CLOUDSWITCHED

FREE RESOURCE — ASSESSMENT TEMPLATE

Network Infrastructure Assessment

Document every layer of your current network — WAN, LAN, wireless, firewall, VLANs, servers and telephony — before an office move or infrastructure refresh. Fillable in any modern PDF viewer; the baseline you carry into migration planning.

8	60+	A4	Fillable
ASSESSMENT AREAS	INVENTORY & CONFIG FIELDS	PRINT & WORKSHOP READY	TYPE & TICK IN ANY VIEWER

WAN & ISP · LAN & WIRELESS · FIREWALL & VLAN · SERVERS & VOICE

PREPARED FOR	PREPARED BY	VERSION	FORMAT
Cloudswitched Knowledge Library	Cloudswitched Ltd.	2026 Edition	Interactive PDF

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How to use this assessment

Walk through each of the eight sections with your IT lead or your managed service provider. Capture **what is actually deployed today** — not what was specified two years ago and is now drifting. Fill the inventory tables (switches, access points, VLANs, servers) using your live configuration, not your run book.

This document becomes the **baseline** you take into migration planning — office relocation, network refresh, ISP swap, firewall replacement, or hybrid-work redesign. It is also the artefact a new MSP or auditor will ask for on day one. Keep it short, factual and current. The yellow underscore lines become real text inputs in any modern PDF viewer; the squares become real checkboxes.

WHAT THIS ASSESSMENT IS

A factual snapshot of your network estate — the connections, the kit, the segments, the servers and the phones. It is not a security audit, a penetration test or a capacity-planning model, but it surfaces every dependency a move or refresh has to honour. Pair it with our network security audit checklist and capacity planning worksheet for a full review.

BEFORE YOU START

Order new internet circuits at least **8 weeks** before any office-move target date. Leased lines routinely take 60–90 business days for delivery and cross-connects. Check with your existing ISP whether the service contract, IP block and CPE can transfer with you or must be re-provisioned at the new address.

The eight sections

- **01 Internet & WAN Connectivity** — primary and backup circuits, public IPs, contracts.
- **02 LAN Infrastructure** — core, distribution and access switches; structured cabling.
- **03 Wireless Network** — access points, SSIDs, controllers, guest isolation.
- **04 Firewall & Security** — appliance, firmware, VPN, content filtering, IDS/IPS.
- **05 VLAN Configuration** — segmentation, subnets, gateways, DHCP scopes.
- **06 Servers & Key Services** — on-premise roles, OS, IPs, backup method.
- **07 Phone System** — PBX or hosted VoIP, extensions, DDIs, contracts.
- **08 Sign-off & Next Steps** — notes, priority actions, approvals.

01

Internet & WAN Connectivity

Document every internet circuit and WAN link that terminates on site, including the failover path. Capture circuit references and contract end dates — without these, the new-site ISP order has nowhere to start.

PRIMARY CONNECTION

Primary ISP	
Circuit type *(FTTP / Leased Line / FTTC / Broadband)*	
Bandwidth *(Down / Up, Mbps)*	
Contract end date	
Circuit reference	
Monthly cost *(£)*	

SECONDARY / BACKUP CONNECTION

Backup ISP	
Circuit type	
Bandwidth *(Down / Up)*	
Failover method	☐ Automatic ☐ Manual ☐ None
Monthly cost *(£)*	

STATIC / PUBLIC IP ADDRESSES

Public IP range	
Used for *(VPN / Email / Web / SIP)*	

MIGRATION TIP

Order new internet circuits at least 8 weeks before the move date. Leased lines routinely take 60–90 business days for delivery and external cross-connects. Confirm with your existing ISP whether public IP addresses can be ported with the service or must be re-issued.

02

LAN Infrastructure

Document every managed switch, patch panel and the structured cabling standard in use. Record port utilisation now — the new-site stack must absorb the same density, plus a sensible growth margin.

LOCATION	EQUIPMENT	MAKE / MODEL	PORTS USED / TOTAL	POE	AGE (YRS)
Server Room	Core switch				
Server Room	Distribution switch				
Floor 1	Access switch				
Floor 2	Access switch				

CABLING & PATCHING

Cabling standard *(Cat5e / Cat6 / Cat6a / fibre)* _____

Total network points on site _____

Patch panel configuration _____

Structured cabling tested & certified ☐ Yes ☐ No ☐ Unknown

WHAT GOOD LOOKS LIKE

A live switch diagram showing core, distribution and access tiers; every uplink labelled with its bandwidth and termination point. Spare port headroom of 20% per access switch. A patch-panel-to-port map kept on the comms rack — not in someone's head.

03

Wireless Network

Document every access point, the SSIDs being broadcast and how wireless is managed. A site survey conducted in the existing space is a strong baseline for predictive design of the new one.

LOCATION	AP MAKE / MODEL	SSID(S)	BAND	POE SOURCE	MANAGEMENT

WIRELESS CONFIGURATION

WiFi controller / cloud management _____

Guest WiFi isolated from corporate ☐ Yes ☐ No ☐ N/A

802.1X / WPA3-Enterprise enforced ☐ Yes ☐ No ☐ Partial

Site survey conducted in last 24 months ☐ Yes ☐ No

PREDICTIVE VS SITE SURVEY

A predictive (computer-modelled) survey is fast and free and is fine for the new-site design phase. A passive on-site survey of your existing space, however, gives you a real heatmap of dead zones and interference — the empirical evidence you need to brief a designer.

04

Firewall & Security

Document the perimeter security appliance, what it terminates and what subscriptions it carries. Many firewalls in UK SMEs are quietly out of support; capture the license expiry date now and budget the replacement.

APPLIANCE

Firewall make / model	_____
Firmware / OS version	_____
Support / licence expiry	_____
High availability pair in place	☐ Yes ☐ No

RULES & VPN

NAT / inbound rules (approx count)	_____
VPN type *(Site-to-site / SSL client / ZTNA)*	_____
VPN users (concurrent)	_____
VPN enforces MFA	☐ Yes ☐ No

INSPECTION & FILTERING

Content filtering enabled	☐ Yes ☐ No
IDS / IPS enabled	☐ Yes ☐ No
TLS / deep packet inspection enabled	☐ Yes ☐ No
Logs shipped to SIEM / log archive	☐ Yes ☐ No

COMMON GAP

An older firewall with an expired subscription is still passing traffic — but the signature feeds for IPS, AV, geo-blocking and category filtering stopped updating months ago. Treat the licence expiry date as a hard ceiling on the appliance's useful life, not a soft renewal prompt.

05

VLAN Configuration

Document every VLAN in use, its subnet and what runs on it. A clear segmentation map is the foundation of every later security control — ACLs, firewall rules between zones, NAC policies, IoT isolation.

VLAN ID	NAME	SUBNET	GATEWAY	DHCP RANGE	PURPOSE
1	**Default**	192.168.1.0/24	192.168.1.1	.100–.200	Corporate LAN
10	**Servers**	10.0.10.0/24	10.0.10.1	Static only	Server infrastructure
20	**VoIP**	10.0.20.0/24	10.0.20.1	.100–.200	IP phones
99	**Guest**	10.0.99.0/24	10.0.99.1	.50–.150	Guest WiFi (isolated)

INTER-VLAN ROUTING

Routing performed by _____

Inter-VLAN ACLs enforced ☐ Yes ☐ No ☐ Partial

EXAMPLE ROWS ARE TEMPLATES, NOT CONSTRAINTS

The first four rows show a common UK SME pattern (default, servers, VoIP, guest) but your environment may use other IDs and subnets. Overwrite anything that doesn't match. The blank rows below take whatever else you run.

06

Servers & Key Services

Document every on-premise server, the role it performs and how its data is protected. Where a server is virtualised, capture the hypervisor in 'Role' (e.g. "DC on Hyper-V host HV01") so the migration team can see the dependency stack.

HOSTNAME	ROLE	OS	IP ADDRESS	CPU / RAM / STORAGE	BACKUP METHOD
_____	Domain controller	_____	_____	_____	_____
_____	File server	_____	_____	_____	_____
_____	Application server	_____	_____	_____	_____
_____	Print / scan server	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

RESILIENCE & RECOVERY

Hypervisor — make / version	_____
Cluster / HA configured	☐ Yes ☐ No
Off-site / cloud backup in use	☐ Yes ☐ No
Last successful restore test	_____

07

Phone System

Document the telephony platform, the numbers and the contract. The UK PSTN switch-off completed in 2025/26, so any remaining ISDN / analogue lines must be migrated before they go dark — capture them here so they don't survive the move by accident.

PLATFORM

System type	☐ On-prem PBX ☐ Hosted VoIP ☐ MS Teams ☐ Other
Provider	_____
Number of extensions	_____
Number of concurrent channels	_____

NUMBERS & ROUTING

Main inbound number(s)	_____
DDI range	_____
SIP trunk provider	_____
Any analogue / ISDN lines remaining	☐ Yes ☐ No

CONTRACT & FEATURES

Contract end date	_____
Call recording enabled	☐ Yes ☐ No
PCI DSS pause/resume in use	☐ Yes ☐ No ☐ N/A

PSTN SWITCH-OFF

BT Openreach completed the withdrawal of the analogue PSTN and ISDN networks across the UK during 2025/26. If any line above is still analogue, ISDN30/ISDN2, or runs through an ATA gateway behind a copper line, it has either already been migrated by the carrier or will be cut shortly — budget a SIP / hosted-voice replacement before the move.

08

Sign-off & Next Steps

Capture the top priority actions that come out of this assessment and the people who own them. Three is enough — if the list runs longer, you have a programme, not a punch list.

Top 3 priority actions

01 _____

02 _____

03 _____

Additional notes

_____

_____

_____

_____

Sign-off

PREPARED BY	DATE	APPROVED BY
_____	_____	_____

Need a professional network assessment?

Our engineers can run a full on-site survey, produce a target-state design and a migration runbook for your move or refresh — fixed price, fixed window.

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