264 4488

School Name:	
Room Number:	

### 5. Room Summary

<p>Our default height for IWBs is 2.1m**. Do any rooms require a height lower or higher than this?          Y/N          If Yes, please list.</p>	
<p>For ceiling mount installs only, how high is the ceiling where the projector will be installed?          For all rooms with ceilings over 3m we recommend wall mounted projectors.</p>	
<p>Do any of the rooms require the IWB to be mounted to an existing black/white board?          Y/N          If Yes, please list.          Ledges may be removed if they are impeding the installation?#</p>	
<p>Are there any special requests for the installation(s)?</p>	

\*\* AboutTech recommends an IWB height of 2.1m from the floor to allow maximum use of both the top and bottom of the interactive surface area

# Movement of furniture and Removal of obstructions or use of timber to clear obstructions may incur additional charges

## Due to Occupational Health & Safety restrictions installing on ceilings over 3m may incur additional charges.

### Any variations to the completed Site Assessment Survey may incur additional charges.

**Please complete the following checklist for each room being installed:**

Projector and Mounting

False Ceiling	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Plaster Ceiling	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Timber Ceiling	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is ceiling angled	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Ceiling Height	_____			

Interactive Whiteboard

Wall Mounted	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Next to Blackboard/Whiteboard	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Over Blackboard/Whiteboard	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is Blackboard Angled	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Walls

Solid Plasterboard	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Partition	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Brick	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Concrete	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Room Plan:

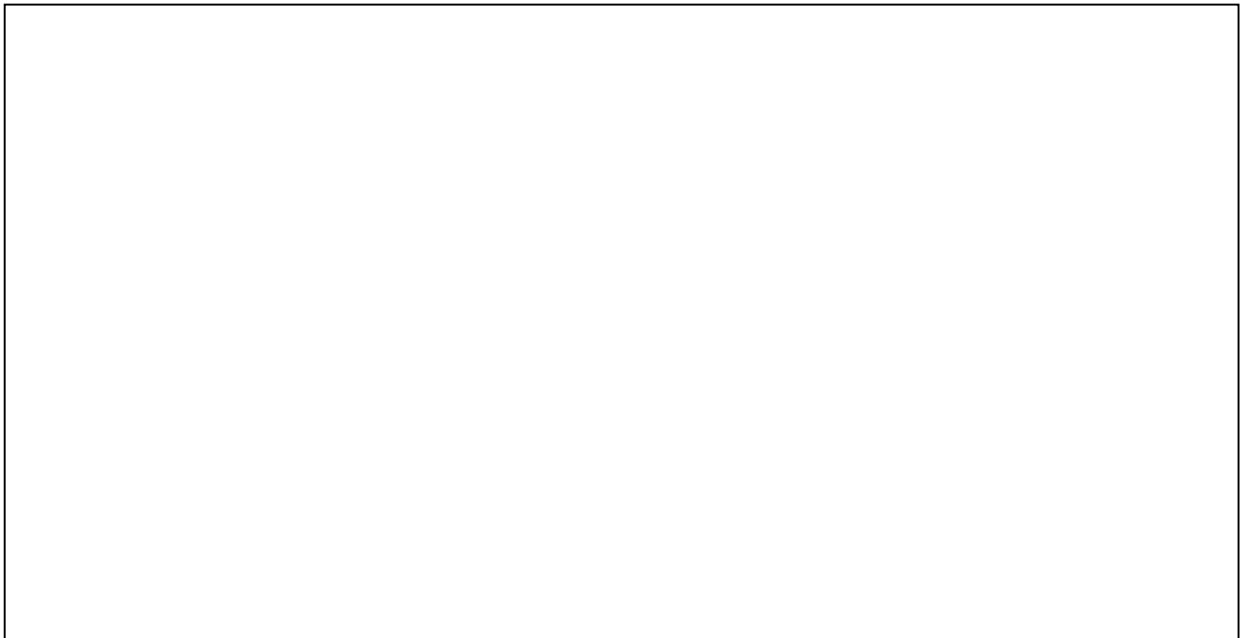
• To ensure the correct installation in each room, please provide a sketch/layout of the room in the space below including the desired location of the InteractiveWhiteboard and Projector.

• **Please note that AboutTech will take all care to follow request of placement location for installation, however this may not always be possible due to unforeseen circumstances, such as placement of wall studs, type of wall, placement of lights, fans etc.**

• Please ensure that you include the below information:

- Walls
- Doors
- Windows
- Whiteboard position
- Desired AV Wall Plate position (where the laptop / desktop will be connected) †
- Data Point Location or Desired Data Point Location ◇
- Location of nearest existing Power Point

Room Number \_\_\_\_\_



# TEAMBOARD TO GO HERE

Note:

- Exact measurements may vary slightly
- If RCD power points are used, additional charges will apply.

- Standard Height Board = 2100mm
- This is for 77" Teamboard

- Place this Drawing on Wall of each Board

627.50 mm to top of board

795 mm to wall / edge

Center of Board

795 mm to wall / edge

