A+ CABLE RUNNERS, INC.

We Pull You in the Right Direction.

COMMERCIAL TENANT — LOW-VOLTAGE INFRASTRUCTURE READINESS CHECKLIST

Florida Low-Voltage License ES12001361

Business / Tenant: _____

Property Address / Suite: _____

Contact: _____

Date: _____

Instructions: For each question, select Yes, No, Unsure, or N/A. Questions answered No or Unsure may deserve further discussion with your property manager, IT provider, or qualified low-voltage contractor.

Section 1 — Tenant Turnover and Property Readiness

1. Is the commercial space equipped with the network connections your business needs before moving in?

☐ Yes ☐ No ☐ Unsure ☐ N/A

2. Do you know which network cables and outlets were left by the previous tenant and whether they are usable?

☐ Yes ☐ No ☐ Unsure ☐ N/A

3. Have the network outlets, telecom area, Wi-Fi access-point connections, security camera connections, and cabling pathways been reviewed?

☐ Yes ☐ No ☐ Unsure ☐ N/A

4. Do you understand which cabling repairs or upgrades are your responsibility under your lease?

☐ Yes ☐ No ☐ Unsure ☐ N/A

5. Has the existing cabling been inspected before furniture, equipment, and employees occupy the space?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 2 — Preventing Costly Problems

6. If you experience network problems, has the physical cabling been checked before assuming the problem is with your IT equipment or internet provider?

☐ Yes ☐ No ☐ Unsure ☐ N/A

7. Is your telecom room or network closet accessible, organized, and free of visible damage or unsafe storage conditions?

☐ Yes ☐ No ☐ Unsure ☐ N/A

8. Are damaged, loose, or nonworking network outlets identified for repair?

☐ Yes ☐ No ☐ Unsure ☐ N/A

9. Has a qualified installer confirmed that cables above the ceiling are properly supported rather than resting on ceiling tiles?

☐ Yes ☐ No ☐ Unsure ☐ N/A

10. Has older network cabling been evaluated to determine whether it can support your business requirements?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 3 — Maintenance and Upgrades

11. Are there enough network outlets for your current employees, computers, printers, phones, and future expansion?

☐ Yes ☐ No ☐ Unsure ☐ N/A

12. If your business requires fiber-optic connectivity, have fiber availability, termination locations, and requirements been confirmed?

☐ Yes ☐ No ☐ Unsure ☐ N/A

13. Have your Wi-Fi access-point locations and their cabling requirements been evaluated for adequate coverage?

☐ Yes ☐ No ☐ Unsure ☐ N/A

14. If security cameras are not functioning properly, has their network cabling been checked as a possible cause?

☐ Yes ☐ No ☐ Unsure ☐ N/A

15. Are your network cables and outlets properly labeled so your IT provider can identify them?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 4 — Planning and Protecting Your Investment

16. Before remodeling or changing the office layout, have the new network outlet, Wi-Fi, phone, and security requirements been identified?

☐ Yes ☐ No ☐ Unsure ☐ N/A

17. Are existing cable pathways available to support your planned installations and future changes?

☐ Yes ☐ No ☐ Unsure ☐ N/A

18. Before approving a cabling estimate, have you reviewed the installation scope, included testing, exclusions, and responsibilities?

☐ Yes ☐ No ☐ Unsure ☐ N/A

19. When cabling problems occur, has a qualified contractor evaluated whether repair or replacement is the better solution?

☐ Yes ☐ No ☐ Unsure ☐ N/A

20. Is there a process for identifying network outlet or cabling problems before they disrupt daily business operations?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 5 — Technology Providers and Business Growth

21. If changing IT providers, can you provide accurate information about your existing network outlets, cabling, and equipment locations?

☐ Yes ☐ No ☐ Unsure ☐ N/A

22. If occupying an older building, has the communications infrastructure been evaluated for compatibility with your current technology?

☐ Yes ☐ No ☐ Unsure ☐ N/A

23. If additional cameras or Wi-Fi access points are needed, have the required cabling locations and network equipment capacity been reviewed?

☐ Yes ☐ No ☐ Unsure ☐ N/A

24. Do you know whom to contact when you need professional network cabling repairs, additions, or troubleshooting?

☐ Yes ☐ No ☐ Unsure ☐ N/A

25. Has a low-voltage walkthrough been completed before signing off on your move-in or planned technology upgrades?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 6 — Practical Building Infrastructure Awareness

26. Is your network equipment area organized, with sufficient space for accessible cabling and equipment?

☐ Yes ☐ No ☐ Unsure ☐ N/A

27. If the building has experienced water leaks or repairs near cabling, has the affected communications infrastructure been evaluated?

☐ Yes ☐ No ☐ Unsure ☐ N/A

28. Have unused or abandoned network cables been identified for review before renovations?

☐ Yes ☐ No ☐ Unsure ☐ N/A

29. Have cabling installation or repair activities been planned to minimize disruption to your employees and business operations?

☐ Yes ☐ No ☐ Unsure ☐ N/A

30. Before accepting completed tenant improvements, have the new cabling, labeling, and agreed testing been verified?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Follow-Up Information

Questions requiring attention:

Items to discuss with the property manager:

Items requiring IT or low-voltage contractor review:

Target completion date: _____

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This questionnaire is a preliminary planning tool, not a technical inspection or certification. Repair and installation responsibilities depend on the lease and applicable requirements.