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CHECKLIST
CHK-NET-01 · umaish.com/networks

Network assessment checklist

Have these ready before a network site assessment. The visit is quicker, and the design and quotation that follow are more accurate.

SITE NAME & CITY	ON-SITE CONTACT & PHONE	PREFERRED VISIT WINDOW	APPROX. USERS & CAMERAS

01 The site

- [ ] A floor plan or a rough sketch with room sizes
- [ ] Where the internet line enters the building
- [ ] Where a server rack or cabinet could go
- [ ] Any areas with poor WiFi today

02 Devices

- [ ] Number of computers, laptops and phones that connect
- [ ] Printers, scanners, cameras and other networked devices
- [ ] Servers, storage and their location
- [ ] Any device that must never lose its connection

03 Connections

- [ ] Internet provider, speed and type of line
- [ ] Router and firewall make and model, if known
- [ ] Links to other branches or warehouses
- [ ] Who needs remote access from outside the office

04 Access

- [ ] Admin passwords for the router and switches, or the person who has them
- [ ] Who to contact on the day of the visit
- [ ] Times the site can be visited without disturbing work

05 Plans

- [ ] Moves, expansions or new branches in the next year
- [ ] New systems that will depend on the network
- [ ] Budget range, if you have one

06 Priority notes & sign-off

Note urgent gaps, exceptions or dates to highlight during review:

Reviewed by: _____ Date: ___ / ___ / 20___

Next step: Book your free on-site or remote network survey at umaish.com/assessment?assessment=network or WhatsApp +92 300 3997 063.

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