



Site Readiness Checklist

Customer Responsibilities

We have prepared this checklist to help you ensure that your site is ready for TELUS to install your new solution.

We may also ask you to perform a site survey with us prior to installation of TELUS cable and equipment.

Please note that anything in this document identified as being your responsibility must be provided or performed by you, at no cost to TELUS.

If you find you are not ready for a scheduled visit, call us to avoid costly delays.

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Premises Access and Use

- Provide keys and/or have appropriate building management personnel available during the *installation* period to enable access to the main building telephone/electrical rooms, cross connect terminals and phone closets.
- If there are specific requirements for site access (e.g. Health/Safety requirements, particular permits), these must be provided to TELUS at the time of the order request.

Environmental Factors

Ensure that you provide an environment suitable for TELUS' cable and equipment. The environment must:

- Be dust-free.
- Have adequate lighting.
- Have space for a cabinet, available rack space, or wall mount, based on the service(s) ordered. Ensure approximately 15 cm (6 inches) of available space in the rack. If wall space is required, provide a 4ft x 4ft sheet of plywood backboard for the TELUS equipment.

Cable Path and Conduit

- You must provide a cable path.

- TELUS will utilize common building telecom riser shafts where available. You will need to perform any necessary core drilling or other premises preparation work.
- We recommend you install rigid plastic tubing to carry our fibre optic cable. We usually do not require intra-building metallic conduit for this cable.
- If you or the building owner/manager require metallic conduit, you must provide the conduit. • If metallic conduit is to be used, the required specifications are a minimum 2" electrical conduit with pull rope or tape installed. Conduit routes must be designed with gradual bends (bend radius should be a minimum of 15 times the diameter of the cable to be placed) and a maximum of two 90 degree or 180 degrees of total bends between pull boxes. If the route is extensive and/or complex, provide engineering drawings or as-built documentation to TELUS.
- If a conduit provided by you or the building owner/manager contains the telecommunications cable(s) of other person(s), TELUS will co-occupy the conduit only if you provide a spare, roped, sub-duct for TELUS' cable.
- We will place riser-rated cable that meets applicable fire and electrical code requirements. If a cable path you provide includes air plenum space, we will install plenum-rated cable. An extended installation interval and additional charges will apply. (As an alternative, you may provide metallic conduit through the air plenum for TELUS' use, which will avoid the need for installation of plenum-rated cable.)

Power (as needed)

You must provide:

- Commercial AC power for TELUS equipment. Dedicated circuits backed up by UPS/generator systems are strongly recommended.
- A surge-protected power bar with four 115V power outlets within approximately 1.5m (5 feet of the rack).
- Adequate grounding capability.
- A 120V AC, 20A, convenience outlet for TELUS' use.

Ground

- You must provide a ¾" metallic conduit from the TELUS equipment to a TELUS approved building ground. We will run the appropriate gauge wire to the TELUS approved ground connection.
- Grounding options in order of preference are:
 - Building Service Ground
 - Main Electric Box
 - Building Steel
 - Metallic Water Pipe. Must be in direct contact with the earth for 10' or more and electrically continuous to the point where the protector ground wire is installed. There must be a bond placed around any meters.
- CSA approved ground connection must be available within 3m of the communications terminal equipment to be installed. Suitable examples include a ground bar, or AWG #14 (min) copper ground wire

Backboard

- You must provide a 4ft X 4ft plywood backboard if one is needed for the installation.

Service Demarcation

- If you have asked TELUS to extend past the demarcation point, ensure there is a clear wiring path that meets industry standards.

Occupancy Charges

- You must provide space, electric power and cable paths for TELUS' use. We will not pay any charges for space, power, or cable paths.

Other Requirements

- Provide us with the name and contact number of your technical advisor in the event questions arise that cannot be answered by the site contact.
- The foregoing list of requirements for premises readiness is not intended to be a complete list. Other requirements may apply.
- Applicable TELUS tariffs and contracts apply. In the event of a conflict between this document and a TELUS tariff or contract, the TELUS tariff or contract will control and supersede this document.