

# UNION BANK BUILDING

707 SW Washington, Portland, Oregon 97205

## Telecommunications Standards & Specifications

This document provides policies and guidelines for telecommunications carriers, installation contractors, vendors and tenants.

### **1. Telecom Space Access:**

- A) Only contractors listed on the Approved Telecom Space Access list shall be granted access to common telecom spaces.
  
- B) Security shall direct any contractor not on the approved access list to the Building Manager.
  
- C) Requesting contractors/vendors must fill out a Telecom Access Form to be placed on the approved access list. Be advised, all work performed by contractors will be inspected for quality control purposes. Any work found in non-compliance with Building Standards will be red tagged and contractor will be required to correct the situation within 72 hours.

### **2. Scheduling Work:**

- A) Scheduling work to be accomplished in common telecom spaces shall be coordinated through the Building's Tenant Services Office, at (503) 224-1882, during the hours of 8:00 am to 4:00 pm, Monday through Friday.
  
- B) Emergency access to telecom spaces can be obtained by calling (503) 223-4777 after normal working hours. Security will then have to obtain emergency permission for telecom space access from a property manager. Only approved telecom contractors will be granted access in an emergency situation. Security will then have to obtain emergency permission for telecom space access from a property manager.

### **3. Check-In:**

- A) Approved contractors requesting access to telecom spaces shall check in at the security desk to obtain keys, required documentation and log in.
  
- B) Contractor employees shall complete the Telecommunications Work Tracking Form at the security desk, identifying the contractor company, employee name, location(s) and type(s) of work to be accomplished.
  
- C) Picture ID (company ID or drivers license) is required to verify contractor/vendor identity. The individual's ID shall be left at the security desk in exchange for telecom space keys.
  
- D) All contractor employees working on telecom equipment and systems are required to be a licensed STATE OF OREGON Low Voltage Electrician.
  
- E) Personal ID shall be returned after accomplishment of work, completion of the Telecommunications Work Tracking Form and return of all telecom space keys.

# UNION BANK BUILDING

707 SW Washington, Portland, Oregon 97205

## 4. Installations:

A) All installations shall comply with building codes, National Electric Code (NEC), National Electric Safety Code (NESC), National Fire Protection Association (NFPA) requirements and recommendations, Network Equipment Building Systems (NEBS), and Telecommunications Industry Association (TIA)/Electronic Industry Association (EIA) standards.

B) Installation of new vertical riser cables, conduit or active hardware shall receive prior approval from the Building Property Manager prior to installation.

C) Interconnections between tenants, carriers and customers shall be accomplished in the Meet Me Room (MMR). Running of random cables between floors shall be avoided whenever possible.

D) All vertical riser cables or backbone cables shall be labeled at each terminating end and in each telecom closet.

E) Cabling that is separate from the risers and passes through one or more floors shall be clearly labeled on all floors.

F) Fire stopping materials shall be installed where required.

G) The Building shall provide the tenant with the cabinet: Chatsworth M-Series Megaframe Cabinet, 84" H x 31.32" W x 39.62" D; Part Number M2053131, see CPI catalog pages 2-6 and 2-7.

H) Any special conditions or specifications for cabinets and other hardware must be pre-approved by the Building Property Manager.

I) All installations are to be scheduled through the Property Manager's office by calling (503) 224-1882 between 8:00 am and 4:00 pm, Monday through Friday.

J) Security is provided with multiple on duty security guards at all times, 7 x 24 access to the Collocation Facility (CF) shall only occur by providing UBB Security Guards with company identification, one other form of picture ID and signature to access log; Security Guard will then provide access to the CF.

K) For after hours emergencies call (503) 223-4777.

L) UBB provides cable racks and cable management systems within the CF.

M) Members shall provide all equipment within the racks.

N) All cabling shall be labeled to meet UBB identification requirements.

# **UNION BANK BUILDING**

707 SW Washington, Portland, Oregon 97205

## **4. Installations: (continued)**

- O) All cables and wires shall be placed in the cable management system and secured in a professional and orderly manner.
  
- P) Each Licensee must lease and maintain its own cabinet with the CF.
  
- Q) Interconnections between cabinets leased by separate companies must perform these cross connects in the Meet Me Room.
  
- R) Direct connection from a tenant's premises outside the CF to another CF Member's panel is NOT allowed. Interconnections shall be performed in the Meet Me Room only.
  
- S) Each cabinet must be identified with a card listing company name, location and a 24-hour emergency phone number.
  
- T) Pre-approved installers must perform all installations.
  
- U) Owners may have their technicians pre-approved.