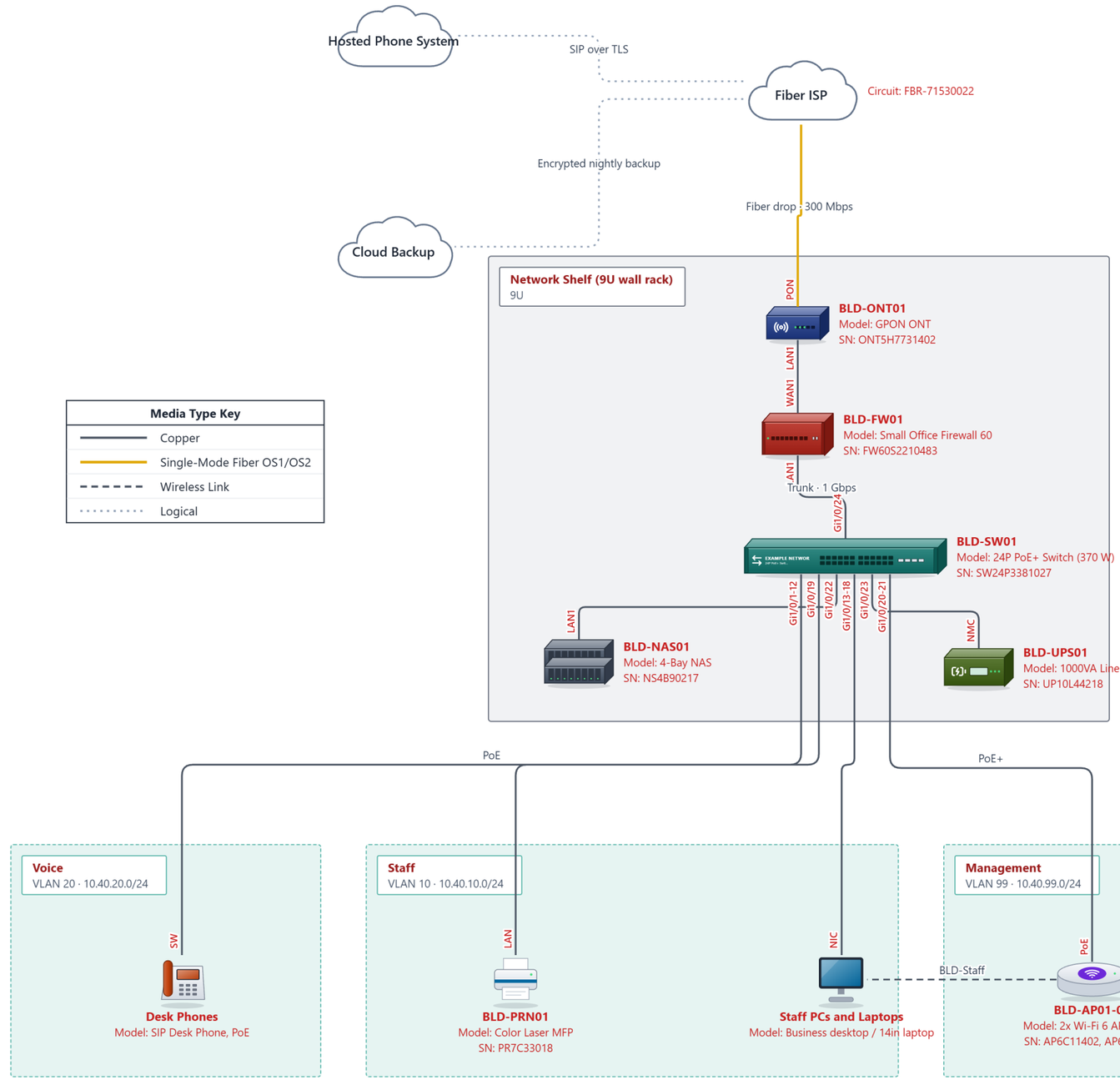

Starting rules for this office

- Firewall is the only router and DHCP server
- Guest Wi-Fi: internet only, client isolation
- Phones on their own VLAN (QoS, DHCP option)
- Switch, APs and UPS managed on VLAN 99
- NAS backs up nightly to the cloud
- Firewall, switch, NAS on the UPS

Label every cable at both ends with its ID.

DOCUMENT	SHEET TITLE	VERSION	LAST CHANGED	VERIFIED	SHEET
Birch Lane Design - Office Network Birch Lane Design · 48 Birch Lane, Suite 2, Springfield	**Office Network**	1.0	2026-11-25		1 of 5
		DRAWN BY	LAST EDITOR	APPROVED	

Device Inventory 13 devices

Hostname	Type	Vendor / model	Serial	Mgmt IP	Area	Location	Page
Hosted Phone System	Cloud Provider						Office Network
Fiber ISP	ISP / Carrier						Office Network
Cloud Backup	Cloud Provider						Office Network
BLD-ONT01	Modem / ONT	ISP-supplied GPON ONT	ONT5H7731402		Network Shelf (9U wall rack)	Shelf, top	Office Network
BLD-FW01	Firewall	Example Networks Small Office Firewall 60	FW60S2210483	10.40.99.1	Network Shelf (9U wall rack)	Shelf, U8	Office Network
BLD-SW01	Switch	Example Networks 24P PoE+ Switch (370 W)	SW24P3381027	10.40.99.2	Network Shelf (9U wall rack)	Shelf, U6	Office Network
BLD-NAS01	Storage / NAS	Example Storage 4-Bay NAS	NS4B90217	10.40.10.20	Network Shelf (9U wall rack)	Shelf, U2-3	Office Network
BLD-UPS01	UPS	Example Power 1000VA Line-Interactive UPS	UP10L44218	10.40.99.5	Network Shelf (9U wall rack)	Shelf, bottom	Office Network
Desk Phones	IP Phone	Example Voice SIP Desk Phone, PoE			Voice		Office Network
Staff PCs and Laptops	Workstation	Example Computers Business desktop / 14in laptop			Staff		Office Network
BLD-PRN01	Printer	Example Printers Color Laser MFP	PR7C33018	10.40.10.30	Staff		Office Network
BLD-AP01-02	Wireless AP	Example Networks 2x Wi-Fi 6 AP, ceiling	AP6C11402, AP6C11403	10.40.99.11, 10.40.99.12	Management	Open office and meeting room ceilings	Office Network
Guest Devices	Mobile Device				Guest Wi-Fi		Office Network

Link / Cabling Schedule 13 links

Cable ID	End A	Interface	End B	Interface	Media	Speed	VLANs	Length	Test	Label / notes	Page
	Fiber ISP		BLD-ONT01	PON	Single-Mode Fiber OS1/OS2	300 Mbps				Fiber drop	Office Network
	Fiber ISP		Hosted Phone System		Logical					SIP over TLS	Office Network
	Fiber ISP		Cloud Backup		Logical					Encrypted nightly backup	Office Network
BLD-C001	BLD-ONT01	LAN1	BLD-FW01	WAN1	Copper			0.5 m	Pass		Office Network
BLD-C002	BLD-FW01	LAN1	BLD-SW01	Gi1/0/24	Copper	1 Gbps	10,20,30,99	0.5 m	Pass	Trunk	Office Network
BLD-C003	BLD-SW01	Gi1/0/22	BLD-NAS01	LAN1	Copper		10	0.5 m	Pass		Office Network
BLD-C004	BLD-SW01	Gi1/0/23	BLD-UPS01	NMC	Copper		99	0.5 m			Office Network
BLD-D001-012	BLD-SW01	Gi1/0/1-12	Desk Phones	SW	Copper		20		Pass	PoE	Office Network
BLD-D013-018	BLD-SW01	Gi1/0/13-18	Staff PCs and Laptops	NIC	Copper		10		Pass		Office Network
BLD-D019	BLD-SW01	Gi1/0/19	BLD-PRN01	LAN	Copper		10	15 m	Pass		Office Network
BLD-D020-021	BLD-SW01	Gi1/0/20-21	BLD-AP01-02	PoE	Copper		99 native, 10, 30		Pass	PoE+	Office Network
	BLD-AP01-02		Staff PCs and Laptops		Wireless Link					BLD-Staff	Office Network
	BLD-AP01-02		Guest Devices		Wireless Link					BLD-Guest	Office Network

VLAN / Subnet Table 4 VLANs

VLAN	Name	Subnet	Gateway	DHCP scope / helper	Devices	Page
10	Staff	10.40.10.0/24	10.40.10.1	BLD-FW01, .100-.199	2	Office Network
20	Voice	10.40.20.0/24	10.40.20.1	BLD-FW01, .100-.199	1	Office Network
30	Guest Wi-Fi	172.16.30.0/24	172.16.30.1	BLD-FW01, client isolation	1	Office Network
99	Management	10.40.99.0/24	10.40.99.1	Static	1	Office Network

Data Stores 1 store

Data store	Stores	Class.	Sensitive data	Encrypted at rest	Kept for	Region	Owner	Boundary
BLD-NAS01	Project files, scanned documents				30 daily snapshots			