

Cerritos College  
T / TC Construction Drawing Review Checklist

\_\_\_\_\_ Bldg.

Item	Found on Sheet #	Comments / Observations
1. T / TC drawing(s) for data network and voice communications systems?		
2. Building requires Plenum or Riser cable?		
3. Room numbers clearly readable on drawing?		
4. College-developed Communications Symbols Legend and Notes used?		
5. College-developed Low-Voltage Electrical Symbols Legend and Notes used on electrical drawings?		
6. Drawing symbols used match those on legend?		
7. Drawing shows outlines of fixed cabinets / furniture (prevent outlets behind cabinets)?		
8. How many network Equipment Rooms?		
9. Network Equipment Rooms (ER) clearly identified?		
10. Equipment Rooms sized appropriately for number of racks to be installed?		
11. Equipment Room (ER) located near center of building to minimize cable lengths?		
12. Fire-rated plywood on 4 walls in ERs, placed 21" AFF (above power outlets)?		
13. ER signage is correct, showing room number ONLY (no name)?		
14. ERs have outward opening door?		
15. ER doors have hold-open door closers?		
16. ER doors have D-Storeroom function door lock?		
17. ERs have open ceiling (not hard or suspended ceiling)?		
18. ERs have conductive ESD floor tile?		
19. ERs have Mitsubishi split-ductless A/C, mounted on wall at 8ft +?		
20. ERs have 3 front + 2 rear light fixtures?		
21. ERs have 5-20R and L5-30R 120V dedicated power outlets properly spaced on wall behind racks, not in floor?		
22. ER rack outlets on generator circuit (if available)?		
23. ERs have as least one 120V convenience outlet on other 3 walls?		

24. 12" Grounding bus (TMGB) on left-rear wall of each ER, 8' 6" AFF, behind rack #1?		
25. Data outlet in ERs at 52" for phone?		
26. Data outlet in ER for Security / Access Control?		
27. Data outlet in ER for Energy Management System (EMS/BMS)?		
28. Cable pathways under 250 ft.?		
29. Data outlet by elevator doors for emergency phones, at 48" AFF?		
30. Four data outlets, one per wall, in shared offices (1 for network printer)?		
31. Analog voice outlet/connection in elevator machine rooms?		
32. Analog voice outlets for FAX, other devices?		
33. Data outlets in ceiling for WAPs, projectors & cameras?		
34. Utility & custodian rooms identified (no data outlets here)?		
35. Data / voice outlets on windows/glass (should not be)?		
36. All data outlets on one drawing set?		
37. Wiremold 5400TBWH surface raceway w/ components?		
38. 18" grounded cable tray throughout building hallways / accessible ceiling?		
39. 4" conduit sleeves thru firewalls?		
40. 3-ea 2" + 1-ea 4" PVC conduits from vault to left-rear corner of ER?		
41. Pull line required in outdoor underground conduit (check electrical drawings)?		
42. Duct plugs required on 2" & 4" OSP conduits?		

Notes:

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