LINKLIGHT TECHNOLOGIES

NASHVILLE &
MIDDLE TENNESSEE

PROJECT PLANNING CHECKLIST

Commercial Project Readiness Checklist

For general contractors, property managers and facility teams preparing a renovation, expansion or new commercial space.

Project / location: _____ Target date: _____

01 Scope & Documents

- ☐ Confirm current drawings, revisions and equipment requirements.
- ☐ Assign each system's owner, installer and final approver.
- ☐ Record exclusions, allowances and unresolved questions.

02 Pathways & Cabling

- ☐ Confirm conduit, boxes, sleeves, trays and pull strings.
- ☐ Coordinate cable routes with power and other trades.
- ☐ Verify cable types, run lengths and termination locations.

03 Power & Grounding

- ☐ Confirm circuit, panel and equipment power requirements.
- ☐ Identify power needed at racks, cameras, doors and AV.
- ☐ Assign grounding, bonding and backup-power responsibilities.

04 Network & Fiber

- ☐ Confirm rack space, patching, switches and port counts.
- ☐ Document fiber type, strand counts and termination needs.
- ☐ Identify service-provider and network handoff responsibilities.

05 Security & AV

- ☐ Coordinate door hardware, egress needs and device locations.
- ☐ Review camera fields of view and lighting conditions.
- ☐ Define AV use cases and equipment responsibilities.

06 Schedule & Handoff

- ☐ Set site access, work windows and trade dependencies.
- ☐ Agree on labels, test results and as-built deliverables.
- ☐ Assign commissioning, training and warranty contacts.

Before mobilization: give each open item an owner, action and due date.

Start with a coordinated scope and clear handoffs.

Plan your next project

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