CHECKLIST FOR ON-SITE SURVEY/WALKTHROUGH

The first and most important step in having a successful transition/implementation, is the on-site survey/walkthrough process. The key participants for this process should be:

Institution's IT Staff Representative(s)
Department Head/Representative
Tom Bush – RJ Young Account Representative
Mark Vick – RJ Young Logistics Manager
Two (2) Representatives from RJ Young for Managed Print Services (MPS)

These key members are vital to ensure that the following items are discussed and meet the needs of each department:

a. Campus Access.
b. Space requirements
c. Power requirements
d. Drop and fax lines if needed
e. Equipment model with speeds and accessories.