

# Field Report Template



Item	Notes
Job ID	
Monitor Tracking Details (Monitor Number)	
Host Address (Address where monitor is installed)	
Surrounding Properties Description (How would you describe the surrounding area, residential, industrial, commercial etc.)	
Affected Properties Description (Who is affected by the noise you are measuring, just this house, all surrounding houses etc.)	
Target Address (What is the address where the noise source is located). Where multiple addresses, please provide full details.)	
Noise Source Description (is it dogs? How many, what breed, where located. AC? Whats the make/model? Get photos if possible.)	
Monitor Location (Ideally, Lat/Long, or preferably, the exact marking on overhead map, showing the host and target properties.)	
Monitor Position Description (Where is the monitor installed on the host property. Front façade, dividing fence, on a tree etc.)	
Monitor Height (Height of the monitor above ground level in meters)	
Monitor distance to Target (Distance in meters, approx. ok if undefined, from monitor to primary noise source)	
Monitor Line of Sight Description (What is in between the monitor and primary source of noise? Fences, trees, buildings, topography etc.)	
Other Noises (What other noises can you hear, and what are their sources. How do they compare to the noise you came to measure.)	
Monitor Start Time (What time is suitable for measurements. Often post calibration and install. Should be finished handling. But before calibration.	
Monitor Finish Time (What time is suitable for end of measurements. Often pre final calibration and removal. Should not include and handling noise.	
In Situ Photos (Photo of the monitor in situ Picture of the monitor should be taken after placement. Ideally one image should capture the monitor, immediate surroundings, and the general area where dog barks come from.	
Other Photos Any other photos as necessary to describe the location, surrounding area, noise source etc.	
Report Completed by:	
Contact details for report writer: Please provide phone contacts and email	
Date of Report Completion (install)	
Date of Report Update (removal)	

## GUIDANCE NOTES:

1. Permission. Do you have permission to be on a property? Neighbours/noisemakers/do-gooders etc can get hostile regarding monitoring. As long as you have permission to be somewhere, that's the first step in de-escalation. Failing that, have a good canned response or excuse in mind.
2. Turn on your ears. Start listening to the surrounding noise and record these details in .
3. Find a suitable Installation position
  - Why are we monitoring?
  - What do we need to measure?
  - Where will be the best place to measure the required noise?
  - Remember to maximise Signal (what we want to measure) to Noise (unwanted noise), while still remaining representative.
  - Do we want to capture impact on a house? Ideally measure at the house. Do we want a measurement of a source? Ideally measure the source only.
  - Watch out for AC units. If that's what we are measuring, great. If not, they have the ability to taint data, and often are hiding under houses, in windows where you don't notice them until it's too late.
  - Are there any acoustic barriers or screening elements effecting what we measure? Again, maximise signal to noise while remaining relevant.
  - Do we need to remain hidden? From the street, neighbours etc. Take this in to account. Covering LED may be necessary.
  - Nominally, the height of the monitor is "receiver height", 1.2-1.5m above ground (or floor) level.
  - Ideally, the monitor is >3.5m from a reflective surface, such as a building façade, fence, water tank etc. Practically this is often hard/impossible to achieve, just take note if there is or is not a reflective surface nearby.
  - If monitor is to capture noise intrusions through an open window/door, monitor should be in the plane of the window/door, at the centre, with the window/door fully open
  - If the monitor is to capture noise in a room, monitor should be 1.5m from windows and 1m from walls/reflective surfaces. Again, often impractical, just take detailed notes.
4. Install the monitor
  - We are untested-ly "omni-directional", but try and face the monitor towards the source where possible.
  - Fix firmly to façade/tree/fence/stake etc. Do not allow rattling in the wind. Move or trim any branches or leaves which may add noise to the measurement.
  - Manage cables neatly, safely and in a weatherproof manner.
5. Calibrate the monitor, and take note of the time, and if available, the levels.
6. Take photos and details as below
7. If required, perform a detailed site survey.
8. Check with monitor host whether explicit permission is needed to pick up the monitor, or whether you are ok to just grab it when required. If host is required for access, make sure you get direct contact details.
9. Enter details of monitor for asset tracking into database.