A+ CABLE RUNNERS, INC.

We Pull You in the Right Direction.

COMMERCIAL PROPERTY MANAGER — LOW-VOLTAGE PROPERTY INSPECTION & TENANT TURNOVER CHECKLIST

Florida Low-Voltage License ES12001361

Property Name: _____

Property Address: _____

Suite / Unit: _____

Property Manager: _____

Inspection Date: _____

Tenant Status: ☐ Occupied ☐ Vacant ☐ Tenant Turnover ☐ Renovation

Instructions: Select Yes, No, Unsure, or N/A. Mark items needing a qualified contractor's review and document responsibility before approving repairs or upgrades.

Section 1 — Tenant Turnover and Property Readiness

1. Has the suite's existing communications infrastructure been reviewed before offering or delivering the space to a new tenant?

☐ Yes ☐ No ☐ Unsure ☐ N/A

2. Has the previous tenant's network cabling been identified, including what should remain, be reused, or be evaluated for removal?

☐ Yes ☐ No ☐ Unsure ☐ N/A

3. Have network outlets, telecom rooms, Wi-Fi connections, security camera infrastructure, and existing cable pathways been considered during the turnover inspection?

☐ Yes ☐ No ☐ Unsure ☐ N/A

4. Have the lease terms been reviewed to establish responsibility for existing cabling repairs, new installations, and maintenance?

☐ Yes ☐ No ☐ Unsure ☐ N/A

5. Has a cabling walkthrough been scheduled while the space is vacant and infrastructure is more accessible?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 2 — Preventing Costly Infrastructure Problems

6. When tenants report network problems, is there a process for determining whether the issue involves building cabling rather than only IT equipment or the internet provider?

☐ Yes ☐ No ☐ Unsure ☐ N/A

7. Are the building's telecom rooms secured, accessible to authorized personnel, and maintained in orderly condition?

☐ Yes ☐ No ☐ Unsure ☐ N/A

8. Are visibly damaged or nonworking network outlets documented and evaluated for repair?

☐ Yes ☐ No ☐ Unsure ☐ N/A

9. Has proper cable support above suspended ceilings been evaluated by qualified personnel, including ensuring cables are not supported by ceiling tiles?

☐ Yes ☐ No ☐ Unsure ☐ N/A

10. Has the condition and suitability of older cabling been reviewed before committing it to a new tenant?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 3 — Maintenance and Upgrades

11. Have existing network outlet counts and locations been compared with the incoming tenant's requirements?

☐ Yes ☐ No ☐ Unsure ☐ N/A

12. Are the locations, ownership, availability, and condition of the building's fiber-optic infrastructure documented where applicable?

☐ Yes ☐ No ☐ Unsure ☐ N/A

13. When tenants report poor Wi-Fi performance, is the underlying cabling and access-point infrastructure considered during troubleshooting?

☐ Yes ☐ No ☐ Unsure ☐ N/A

14. When security cameras experience failures, is their cabling evaluated before replacing equipment?

☐ Yes ☐ No ☐ Unsure ☐ N/A

15. Are building communication cables, termination points, and telecom locations labeled and documented sufficiently to support repairs and tenant changes?

☐ Yes ☐ No ☐ Unsure ☐ N/A

15A. Are the wall plates labeled?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 4 — Planning and Protecting Property Investments

16. Before approving office conversions or tenant improvements, are the planned network, phone, Wi-Fi, and security requirements reviewed?

☐ Yes ☐ No ☐ Unsure ☐ N/A

17. Are existing cable pathways, risers, sleeves, and available capacity considered before new cabling installations are approved?

☐ Yes ☐ No ☐ Unsure ☐ N/A

18. Before approving a cabling estimate, are the scope of work, materials, labor, project services, testing, exclusions, and change-order terms reviewed?

☐ Yes ☐ No ☐ Unsure ☐ N/A

19. When existing cabling is damaged or outdated, is the repair-versus-replacement decision evaluated before work is authorized?

☐ Yes ☐ No ☐ Unsure ☐ N/A

20. Is there a preventive inspection process for identifying communications infrastructure problems before tenants experience service interruptions?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 5 — Contractor Coordination and Tenant Requirements

21. When a tenant changes IT providers, is the physical cabling infrastructure documented and available for an orderly handoff?

☐ Yes ☐ No ☐ Unsure ☐ N/A

22. Have older building communications systems been evaluated to identify potential upgrades needed for modern tenant requirements?

☐ Yes ☐ No ☐ Unsure ☐ N/A

23. When a tenant requests more cameras or Wi-Fi access points, are cabling pathways, mounting locations, and required network capacity reviewed before approval?

☐ Yes ☐ No ☐ Unsure ☐ N/A

24. Is there an established qualified low-voltage contractor available for service, repairs, tenant improvements, and infrastructure upgrades?

☐ Yes ☐ No ☐ Unsure ☐ N/A

25. Is low-voltage infrastructure included in the property's standard tenant-turnover and maintenance walkthroughs?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Section 6 — Practical Property Management Education

26. Are telecom closets evaluated for overcrowded cabling, blocked equipment access, and insufficient room for future connections?

☐ Yes ☐ No ☐ Unsure ☐ N/A

27. After water leaks, ceiling repairs, or building maintenance near communications pathways, is affected cabling evaluated for possible damage?

☐ Yes ☐ No ☐ Unsure ☐ N/A

28. During renovations, is abandoned communications cabling identified and evaluated for removal or retention according to applicable requirements?

☐ Yes ☐ No ☐ Unsure ☐ N/A

29. Are communications installations and repairs coordinated with tenant schedules, building access requirements, and service-disruption notices?

☐ Yes ☐ No ☐ Unsure ☐ N/A

30. Before approving final completion of tenant improvements, are the agreed cabling installations, terminations, labeling, testing, and outstanding corrections verified?

☐ Yes ☐ No ☐ Unsure ☐ N/A

Property Management Follow-Up Record

Property / Suite: _____

Items requiring immediate review:

Items to address before the next tenant occupies the space:

Maintenance / future improvements:

Responsible party (to be confirmed): _____

Contractor evaluation required: ☐ Yes ☐ No

Target completion date: _____

Property Manager / Representative: _____

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This questionnaire is intended to help identify conditions requiring attention. It does not replace a professional inspection, applicable code review, lease interpretation, or required testing.