SECTION 1: SETTING
The Graduate Center is an institution of higher education located at 365 Fifth Avenue, New York, NY. The loading dock is located at 16 E. 35th Street.

General Construction Guidelines
Interior walls are typically drywall construction; ceilings are typically standard office dropceilings; floors are typically carpeted. Some facilities at the Graduate Center are high-profile specialized settings with high-caliber finish carpentry. During the work, contractor and all associated workers must maintain decorum, ensure that the workspace and work activities are safe, be responsible for their equipment and tools, clean up any associated trash and/or construction debris on a daily basis and thoroughly upon final completion of the job, schedule work as necessary to accommodate ongoing activities and events at the Graduate Center, and adhere to all applicable rules, regulations and ordinances. Contractor and all associated workers are only to take direction from the designated project manager at the Graduate Center.

Data Cabling Infrastructure
The Graduate Center has a structured cabling infrastructure in place. Typically, each floor is served by a collection of three (3) telecommunications closets; each existing wall outlet is cabled to a particular designated telecommunications closet on the same floor. (A floor-plan exists which assists in identifying the specific closet associated with each room.) No data cabling run exceeds 90 meters from a telecommunications closet to an end-user wall outlet. These data connections are used to support telephones, desktop computers, network printers and wireless access points. A data/voice wall outlet is typically served by either two or four runs of plenum-rated industry-certified 4-pair category-5 or category-6 data cabling from a designated telecommunications closet to a designated location terminated into two or four RJ-45 connectors (as detailed below). NOTE: Going forward, all data cabling must be plenum-rated industry-certified category-6; wall outlets will be served by two, not four, runs of category-6 cabling; in the telecommunications closets the connectors are to be subsequently installed into
a patch panel (PANDUIT 4-port CPPLA24WBL angled patch panel with 24 CJ688TGBL jack modules. P/N: CPPKLA6G24WBL).

**Data Cabling Naming Convention**

Terminations are to be labeled in a structured fashion; data/voice cables should be labeled on both ends, the patch panel must be labeled and the wall plate must also be labeled. Terminations in the telecommunications closet must label the cable connector with the room number, room outlet box and specific connection in the outlet box in the designated format (for example, the first connection to the first outlet box in room 1234.56 will be labeled 1234.56A1).

The new outlet box in a given room must be labeled on the faceplate with the room number prefaced by the letter A, B, or C indicating which telecommunication closet it is connected to. Each connector in a given box must be numbered sequentially, A for the first box in the room, B for the second box in the room, etc. Thus the first connection in the first outlet box in a room is labeled A1, the second connection in the first outlet box in a room is labeled A2, the first connection in the second outlet box in a room is labeled B1, the second connection in the second outlet box in a room is labeled B2, etc.

This outlet box is the first one located in room 2307. It connects back to the telecommunication closet C; hence it is labeled C2307.

The first connection is A1.
The second connection is A2.

The installer must be especially careful to execute the labeling process correctly.

**General Guidelines for Data Cabling**

All work performed by outside contractors must be done or closely supervised on site by industry-certified low voltage data-cable installers. All manufacturer specifications must be adhered to and all industry standards for cabling must be met. Wherever applicable, mounting brackets, wall outlets and similar components must be installed plumb and level. Upon completion, all installed cabling is to be tested by the installer to industry specifications using standard industry testing techniques and protocols; complete test results showing detailed throughput statistics for each cable run must be provided to the Graduate Center in electronic
format prior to job acceptance. Any cabling installed in conduit must be accompanied by a pull string remaining after the installation is completed. During the work, contractor and all associated workers must maintain decorum, ensure that the workspace and work activities are safe, be responsible for their equipment and tools, clean up any associated trash and/or construction debris on a daily basis and thoroughly upon final completion of the job, schedule work as necessary to accommodate ongoing activities and events at the Graduate Center, and adhere to all applicable rules, regulations and ordinances. Contractor and all associated workers are only to take direction from the designated project manager at the Graduate Center.
SECTION 2: INSTALLATION INSTRUCTIONS

The following provides installation instructions for new electric/data installations.

NOTE: On occasion a particular location may vary from the norm and will need individualized attention. Such specialized accommodations will be addressed on-site on a case-by-case basis.

1. Electrical Service
   a. Install one duplex grounded outlet, in a manner and look consistent with other Graduate Center electrical outlets, in a location to be designated by the Graduate Center per location.
   b. Electrical runs must be labeled with the circuit number on both ends of the run.
   c. When possible, existing electrical service can be tapped to serve these new installations, as approved by The Graduate Center; in some instances it may be necessary to install a new dedicated 120V 20-amp circuit home run to a designated electrical closet.
   d. All materials are to be provided by the installer.

2. Data Cabling
   a. All work must be done or closely supervised on site by industry-certified low voltage data-cable installers. All manufacturer specifications must be adhered to and all industry standards for category-6 data cabling must be met. All materials are to be provided by the installer.
   b. Install two runs of plenum-rated industry-certified 4-pair category-6 data cabling from the appropriate telecommunications closet to a data wall outlet at each designated location. All runs should include an extra four-foot coil at the telecommunications closet end. Use the floor-plan provided by the Graduate Center to assist in determining the correct telecommunications closet that corresponds to the location in which the new wall outlet is being installed.
   c. In keeping with the Graduate Center’s building standards, installation should utilize a mounting bracket inserted into the wall, a gray-colored outlet and a stainless-steel faceplate; PANDUIT Stainless steel Single gang, vertical faceplate accepts two Mini-Com® Modules. P/N: CFP2SY. Outlet and faceplate must be installed plumb and level.
   d. Cabling terminations on both ends are to be made with Panduit connectors: PANDUIT Mini-Com Module, Cat 6, UTP, 8 pos 8 wire, Universal, Intl Gray, TG Style, 24-Pk P/N: CJ688TGIG-24. In the telecommunications closets the
connectors are to be subsequently installed into the designated patch panel mounted on the 19” rack: PANDUIT 4-port CPPLA24WBL angled patch panel with 24 CJ688TGBL jack modules. P/N: CPPKLA6G24WBL. In the room the connectors are subsequently installed into the wall outlet defined above.

e. Terminations are to be labeled in a structured fashion; data cables should be labeled on both ends, the patch panel must be labeled and the wall plate must also be labeled. Terminations in the telecommunications closet must label the cable connector with the room number, room outlet box and specific connection in the outlet box in the designated format (for example, the first connection from the 1A closet to the first outlet box in room 1234.56 will be labeled 1234.56A1). The new outlet box in a given room must be labeled on the faceplate sequentially starting with the letter A (then B, C, etc.) and each connector in a given box must be numbered sequentially 1, 2, 3, 4. The installer must be especially careful to execute the labeling process correctly.

f. Upon completion, all installed cabling is to be tested to industry specifications using standard industry testing techniques and protocols. Complete test results for each cable run must be provided to the Graduate Center in electronic format prior to job acceptance.

g. Any cabling installed in conduit must be accompanied by a pull string remaining after the installation is completed.

h. All materials are to be provided by the installer.