21RFP058 Internet Router Upgrades

Attachment C – Final Acceptance Checklist (Example)

Site Name: _____
Inspector Name: _____
Inspection Date: _____
Acceptance Signature: _____

This form is to be used by AISD personnel to document observations, issues, and punch list items discovered during post-installation site inspection(s). The inspector should bring the pre-installation design documentation (if applicable), the post-installation "as-built" documentation, the most current punch list, and a camera to document any issues. **AISD will not accept a school as finished until ALL documentation is correct and delivered to AISD.**

MDF:

Accepted	Description	Comments
	I. General	
	A. Power connections matches design documentation. All power cables go to rack mount power strips.	
	B. Workspace clean and all packing and/or scrap materials removed and disposed.	
	II. Cabling	
	A. Multimode fiber cable plant neatly installed with all strands terminated on ST connectors and installed in an LIU that is correctly labeled.	
	B. Fiber LIU placed in location specified in design documents.	
	C. Copper cable plant neatly installed and correctly labeled.	
	D. Copper patch panel rack placement matches design documentation.	
	E. Horizontal wire management rack placement matches design documentation.	If not yet installed count boxes. Count= This includes IDF units.
	III. LAN Core Switch	
	A. Core switch placed in location specified in design documents.	
	B. Horizontal wire management for core switch placed in location specified in design documents.	
	C. Core switch cards installed in correct slots.	
	D. Core switch cable guides installed.	
	E. Host name and IP address labels placed on front of Catalyst 4500.	
	F. AISD asset tag placed on front of core switch.	
	G. Core switch power cables properly labeled and connected. Power supply #1 should connect to outlet 3 on the UPS. Power supply #2 should connect to a rack mount power strip that should be directly connected to building power.	
	H. Core switch-to-WAN router connection cables installed correctly.	
	I. Core switch-to-WAN router connection cables correctly labeled.	
	J. Core switch-to-WAN router connection cables neatly dressed and placed in wire management.	
	K. Multimode fiber patch panels placed in locations specified in design documents.	

Accepted	Description	Comments
	L. Multimode fiber cable plant neatly installed with all strands terminated on ST connectors and installed in an LIU.	
	M. Core switch-to-multimode LIU fiber jumper cables installed correctly.	
	N. Core switch-to-multimode LIU fiber jumper cables correctly labeled.	
	O. Core switch-to-multimode LIU fiber jumper cables neatly dressed and placed in wire management.	
	IV. LAN Access Switches	
	A. Horizontal wire management quantity and rack placement matches design documentation.	
	B. Switch stacks built correctly. Quantity and rack placement matches design documentation.	
	C. Host name label placed on front of each access switch.	
	D. AISD asset tag placed on back side of each access switch.	
	E. Data stacking cables and power stacking cables securely connected.	
	F. Access switch power cables labeled and connected to a surge-protected power strip that is labeled and connected to the UPS.	
	G. All switches connected to core switch ports specified in design documentation.	
	H. All switch uplink cables neatly dressed, placed in wire management, and correctly labeled.	
	I. After connecting to randomly selected ports on each switch, a computer can dynamically obtain IP information and access various internal and external resources.	
	J. Copper patch panel quantity and rack placement matches design documentation.	
	K. Copper cable plant neatly installed with cable and patch panel ports correctly labeled.	
	L. Copper patch cables connect patch panel ports to switch ports in a 1-to-1 correspondence.	
	M. Copper patch cables neatly dressed and placed in wire management.	
	V. UPS	
	A. UPS management port connected to specified LAN access switch port. Cable neatly dressed, placed in wire management, and correctly labeled.	

IDF:
These items should be checked in all IDFs.

Accepted	Description	Comments
	VI. General	
	A. Power installation matches design documentation.	
	B. Equipment rack, ladder rack, and AISD equipment placement matches design documentation.	
	C. Racks labeled and numbered.	
	D. Workspace clean and all packing and/or scrap materials removed and disposed.	
	I. Cabling	
	A. New multimode fiber cable plant neatly installed with all strands terminated on ST connectors and installed in an LIU that is correctly labeled.	
	B. Fiber LIU placed in location specified in design documents.	
	C. Copper cable plant neatly installed and correctly labeled.	
	D. Copper patch panel rack placement matches design documentation.	
	E. Horizontal wire management rack placement matches design documentation.	
	II. LAN Access Switches	
	A. Horizontal wire management quantity and rack placement matches design documentation.	
	B. Switch quantity and rack placement matches design documentation.	
	C. Host name label placed on front of each access switch.	
	D. AISD asset tag placed on side of each access switch.	
	E. Data stacking cables and power stacking cables securely connected.	
	F. Access switch power cables connected to a rack mount power strip that is connected to building power.	
	G. Multimode fiber patch panel placed in location specified in design documents.	
	H. Multimode fiber cable plant neatly installed with all strands terminated on ST connectors and installed in an LIU.	
	I. All switches connected to multimode fiber patch panel ports specified in design documentation.	
	J. All switch uplink cables neatly dressed, placed in wire management, and correctly labeled.	
	K. After connecting to randomly selected ports on each switch, a computer can dynamically obtain IP information and access various internal and external resources.	
	L. Copper patch panel quantity and rack placement matches design documentation.	
	M. Copper cable plant neatly installed with cable and patch panel ports correctly labeled.	
	N. Copper patch cables connect patch panel ports to switch ports in a 1-to-1 correspondence.	
	O. Copper patch cables neatly dressed and placed in wire management.	