**UCit and Construction Management Project Procedures**

A Supplement to the *UC Design Guidelines and Standards Manual*

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Introduction and Purpose

Increasingly the systems and services associated with networking, telecommunications, and audiovisual/multimedia delivery are merging. As a result, an increased need exists for communication and coordination in planning and implementing building construction and renovation projects.

This document presents guidance for Construction Management personnel working with the UC Office of Information Technologies (UCit). It describes policies, procedures, and guidelines for involving UCit’s Network and Telecommunications Services (NTS) and Electronic Classroom Planning and Support Services (ECP/SS) departments in UC’s construction and renovation projects. Keeping all parties involved and informed is a shared responsibility of the Office of the University Architect (OUA) and the NTS and ECP/SS departments.

By following the guidance presented in this document, all departments will help ensure that construction and renovation projects are timely and meet customer needs and expectations.

The document is organized into the following sections:

Introduction and Purpose

UCit’s Role in Construction Projects: This section outlines UCit’s involvement in the phases of a construction project.

UCit Policies and Procedures: Presents requirements for submitting GETit Communications Request, as well as other procedures for working with UCit.

UCit Installation Types: Presents the different installations UCit performs.

Appendix: Design Procedures for Communication Jack Numbering
UCit’s Role in Construction Projects

This section describes UCit’s participation in and contributions to each phase of a construction project. OUA is responsible for coordinating UCit’s involvement in telecommunications and audiovisual (AV) design with the other parts of a construction project, from programming through turnover and acceptance.

Adherence to Policies and Standards

Policies and standards are in place to assist Construction Management personnel and contractors in working with UCit’s NTS and ECP/SS departments.

NTS

Any contracted agency or individual contractor responsible for the detailed design of telecommunications infrastructure on any project must adhere to UCit’s most current Communication Standards.

Any contracted agency or individual responsible for the detailed design of AV equipment for learning or meeting spaces must adhere to the most recent Electronic Classroom Standards document.

Program Statement Phase

Campus Planning or the designated Project Representative, as applicable, must give representatives from UCit’s NTS and ECP/SS departments an opportunity to participate in the development of Program Statements and budgets.

NTS

For capital projects, UCit NTS provides site infrastructure and building work scope as well as budget estimates for data and communication work scope. For basic and local renovation projects, UCit provides work scope and budget estimates.

In addition, Campus Planning or the Project Representative, as applicable, must provide UCit with the occupancy figures or anticipated jack activation numbers for each construction or renovation project as soon as possible. UCit needs this information to ensure that equipment levels, placement, and network designs are appropriate.

All wiring and rewiring project budgets must include capital funds for the purchase of telephony, network equipment, and wireless equipment. This item is especially important for new buildings and where renovations create an increase in connectivity.
**ECP/SS**

UCit’s ECP/SS department will review and approve all plans pertaining to audiovisual systems. Project budgets for buildings that include learning or meeting spaces (for example, classrooms, teaching labs, and conference rooms) must include capital funds for the purchase of audiovisual equipment that meets UCit specifications, including the funds needed to properly secure the equipment. These funds must be protected so they cannot be spent to cover overruns in other parts of the project.

**Associate A/E Selection Phase**

**Non-University-Designed Projects**

**NTS**

NTS must be consulted during the selection process if the selected A/E firm’s responsibilities will include telecommunications design. NTS will review the design credentials of prospective firms whose project responsibilities encompass telecommunications design (on larger projects, generally an Associate A/E firm or a subcontractor to the Associate A/E firm).

Any firm that is responsible for infrastructure and telecommunications design must provide an individual who has Registered Communications Distribution Designer/Local Area Network (RCDD/LAN) certification (or the equivalent knowledge, through experience and education). Any selected firm that does not have an RCDD/LAN specialist on staff must contract with another firm to bring this design expertise to the project.

**ECP/SS**

A term contract that enables a single vendor to provide AV needs assessment, design, equipment, installation, and service is now available for use. ECP/SS will assist Construction Management in choosing one of the contract vendors. These vendors have been prequalified and must be used unless none can perform the required work. ECP/SS must participate in developing the required qualifications for non-contract AV external consultants, evaluating consultants’ credentials, and approving the final selection.

**University-Designed Projects**

**NTS**
NTS must have the option of performing the design internally or selecting a contract designer (through its pool of communications vendors on its labor contract) to be funded by the project.

**ECP/SS**

ECP/SS must have the option of acting as AV consultant or selecting an external consultant to be funded by the project.

**Schematic Phase**

**NTS**

Future occupants of facilities being renovated or constructed must be given copies of drawings early in the Schematic phase. The future occupants should then identify all needed telephone and data jacks and mark their locations on the drawings.

NTS support spaces for the building communication room (BCR, sometimes called the intermediate cross-connect or intermediate distribution frame) and telecommunications rooms (TRs, sometimes called wiring closets or horizontal cross-connects) should be identified for telephones and networks. Normally there is one BCR per building. The BCR may also serve as a TR.

More than one TR per floor is required when the terminated wiring distance between any communications jack and the TR exceeds 295 feet (90 meters).

**ECP/SS**

Future occupants of facilities being renovated or constructed must identify AV needs for learning or meeting spaces, in consultation with ECP/SS and the selected consultant, so that these needs can be considered in design and development documents.
Design Phase

NTS reviews detailed designs, offers corrective suggestions when appropriate, and acts as telecommunications consultant to the responsible designers and all project affiliates.

NTS is responsible for the oversight of wireless design and installation. The project must cover the cost of the wireless survey, wireless equipment, and detailed documentation required to support the University wireless network. (Refer to section 8.1.7 of the UCit Communication Standards for guidelines on estimating wireless access points for specific areas.)

ECP/SS, with the assistance of the selected AV consultant, reviews detailed designs, offers corrective suggestions when appropriate, and acts as AV consultant to the responsible designers and all project affiliates.

**UCit Input to Drawings and Specifications**

The Project Representative must give UCit sufficient time (generally 2 weeks) to review a full set of design and development drawings and specifications. UCit must review and approve all adopted changes before the final set of drawings and specifications goes to bid.

**NTS**

The drawings must show all updated jack locations, labeling, major pathways, room layouts, and rack layouts relating to the communications infrastructure. A separate AutoCAD drawing identifying all wireless access point locations and coverage must be reviewed and approved before final drawings and specifications go to bid.

**ECP/SS**

ECP/SS, with the assistance of the selected AV consultant, must be involved in the design of all AV systems, from needs assessment through detailed specifications. Drawings must show all updated jack locations, major pathways and conduits, and room layouts relating to the AV infrastructure. Drawings must be provided as AutoCAD files and also as full-size prints.
**Furniture Selection**

**NTS**

The selection process for modular furniture on all projects must include adapters or transitional devices that will facilitate the proper installation of ADC/Krone voice and data jacks, if such adapters or devices are not already supported by the furniture manufacturer. Please refer to the [UCit Communications Standards](#) for jack specifications.

**ECP/SS**

All housings for AV equipment, including instructor workstations, cabinets, alcoves, soffits, and so forth, are part of the AV systems and therefore subject to review and approval by ECP/SS, with the assistance of the selected AV consultant.

**Approval of AV Equipment**

ECP/SS must review and approve the design and selection of all AV equipment and systems in learning and meeting spaces.

**Underground Pathways**

The Architect must refer to the [UCit Communications Standards](#) when designing underground pathways.

**Bid and Award**

**Statement of Work**

**NTS**

The Architect must develop a Statement of Work that details the scope of work and lists all responsibilities of the selected communications contractor. This statement should include, but not be limited to, installation of UC’s standard cabling solution; testing requirements; audits; service activations; coordinating and scheduling of service cutovers; documentation needs; commissioning; and so forth.
The Statement of Work for renovation projects must also include directions for Communications cabling demolition. A qualified communications cabling contractor will be required to professionally remove all pertinent communications (voice/data) cables and associated equipment from the faceplate to the TR, and provide identification on all voice and data jacks affected by the demolition. The associated backbone cable information for each voice connection must also be documented as part of the demolition. This exercise is required in order for UCit to plan for future equipment needs and possible backbone cable replacement or expansion.

**ECP/SS**

The Architect must include in the bid package a Statement of Work for all projects for which communications or AV work is contracted.

ECP/SS must review and approve the Statement of Work for the contractor selected to provide AV portions of the project.

**Bid and Award for Projects Over $50,000**

The bid and award for labor will be competitively bid. The contractor must have the appropriate manufacturer certifications for fiber optics and copper cabling. The ADC/Krone TrueNet certification is required for copper cabling, and the Corning EWP certification is required for fiber optics.

**NTS**

NTS should assist the Construction Management representative in selecting the vendor(s) to provide structured cabling on all projects over $50,000.

**ECP/SS**

A term contract that enables a single vendor to provide AV needs assessment, design, equipment, installation, and service is now available for use. ECP/SS will assist Construction Management in choosing one of the contract vendors. These vendors have been prequalified and must be used unless none can perform the required work. ECP/SS must participate in developing the required qualifications for non-contract AV external consultants, evaluating their credentials, and approving the final selection.

**Bid and Award for Projects $50,000 and Under**

The bid and award for labor will go to one of the University’s awarded contractor(s) on the labor contract (T972).

As stated above, AV term contract vendors must be used unless none can perform the required work.
Commissioning

**NTS**

NTS acts as telecommunications consultant to the responsible Architect and all project affiliates in the commissioning process.

The Project Representative must provide UCit with the communications electrical construction schedule so that UCit can properly guide infrastructure and equipment room standards and approve installations.

**Communications Inspections and Approval**

NTS’s Project Manager inspects the communications wiring installation in progress on an ongoing basis.

NTS inspects horizontal and backbone cabling in equipment rooms before terminations in order to approve the proposed location and method of terminations.

NTS also inspects labeling at the individual jacks and in the equipment rooms for legibility and proper format.

NTS will not approve any project until the following tasks have been completed:

1. Test results have been supplied;
2. CAD drawings with final jack counts, jack IDs, and permanent room numbers have been provided;
3. Any improper installation or punch list items have been corrected; and
4. The selected contractor or Construction Management has completed all registrations for warranties.

**ECP/SS**

ECP/SS’s role in commissioning is to act on behalf of the University for acceptance of the AV portions of the project. This includes performing or directing the following activities, which will be performed at the project’s expense by an AV term contractor not awarded the project:

- Inspection of installation,
- Testing of systems,
- Inventory of deliverables as specified in the contract,
- Training for support staff,
- Creation of a punch list, and
- Final sign-off, including authorization of final payment by ECP/SS personnel.

Construction Management must not authorize final payment for AV work without ECP/SS approval.
UCit Policies and Procedures

This section presents requirements for completing UCit’s GETit Communications Request submittal process, as well as other UCit policies and procedures.

GETit Communications Request Submittal Process

The following information is required when submitting all GETit communications request:

- Contact name
- Contact number
- Building
- Room number
- Mail location
- Budget number for recurring charges (important because project funds do not pay for recurring charges and/or communication devices)
- Move date(s)

Requests for service must clearly specify the type of service needed (voice and/or data) so the request can be routed accordingly.

If the budget numbers for recurring charges are different for voice and data, the user (building occupant) should submit a separate GETit request for each service option. If the budget number for recurring charges is the same for voice and data services, only one GETit request is required.

Projects Funded through Construction Management

Construction Management-funded projects include capital, basic renovation, and/or locally funded projects.

For these projects, the Construction Management Project Representative or Move Coordinator should contact future occupants of renovated or new-construction facilities within 90 days of anticipated move dates. This time frame should be sufficient to allow the customer to make changes or additions if necessary.

Users should submit GETit request, following the guidelines in “GETit Communications Request Submittal Process” above. The Project Representative or Move Coordinator in Construction Management must submit a GETit request with the appropriate budget number in order to initiate any work, or service activations.
If the moves are in phases but are within the same department, only one GETit request needs to be submitted for all phases. Move dates must be clearly spelled out on both voice and data request. Specific details of the move should be included on a spreadsheet(s).

The Project Representative or Move Coordinator submit GETit request to UCit with the set of marked drawings and a “move spreadsheet” at least 60 days before the anticipated move. The move spreadsheet should include the following details:

- User’s name, if known
- User’s new room number
- New jack location/identification (voice and data)
- Old jack location/identification (voice and data) if moving
- Phone number (voice) if moving; phone numbers should be marked on drawings as well
- Phone type (voice)
- Speed of requested or existing data connection(s) (e.g., 10 Meg, 100 Meg, shared or switched, etc.)

Drawings must be annotated to identify all proposed telephone and data connections.

Projects Funded by Departments

For department-funded projects, the user should obtain a drawing (preferably AutoCAD) of the project area and mark the drawing to show the locations of all proposed telephone and data connections.

The user should submit GETit Communications Request at least 60 days before an anticipated move, following all the guidelines outlined in “GETit Communications Request Submittal Process” on page 11.

Users should submit a GETit Communications Request along with the set of marked drawings, and a “move spreadsheet” that provides the following information:

- User’s name
- User’s new room number
- New jack location/identification (voice and data)
- Old jack location/identification (voice and data) if moving
- Phone number (voice) if moving; phone numbers should be marked on drawings as well
- Phone type (voice)
• Speed of requested or existing data connection(s) (e.g., 10 Meg, 100 Meg, shared or switched, etc.)

**UCit Installation Types**

This section presents procedures for the service installation types UCit performs, including:

• Telecommunications service
• Elevator phone and data service
• Pay telephones
• Fire alarms
• Code Blue and Area of Rescue phones and units
• Door access
• One Card
• Cable TV (CATV)
• Building control systems
• Wireless data
• Electronic classroom phones and data service

The table on the following page shows UCit’s notification and scheduling requirements for each installation type.

**Telecommunications Service**

**Identifying Jack Locations**

Future occupants of buildings being renovated or constructed should be given copies of drawings early in the Design phase. The future occupants should then identify all needed telephone and data jacks and mark their locations on the drawings.

For learning and meeting spaces, ECP/SS should represent future occupants in the identification process.

**Notification and Scheduling Requirements**

Project schedules must allow ample time for UCit to prepare and successfully complete service activations, moves, or cutovers.

To guarantee normal service, the Project Representative must finalize all move information for voice and data and provide this information to the UCit project manager or assigned service coordinator 60 days before the proposed move dates.
UCit Notification and Scheduling Requirements by Installation Type

<table>
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<tr>
<th>Installation Type</th>
<th>Notification</th>
<th>When to Submit</th>
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<tbody>
<tr>
<td>Telecommunications service</td>
<td>Written notification of finalized plans for activation or move</td>
<td>60 days before need</td>
</tr>
<tr>
<td>Elevator phone and data</td>
<td>Separate GETit request showing voice and data needs</td>
<td>2 weeks before inspection</td>
</tr>
<tr>
<td>Pay telephones</td>
<td>Separate GETit request</td>
<td>3 weeks before need</td>
</tr>
<tr>
<td>Fire alarm</td>
<td>Separate GETit request</td>
<td>2 weeks before inspection</td>
</tr>
<tr>
<td>Code Blue/Area of Rescue</td>
<td>Separate GETit request</td>
<td>2 weeks before inspection</td>
</tr>
<tr>
<td>Door access</td>
<td>Separate GETit request</td>
<td>2 weeks before need</td>
</tr>
<tr>
<td>One Card</td>
<td>Separate GETit request</td>
<td>3 weeks before need</td>
</tr>
<tr>
<td>Cable television</td>
<td>Separate GETit request</td>
<td>3 weeks before need</td>
</tr>
<tr>
<td>Building control system</td>
<td>Separate GETit request</td>
<td>2 weeks before need</td>
</tr>
<tr>
<td>Wireless data</td>
<td>Separate GETit request</td>
<td>2 weeks before need</td>
</tr>
<tr>
<td>Electronic Classroom phone/data service</td>
<td>Written notification to ECP/SS</td>
<td>60 days before project completion</td>
</tr>
</tbody>
</table>

NTS requires at least 30 days’ notification to meet any proposed scheduled user move. Users who haven’t confirmed their move dates should still provide their move information to UCit.

Construction Management’s Project Representative must provide a move schedule to the NTS Project Manager as soon as the information is available.

**Elevator Phone and Data Service**

Elevator phone and data communication lines must be installed as part of a project’s communications installation. The Architect should identify these lines on the drawings and include them in the bid package.

To activate elevator phone and data service, the Project Representative must submit a separate GETit request (describing voice and data needs) at least 2 weeks before any scheduled inspection.
Pay Telephones

Pay phone lines must be installed as part of a project’s voice communications installation. In accordance with the UCit Communications Standards, all pay phone cables are to be installed in a ⅜-inch minimum conduit, installed from the proposed pay phone installation point, and stubbed within 5 feet of the communications cable tray or j-hook system. The Architect should identify these lines on the drawings and include them in the bid package.

To activate pay phone service, the Project Representative must submit a separate GETit request at least 3 weeks before the actual need.

Fire Alarms

Fire alarm communication lines must be installed as part of a project’s voice communications installation. In accordance with the UCit Communications Standards, all cables for fire alarm service are to be installed in a ⅜-inch minimum conduit, installed from the fire alarm panel, and stubbed within 5 feet of the communications cable tray or j-hook system. The Architect should identify these lines on the drawings and include them in the bid package.

To activate fire alarm communication service, the Project Representative must submit a separate GETit request at least 2 weeks before any scheduled inspection.

Code Blue and Area of Rescue Phones and Units

Emergency communication lines such as Code Blue and phones in Areas of Rescue must be installed as part of a project’s voice communications installation. In accordance with the UCit Communications Standards, all cables for Code Blue and Area of Rescue service are to be installed in a ⅜-inch minimum conduit, installed from the proposed unit installation point, and stubbed within 5 feet of the communications cable tray or j-hook system. The Architect should identify these lines on the drawings and include them in the bid package.

To activate Code Blue and Area of Rescue service, the Project Representative must submit a separate GETit request at least 2 weeks before the actual need.
**Door Access**

Door access communication lines must be installed as part of the project’s data communications installation. The Architect should identify these lines on the drawings and include them in the bid package.

To activate door access data communication service, the Project Representative must submit a separate GETit request at least 2 weeks before the actual need.

**One Card**

One-Card communication lines must be installed as part of a project’s communications installation. They will be of a different color than the installed voice and data communication lines and must be labeled and terminated as defined in the project scope of work and/or the UCit Communications Standards. The Architect should identify these lines on the drawings and include them in the bid package.

To activate One-Card communication service, the Project Representative must submit a separate GETit request to the UCit Business Office (M.L. 0658) at least 3 weeks before the actual need.

**Cable TV**

Cable TV (CATV) backbone communication lines must be installed as part of a project’s communications installation. The Architect should identify these lines and the associated pathways on the drawings and include them in the bid package.

CATV building communications lines are installed as part of a project’s AV installation. The Architect should identify these lines on the drawings and include them in the audiovisual bid package.

Currently, more than 100 locations on West campus alone receive CATV. CATV connections will not be installed in additional classrooms, since CATV use is not widespread and faculty needing this technology can be scheduled to teach in classrooms where CATV already exists.

The University’s Electronic Classrooms Subcommittee is charged with monitoring implementation of technology in centrally scheduled classrooms. The recommendations of this subgroup, which are available here, should be consulted for guidelines about CATV installations.

To activate CATV service, the Project Representative must submit a separate GETit request at least 3 weeks before the actual need.
Building Control Systems

For building control systems, two installation procedures are possible.

Option 1 — Electrical Installation

In this scenario, building control system communication lines are installed as part of the project’s electrical wiring installation by the project’s mechanical or electrical contractor, depending on the project. The Architect should identify these lines on the drawings and include them in the bid package.

Option 2 — Data Communications Installation

Option 2 applies if the building control system is designed to communicate with TCP/IP-based network protocols. In this case, building control system communication lines are installed as part of the project’s data communications installation. The Architect should identify these lines and the associated pathways on the drawings and include them in the bid package.

To have building control systems brought on line with the University’s Campus Data Network, the Project Representative must submit a separate GETit request at least 2 weeks before the actual need.

Wireless Data

Wireless communication lines must be installed as part of a project’s data communications installation. The Architect should identify these lines and the associated pathways on the drawings and include them in the bid package.

All wireless communication equipment must follow the UCit wireless installation policy. Expenses for survey, equipment, and installation must be included in the project costs.

To activate wireless data service, the Project Representative must submit a separate GETit request at least 2 weeks before the actual need.
Electronic Classroom Phone and Data Service

ECP/SS supplies classroom phone and data specifications, and submits the GETit request for activating classroom phones and data jacks. UC Architects must notify ECP/SS at least 60 days before project completion to allow time for submitting GETit request.

Learning and Meeting Spaces

The role of ECP/SS in projects that include learning and meeting spaces is as follows:

- **Program Phase**: To participate in setting the budget for AV.
- **Associate A/E Selection Phase**:
  - Non-University-designed projects: To be involved in developing qualifications, reviewing credentials, and approving final selection of non-contract AV external consultants.
  - University-designed projects: To have the option of acting as AV consultant or selecting an external consultant to be funded by the project.
- **Schematic Phase**: To identify specific AV needs for inclusion in design/development documents, and to review and approve plans.
- **Design Phase**: To guide, review, and approve detailed designs.
- **Bid and Award**: To review and approve the Statement of Work, certify AV vendors, review bid documents, and collaborate on vendor selection.
- **Commissioning**: To represent the University in accepting the system and implementing it.
Appendix: Design Procedures for Communication Jack Numbering

This section explains how jack identification numbers are formed. This information is also found in the UCit Communications Standards (section 3.1.2, “Labeling”).

UCit assigns a four-character alpha building code to each building. Some examples follow:

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Sciences Building</td>
<td>MSBB</td>
</tr>
<tr>
<td>Medical Sciences Service</td>
<td>MSBS</td>
</tr>
<tr>
<td>Campus Services Building</td>
<td>CSBD</td>
</tr>
<tr>
<td>Dyer Hall</td>
<td>DYER</td>
</tr>
<tr>
<td>McMicken Hall</td>
<td>MCMH</td>
</tr>
<tr>
<td>Laurence Hall</td>
<td>LAUH</td>
</tr>
<tr>
<td>Procter Hall</td>
<td>PROH</td>
</tr>
</tbody>
</table>

A building code prefixes the jack identifier label that follows; for example, “MSBB-00G24-B0023”. However, the four-character building prefix is not attached to the faceplate at each communication outlet.

Communication Outlet Identifiers

Each communication outlet is labeled with an 11-character identification; for example, five characters, a dash (“-”), a letter, and a four-digit number. Every single-gang voice/data faceplate has two 11-character labels, one for the top outlet and one for the bottom outlet. Every double-gang voice/data faceplate has four 11-character labels, two for the top outlets and two for the bottom outlets.

The first five characters of the number represent the room number of the TR that feeds the communication outlet location. The letter is a code for the floor on which the outlet is located, with “A” representing the lowest floor in the building, “B” representing the next floor up, and so forth. The next four digits represent the termination location of the cable on the 110 blocks for UTP voice outlets, ADC/Krone patch panels for UTP data outlets, and fiber patch panels for fiber outlets.

Each IDF has a block of numbers assigned to it in the range of 0001 to 3999. These are sequential numbers starting at 0001. If the building has
more than one TR, each TR is assigned the same block of numbers; for example, 0001 through 3999 for TR number 1, 0001 through 3999 for TR number 2, and so on, as required.

The block of numbers is assigned as follows: 0001 to 2999 for UTP voice outlets and UTP data outlets, and 3000 to 3999 for fiber outlets. UCit assigns these blocks to each TR during the Infrastructure Design phase.

UTP voice outlets are labeled sequentially with odd numbers from the block of assigned numbers for the associated TR, beginning with 0001, 0003, 0005, and so on, as required. UTP data outlets are labeled sequentially with even numbers from the block of assigned numbers for the associated TR, beginning with 0002, 0004, 0006, and so on, as required. Fiber outlets are labeled sequentially from the block of numbers assigned for the associated TR, beginning with 3000, 3001, 3002, and so on, as required.

**Example Identifiers**

**Example 1: UTP Voice Outlet**

00G24-A0023

**Alphanumerics 1, 2, 3, 4, 5** identify room number “G24” as the TR feeding this UTP voice outlet located on floor A (character 7), the lowest floor in the building.

**Digits 8, 9, 10, 11:** The odd number identifies this outlet as a UTP voice outlet. The position on the 110 block is counted sequentially with odd numbers from left to right and top to bottom.
Example 2: UTP Data Outlet (Wireless Also)

**Alphanumerics 1, 2, 3, 4, 5** identify room number “124” as the TR feeding this UTP data outlet on floor B.

![](00124-B2048)

**Digits 8, 9, 10, 11:** The even number identifies this outlet as a UTP data outlet. The position on the ADC/Krone patch panel is counted sequentially with even numbers from left to right and top to bottom.

Example 3: Fiber Outlet

**Alphanumerics 1, 2, 3, 4, 5** identify room number “324” as the TR feeding this Fiber Outlet.

![](00324-E3036)

**Digits 8, 9, 10, 11** identify this outlet as a fiber outlet because the number is in the range 3000–3999. The position on the fiber patch panel is counted sequentially from left to right and top to bottom. The outlet is located on floor E.
Example 4: Door Access Outlet

Door access cables and outlets are installed, terminated, and utilized in the same manner as standard data outlets, and should be labeled as such.

Alphanumerics 1, 2, 3, 4, 5 identify room number “124” as the TR feeding this UTP data outlet on floor B.

00124-B2050

Digits 8, 9, 10, 11: The even number identifies this outlet as a UTP data outlet. The position on the ADC/Krone patch panel is counted sequentially with even numbers from left to right and top to bottom.

Example 5: Fire Alarm Outlet

Fire alarm cables and outlets are currently installed, terminated, and utilized in a manner similar to standard voice outlets, and should be labeled as such.

Alphanumerics 1, 2, 3, 4, 5 identify room number “G24” as the TR feeding this UTP voice outlet on floor A (character 7), the lowest floor in the building.

00G24-0025

Digits 8, 9, 10, 11: The odd number identifies this outlet as a UTP voice outlet. The position on the 110 block is counted sequentially with odd numbers from left to right and top to bottom.
Example 6: Pay Phone Outlet

Pay phone cables and outlets are installed, terminated, and utilized in the same manner as a standard voice outlet and should be labeled as such.

Alphanumerics 1, 2, 3, 4, 5 identify room number “G24” as the TR feeding this UTP voice outlet on floor A (character 7), the lowest floor in the building.

Digits 8, 9, 10, 11: The odd number identifies this outlet as a UTP voice outlet. The position on the 110 block is counted sequentially with odd numbers from left to right and top to bottom.

Example 7: One-Card Outlet

Communications jacks for One-Card services are labeled differently.

Alphanumerics 1, 2, 3, 4, 5 identify room number “G24” as the TR feeding this UTP One-Card outlet. The floor on which the outlet is located is not symbolized in this scheme.

Digits 7, 8: “OC” identifies this outlet as a One-Card outlet.

Digits 9, 10, 11 represent the numerical identifier for the One-Card outlet. This number ranges from 001 to 999 only. UCit assigns these numbers once all of the project’s One-Card outlets have been identified. The position on the 110 block is counted sequentially with (odd and even) numbers from left to right and top to bottom.
Example 8: Code Blue or Area of Rescue Outlet

Code Blue and Area of Rescue communication cables and outlets are installed, terminated, and utilized in the same manner as a standard voice outlet and should be labeled as such.

**Alphanumeric 1, 2, 3, 4, 5** identify room number “G24” as the TR feeding this UTP voice outlet on floor A (character 7), the lowest floor in the building.

**00G24-A0075**

**Digits 8, 9, 10, 11:** The odd number identifies this outlet as a UTP voice outlet. The position on the 110 block is counted sequentially with odd numbers from left to right and top to bottom.