

P.E.I. Department of Education Structured Cabling Checklist

The following is to be filled out by a Systems and Technology Services representative for **every** cable installation connected to the Department of Education WAN. Attach site map with test results and put in school file once approved.

Site:	SATS Reviewer:	Magic call #:
Installation Date:	Review Date :	Approved Date :
Vendor Name:	Vendor Phone:	Vendor's Installer:
One year vendor warranty effective from Date:		

**Initial below if inspections pass or state reason for pending approval.
Patch panels or data drops pending approval will not be connected to the LAN/WAN.**

Patch panels inspected: (e.g. TCA P 49-96):	TC__ Ports __ - __ RM:	TC__ Ports __ - __ RM:	TC__ Ports __ - __ RM:	TC__ Ports __ - __ RM:
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Data drops inspected: e.g. TCA-45 / 1b RM: 330	TC__ - __ / RM:	TC__ - __ / RM:
	TC__ - __ / RM:	TC__ - __ / RM:
TC__ - __ / RM:/	TC__ - __ / RM:	TC__ - __ / RM:
	TC__ - __ / RM:	TC__ - __ / RM:

Item to Check	Possible reasons for pending approval	
1. Wiring	a - Wire not CAT5e, 24 AWG, FT4 rated 4 pair b - Cabling is exposed c - Minimum .5 meter slack at data outlet d - Minimum bend radius exceeded	e - Improper bundling (Velcro not used) f - Cabling improperly supported in ceiling space g - New conduit fill ratio exceeds 40%
2. Data outlets	a - TIA-568A termination not used b - Vendor color not matched (wire/jack) c - Not securely mounted d - Not within six feet of a power outlet e - Labeling is not standard format (e.g. TCE-58)	f - Labeling is not visible from top and front g - Data outlet number cannot be determined should outer labeling be removed h - Labeling has not been done in a logical, sequential manner
3. Patch panels	a - Panel is not CAT5e b - Panel is not IDC wire terminated c - Panel is not mountable on standard rack d - Panel patch count exceeds 48 e - Less then 3 meters of slack	f - Slack is improperly stored (not sweeping "S") g - Rack mount is not approved h - Cabling is not patched in a sequential manner i - Data outlet and patch panel do not match j - Duplicate numbers are used
4. Patch cords	a - 1 meter and a 2 meter not provided b - Are not CAT5e, snagless. c - Do not match vendor wire color	d - Are not factory made e - Were installed by non-SATS personnel
5. Documentation	a - School site map not received b - School site map is not accurate	c - Test results have not been provided