



**Information Technology Services Division**

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## **Networking Reference Document**

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[ITSD Networking and Audio Visual Services]

Networking Reference Document

### **Abstract**

This standard outlines the specifications for cable support and installation, this standard pertains to cable installation through out Deakin University and associated locations managed by Deakin University Information Technology Services Division

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**Document Control**

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<b>Controlled Copy (Electronic Reference)</b>	

**Document History**

<b>Ver.</b>	<b>Primary Author(s)</b>	<b>Description of Version</b>	<b>Date Completed</b>
V1.0.2	David Donnarumma	Document migrated to new document style	17/09/2010
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# 1. Standards Brief

Deakin University has some of the most up to date teaching and research facilities in Australia.

To maintain the facilities Deakin University Information Technology service Division is commissioned to facilitate a quality managed and guaranteed computing and networking environment of the present and into the future.

To ensure the expectations of the university Deakin University Information Technology service Division further stipulates standards for:

- Acceptable Communications Room dimensions.
- Main Frame and Intermediate Frame product and installation method.
- Cabling product and installation method.
- Cable testing.
- Cable support in and between buildings.

These standards are paramount in providing the quality, guaranteed and managed computing and networking services expected by Deakin University's executive, teaching and academic communities.

## 1.1 Standard Document Access

All Deakin University ITSD staff and authorised/approved contracted personnel are provided access to this document. Care has to be taken with Deakin University Internal only documents.

## 1.2 Policy

These standards are applicable to all cable works through out Deakin University and associated locations managed by Deakin University Information Technology Services Division.

## 1.3 Purpose

To describe product, methodology and expectations of Deakin University with respect to cable installation, testing, identification and management through out Deakin University and associated locations managed by Deakin University Information Technology Services Division.

## 1.4 Conflict of Information or Clarification

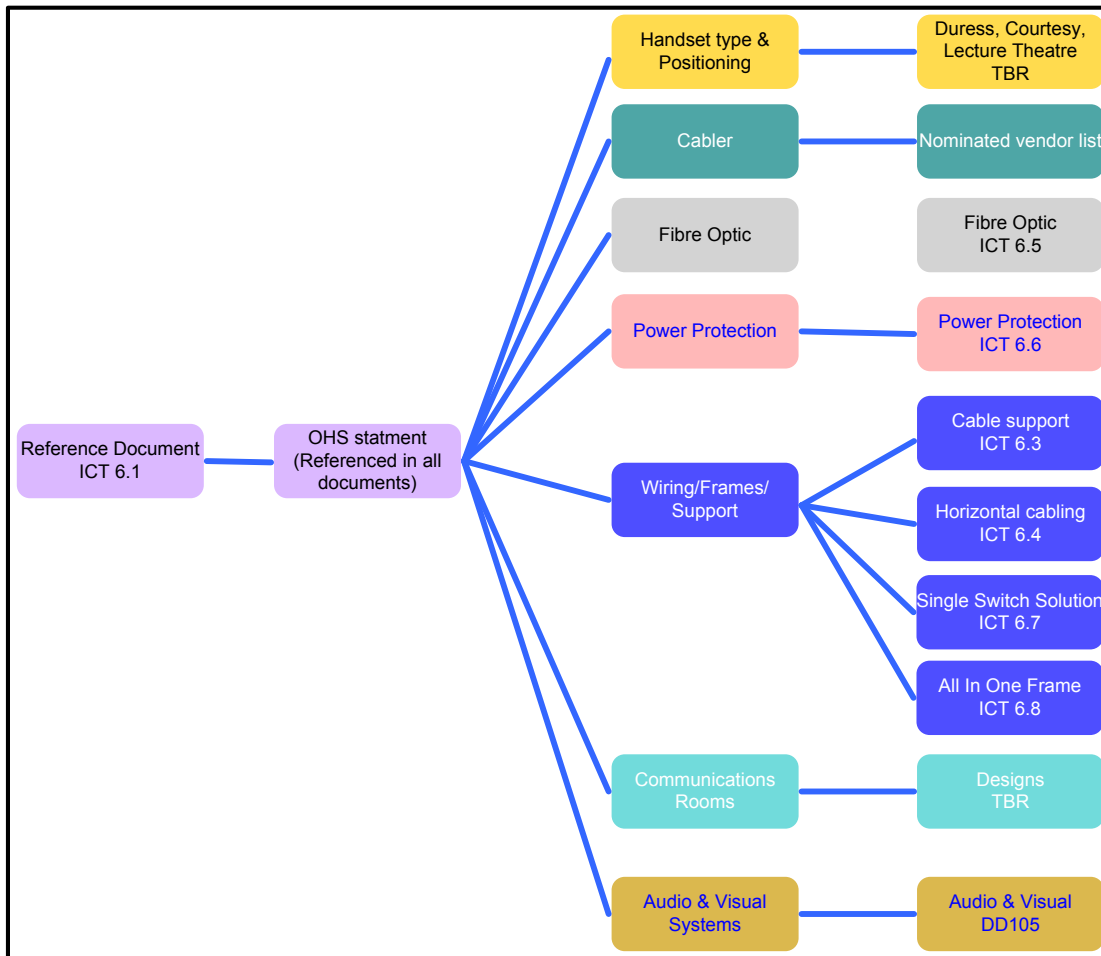
When ever a conflict of information occurs or clarification of instruction is required all query shall be made to the 'Deakin University ITSD Audio-Visual & Networks Unit Leader or their delegate', here after referred to as the Deakin AVN Representative.

For all projects or tasks that include data cabling a Deakin AVN Representative will be assigned. This person is to be the first point of contact for all queries. If this person is not available to answer queries the Deakin University ITSD Audio-Visual & Networks Unit Leader is to be contacted for alternative representation.

## 2 Document

### 2.1 Document Tree

Deakin University-ITSD AV&N have a suite of documents to be used when scoping a new project or expanding on existing cabling infrastructure. One or all of these documents can be used to describe Deakin University's expectations for closets, frames, data cabling and the cabling contractor.



## 2.2 Document Structure

All of the DU-ITSD Networking document for Cabling and Wiring are prefaced with statements iterating Deakin University's commitment to Occupational Health and Safety and a warning that asbestos lining can still be found on campuses.

### OHS Statements and Notification

#### Occupational Health and Safety

One of the major objectives of the University is to ensure that staff, students, visitors and the community does not suffer injuries and illnesses as a result of the activities and operations of and at the University

It is expected that awarded Cabling Contractor and any nominated sub-contractor will make available the necessary resources to comply with all relevant Occupational Health & Safety Acts and Regulations, thereby ensuring that the workplace environment is safe and without risk to health.

Everyone in the workplace environment is required to be aware of potential hazards and take steps to prevent workplace accidents, injuries and illnesses.

It is therefore important to note that Cabling Contractor(s), any nominated sub-contractor(s) and their staff shall conform to normal site safety requirements as advised by Deakin University.

#### Maintaining a Safe Working Environment

Consideration for the following should be understood in order to maintain a safe working environment during the course of the installations.

- (a) Safety of students, instructors and Contractors shall be observed at all times.
- (b) All Contractors that perform any work on a Deakin University site are to undertake a site safety induction.
- (c) Where applicable, no Contractor is permitted to commence any work on site at a Deakin University Campus without having completed this site safety induction.
- (d) Where applicable, the safety induction program will be arranged with the Deakin University Site Manager.
- (e) Shall be sign in through the Deakin Contractor Management System on arrival and out on departure from Deakin Campus'

#### Note of Concern

The Cabling Contractor, any sub-contractor and staff are to adhere to policies and procedures described within the Deakin University Asbestos Management documentation available from Deakin University upon request.

The Asbestos Register identified within the Deakin University Asbestos Management documentation is available from Deakin University upon request.

## 2.3 Document Body

The body of the document starts with the Standards Brief which typically contains the headings::

- Preamble
- Proposed audience
- Document purpose
- Conflict of information contact
- And any exclusions of the document

## 2.4 Subject Content

Following the Standards brief The Main Content of document starts. The Main Content can be any number of chapters and appendices sufficient to describe the standard's definition.

Standard contain references Australian Standards or vendor booklets. For Deakin University staff the Australian standards can be viewed through the Deakin University Library Online Catalogue. Vendor booklets can be obtained from their associated website.

In some instances the vendor booklets are imbedded to the softcopy of the DU-ITSD AV&N document. These imbedded documents are only viewable as a 'soft copy' in Microsoft Word.

## 3 Document Change Control

Changes in any of the documents described in 2.1 Document Tree require the approval of the Deakin University ITSD Audio-Visual & Networks Unit Leader before being approved by the ITSD ICT board for publication.

Information on standards submission can be found at;

<http://www.deakin.edu.au/ict/standards/submit.php>