

CCTV site brief

Preparation worksheet, without automatic selection or coverage approval. Recording permissions, retention and access require confirmation by the project owner.

01 / Project context

Project reference and stage

E.g. Office A / refurbishment / before survey.

Survey date and basis

Visit, drawing revision, authorised photos or assumptions; do not attach documents here.

Main requirement and scope

What needs to work, for which uses, and what is outside scope.

03 / Resolve before selection

Unknowns and required tests

Record outstanding checks and the role responsible for them.

Documents and references to gather

Marked plans, exact datasheets, diagrams and project requirements. No secrets or access keys.

Next decision and required review

Which role must confirm what, before which stage? Use a role, not a personal name.

CCTV site brief

Add one record per zone. An overview and a detail view may need different positions.

Duplicate this page for each zone. Write the same project reference on every copy.

Project reference and stage : _____

Camera zone : _____

02 / One scene, one specific need

Reference and target scene

E.g. CAM-01 / delivery entrance; match the drawing reference.

What the image must reveal

Observe passage, understand an incident or inspect a detail; specify which.

Distances, view and possible mount

Estimated distances, accessible height, obstructions and framing limits; measure on site.

Lighting and environment

Day/night, backlight, reflections, existing lighting, indoor/outdoor and exposure.

Link, power and recording

Possible route, rack/switch, PoE or power to check, existing or planned recorder.

Viewing and intended retention

Who views, locally or remotely, continuous/event recording, retention to approve and export needs.

Excluded areas and acceptance checks

Identify excluded spaces and day/night views to test; do not collect personal images here.

Reading references : Axis Communications

Quality with a purpose