SITE survey. APP

SITE SURVEY REPORT

CCTV Site Survey

Prepared for	Holmfield Fasteners Ltd
Date	26 Sep 2026
Site	Unit 9, Calder Park, Wakefield
Prepared by	D. Kerr

FORM

CCTV Site Survey

1. Survey details

Project	Unit 9, Calder Park, Wakefield: CCTV upgrade survey
Customer	Holmfield Fasteners Ltd
Site	Unit 9, Calder Park
Site address	Unit 9, Calder Park, Wakefield WF2
Date of survey	26 Sep 2026
Surveyor	D. Kerr
Type of premises	Warehouse or industrial
What is the job?	Upgrade or extension
Site contact	G. Ashworth, warehouse manager
Phone	01632 960274

2. Purpose and data protection

What problem is the system meant to solve?	Two break-ins to the yard this year. The four existing cameras give blurred pictures at night and nothing covers the loading doors.
What is the system for?	Deter and detect crime, Watch entrances and deliveries, Vehicle or number plate capture
How will it be watched?	Phone or tablet app
Who will operate the system and be responsible for the footage?	Holmfield Fasteners Ltd. G. Ashworth, warehouse manager, looks after the footage.
How many days of footage does the customer want to keep?	30
Why that many days?	Break-ins over a weekend or shutdown can go unnoticed for days. 30 days covers the two week summer shutdown with time to review.

> Retention. The ICO says UK GDPR and the Data Protection Act 2018 do not set a minimum or maximum retention period for surveillance systems. The purpose decides how long footage is kept, and it should be deleted when it is no longer needed for that purpose.

Has the customer done a data protection impact assessment (DPIA)?	No

DPIA. A DPIA is needed for processing that is likely to result in a high risk to individuals. ICO guidance is that this applies in most cases for surveillance systems. Camera views and retention belong in it, so it should be done before the design is fixed.

Does the customer want audio recording?	No
Number of CCTV signs needed	4

Signs. People must be told they are being recorded. ICO guidance is that signs should be clearly visible and readable, and say who operates the system, why, and who to contact.

3. Existing system

Is there a CCTV system on site now?	Yes
Recorder make and model	4 channel HD over coax recorder
Number of cameras	4
Type of system	HD over coax
Can the existing cabling be reused?	Partly
Faults and complaints about the existing system	Night pictures blurred on all four cameras. Camera 3 has moisture inside the lens. Recorder holds only 9 days.

Photos of the existing recorder and cameras



4. Camera positions

Cameras 1: CAM-01

Camera reference	CAM-01
Location	North-east corner, under the eaves

What must this camera show?	Main pedestrian entrance and visitor parking
Level of detail needed	Identify an unknown person
Camera type	Dome
Indoor or outdoor	Outdoor
Camera position (GPS)	North-east corner · 53.668412, -1.539874 (SE 30498 19202, ±5 m)
Fixing surface	Brick or block
Mounting height (m)	4.5
Distance to the target (m)	12
Lighting at night	Some light
Anything in the way or shining into the lens	Low morning sun from the east
Does the view take in a neighbour, a public road or a private area?	No
Power	PoE from the recorder or switch
Cable route back to the recorder or switch	Through the wall into the office ceiling void, then to the comms cabinet
Estimated cable length (m)	35

Photos: the fixing point and the view from it

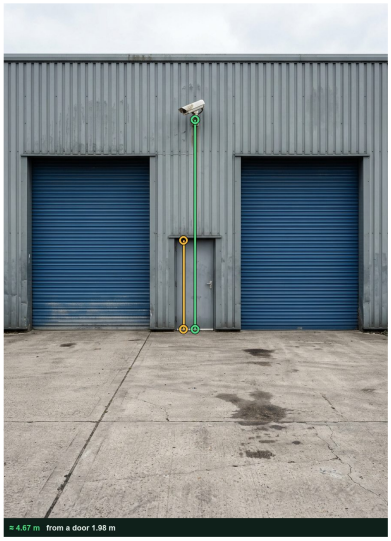


Cameras 2: CAM-02

Camera reference	CAM-02
Location	South elevation, between loading doors 1 and 2
What must this camera show?	Both loading doors and vehicles at them

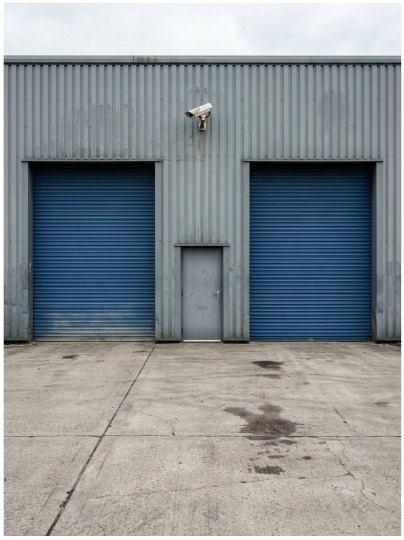
Level of detail needed	Recognise a known person
Camera type	Bullet
Indoor or outdoor	Outdoor
Camera position (GPS)	Between loading doors 1 and 2 · 53.668190, -1.540402 (SE 30463 19177, ±7 m)
Fixing surface	Metal cladding
Mounting height (m)	4.67

Mounting height (m): measuring photo



Distance to the target (m)	15
Lighting at night	Dark: needs infrared or white light
Anything in the way or shining into the lens	Yard floodlight points back towards the wall. Old analogue camera on the same bracket to come down.
Does the view take in a neighbour, a public road or a private area?	No
Power	PoE from the recorder or switch
Cable route back to the recorder or switch	Inside on the cladding rails, then the high level tray to the office
Estimated cable length (m)	55

Photos: the fixing point and the view from it



Cameras 3: CAM-03

Camera reference	CAM-03
Location	Yard gate, on the existing steel post
What must this camera show?	Vehicles coming in through the gate
Level of detail needed	Read a number plate
Camera type	Number plate camera
Indoor or outdoor	Outdoor
Camera position (GPS)	Yard gate post · 53.667968, -1.539311 (SE 30536 19152, ±6 m)
Fixing surface	Pole or column
Mounting height (m)	3.5
Distance to the target (m)	18
Lighting at night	Some light
Does the view take in a neighbour, a public road or a private area?	Yes
Power	PoE from the recorder or switch
Cable route back to the recorder or switch	Existing duct under the yard from the old camera. Needs a draw test.
Estimated cable length (m)	70

Photos: the fixing point and the view from it



Cameras 4: CAM-04

Camera reference	CAM-04
Location	Inside the warehouse, end of aisle 1
What must this camera show?	Aisle 1 and the dispatch area
Level of detail needed	Overview of an area
Camera type	Dome
Indoor or outdoor	Indoor
Fixing surface	Pole or column
Mounting height (m)	6
Distance to the target (m)	25
Lighting at night	Well lit
Does the view take in a neighbour, a public road or a private area?	No
Power	PoE from the recorder or switch
Cable route back to the recorder or switch	High level tray to the office
Estimated cable length (m)	45

Cameras 5: CAM-05

Camera reference	CAM-05
Location	Rear fence line, on a new 4 m column

What must this camera show?	The back fence and the gap behind the skips where the second break-in came over
Level of detail needed	Detect that someone is there
Camera type	Bullet
Indoor or outdoor	Outdoor
Camera position (GPS)	Rear fence by the skips · 53.667712, -1.540944 (SE 30428 19123, ±8 m)
Fixing surface	Pole or column
Mounting height (m)	4
Distance to the target (m)	30
Lighting at night	Dark: needs infrared or white light
Anything in the way or shining into the lens	Skips can block the lower half of the view if moved
Does the view take in a neighbour, a public road or a private area?	No
Power	PoE from the recorder or switch
Cable route back to the recorder or switch	New duct along the fence line, into the warehouse at the rear fire exit, then the high level tray
Estimated cable length (m)	105

> Long cable run. Structured cabling standards allow 90 m of fixed copper cable, and 100 m once patch leads are added. Plan a nearer cabinet, a fibre link or a PoE extender for this position.

Cameras	5
Total cable (m)	310
Outdoor cameras	4
Cameras on PoE	5
Cameras needing infrared or white light	2
Views to mask or move for privacy	1
Cable runs over 90 m	1

> Privacy. At least one view takes in a neighbour, a public road or a private area. List the masking or repositioning in the summary so the customer can add it to their DPIA.

5. Recorder and network

Recorder location	Comms cabinet in the ground floor office store

Is that location locked or access controlled?	Yes
Is there a power socket at the recorder location?	Yes
Is a UPS wanted for the recorder?	Yes
Is there a network point at the recorder location?	Yes
Does the customer want to view cameras remotely?	Yes
Internet upload speed (Mbps)	20
Where will a monitor go, if any?	Warehouse manager's office
Recording	Continuous with event marking

Photos of the recorder location



6. Access and safe working

Hours the work can be done	Monday to Friday, 07:00 to 16:00. Loading door work on a Saturday morning only.
Access restrictions	Forklifts work in the yard and warehouse. Sign in at reception, hi-vis at all times.
Will any of the work be at height?	Yes
Access equipment needed	MEWP or scissor lift
Was the building built before 2000?	No
Other hazards the install team should know about	Forklift traffic at the loading doors. Cone off the work area and agree times with the warehouse manager.

7. Summary and sign-off

Summary of the proposed system	Replace the four HD over coax cameras with five IP cameras on a new network recorder, storage sized for 30 days. Four on PoE from the recorder. CAM-05 on the rear fence is a 105 m run, so it needs a fibre link or a PoE extender at the rear fire exit. Reuse the yard duct for CAM-03 if it tests clear. Viewing on the manager's office monitor and the phone app.
What the customer needs to do before installation	Complete a DPIA before installation, covering the camera views and the 30 day retention. Agree privacy masking for the public road behind the gate in the CAM-03 view. Approve wording for the four signs: Holmfield Fasteners as operator, the purpose and a contact. Clear the end of aisle 1 for the lift on the install day.
Surveyor name	D. Kerr
Surveyor signature	