

INITIAL MAPPING

BUILDING INFORMATION

1. Name of the Building/Development	
2. Address	
3. Access Control System Provider (e.g.: Lenel, Genetec, Honeywell, etc)	
4. Property Management Company (e.g.: Independent, CBRE, CW, JLL, etc.)	
5. Building Manager (if not assigned by the Property Management Company).	

BUILDING SIZE INFORMATION

6. Number of permanent occupants (residents, administration, and third party service prov.)	
7. Average number of daily visitors	
8. Number of turnstiles/other access barriers	
9. Number of receptionists	
10. GLA (Gross Leasable Area) in sqft or m2	

RECEPTION / LOCATION INFRASTRUCTURE

11. Number of terminals (computers, tablets, others) for registration. Specify by equipment	
12. Terminal Type	<input type="checkbox"/> PC Computer (Windows-based) <input type="checkbox"/> Android Tablet <input type="checkbox"/> iOS (Apple) Tablet <input type="checkbox"/> Linux Computer <input type="checkbox"/> Kiosk (Windows OS) <input type="checkbox"/> Kiosk (Other OS)
13. System Type	<input type="checkbox"/> Web (access via URL) <input type="checkbox"/> Local server (computer or dedicated hardware located in the building) <input type="checkbox"/> Software (application) installed on the terminal (PC)
14. Database Type and Version (DB) (e.g.: MS SQL, MySQL, MariaDB, Oracle)	
15. Location of the database (local or remote server)	
16. Does the access control or DB server have internet connectivity?	YES <input type="checkbox"/> NO <input type="checkbox"/>

NETWORK (LIST EQUIPMENT AND CONNECTIONS INVOLVED IN THE PROCESS)

17. Is there external access? (web/internet)	YES <input type="checkbox"/> NO <input type="checkbox"/>
18. Internet connection speed (Mbps)	
19. Internet service provider	
20. Is the internal network wired, Wi-Fi, or both?	
21. Is there a contingency for external access?	YES <input type="checkbox"/> NO <input type="checkbox"/>
22. Internet service provider	
23. Internet connection speed (Mbps)	
24. Firewall Type?	

ACCESS CONTROL SYSTEM INFORMATION

25. Manufacturer	<ul style="list-style-type: none"> • Brand/Manufacturer • Version (name and/or year) • Licenses (what is included)
26. Interconnection options	<input type="checkbox"/> API <input type="checkbox"/> SDK (software development kit) <input type="checkbox"/> Communication bus (microservices) <input type="checkbox"/> Web system for residents <input type="checkbox"/> Database access <input type="checkbox"/> Others * (specify)
27. Turnstile controller boards	<ul style="list-style-type: none"> • Manufacturer • Model • Installation location (inside turnstile or remote)
28. Control system for the boards (with server communication)	Control system for the turnstile boards (usually a control board) <ul style="list-style-type: none"> • Manufacturer • Model • Version • Quantity • Location
29. Server Access Control	<ul style="list-style-type: none"> • Model • Location • Memory • Internet access • Installed network cards (number and type)

VISITOR REGISTRATION AND AUTHORIZATION OPTIONS

30. Is pre-registration available?	YES <input type="checkbox"/> NO <input type="checkbox"/>
31. Is there a web interface with the access system?	YES <input type="checkbox"/> NO <input type="checkbox"/>
32. Where is guest information registered?	<input type="checkbox"/> By host (resident) <input type="checkbox"/> Self-registration (via web, app, others) <input type="checkbox"/> At the reception with an attendant <input type="checkbox"/> Kiosk

EQUIPMENT AND INFRASTRUCTURE INFORMATION

33. Are all access control devices owned by the building?	YES <input type="checkbox"/> NO <input type="checkbox"/>
34. Are the access control and network maintenance services provided by the same company?	YES <input type="checkbox"/> NO <input type="checkbox"/>
35. If different companies, specify:	<ul style="list-style-type: none">• Access control provider:• Network management provider:

PHOTOS (CAN BE TAKEN WITH A MOBILE PHONE)

36. Photo of barriers and readers	
37. Photo of the controller board inside the turnstile	
38. Photo of the board that manages the turnstile controllers	