

VIEWPOINT, AMEGA, AND CHECKPOINT MONITORING SYSTEMS OVIC, SNAPCAL, & PM INFORMATION PACKET

Section 1 – Project Overview

INSTRUCTIONS

Please complete the following form and return to your project manager.
Note that this information is required prior to service scheduling.

Mesa Contact (Mesa will complete)

Project Manager			
Phone		Email	

Service Site Information

Site		Department	
Building(s)		Floor(s)	
Address			
City / State / Zip			

Customer Contact Information

Primary Contact Name		Title or Project Role	
Phone (office)		Phone (cell)	
		Email	

IT / Network Contact		Title or Project Role	
Phone (office)		Phone (cell)	
		Email	

Facilities Contact		Title or Project Role	
Phone (office)		Phone (cell)	
		Email	

Additional Information - List any other pertinent site or contact information.

Section 2 – Site Readiness

Instructions

Please answer the questions below and enter applicable information.

System Information

Current Application Version?			
Do you want a software upgrade with this service (If applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are you experiencing any additional System problems? Please specify.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Any additional work needed during this service visit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

Site Preparation

IT/Network representative available for assistance during the service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
<i>Note: Access to the application and server will be required throughout the service.</i>			
Rolling cart provided for technician during service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Staging area, work table, or desk available for technician during service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Laptop computer on the network available for technician during service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Access to a printer, copier, and scanner available to technician during service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Ladder or scissor lift provided for technician during service (as applicable)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

Customer:

Project #:

Sales Order #:



Documentation			
Provide current input calibration report (Amega)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Provide equipment List Report or G2 Log File (CheckPoint)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Provide System Configuration Report / G5 Log File (ViewPoint)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

Safety and Security			
Vendor badges provided for technician during installation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Specific instructions for parking and entry, etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Security escort required, and arranged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Unusual safety hazards present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Required personal protective equipment (PPE) provided for technician during	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Safety training required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			
Other security or safety requirements (vaccines, documentation, etc).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Comments:			

Additional Information or Comments