



Rooftop Shot Sheet

Name: _____ Date: _____ Site ID: _____

Capture Item	Not Captured	Captured	Folder	Guidance	Standard
Administrative					
Shot Sheet			Overall	Always Required	Shot sheet must be filled out in its entirety and submitted with package in overall folder
Ground					
Access Road			Access Road	Start the camera within the last 1/4 mile of the access road and continue all the way to the gate.. DO NOT hold capture device in hand while operating a moving vehicle.	Camera mounted center as high on the windshield as possible to obtain 75% composition of the road. 1 second auto snap. Photo count will vary with length of road.. JPGs only, no HEIC
Gate / Door sign			Overall	This should not be a copy of your final access road image. Please exit vehicle and provide a clear photo of the gate sign or door and any locks showing correct combos	If multiple signs appear on door provide as many photos as necessary to clearly show all.
Building Overall			Overall	Your overall photo should show the building in its entirety or as much will fit in comp from point of view	Photo with 80% composition of building from street view
Cable Run			Cable Run	This profile should always be captured handheld unless absolutely unable. If unable, communicate with support for direction.	Identify customer sectors and take a series of photos every 2-3 steps from the cable's origination to the sector connection.
Tower or Array signage			Overall	Typically located on barriers surrounding arrays on rooftops, or on the base of the tower near bottom anchor.	Single photo of any signage warning of Radio Frequency or dangers of climbing.
Locks & Correct Combos			Overall	Provide a single photo of all lock types and the correct combos or keys. Please do not include gate combos/locks in access road series Gates/Cabinets/Shelters	Should not be included in access road series. Single photo of each lock showing correct combos or keys required to open.
Cabinets/Compound Secured			Overall	As work is completed, please photograph the cabinets and compounds closed and secured as they were at the beginning of survey.	Single photo showing cabinets closed and secured. Single photo of the gate closed and locked as we leave.
Aerial					
Top Down North			Overall	Facing North, fly high enough to include as much of the rooftop as possible frame - airspace permitting	Please provide only one top down photo - GPS information verifies rooftop location
Building Site Overview			BSO	Fly a perimeter pattern around the roof facing inward WITHOUT flying over the edge of the roof. Pilot should use best judgement and a combination of gimbal angle and altitude to show as much of the rooftop as possible while not raising and lowering the drone to avoid obstacles	Establish necessary height and fly this perimeter slow enough to provide a minimum of 100 photos on smaller rooftops and 150-200 on larger rooftops Gimbal at a 35° to 45° downward pitch.
Array 1			Array 1	Each individual sector will have its own "Array" profile. Fly a 180°+ semi-circle around each sector providing 30-45 photos. If the array hangs over a heavily populated area please revert to handheld a handheld semi-circle from behind the array or a DSLR capture from street view if not visible from rooftop. Please do not forget connection photos in civil.	30-45 Photos & 80% Composition; Gimbal 0°/ Level.
Array 2			Array 2		30-45 Photos & 80% Composition; Gimbal 0°/ Level.
Array 3			Array 3		30-45 Photos & 80% Composition; Gimbal 0°/ Level.

Notes: