



AT&T Civil Shot Sheet

Capture Item	Not Captured	Captured	Guidance	Standard
Leica - BLK				
BLK Capture			The BLK capture should encompass all important aspect of the site in survey. If tower or rooftop is separated from carrier equipment, please be sure to provide multiple tours (or jobs) to include all equipment, rooftop mounted arrays and tower base.	Tour should always contain the following, at minimum: 4 corners of the compound/rooftop All sides and cabinet fronts within leased space Tower base or 1-2 scans showing area of rooftop mounted antennas Visibility to all rooftop cable runs
Fringe Items				
Gate signage			Provide a clear photo of any and all gate signage present on doorways or fences.	Please do not duplicate the final image of your access road - this should be a dedicated documentation of all signage on site.
Tower or Array signage			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.
HVAC/HVAC Placard			If sheltered, please provide an overall photo of each HVAC unit dedicated to the AT&T equipment and its placard showing specifications. If sheltered, units will hang from rear of shelter. If within building's telco room, can be wall mounted.	Each unit requires 2 photos - one overall of unit and another of the unit placard that can be clearly read during review.
Locks & Correct Combos			Provide a single photo of all lock types and the correct combos or keys. Gates/Cabinets/Shelters	Should not be included in access road series. Single photo of each lock showing correct combos or keys required to open.
Power Meter and Meter Breaker			Bank of meters will likely be mounted on an H-Frame within compound and each will be labeled for its carrier.	Provide a single photo of the meter showing visible reading, and another of the meter's breaker showing amperage (numbers on the switch itself)
Generator & Fuel Tank			Please provide a handful of photos of any AT&T or Tower Owner labeled generators on site. Please only photograph those labeled for AT&T or Tower Owner.	Photo of Generator from each side (4) Open door if unlocked and provide overall of visible interior. Single photo of fuel gauge if visible
AT&T Leased Space				
Overall of Leased Space			Identify carrier leased space and provide overall photos from all accessible sides.	Photos of each side of equipment pad or equipment shelter. (4) If sheltered, please also provide an overall photo or two of interior.
Circuit Breaker Panel			Usually located on H-Frame amongst carrier cabinets or on wall within shelter	Overall photo of circuit breaker panel open showing all amperages and any legends. Please provide multiple photos if needed to show all breakers and their amperage.
GFCI			Either within the circuit breaker panel or next to the area work light switch	Single, clear photo of the GFCI outlet
Area Work Light			If any, provide a photo of the area work light above the carrier leased space and any light switches to turn them on. When outside of a shelter, light switches will likely be under a cover.	Single photo of any area work lights over leased space or within shelter. Single photo of any light switches.
Main Power Cabinet/Rack			Main Power cabinet/rack will hold the next few items on this shot sheet. Please provide an overall of this cabinet opened and closed.	Single photos of the main power cabinet/rack open and closed/front and back Overall of interior should show all contents or racked equipment.
Power Plant Detail			Within power cabinet, take a series of clear photos showing power plant, breakers within and their amperage.	Series of photos required here to show all detail. Provide a single overall and then detailed shots of each grouping of breakers. Be sure to show clear breakers.
Power Plant Digital Display			Each power plant, within cabinet or racked, will have a digital display. Provide a single photo of the display illuminated.	Please be sure the display is illuminated. If not on, press only the "ESC" button to wake up the display
Power Plant Serial Sticker			Serial sticker will be located on outside of the power plant door or within the power plant, above and behind the digital display.	Single, clear photo showing power plant serial sticker. Please be sure this is not a photo of the cooling system serial sticker.
Rectifiers			Rectifiers are the fan-like cooling systems below the Power plant, an overall photo and detailed photos if needed please.	Provide a single, clear photo of all rectifiers located below the power plant. Feel free to provide multiples if needed for clarity.
Batteries			Will be racked below or near power plant. Can be a large bank in the corner within shelters	Provide a single overall photo of the battery bank showing all strands of batteries. Detailed photos should show labels and any unique install dates.
Ground Bars			Ground bars can be located within cabinets or attached to back of cabinets or ice bridge.	Please provide a single photo of all ground bars, interior and exterior.
Alarm Blocks			Can be located in power cabinet or mounted to wall within shelter. (White/Green/Orange lego piece) Can also be within dedicated box on H-Frame	Provide a single photo showing any and all alarm blocks associated with carrier
Flex Unit			When cabinets are outdoor - AT&T will have one or multiple flex units - These house routers, wound fiber and small power components.	Please provide a photo of the flex unit opened and closed - please also provide detail within this cabinet that shows each component.
Baseband Unit (BBU)			When not within an outdoor flex unit, routers and fiber trays will be racked alongside a BBU - lots of details needed here - see standard	Single overall photo of the front and back (if accessible) of this rack. Please then provide detail of each component. Router (make and model) Open all fiber trays to show amount within.
UMTS Cabinet			Likely retired - the AT&T UMTS cabinet will have a ventilated front and house all coax cable connections.	If retired - please provide a single overall photo that shows retired sticker. If active, please provide an overall of cabinet open and detail showing all connections
All surge protection			Please ask VTS support for help in identifying Surge protection if needed. Can be located in a number of places racked or amongst cabinets.	Provide an overall photo of surge protection boxes (es) closed then open each. Be sure to show interior clearly so all labels can be read. Photograph any serial stickers show model.
Surge Protection Cables			If racked, cables will be attached to the back of the Raycap. If housed in an exterior box, cables will enter through the bottom.	Provide a photo showing the labeling that can be seen on the cables entering the surge protection unit.
Fiber Management Boxes			Fiber Management boxes can hang amongst the carrier equipment or on the ice bridge leading to the tower.	Single photo of each fiber management box as it hangs. Please do not attempt to open, just photograph exterior.
Radioheads			Again, radioheads can hang amongst carrier cabinets or racked within shelter.	Please provide an overall showing all radioheads. Then photograph the bottom of each showing all connections, if retired please only provide overall and a single photo of retired sticker.
Multiplexers			Multiplexers are the small junction boxes splitting coax cabling from 1-2 (diplexer) or 2-3 (triplexer). These will likely all be grouped together - can be ceiling mounted in a shelter	Provide an overall of the multiplexer grouping and then a detailed photo of one of the group showing model if accessible.
Bulkhead Inside/Outside			A bulkhead is anywhere coax cabling enters or exits a cabinet, shelter or tower.	Provide a single photo of each bulkhead's interior and exterior.
Generator Plug/Emergency Shutoff			Typically located on the exterior of shelter near front door or just within. When cabinets are not housed in a shelter, can be on H-frame near circuit panel.	Provide a single photo of the emergency shutoff showing amperage on placard. Overall of generator plug open and closed, if unable to open do not force.
Additional Cabinets/Shelves			Please provide overall and detailed photos of any additional cabinets that have not already been photographed. If these cabinets cannot be opened, please troubleshoot with VTS support and note the issue below	Apply the same logic that has been used in this survey. Provide an overall of the cabinet, then detail of the cabinet or rack's contents.
Cabinets/Compound Secured			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.
Logbook Entry			Each cell site should have a notebook documenting visitors to the site. Simply fill in the requested information and photograph your entry.	If this is a blank composition notebook please leave the following: Name, Date, Company and any Work Order number. If no logbook on site, please leave a slip of paper with this information

Notes: