**OIT Construction Administration Checklist**

Builder shall be responsible for completing the following inspections & reviews and for obtaining OIT approval for Substantial Completion. Where applicable.

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|  | **OIT – Office of Information Technology**  **CNS – Computing & Network Services**  **TNI – Telecom & Network Infrastructure** | | | | Approved for Substantial Completion:  (Required for Substantial Completion Approval by OIT-CNS- Telecommunication Office.) |
|  | Inspection/Review Item | **Notice Required** | **Contact Person** | **Phone** | **Remarks** |
| 1 | Communications entrance conduit is installed. Hand / Maintenance holes installed as applicable. Hand / Maintenance hole racking is installed. | 24 – 48 hrs. | Telecom & Network Infrastructure  (TNI)  John Madey  jmadey@ufl.edu | 273.1113 | Installed and terminated with bushing no more than 4-5 inches above floor level in MCE room. All entrance sweeps must be 15 feet minimum and be concrete encased (for 4” conduits). **Do not backfill around hand / maintenance hole until inspected by TNI Engineer.** Entrances to hand / maintenance hole must be in the "end" wall. Any contractor placed communications must be racked using the hand / manhole racking hardware. A minimum of four 4” conduits enter the building from the nearest Hand/Maintenance hole per pathway. A copy of the as-built drawing shall be submitted to CNS Telecom. |
| 2 | UF fiber optic entrance cable | 24 – 48 hrs. | TNI | 273.1113 | Cable installation, including pair count and fiber type is consistent with design requirements and carried out in a professional manner with appropriate slack (> 10 ft) available in the Entrance Facility. |
| 3 | One-Inch (1") inner ducts. | 24 – 48 hrs. | TNI | 273.1113 | At least four (4) 1” inner ducts are located in at least one of the communications entrance conduit. Two 3-way MaxCell innerducts will be an acceptable substitution. |
| 4 | Pull-in tape | 24 – 48 hrs. | TNI | 273.1113 | Mule tape or equivalent is in all communications entrance conduit and inner ducts. The pull-in tape must have a minimum of 1,200 pounds of pulling tension and sequentially marked. |
| 5 | Small communication entrance cable / inner duct provisioning | 24 – 48 hrs. | TNI | 273.1113 | No small communication cables of any kind (less than 3.5" O.D.) shall occupy a 4 Inch communications entrance conduit by itself without additional inner ducts placed along side, or the small cable shares the same conduit with other cables. |
| 6 | Building Cable Tray System | 24 – 48 hrs. | TNI | 273.1113 | Ensure that all building cable tray is of proper size, supported and installed correctly. Verify that all sweeps and transitions are in place. Visually inspect that there is proper clearance for installation of structured cabling and that all conduits associated with the cable are bonded and grounded correctly. Inspection must be completed prior to ceiling tile placement. |
| 7 | Grounding system | 24 – 48 hrs. | TNI | 273.1113 | Grounding system has been installed in accordance with pre-approved building design. Placement of grounding materials shall be in accordance with TIA/EIA 607 Standard and UF Telecommunication Standards. |
| 8 | Minimum working space. | 24 – 48 hrs. | TNI | 273.1113 | A minimum of three (3) feet of working space provided from walls in front and rear of communications racks / equipment in the MCE room(s). |
| 9 | Telecommunication Rooms lighting fixtures. | 24 – 48 hrs. | TNI | 273.1113 | Provide 50 FC of light 36" AFF provided in all Telecommunications Rooms with a controlling on/off motion detection switch. |
| 10 | Telecommunication Rooms A/C. | 24 – 48 hrs. | TNI | 273.1113 | All Telecommunication Rooms have conditioned air with individual thermostat control. |
| 11 | MCE room and satellite rooms’ Backboard rack substrate. | 24 – 48 hrs. | TNI | 273.1113 | The MCE room and satellite rooms are completely lined with “Ready-Spec Backboard”. The backboard must be installed into the corners as well. |
| 12 | Telecommunication Rooms power panel, 208VAC outlet and 120VAC outlets. | 24 – 48 hrs. | TNI | 273.1113 | The MCE room has its own power panel served by a feeder circuit with isolated ground directly from the building's main service entrance equipment. Mount 208 VAC/ 30 amp, 120 VAC / 20 amp and 120 VAC / 30 amp circuits on cable tray / ladder rack that connects rack to wall – for each rack with active electronics (contact TNI for more information). The MCE room and the satellite room have 120 VAC / 20 amp outlets space no more than five ft. (5') apart around the room and mounted no more than 4" above floor level (below the Backboard). |
| 13 | Horizontal Pathways. | 24 – 48 hrs. | TNI | 273.1113 | All home-run conduits and 4-inch sleeves (for firewall purposes), penetrate the Telecommunication Rooms 12 to 16 Inches above the plywood lining the walls. All horizontal conduits, including sleeves are to be filled with fire stop. No Cable tray shall penetrate any fire rated walls unless specifically approved in the design. |
| 14 | Telecommunication Rooms ladder racks. | 24 – 48 hrs. | TNI | 273.1113 | All Telecommunication Rooms are to be equipped with a minimum 12-inch wide ladder rack mounted just above the Backboard and below any home-run conduit, 4-inch sleeves. Ladder rack must wrap the room. |
| 15 | Vertical sleeve terminations. | 24 – 48 hrs. | TNI | 273.1113 | Vertical sleeves are terminated with bushings and extend down into the Telecommunication Rooms at least two ft. (2') above the ladder rack to allow for proper bending of large copper riser cables. Vertical sleeve termination and placement shall follow TIA/EIA Standards. |
| 16 | Small communications riser cable / inner-duct provisioning. | 24 – 48 hrs. | TNI | 273.1113 | No small communications cable of any kind (less than 3.5" O.D.) shall occupy a 4" riser conduit by itself without additional inner duct placed along side, or the small cable shares the same conduit with other cables. |
| 17 | Termination Field location | 24 – 48 hrs. | TNI | 273.1113 | Riser cables' termination locations on walls or racks must be positioned so as no to interfere with any communications conduits unless otherwise specifically approved in the design. |
| 18 | Conduit bends. | 24 – 48 hrs. | TNI | 273.1113 | There shall be no more than two 90 degree conduit bends between maintenance / hand holes, internal pull boxes and in the radial conduit runs. No LB fittings shall be used. Internal pull boxes will not be used in place of a bend. Conduit bends for outside plant shall be inspected by TNI Engineer prior to backfilling. |
| 19 | .500 coaxial cable. | 24 – 48 hrs. | TNI | 273.1113 | If applicable, the .500 coaxial cable is to be installed in the Telecommunication Room and routed to the appropriate CATV source. |
| 20 | The building amplifier, .500 coaxial risers, line splitters, taps are in place. | 24 – 48 hrs. | TNI | 273.1113 | Termination and mounting space must be determined by the TNI Engineer. |
| 21 | Network Electronics design, procurement and installation | 90 to 120 days, Project Dependent | TNI | 273.1113 | Coordinate with CNS-TNI to design, purchase, install and test active electronics for project. Meet with end-user group to determine active electronics needs and special networking applications. Contact John Madey, TNI, at [jmadey@ufl.edu](mailto:jmadey@ufl.edu) or 273.1113 to coordinate. |
| 22 | Phone installation | 90 to 120 Days, Project Dependent | TNI | 273.1113 | Coordinate with CNS-TNI to design, purchase, install and test phone system. Meet with end-user group to determine phone needs and any special applications. Contact John Madey, TNI, at [jmadey@ufl.edu](mailto:jmadey@ufl.edu) or 273.1113 to coordinate. |
| 23 | Elevator telephone circuit(s), emergency elevator phone(s) (vandal resistance and hand-free) installed and operational. | 30 Days | TNI | 273.1113 | University Project Manager must initiate work order request for ordering the circuits and for having Telecom to make final connections to the Emergency Elevator communication system. Allow sufficient time for installation of circuits by AT&T and Telecom 30 days notice required for circuits. |
| 24 | Blue light emergency telephone units installed and ADA / handicap compliant and telephone circuit(s) operational. | 30 Days | TNI | 273.1113 | University Project Manager must initiate work order request for ordering the circuits and for having Telecom to make final connections to the Emergency Blue light system. Cable serving emergency blue light must be 6 pr 24 AWG direct buried (“P-89 shielded cable with water block”). Allow sufficient time for installation of circuits by AT&T and Telecom. 30 days’ notice for circuits |
| 25 | Provide & Test Horizontal cable | 24 – 48 hrs. | TNI | 273.1113 | A minimum of two (2) horizontal telecommunication cables pulled and terminated to each faceplate except as specifically approved in the design documents. All test results turned over to Telecommunications & Network Infrastructure (TNI) for evaluation. Test results shall be in electronic format. Test results must be accepted prior to electronics installation by TNI. |
| 26 | Multi-media cables. | 24 – 48 hrs. | TNI | 273.1113 | If the buildings have classrooms, auditoriums, verify that multi-media cables are in place. |
| 27 | Risers. | 24 – 48 hrs. | TNI | 273.1113 | Ensure that riser copper, fiber, and video cables are in place and terminated. Proper termination procedures must be followed. All test results turned over to Telecommunications & Network Infrastructure (TNI) for evaluation. Test results shall be in electronic format. Test results must be accepted prior to electronics installation by TNI. |
| 28 | As-built Drawings | 24 – 48 hrs. | TNI | 273.1113 | As-built drawings shall be submitted for all telecom work including, but not limited to: outside plant, maintenance / hand holes, all entrance cabling, coax cable, fiber and all associated test results. |
| 29 | Communications cable labeling | 24 – 48 hrs. | TNI | 273.1113 | All pieces of telecommunications infrastructure including but not limited to equipment racks, telecommunications outlets, patch panels, cables, and conduit must be labeled in accordance with the University of Florida’s [Telecommunication](http://net-services.ufl.edu/labeling.html) Standards. **Structured cabling must be complete including testing and labeling prior to acceptance by TNI and installation of phones and network electronics.** |
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