FIELD FORM · SYSTEMS · NETWORK · PROVISIONING

As-Built Systems & Provisioning Report

The record of exactly what was installed or changed at this site — keep it with the equipment manuals in this folder.

REPORT	REVISION	ISSUED

CUSTOMER		ACCOUNT	SITE CODE
SITE ADDRESS		JOB NUMBER	WORK TYPE
SITE CONTACT	PHONE	EMAIL	
TECHNICIAN(S)	WORK COMPLETED	NEXT MAINTENANCE	CLIENT PO / REF.

CONTENTS — SECTIONS FOR THIS PROJECT

01	Project & scope	☐ N/A	02	Camera schedule	☐ N/A
03	Camera views	☐ N/A	04	Recording & video management	☐ N/A
05	Network & IP schedule	☐ N/A	06	Structured cabling — copper	☐ N/A
07	Fiber optic	☐ N/A	08	Fiber test results — OTDR	☐ N/A
09	Power & UPS	☐ N/A	10	Rack & equipment layout	☐ N/A
11	Talk-down & audio	☐ N/A	12	Access control, alarm & other systems	☐ N/A
13	Equipment & warranty register	☐ N/A	14	Credentials & access	☐ N/A
15	Commissioning & test results	☐ N/A	16	Notes, open items & recommendations	☐ N/A
17	Acceptance & sign-off	☐ N/A	!	Safety & warnings	p.2
?	Technical support & repairs	last			

Tick N/A for any section not part of this project and write the reason in the section.

QR

YOUR LIVE REPORT

Scan to open the latest revision in your client portal — with credentials that are not printed, manuals and support requests.

! Safety & warnings

READ FIRST

Your system includes equipment that can hurt someone or be damaged if it is handled the wrong way. Nothing on this site needs you to open, move or adjust it — if something looks wrong, call us. Warnings are marked the way equipment labels are: the signal word says how serious it is; the symbol says what kind of hazard.

WARNING · CAUTION · *NOTICE* · SAFETY INSTRUCTIONS

⚠ WARNING — COULD KILL OR SERIOUSLY INJURE



FIBER LIGHT — DO NOT LOOK INTO FIBER

Never look into the end of a fiber, a fiber connector or an open port, and never through a magnifier or camera. The light that carries the data is usually invisible infrared and can damage your eyes without you feeling anything. Treat every fiber as live. Leave dust caps on any connector or port that is not in use.

⚠ CAUTION — COULD CAUSE MINOR INJURY OR DAMAGE



DO NOT TOUCH FIBER ENDS OR CONNECTOR FACES

Do not touch the end of a fiber, the inside of a connector, the white ceramic tip (ferrule) or the inside of a port. A fingerprint or speck of dust can stop the link working, and a broken fiber end is a glass splinter that can enter skin or eyes. Do not bend, kink, step on or pull fiber cable, and do not unplug or swap patch cords — a green (angled) connector mated to a blue one damages both.

⚠ WARNING — COULD KILL OR SERIOUSLY INJURE



EQUIPMENT RACK — HEAVY, DO NOT MOVE OR TILT

The rack is heavy and is anchored to the building, with structural cabling attached to it. Do not move, tilt, push, lean on, climb or hang anything from it, and do not remove its anchors or panels. Moving it can tip it onto someone and tear cabling out of the walls. Keep the area in front of it clear.

⚠ WARNING — COULD KILL OR SERIOUSLY INJURE



ELECTRICAL — UPS AND POWER SUPPLIES

Do not open a UPS, power supply, recorder or switch. A UPS stays live when it is unplugged from the wall — that is its job. Keep liquids away from the rack. UPS batteries are heavy and contain acid; they are replaced by us and recycled properly, never thrown away.

⚠ WARNING — COULD KILL OR SERIOUSLY INJURE



CAMERAS AT HEIGHT AND LIGHTNING

Do not climb a ladder to adjust, clean or move a camera — falls from height cause serious injuries, and a moved camera is no longer covering what it was set to. Stay away from outdoor poles, cables and equipment during a thunderstorm. After a nearby strike, tell us: surge protectors are designed to sacrifice themselves and may need replacing.

⚠ CAUTION — COULD CAUSE MINOR INJURY OR DAMAGE



DO NOT UNPLUG, RESET OR POWER OFF

Unplugging the recorder, switch or UPS stops recording and monitoring. Never press a reset button or restore factory settings — that erases the configuration in this report and can lose recorded video. Keep vents clear; equipment that overheats fails early.

NOTICE — LEGAL, PRIVACY OR PROPERTY REQUIREMENT

PRIVACY AND RECORDING LAW

Cameras must not view places where people expect privacy, such as restrooms or changing areas, and any view of a neighbor was masked at installation. Recording conversations is restricted by law — in Florida and several other states every party must consent — so audio is only recorded where notices are posted. Keep the camera notices we installed in place.

SAFETY INSTRUCTIONS — WHAT TO DO

IF SOMETHING IS DAMAGED, SMOKING OR WET

Keep people away. If there is smoke, fire or a burning smell, leave the area and call 911 first. If it is safe to do so, switch off the circuit at the breaker listed in the Power section — do not pull plugs from a wet or damaged unit. Then call us at 407-544-6344. You always have the authority to stop anyone working on this system unsafely.

01 Project & scope

What this project was, who did it, and when. Every other section of this report applies only to the work described here.

WORK TYPE ☐ Install ☐ Service ☐ Repair ☐ Maintenance ☐ Upgrade ☐ Survey		SYSTEMS COVERED	WORK STARTED
WORK COMPLETED	TECHNICIAN(S)	CLIENT PO / REFERENCE	WORKMANSHIP WARRANTY STARTS
NEXT MAINTENANCE DUE			

SCOPE OF WORK

WORK PERFORMED — IN PLAIN WORDS

CHANGES FROM THE ORIGINAL DESIGN OR QUOTE

02 Camera schedule

☐ N/A — reason: _____

Every camera on the system. Camera numbers match the names in the recorder and in the monitoring center, and the labels on the cable at both ends.

CAMERA NAMING CONVENTION	NAMES MATCH RECORDER & MONITORING ZONES ☐ Yes ☐ No ☐ N/A

CAMERAS

NO.	CAMERA / LOCATION	MODEL / SERIAL	IP / MAC	PORT / CH.	RES. / LENS	MOUNT	FIRMWARE	OBJECTIVE / REC.	STATUS

03 Camera views

☐ N/A — reason: _____

The view each camera was set to at handover, day and night. If a view no longer looks like this, something has moved — call us before anyone adjusts it.

SCREENSHOTS CAPTURED	NIGHT IMAGES CHECKED AFTER DARK ☐ Yes ☐ No ☐ N/A	PRIVACY MASKS APPLIED ☐ None needed ☐ Yes — noted per camera ☐ N/A

C__

DAY

ATTACH DAY SCREENSHOT

NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

C__

DAY

ATTACH DAY SCREENSHOT

NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

C__

DAY

ATTACH DAY SCREENSHOT

NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

C__

DAY

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NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

C__

DAY

ATTACH DAY SCREENSHOT

NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

C__

DAY

ATTACH DAY SCREENSHOT

NIGHT

ATTACH NIGHT SCREENSHOT

AIM / NOTES

04 Recording & video management

☐ N/A — reason: _____

Where the video is recorded, how long it is kept, and how you view and export it.

RECORDER TYPE ☐ NVR ☐ Server ☐ Hybrid NVR/DVR ☐ Cloud ☐ On-camera SD card		RECORDER / SERVER MAKE & MODEL	SERIAL
RECORDER IP	VIDEO MANAGEMENT SOFTWARE ☐ Milestone XProtect ☐ Reolink ☐ Hikvision ☐ Dahua ☐ Axis Camera Station ☐ Other		VERSION / LICENSE LEVEL
STORAGE INSTALLED	DISK PROTECTION ☐ None ☐ RAID 1 ☐ RAID 5 ☐ RAID 6 ☐ RAID 10		RETENTION TARGET (DAYS)
RETENTION MEASURED (DAYS)	TIME SOURCE (NTP)	REMOTE VIEWING METHOD	VIEWING APP(S) FOR YOU
MONITORING ACCOUNT REFERENCE			

HOW TO EXPORT FOOTAGE

05 Network & IP schedule

☐ N/A — reason: _____

How the system connects. Cameras sit on their own network, separated from your business network, with nothing exposed to the internet.

INTERNET PROVIDER	CIRCUIT / ACCOUNT ID	SERVICE TYPE ☐ Fiber ☐ Cable ☐ DSL ☐ Fixed wireless ☐ LTE / 5G ☐ Satellite ☐ Client-provided network	
WAN ADDRESSING ☐ DHCP ☐ Static ☐ PPPoE ☐ CGNAT		PUBLIC IP (IF STATIC)	ROUTER / FIREWALL
CAMERA NETWORK SUBNET	GATEWAY	DNS	DHCP RANGE (IF ANY)
PORT FORWARDING ☐ None — no port forwarding ☐ Yes — see notes	REMOTE ACCESS METHOD		

NETWORK NOTES

NETWORK SKETCH

VLANS

VLAN	NAME	SUBNET	GATEWAY	PURPOSE

VLAN	NAME	SUBNET	GATEWAY	PURPOSE

IP SCHEDULE — NETWORK & RECORDING DEVICES

TYPE	DEVICE / MODEL	IP / MAC	VLAN	UPLINK	NOTES

Camera addresses are listed in the camera schedule.

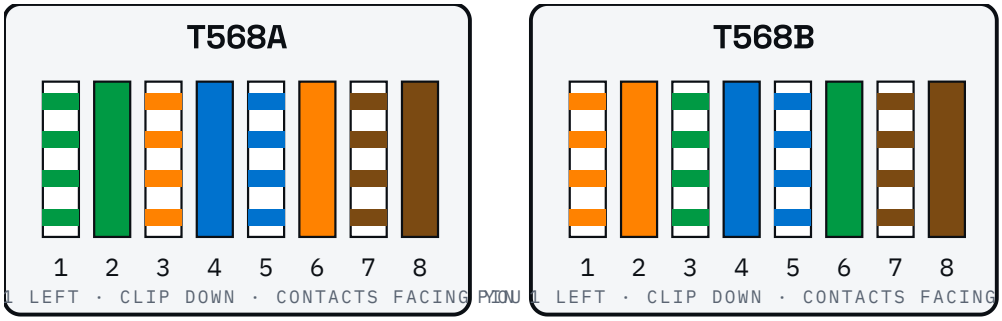
06 Structured cabling — copper

☐ N/A — reason: _____

Every copper run, labeled at both ends and tested. The label on the cable matches the label column below.

TERMINATION STANDARD ☐ T568B ☐ T568A	CABLE CATEGORY ☐ Cat5e ☐ Cat6 ☐ Cat6A ☐ Cat6 outdoor / gel-filled ☐ Cat6A shielded	
JACKET RATING ☐ CMR riser ☐ CMP plenum ☐ CM general ☐ Outdoor UV-rated ☐ Direct burial	LABELING SCHEME	PATHWAY
TESTER / MODEL	SURGE PROTECTION ON OUTDOOR RUNS ☐ Yes ☐ No ☐ N/A	

RJ45 COLOR CODE — TIA-568



Both ends of every run use the same standard. A cable terminated A at one end and B at the other is a crossover and will not work with modern equipment as expected.

CABLE SCHEDULE

LABEL	FROM	TO	CABLE	LENGTH (FT)	TEST RESULT	TEST REPORT REF.

07 Fiber optic

LINEWATCH ☐ N/A — reason: _____

Fiber links, strand by strand, with the industry color code (TIA-598) used to identify each strand and tube.

FIBER TYPE	CABLE CONSTRUCTION		
☐ OS2 single-mode ☐ OS1 single-mode ☐ OM5 multimode ☐ OM4 multimode ☐ OM3 multimode ☐ OM2 multimode ☐ OM1 multimode	☐ Loose tube ☐ Tight buffer ☐ Armored ☐ Indoor / outdoor ☐ Drop cable ☐ Aerial / ADSS		
STRAND COUNT	CONNECTOR ☐ LC ☐ SC ☐ ST ☐ MPO / MTP ☐ FC ☐ Spliced pigtail		POLISH ☐ UPC ☐ APC ☐ PC
SPLICE METHOD ☐ Fusion ☐ Mechanical ☐ None	ENCLOSURES / PATCH PANELS	WAVELENGTHS TESTED	OTDR / POWER METER

ROUTE DESCRIPTION

FIBER COLOR CODE — TIA-598

1 Blue	2 Orange	3 Green	4 Brown	5 Slate	6 White
7 Red	8 Black	9 Yellow	10 Violet	11 Rose	12 Aqua

Strands and buffer tubes follow the same order. Strands 13–24 repeat the sequence with a black stripe — is strand 13 (blue, black stripe).

CABLE JACKET

- **Yellow** Single-mode OS1 / OS2
- **Orange** Multimode OM1 / OM2
- **Aqua** Multimode OM3 / OM4
- **Violet** Multimode OM4 (some makers)
- **Lime** Multimode OM5
- **Black** Outdoor — any fiber type

CONNECTOR BODY

- **Blue** Single-mode UPC
- **Green** Single-mode APC (angled)
- **Beige** Multimode OM1 / OM2
- **Aqua** Multimode OM3 / OM4
- **Lime** Multimode OM5

FIBER LINKS & LOSS

LINK ID	FROM (PANEL / PORT)	TO (PANEL / PORT)	STRANDS USED	LENGTH (M)	CONNECTOR PAIRS	SPLICES	MEASURED LOSS (DB)	LOSS BUDGET (DB)	OTDR / REPORT REF.

Where no budget is entered it is calculated from TIA-568 maximums: 1.0 dB/km single-mode, 3.5 dB/km multimode, 0.75 dB per connector pair, 0.3 dB per splice.

STRAND MAP

TUBE #	STRAND #	USE	FROM PORT	TO PORT	NOTES

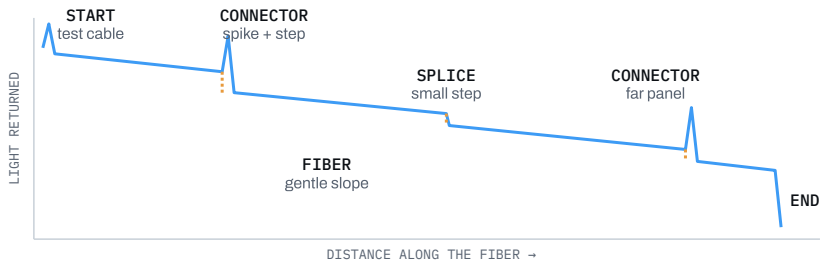
08 Fiber test results — OTDR

LINEWATCH ☐ N/A — reason: _____

An OTDR shoots a pulse of light down each fiber and measures what comes back — a map of every connector and splice, and how much light each one loses. One row per termination or splice, per strand and wavelength. The loss is the number that matters.

OTDR MAKE / MODEL	SERIAL	CALIBRATION DATE	TEST METHOD ☐ Bidirectional average ☐ A → B only ☐ B → A only
WAVELENGTHS	PULSE WIDTH	LAUNCH / RECEIVE CABLES	INDEX OF REFRACTION (IOR)
TESTED BY	DATE TESTED	TRACE FILES KEPT	

HOW TO READ THESE RESULTS



What the test shows

The test light bounces back from the glass all the way along the fiber. Every **connector** shows as a spike and a step down; every **splice** as a small step; the fiber itself as a gentle slope. The size of each step is that point's **loss**.

Sketch for explanation — not a measurement from this site.

Loss, in plain words

Loss is measured in decibels (dB). **Lower is better.** 0.1 dB loses about 2 % of the light; 0.75 dB about 16 %; 3 dB half of it. Your equipment has a budget of light it can lose end to end and still work — every connector and splice spends a little of it.

Reflectance

How much light a connector bounces back. It is a negative number and **more negative is better**: −55 dB is better than −40 dB. High reflectance usually means a dirty or damaged connector end.

Two directions

Each fiber is tested from both ends and the two readings averaged. Tested from one end only, a splice can appear to *gain* light (a negative loss); it is a measuring effect, not a real gain, and the average removes it.

WHAT	TYPICAL GOOD	MOST ALLOWED (TIA-568)	WHAT IT MEANS
Connector (mated pair)	0.3 dB or less	0.75 dB	Over the limit: the connector is dirty, scratched or badly made — it is cleaned or re-terminated, then re-tested.
Fusion splice	0.1 dB or less	0.3 dB	A splice is two fibers fused into one. Over the limit, it is re-spliced.
Fiber (per km)	SM 0.35 @1310 · 0.25 @1550	SM 1.0 inside / 0.5 outside · MM 3.5 @850	Loss from the glass itself. Short runs on a site lose very little here.
Reflectance (connector)	UPC −50 dB · APC −60 dB or lower	SM −35 dB · MM −20 dB	Only reported for connectors. Higher (less negative) means it needs cleaning.
Whole link	Well under budget	Its loss budget (Section 07)	The total of fiber + connectors + splices. A link under its budget works, with margin to spare.

Bar beside each reading, 0–1.0 dB: **green** typical good · **amber** within the limit · **red** over the limit. The black mark is the reading.

These readings are also the **baseline** for the life of the link: a later re-test is compared against them, and any drift is reported to you in writing.

TERMINATIONS & SPLICES

LINK / STRAND	TERMINATION	Λ / DIR.	DIST. (M)	LOSS	REFL.	RESULT	TRACE

LINK / STRAND	TERMINATION	Λ / DIR.	DIST. (M)	LOSS	REFL.	RESULT	TRACE

09 Power & UPS

□ N/A — reason: _____

Where the system takes its power, and how long it keeps recording when the power fails.

ELECTRICAL PANEL / BREAKER	CIRCUIT □ Dedicated □ Shared	UPS MAKE / MODEL	UPS RATING (VA / W)
RUNTIME AT LOAD (MIN)	UPS BATTERY INSTALLED	BATTERY REPLACEMENT DUE	POE USED / AVAILABLE (W)
SURGE PROTECTION	GROUNDING / BONDING		

POWER SOURCES

DEVICE / GROUP	POWERED FROM	LOCATION	NOTES

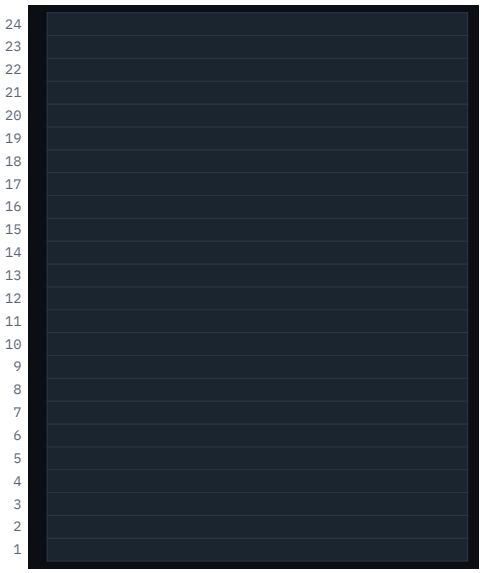
10 Rack & equipment layout

☐ N/A — reason: _____

What is in the rack and where. The rack is anchored and has structural cabling attached — it is not to be moved.

RACK LOCATION	RACK TYPE ☐ Wall-mount cabinet ☐ Floor cabinet ☐ 2-post open rack ☐ 4-post open rack ☐ Shelf / desktop ☐ Outdoor enclosure	SIZE (U)
ANCHORING ☐ Floor-anchored ☐ Wall-anchored ☐ Floor + wall ☐ Freestanding	APPROX. LOADED WEIGHT (LB)	GROUNDING
VENTILATION / COOLING	LOCK / KEY HELD BY	

RACK ELEVATION — 24U



RACK ELEVATION

TOP U	HEIGHT (U)	DEVICE	NOTES

U positions count up from the bottom of the rack.

11 Talk-down & audio

☐ N/A — reason: _____

Speaker zones used by the monitoring center to talk to people on site, and the result of the audibility test at handover.

AUDIO SYSTEM / AMPLIFIER	SIP / AUDIO SERVER	AUDIO RECORDING ☐ Speak-only — no audio recorded ☐ Recorded — notices posted

SPEAKER ZONES

ZONE	SPEAKER MODEL	LOCATION	IP / CHANNEL	COVERAGE	VOLUME	AUDIBILITY TEST

ZONE	SPEAKER MODEL	LOCATION	IP / CHANNEL	COVERAGE	VOLUME	AUDIBILITY TEST

12 Access control, alarm & other systems

☐ N/A — reason: _____

Anything else connected to this project — door access, alarm panels, gates, plate readers, sensors and wireless links.

DEVICES

SYSTEM	MAKE / MODEL	LOCATION	IP / ZONE / ID	SERIAL	NOTES

WIRELESS LINKS

LINK	FROM → TO	RADIO MODEL	BAND / CHANNEL	SIGNAL (DBM)	THROUGHPUT (MBPS)

13 Equipment & warranty register

☐ N/A — reason: _____

Every item supplied, with its serial number and warranty. Manufacturer manuals for these items are in this folder or in your portal.

EQUIPMENT

ITEM	MAKE / MODEL	SERIAL	QTY	LOCATION	INSTALLED	WARRANTY ENDS	MANUAL

14 Credentials & access

☐ N/A — reason: _____

Logins for the systems we installed. Every default password was changed before handover.

SYSTEM / DEVICE	ADDRESS / APP	USERNAME	PASSWORD	NOTES

SYSTEM / DEVICE	ADDRESS / APP	USERNAME	PASSWORD	NOTES

NOTICE — LEGAL, PRIVACY OR PROPERTY REQUIREMENT

KEEP THIS PAGE PRIVATE

This page gives access to your security system. Keep the folder somewhere locked, never photograph this page into a shared chat, and change these passwords when someone who knew them leaves. Passwords marked *Held in your portal* are deliberately not printed — sign in by scanning the QR code at the top of any page.

15 Commissioning & test results

☐ N/A — reason: _____

The checks completed before the system was handed over.

CHECKS COMPLETED BY	DATE

01	Default passwords changed on every device	☐ Pass	☐ N/A	☐ Open
02	Firmware current; versions recorded in this report	☐ Pass	☐ N/A	☐ Open
03	Fixed IP addressing; IP schedule complete	☐ Pass	☐ N/A	☐ Open
04	No port forwarding or internet-exposed devices	☐ Pass	☐ N/A	☐ Open
05	Camera network separated from the business network	☐ Pass	☐ N/A	☐ Open
06	Time synchronized across every device	☐ Pass	☐ N/A	☐ Open
07	Every camera aimed and focused to its objective	☐ Pass	☐ N/A	☐ Open
08	Night image and IR checked after dark	☐ Pass	☐ N/A	☐ Open
09	Privacy masks applied where a view includes neighbors	☐ Pass	☐ N/A	☐ Open
10	Recording verified; retention measured over 24 hours	☐ Pass	☐ N/A	☐ Open
11	Motion / analytics tuned	☐ Pass	☐ N/A	☐ Open
12	Talk-down audibility tested in every zone	☐ Pass	☐ N/A	☐ Open
13	Copper runs tested and labeled at both ends	☐ Pass	☐ N/A	☐ Open
14	Fiber links tested and labeled at both ends	☐ Pass	☐ N/A	☐ Open
15	Monitoring center confirmed every camera view	☐ Pass	☐ N/A	☐ Open
16	Walkthrough and training given to the client	☐ Pass	☐ N/A	☐ Open
17	Manuals and this report placed in the client folder	☐ Pass	☐ N/A	☐ Open

16 Notes, open items & recommendations

☐ N/A — reason: _____

WALKTHROUGH / TRAINING GIVEN TO	DATE

NOTES AND OTHER PERTINENT INFORMATION

RECOMMENDATIONS

OPEN ITEMS

ITEM	OWNER	DUE	STATUS

17 Acceptance & sign-off

☐ N/A — reason: _____

By signing, the technician confirms the work in this report is complete and recorded accurately. The client confirms the system was demonstrated, the items in the equipment register were received, and this folder was handed over. Acceptance does not waive any warranty.

TECHNICIAN — VIGILANTEYE MONITORING

CLIENT — ACCEPTED BY

? Technical support & repairs

KEEP THIS PAGE

OPERATIONS — SUPPORT & REPAIRS

407-544-6344

info@vigilanteyemonitoring.com

ONLINE — ANY TIME

Client portal → Service & support

Scan the QR code at the top of any page. Your requests, this report and its revisions are all there.

EMERGENCY

Call 911 first

Crime in progress, fire or injury. Then tell us — we are not an emergency service.

Have this ready when you call

REPORT	JOB	SITE
_____	_____	_____

01 Which camera or device — use the number from the camera schedule (C01, C02…).

02 What you see, and when it started.

03 Anything that changed on site — power cut, storm, construction, a new internet provider.

04 Whether the whole system or one device is affected.

Safe checks before you call

01 Is there power? Check the UPS display and the breaker listed in the Power section.

02 Is your internet working on other devices?

03 Is the problem one camera, or all of them?

Stop there. Do not open the rack, unplug fiber, press reset buttons or power-cycle equipment unless we ask you to on the phone.

What happens next

01 **Logged.** Your call or portal request becomes a ticket with your site code.

02 **Remote check first.** Many faults — power, network, a device needing a restart — are fixed without a visit.

03 **Visit if needed.** A camera covering your main risk, or a whole site down, comes first. We tell you when we are coming, and again if that changes.

04 **Proved, then closed.** We re-test the repair. Monitored sites are confirmed by the monitoring center before we leave.

05 **This report is updated.** If anything changed, a new revision appears in your portal. The revision letter is printed at the top of every page — the portal always holds the latest.

Warranty

Manufacturer warranties and end dates are listed in the equipment register; the manuals are in this folder or your portal. Workmanship warranty starts on the date in Section 01. Equipment moved, opened, re-configured or repaired by someone else may not be covered. We give you the next checkpoint for a repair rather than a guaranteed finish time — where a fault is and how it can be reached decide how long it takes.

QR

YOUR LIVE REPORT

Scan to open the latest revision of this report in your portal.

Sign-in required. Credentials that are not printed, manuals and support requests are held there.