

For use by RMIT Internal Teams.

Communication Room Checklist		
Project ID		
Project Title		
Checklist Location(s)		
Global Network Author (Name)		
Preliminary Checklist (Pre Equipment Installation)		
If any of the below questions answered NO, ITS Global Networks cannot install and commission any of its networking equipment.		
Has the racks been installed and earthed correctly?		
Has power outlets been fitted off and labelled?		
Has the floor been finished/sealed?		
Have the UTP outlets been fitted off at both ends, labelled and tested with results available?		
Have the Fibre tie lines been fitted off at both ends, labelled and tested with results available?		
Has the painting of the room been completed?		
Has the ceiling been installed?		
Are comms room doors installed and lockable? (can be builders lock)		
Is the room clear of all debris, builders equipment and tools?		
Has the air conditioner been installed and commissioned?		
Is the room lighting operational?		
Is the room dust free (has a builder clean been done)?		
Are the patch leads available (fibre end & UTP) for installation?		
Preliminary Outcome		
Final Checklist (Post Equipment Installation)		
Communications room	Result	Comments
Cleanliness		
Dust		
Humidity		
Air Conditioning		
Lighting		
Light Switch position		
Door opening & clearance to racks		
Door(s) height		
Door grill with filter		
Door seals		
Door seals to floor		
Door(s) closed securely		
Correct ITS locks fitted		
Room penetrations sealed		

Version Final 1.0
Date: April 2022

Floor sealed		
Ceiling sealed		
Walls sealed		
Ceiling hatch accessible		
Mains power outlet type – 15amp captive		
Mains Power Location		
Main Power outlets labelled		
UPS Location (if applicable)		
UPS Power Outlet Type		
UPS Power Location		
UPS Power Outlet Labelled		
Pipes above racks (yes/no)		
If above yes, Pipes lagged?		
Pipe Valve not above the rack		
If above yes, Has Drip Protection been installed?		
Room as per layout/ drawings		
Cable Tray expansion capacity		
As-built documentation stored (Network Design, Test Results, as-builts)		
Swipe Card Access Installed		
Racks	Result	Comments
Rack Brand/ Model		
Rack Position in room		
Rack orientation		
Rack level and stability		
Racks locked together		
Rack earthing		
Rack outer sides fitted		
Rack two sided access		
Equipment as per RMIT standards		
Patch panel(s) angled & locked correctly		
Patch panel rear cable management		
Rack cable tray fitted		
Cable Tray dropper into rack		
Rack layout – RMIT Design		
Power Rail Connected		
Power Rail Outlet Captive		
Accessible location of power rail in rack		
Cable Management for switches		
Cage Nuts & Screws delivered		
Cabling - Fibre	Result	Comments
Correct Fibre Breakout Tray		
Fibre Tray Labelled Front		
Fibre Cable Labelled at rear		
Fibre cable installation		
Cables fixed to side tray		
Fibre tested onsite		
Fibre test results supplied		

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Cabling - UTP	Result	Comments
Cables bundled and tied		
Cables tied to side tray		
UTP cable installation		
Patch panel final labelling		
UTP Tested & results supplied		
Telephony Tie Cabling (if applicable)	Result	Comments
Cat3 Patch Panel		
Telephone cable installation		
Cable capacity		
Cable termination A end		
Cable termination B end		
Cable pairs tested after install		
Record book provided		
Records completed		
Other	Result	Comments
Overall Outcome		