

Onsite Project Preparation



Onsite Project Preparation

- Meet with the Onsite Team
 - Floorplan Verification
 - The floorplan is the most current available and is accurate for the test(s)
 - Origin and Sample Point locations are accurate and accessible
 - Identify any safety risks associated with the Origin and Sample Point selections
 - Facility Walk-Through
 - Use floorplans to locate the key locations and controls as outlined in the meeting
 - Verify HVAC System is on “Occupancy Mode” for unoccupied test areas
 - Align on access for test areas that maybe locked or occupied
 - Test Schedule
 - Align on start time and estimated completion time
 - Determine Access Test Areas
 - Escort
 - Key or Key Badge
 - Id
 - Etc.

Onsite Project Preparation

- Establish the Work Area
 - Align on a designated area (conference room, office, hall, etc.) where the Project Manager and Support Team can meet, set-up and prepare for testing
 - If possible, this area should be away from test areas, if possible
- Test Team
 - Test Plan Review
 - ❖ Make any changes to the test plan based on the Floorplan Verification, Facility Walk-Through, and Test Schedule
 - ❖ Ensure changes are documented on the project configuration form and floorplan
 - Roles
 - ❖ For Teams of two or more determine what roles everyone will perform. Example:
 - ✓ Clean Person: Does not handle equipment or Tags
 - ✓ Dirty Person: Handles equipment and Tags
 - ✓ Documentation: Keeps accurate records for each test. Make corrections and communicates any changes to the Team. Verify labels and accuracy of OP/SP set-up locations
 - Materials, Equipment and Cart(s)
 - ❖ May preassemble test equipment in preparation of execution
 - ❖ Request a cart, if available, to help carry and transport needed equipment and supplies