

Note to the Designer/Architect/Engineer/Installer: These Specifications are basic minimum criteria to be met in preparing the final project specifications for this section, which is the responsibility of the Designer

York University Building Standards

1.0. GENERAL	2
1.1. REFERENCE CODES AND STANDARDS	2
1.2. CONTRACTOR RESPONSIBILITIES	3
1.3. SITE TRAILERS	3
1.4. PROJECT MANAGER	4
1.5. MATERIALS	5
1.6. DRAWINGS	5
1.7. ACCEPTANCE	5
1.8. PRE-INSTALLATION SITE SURVEY FOR RENOVATIONS	6
2.0. PRODUCTS	6
3.0. EXECUTION	6

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1.0. GENERAL

- .1 “Contractor” may refer to the General Contractor tasked with overseeing the build of a project, the Communication Contractor responsible for the network infrastructure wiring installation or Sub-Contractors hired by the General Contractor to complete work on a project
- .2 The General Contractor— tasked with overseeing the complete construction of a building— will provide a Project Manager (or a person who is a point of contact) to exchange information between the Contracted parties and the UIT-Project Coordinator for the duration of the project.
- .3 Weekly site meetings may be required to address items during the project. These meetings will be used to exchange information for cabling installations and to review timelines for network-dependent services.
- .4 Weekly status updates are required through email to provide quick status updates that may affect scheduling throughout the project.
- .5 The General Contractor shall coordinate all general, mechanical, electrical and communications contractors on site.
- .6 Prior to any work commencing for any new construction or renovation projects, the General Contractor will provide a construction schedule and present it to the UIT-Project Coordinator for review.
- .7 Any deviations from York University standards or industry standards by the General Contractor, Communications Contractor or Sub-Contractors will be corrected at the cost of the Contractor and not the project.

1.1. Reference Codes and Standards

- .1 Contractors must comply with all Provincial and Federal Codes for the equipment, materials, installations and testing.
- .2 Contractors must comply with all applicable TIA, OESC and ANSI codes, Belden and BICSI guidelines, CSA and IEEE standards.
- .3 All Health and Safety Codes, both regulatory and York University specified, will be followed.
- .4 All safety gear such as work boots and safety glasses will adhere to the CSA standards and clearly display the CSA label when working on site.

1.2. Contractor Responsibilities

- .1 The General Contractor and Sub-Contractors will abide by all UIT-Infrastructure Standards as outlined in said documents.
- .2 The Communications/Cabling Contractor is responsible for purchasing and storing all materials and equipment during the project.
- .3 The Communications/Cabling Contractor is responsible for installing, terminating, labeling, testing and providing test results for all materials and equipment they are responsible for during installation.
- .4 The Communications/Cabling Contractor is responsible for providing weekly updates to UIT-Project Coordinator on the progress of the project as it pertains to information technologies and the wiring infrastructure.
- .5 The General Contractor and/or Sub-Contractor is responsible for contacting UIT-Project Coordinator to discuss any discrepancies identified on any drawing, site, or written information they are required to follow.
- .6 At no time will the General Contractor or Sub-Contractor make a decision that has a direct impact on the network wiring infrastructure of IT unless defined on the drawings or in writing and approved by UIT-Project Coordinator.
- .7 Quotes for additional work outside the original project scope will be reviewed by UIT-Project Coordinator prior to the General Contractor, Communications/Cabling Contractor or Sub-Contractors proceeding with additional work.

1.3. Site Trailers

- .1 Contractors may request internet, phone or fax services for trailers on site from UIT.
- .2 Set up fees and monthly tariffs apply.
- .3 A minimum of two weeks set up time is required.
- .4 A contact name, billing address and phone number is required as part of the request.
- .5 Requests for fibre connections are coordinated through UIT-Project Coordinator. Contractor is responsible for associated costs with the installation, terminations etc.

- .6 UIT does not provide network switches for trailers to support Contractors' independent network. However, arrangements, for a fee, can be made through UIT-Project Coordinator if required.
- .7 If the Contractor would like internet access through the York University network, requests must be approved by UIT-Network Development Manager and tariffs may apply. A minimum of three weeks is required to review, approve and process network requests.
- .8 Requests for Webcams should be submitted through the CSBO Project Manager to UIT-Project Coordinator.
- .9 A minimum of three weeks is required for review and approval
- .10 There may be tariffs associated with this installation and billing information is required prior to processing the request for installation.

1.4. Project Manager

- .1 The UIT-Project Coordinator will be main the contact between York University and the General Contractor, Communications Contractor and or the Sub-Contractor for the duration of the project.
- .2 The UIT-Project Coordinator will be responsible for attending all project meetings and will attend site reviews on a weekly basis that will move to a daily basis as the project progresses.
- .3 The UIT-Project Coordinator is responsible for reviewing all drawings cable requirements, reviewing network dependent services, attending project meetings, interacting with UIT teams, providing cabling cross-connect assignments and/or patching schedule and identify any cabling discrepancies from the drawing, documents and user requirements.
- .4 The UIT-Project Coordinator is responsible for confirming target dates and sharing them with UIT teams, providing cabling cross-connect information to contractors, providing cable number assignments to the Contractor, arranging delivery of network equipment and delivering a "live" network ready for network service systems testing.
- .5 The General Contractors' Project Manager is responsible for ensuring that all Contracting Personnel adhere to all York University standards and industry standards during the purchase and installation of materials.

1.5. Materials

- .1 All materials for the project will be stored by the Contractor and available for installation.
- .2 All materials will be delivered to site and stored by the General Contractor.
- .3 All packaging will be disposed of by the General Contractor/Communications Contractor.
- .4 Installation of materials will be in accordance with product specifications and industry standards.
- .5 Substitutions of materials are not accepted and will not be installed unless approval from the UIT-Project Coordinator is obtained prior to alternate materials being used. If unapproved materials are installed that do not comply with UIT-Infrastructure Standards they will be removed at the Contractors expense.
- .6 In accordance with Belden Industry specification standards, at no time will network cables be painted. If this is done, the cables will be replaced at the Contractor's expense.
- .7 If during the installation or testing stage of cables it is determined that they have been damaged (including painted), the Contractor will replace the cable, patch cords, pigtail or other wiring infrastructure related material at the Contractors expense.

1.6. Drawings

- .1 Locations of all items are approximate and if upon site visit there are obstructions or limitations, the Contractor will need to contact the UIT-Project Coordinator to determine an acceptable location to install the cable/service
- .2 With no more than a week delay after their completion, the CSBO Construction Project Manager must ensure that the UIT-Project Coordinator is provided the most current drawings.

1.7. Acceptance

- .1 The horizontal cables will only be deemed acceptable once the test results are received and accepted by UIT-Project Coordinator. Failed results will be remediated by the Contractor at their expense.
- .2 The Communication Rooms will only be deemed acceptable once the UIT Operations department-designate completes a site review of each and

signs off that all is installed in accordance with UIT-Infrastructure Standards, industry standards and site drawings.

1.8. Pre-Installation Site Survey for Renovations

- .1 Prior to requesting a quote for a renovation or installation of a service, the Contractor will meet on site with UIT-Project Coordinator and the Project Customer to review the exact wiring requirements which may include but is not limited to the installation of network cables, fibre, network switches and/or pigtails.
- .2 Prior to any work proceeding by the Communications/Cabling Contractor, any obstructions, time restrictions, construction limitations will be addressed and resolved.
- .3 UIT-Project Coordinator and the Project Customer will provide written approval of the quotation of all work to be completed by the Communication/Cabling Contractor prior to any work commencing.
- .4 The Communications/Cabling Contractor's quote will detail the requirements to remove existing cables.
- .5 The Communications/Cabling Contractor's quote will detail their ability to reuse existing cables, lengths permitting.
- .6 The Communication/Cabling Contractor will include the replacement of pull strings/rope in cable paths.
- .7 Cable identification labels must not be removed from relocated cables.
- .8 A list of relocated cables should be recorded by the Communication/Cabling Contractor and provided to the UIT-Project Coordinator.

2.0. PRODUCTS

3.0. EXECUTION

- .1 Only hook-and-loop network cable fasteners are acceptable.

End of Section 27 05 01
