



Carleton
UNIVERSITY

Canada's Capital University

Policy Name: Telecommunications Cabling and Wiring
Originating/Responsible Department: Information Technology Services (ITS)
Approval Authority: Senior Management Committee
Date of Original Policy: February 2009
Last Updated: February 2019
Mandatory Revision Date: February 2024
Contact: AVP (ITS) & Chief Information Officer

POLICY

Telecommunications Cabling and Wiring

PURPOSE

The purpose of this Policy is to define responsibility and accountability for telecommunications cabling and wiring within the Carleton University campus considered infrastructure.

SCOPE

This Policy applies to all Carleton University staff, faculty, students, contractors and vendors that install, utilize or maintain telecommunications cabling and wiring in providing connectivity within buildings, between buildings, and egress/ingress to the campus. Telecommunications cabling and wiring generally consists of copper and fiber optic construction. Enterprise-wide applications where this Policy applies, but is not limited to, include: voice and data services, campus card and card access services, video surveillance, and security services.

Exemptions Cabling and wiring that is localized to a specific geographic footprint and patch cables connecting devices to data ports in the wall are exempt from this policy; for example, cables in a small departmental testing lab environment where there is no connectivity outside of the test environment would not fall under the scope of this policy.

PROCEDURES

All telecommunications cabling and wiring must be authorized or installed by Information Technology Services (ITS) and adhere to the Occupational Health & Safety Act.

Adherence to this Policy will ensure effective utilization of the campus cable-plant infrastructure, and that all cabling and wiring is installed, documented, and maintained in accordance with ITS Cabling and Wiring Standards and Procedures.

Failure to comply with this Policy will result in all costs associated with upgrading sub-standard cabling and wiring to standard, to be charged to the original department that performed the installation.

Contact the ITS Service Desk at 613-520-3700 or its.service.desk@carleton.ca. A service request will be generated and assigned to the appropriate Network Services staff for follow-up and completion.

ROLES AND RESPONSIBILITIES

All University employees, contractors, and business partners are must contact ITS in advance of any telecommunications cabling and wiring installations.

COMPLIANCE

Non-compliance to this Policy may result in disciplinary action.

CONTACTS

AVP (ITS) & Chief Information Officer

RELATED POLICIES

Network Services Policy

ITS Cabling and Wiring Standards and Procedures