

SITE SURVEY CHECKLIST [New Site]				ANY COMMENTS	
PLEASE COMPLETE BRANCH DETAILS IN FULL					
Branch Name	Chesterfield Post Office (North Bersted)		Brch Code	2209373	Checked by Who
Postmaster Name:	Mr Chuda Sama				
Address:	295 Chichester Road				
	Bognor Regis PO21 5AL				
County:	Sussex	Region:	South East		
First Contact:	As Above	Mobile:			
Second Contact:		Mobile:			
Email Address					
Telephone:	01243 823965	Fax:	Same as		
Site Opening Hours:	Mon-Fri 09.00-17.30 Sat 09.00-12.30				
Surveyors Name:	Ray Hampstead	Date of Survey:	22/10/2008		
Landlords Name (if different from above):	Same as Postmaster	Date of Survey:			
Landlords Address (if different from the above)					
INSTALLATION TYPE AND COSTS					
PLEASE TICK RELEVANT OPTIONS AND PROVIDE COSTS FOR EACH.					
Installation Type:	Internal New Option 1	☐	Budget Costs are on the cost estimate attached.		
	ATM Type	Rear Loader			
	Internal New Option 2	☐			
	ATM Type				
	Slim Cash	☐			
	External New Option A	☒			
	External New Option B	☐			
Device Type:	Wincor Nixdorf 1500 XE	☐			
	Wincor Nixdorf - TTW 2050XE	☒			
	Slim Cash	☐			
Location Details					
Please give a full description of each option available and choose the appropriate BT option from the pick list.					
OPTION	LOCATION DESCRIPTION (IN FULL)	BT Directions ie PSTN Location Details - Please copy and paste relevant statement from below			
Internal New Option 1					
Internal New Option 2	No suitable location.				
Slim Cash	N/A.				
External New Option A	In Front Window to the right of the entrance door when facing the store from outside. ATM should be located 200mm from the right edge of the front window.	PSTNs are to be installed at skirting level (Max 300mm above Finished Floor Level) directly to the right (viewed facing the machine) of the ATM location. Note:Socket to be clearly marked with PSTN number. If rear loader Socket to be located on inside face of aperture			
External New Option B	No suitable location.				
PSTN Directions - Copy and Paste one statement per option	The PSTN socket is to be terminated at high level directly overhead at the specified ATM position, no less than 2.1metres above floor level in a visible location. A loose coil of cable - suggested 4 metres, is to be provided and the socket must be loose so that it can easily be moved to any part of the pod by VN. Note:Socket to be clearly marked with PSTN number	PSTNs are to be installed at skirting level (Max 300mm above Finished Floor Level) directly to the right (viewed facing the machine) of the ATM location. Note:Socket to be clearly marked with PSTN number. If rear loader Socket to be located on inside face of aperture	The PSTN socket is to be terminated at 1400mm above finished Floor Level directly to the left of the ATM location (viewed from the rear of the machine) Note:Socket to be clearly marked with PSTN number		
Structural Notes	Please give details of any structural works that may be needed and a budget cost.				

ATM LOCATION		ANY COMMENTS
PLEASE ENSURE QUESTIONS ARE ANSWERED IN FULL.		
1. Is a SECURITY POD required?	No	Anti-tamper cabinet
2. Height of internal machine is 7ft (inc top) Can this be accommodated?	Yes	F - C height at ATM location = N/K
3. If WN need to apply for planning permission, is landlord consent required?	No	building owned by postmaster
4. Has Type 3 asbestos survey been carried out?	No	
5. Is there a copy of the Asbestos Management Plan on site?	No	
6. If no previous asbestos survey carried out, do we require Type 3 asbestos survey to be carried out?	No	
7. Has an option of A + B location been chosen? (In the event PO objection to the location).	No	
8. Please specify size (height) of plinth for external 2050XE-ATM	Standard	
9. Specify the size of advertising collar which can be fitted to external wall / window. i.e. can standard collar be fitted?	Yes standard collar	
10. Availability of space top, bottom and each side of ATM.	Yes	
11. Surface type that advertising collar / button needs to affix to. (Please supply photo of shop frontage where it is proposed to place ATM) (External ATM only).	Glass	
12. Is there anything out of the ordinary that needs consideration.	No	
13. What type of ATM fascia is required: standard, NCR replacement or small (External ATM only).	Standard	
14. Is there space for a 1.2m x 1.2m privacy zone to be painted on the pavement for an External ATM?	No	
15. Does external street lighting exist at the External ATM location?	Yes	

CHECK LIST		ANY COMMENTS
PLEASE USE DROP DOWN BOXES TO ANSWER THE QUESTIONS BELOW.		
1. Is a structural survey required?	No	
2. To confirm the carrying capacity of the floor sufficient to hold 420 kg (int'l ATM) or 717kg (ext'l ATM) according to the installation documentation? (Security pod = Approx 650kg).	Yes	
3. Type of Flooring? - 1. Concrete (Solid) 2.Suspended Flooring 3.Timber.	Concrete (Solid)	
4. Details of any underfloor heating, piping or cabling of any description at location.	Not Known	
4a. Is there a basement the proposed location?	No	
5. Details of any cavities in the installation area (cable channel, raised floor).	None	
6. Confirm the operation and maintenance space is sufficient as per installation manual	Yes	
7. Confirm there will be 75mm gap for ventilation at the right side of ATM plus door opening space.	Yes	
8. Confirm equipment is screened from external light.	No	
9. If Internal ATM is to be a Rear Loader. Confirm wall construction, ie loadbearing, non-loadbearing, thickness.	N/A	
10. Confirm procedure for Parking for installation day. Important to identify any restrictions and optimum or suitable times (NB: ATM Carrier = 18.5 TONNE Vehicle).	outside post office	
11. Confirm delivery path for ATM installation .	Across Pavement into Store	
12.ATM Access survey required?	No	
13. Red route / Urban Clearway ?	No see photos	
14. Do you need to cover the floor in Post office for delivery of the ATM?	No	
15. Are there steps at entrances to Post office? If so, how many?	No	
16. Height of Steps / Ramp.	6cm	
17. Will the location of the ATM be DDA compliant?	Yes	
18. Confirm location for ATM is wheelchair accessible.	Yes	
19. Have you gone through each point on checklist with Postmaster or Postmasters representative? Do they fully understand the implications of the potential installation options discussed?	Yes	
20. To confirm proposed floor location suitable for bolt fixing and must support 20mm x 200mm bolts. Floor must be concrete, level and clear.	Yes	

21. Identify and label Power and BT points and inform Postmaster. (Advise PM on appropriate location for both Power and Phone points.)	Yes	
22. Location of Distribution Board (photos to be attached).	Yes	
23. Location of Telephone D.P.	Not known by Owner. Could not be found on survey day	
24. Width of the narrowest door.	1.0m	
25. Width of the narrowest hallway.	N/A	
26. Confirm who is to do electrical works.	Contractor	
27. Will any building / enabling work or BT line installations to be carried out 'out of hours'? If so please state what works are to be carried out and why out of hours is necessary. <u>State building works here.</u>	No	
28. Will installation have to be carried out 'out of hours'?	No	
29. Is building listed? (If so what grade, if known).	No	
30. Is building in conservation area?	No	
Post Office Refurbishment/Enabling works		Any Comments
1. Is Post Office due to be refurbished?	No	
2. What date is refurbishment to start?	N/A	
3. What date is refurbishment to be completed by?	N/A	
4. Will refurbishment take into account the ATM?	N/A	
5. Will a resurvey be required after refurbishment is complete?	N/A	
6. Detail work required to be completed by PM prior to ATM install.	N/A	
SECURITY REQUIREMENTS		ANY COMMENTS
1. To confirm that ATM is sited away from glazing. INTERNAL ONLY	N/A	
2. In reference to cash loading the ATM: is the external public view obscured?	No	
3. Can an aperture be formed in the existing shutters?	Yes	
3a. If not, are new shutters required?	N/A	
3b. Can the condition of the existing shutters be verified?	Excellent approx 1 year old	
3c. If fitted with full width roller shutters are they capable of being locked internally?	Yes	
4. Are there bollards at the front of site?	No	
5. Is there space for bollard(s) installation?	No	
6. Is the location in direct line of vehicle access? Could it be ram raided?	Yes	This is a major concern to the store owner/postmaster
7. To confirm ATM is against a stud wall. INTERNAL ONLY	N/A	
8. Existing Alarm Supplier.	Romec	
9. Does the existing alarm cover all areas or PO/retail only.	All areas	
10. Is the existing Alarm, bells only or monitored?	Monitored	Redcare
Security Notes	Please give details of any security needs	
Has the Postmaster or Postmaster's representative signed the 'Site Survey Sign Off' form? If not, specify reason for not signing.		
Wincor Nixdorf Contact Centre Phone Number for installation queries 01438 731831		

Please tick costs that are required		Please tick costs that are required	
Budget Costs		Budget Costs	
Internal New Option 1			
<u>Fees</u>	Planning/LA ☐	Building Warrant	☐
<u>Contractor Works</u>	Removals of Fixtures & Fittings ☐	Relocate Fixtures & Fittings	☐
	Building Works Assoc with Structural Solution ☐	Manifestation	☐
	Flooring ☐	Out of Hours Work	☐
	Bollards ☐	Exceptional Building Works	☐
<u>Electrical</u>	New Dist Board ☐	Provision of Power	☐
Please tick costs that are required		Please tick costs that are required	
Budget Costs		Budget Costs	
Internal New Option 2			
<u>Fees</u>	Planning/LA ☐	Building Warrant	☐
<u>Contractor Works</u>	Removals of Fixtures & Fittings ☐	Relocate Fixtures & Fittings	☐
	Building Works Assoc with Structural Solution ☐	Manifestation	☐
	Flooring ☐	Out of Hours Work	☐
	Bollards ☐	Exceptional Building Works	☐
<u>Electrical</u>	New Dist Board ☐	Provision of Power	☐
Please tick costs that are required		Please tick costs that are required	
Budget Costs		Budget Costs	
Slim Cash			
<u>Fees</u>	Planning/LA ☐	Building Warrant	☐
<u>Contractor Works</u>	Removals of Fixtures & Fittings ☐	Relocate Fixtures & Fittings	☐
	Building Works Assoc with Structural Solution ☐	Manifestation	☐
	Flooring ☐	Out of Hours Work	☐
	Bollards ☐	Exceptional Building Works	☐
<u>Electrical</u>	New Dist Board ☐	Provision of Power	☐
Please tick costs that are required		Please tick costs that are required	
Budget Costs		Budget Costs	
External New Option A			
<u>Fees</u>	Planning/LA ☒	Building Warrant	☐
<u>Contractor Works</u>	Removals of Fixtures & Fittings ☒	Stainless Steel Panel	☐
	Building Works Assoc with Structural Solution ☐	Manifestation	☐
	Shopfront & Glazing ☒	New Shutters	☐
	Flooring ☐	Alterations to existing Shutters	☒
	New Plinth ☒	Form Aperture in Existing Shutters	☒
	Bollards ☐	Removals or Alterations of Existing Plinth	☐
	Relocate Fixtures & Fittings ☒	Masonry Alterations	☐
	Out of Hours Work ☐	Exceptional Building Works	☒
	Security Hoarding (and assoc licence costs) ☐	AT Cabinet	☐
	Secure Room ☐		
<u>Electrical</u>	New Dist Board ☒	Provision of Power	☒
<u>Pod Works</u>	New Arma Pod ☐	Alterations to Existing Pod	☐
Please tick costs that are required		Please tick costs that are required	
Budget Costs		Budget Costs	
External New Option B			
<u>Fees</u>	Planning/LA ☐	Building Warrant	☐
<u>Contractor Works</u>	Removals of Fixtures & Fittings ☐	Stainless Steel Panel	☐
	Building Works Assoc with Structural Solution ☐	Manifestation	☐
	Shopfront & Glazing ☐	New Shutters	☐
	Flooring ☐	Alterations to existing Shutters	☐
	New Plinth ☐	Form Aperture in Existing Shutters	☐
	Bollards ☐	Removals or Alterations of Existing Plinth	☐
	Relocate Fixtures & Fittings ☐	Masonry Alterations	☐
	Out of Hours Work ☐	Exceptional Building Works	☐
	Security Hoarding (and assoc licence costs) ☐	AT Cabinet	☐
	Secure Room ☐		
<u>Electrical</u>	New Dist Board ☐	Provision of Power	☐
<u>Pod Works</u>	New Arma Pod ☐	Alterations to Existing Pod	☐

Additional Information to Support Costs	
Building Works Associated With Structural Solution:	This includes any work that is undertaken to provide a structural solution to accommodate the ATM installation, as per the structural engineers design solution.
Shopfront & Glazing:	This includes any work to the branch shopfront and glazing to accommodate the ATM installation, that are not regarded as structural alterations and can not be placed into any of the other identified areas. An example would be Replacing glazing to suit ATM opening.
Flooring:	This includes any changes to the existing flooring or any new flooring works required, that are not structural in nature. Examples would be carpet alterations, new carpet or making good damaged floors.
Masonry Alterations:	This includes any work to the existing branch masonry to accommodate the ATM installation, that are not regarded as structural alterations or works to the shopfront. Examples would be alterations the existing masonry to provide adequate access to the branch or works to the aperture.
Exceptional Building Works:	This should very rarely be used and only used when the item of work can not be placed into any of the other identified areas.

PHOTOGRAPHS			COMMENTS
General External views, incl ATM delivery access	☒		
External ATM location	☒		
External ATM location (Internal view)	☒		
General internal views	☒		
Internal location	☒		
Electrical Board	☒		
BT Dist' Board	☐		
Additional photos - eg access problems, parking, structural issues, security issues etc.	☒		
Additional Notes			
Postmaster/owner wants external machine. Ram raiding is a major concern Owner did not know where BT dist board came into premises. It could not be located on day of survey			

Contents of the Drop down boxes [New site survey checklist]	
INSTALLATION TYPE AND COSTS	
ATM Type	Rear Loader
SITE SURVEY CHECKLIST [New Site]	
Region	South East
ATM LOCATION	
13. What type of ATM fascia is required: standard, NCR replacement or small (External ATM only)	
CHECK LIST	
3. Type of Flooring? - 1. Concrete (Solid) 2.Suspended Flooring 3.Timber	Concrete
26. Confirm who is to do electrical works	Contractor
SECURITY REQUIREMENTS	
9. Does the existing alarm cover all areas or PO/retail only.	All Areas
10. Is the existing Alarm, bells only or monitored	Monitored