

CQUniversity Cabling Contractor Checklist (small jobs)

Purpose

The purpose of this document is to assist data cablers in complying with CQU cabling standards when performing cabling works considered as “small jobs” at CQU sites. Small jobs are jobs that are not attached to a CQU Project or Minor Works engagement. The document is intended to be used in conjunction with the supporting documentation and processes listed in the Prerequisites section below. The information in this document does not replace the *CQUniversity Network Cabling Specification* but is an addendum to it.

Prerequisites

Before working on any network cabling at CQU sites a contractor must:

- 1) Have completed the CQU general contractor induction – <https://www.cqu.edu.au/about-us/structure/directorates/people-and-culture-directorate/health-and-safety-contacts>
- 2) Have downloaded and read the most recent version of the *CQUniversity Network Cabling Specification* located at <https://www.cqu.edu.au/about-us/structure/directorates/information-and-technology/ict-building-standards>
 - a. Note that this is updated annually, and it is the contractor’s responsibility to ensure they are familiar with the most recent version
- 3) Have downloaded and read the most recent version of the *CQUniversity Wireless Installation Technology Standard* located at <https://www.cqu.edu.au/about-us/structure/directorates/information-and-technology/ict-building-standards>
 - a. Note that this is updated annually, and it is the contractor’s responsibility to ensure they are familiar with the most recent version
- 4) Email the CQU network team at network@cqu.edu.au confirming:
 - a. Details of their Commscope certification
 - b. That they have read and understood the *CQUniversity Network Cabling Specification* and the *CQUniversity Wireless Installation Technology Standard*

Certification Matters

- 1) In areas that are cabled with Cat 6a, new ports must be added to the Commscope certification for that site.
- 2) Any repairs on Cat 6a sites should be warranty repairs as these will all be certified installations.
- 3) A Commscope certification must be held by any cabler working on CQU sites.
- 4) 25years Commscope certification must be held by any cabler doing fibre works at CQU sites.

Ad Hoc Jobs and Repairs

- 1) If a site is cabled as anything other than Cat 6a, the cabler is to confirm what termination type to use with the CQU network team at network@cqu.edu.au. Failure to confirm the termination type with the CQU network team prior to commencing work may result in the cabler being requested to redo the work.
- 2) If the site uses a Molex rather than Commscope brand, ad-hoc terminations can also use Molex where the new terminations can be added into an existing patch panel.

- 3) Where new patch panels are required, they should follow the *CQUniversity Network Cabling Specification*.
- 4) In all other matters, the *CQUniversity Network Cabling Specification* must be followed.

Checklist:

This checklist covers items often missed and is not a full list of expectations. Please refer to the *CQUniversity Network Cabling Specification* for detailed requirements. Email a copy of this completed checklist to network@cqu.edu.au.

Item		Check	Comment
	Have you completed the prerequisites listed at the top of this document?	<input type="checkbox"/>	
1	Have new ports in a Cat6a site been certified by CommScope?	<input type="checkbox"/>	
2	Is the room clean and all rubbish removed?	<input type="checkbox"/>	
3	Are MDF books updated (for voice work)?	<input type="checkbox"/>	
4	Is any patching you have done tidy and making use of cable minders?	<input type="checkbox"/>	
5	Are WAPs mounted correctly and cables short and tidy?	<input type="checkbox"/>	As per the <i>CQUniversity Wireless Installation Technology Standard</i>
6	Have new ports been correctly labelled? In multi-floor buildings it is floor/room.outlet where the outlets are numbered from 1 in each room (not each floor). In single storey buildings it is building/room.outlet	<input type="checkbox"/>	As per the <i>CQUniversity Network Cabling Specification</i> , even if it has not been followed correctly at the site previously. Examples g/13.1 (multi-floor example) 19/13.1 (single storey example)
7	Have you reported any issues found at site to CQU? network@cqu.edu.au	<input type="checkbox"/>	E.g. faulty items not pertaining directly to the job at hand; pest incursion, dirt etc. Photos appreciated
8	Are new ports tested? Have you sent the test results to CQU?	<input type="checkbox"/>	
9	No joiners or other passive extenders or splitters have been used.	<input type="checkbox"/>	

Feedback

We value your feedback and suggestions in making this process run smoothly. Please let us know at network@cqu.edu.au.