

# RISER ROOM ACCESS REQUEST

EMAIL FORM TO: cfconnect@cadillacfairview.com

(Form must be submitted 48 hours prior to access request date)

TENANT \_\_\_\_\_

TENANT CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

BUILDING \_\_\_\_\_ FLOOR(S) \_\_\_\_\_ Please list floor on which work will be completed

SUBMITTED DATE \_\_\_\_\_ BUILDING \_\_\_\_\_

## CONTRACTOR/SERVICE PROVIDER INFORMATION

SERVICE PROVIDER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELLULAR \_\_\_\_\_ EMAIL \_\_\_\_\_

## PROJECT INFORMATION

SERVICE \_\_\_\_\_ ACTIVITY \_\_\_\_\_

<p>TASK NAME</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> CONNECTING/REPAIRING EXISTING LINES  <input type="checkbox"/> MAC WORK  <input type="checkbox"/> POP MAINTENANCE  <input type="checkbox"/> SITE VISIT  <input type="checkbox"/> SWAP OUT EQUIPMENT  <input type="checkbox"/> UPGRADE EQUIPMENT  <input type="checkbox"/> ADDITIONAL EQUIPMENT SPACE         </div>	<input type="checkbox"/> DECOMMISSIONING OF SERVICE PROVIDER EQUIPMENT HORIZONTAL CABLE <input type="checkbox"/> PULLS <input type="checkbox"/> NEW POP/DAS/ROOFTOP (POP space, additional antennas, large scale cable) <input type="checkbox"/> HORIZONTAL CABLE PULLS USING EXISTING PATHWAYS <input type="checkbox"/> TENANT ANTENNA/SATELLITE DISH <input type="checkbox"/> OTHER
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DURATION FROM \_\_\_\_\_ TO \_\_\_\_\_

HOURS OF WORK FROM \_\_\_\_\_ TO \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

IS ACCESS TO OTHER TENANT SPACES REQUIRED?  YES  NO

**GENERAL**  
 No active electronic equipment is to be located or installed in the building's riser room. Tenants who locate or install equipment in the building's riser room will be required to remove it at their expense.

**NATIONAL CABLING GUIDELINES**  
 Contractors must install cables in a professional manner adhering to standards such as those published by BICSI, as well as all local building and fire codes.

**BUILDING RISER: COPPER OR FIBRE CABLES**

- a. Cables installed in a building's riser system must be FT-6 fire rated.
- b. Cables must be properly supported and "strain relieved".
- c. Cables must be labeled on either end and in every riser room.
- d. Cables must be properly dressed.
- e. Contractors must replenish the firestopping in the riser sleeves that are used to route the cables, regardless of the previous condition of the firestopping.

Please note that all work must adhere to the standards outlined in the building's tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

**BUILDING FLOOR SPACE: COPPER OR FIBRE**

- a. Cables installed in the building's horizontal ceiling space must be plenum rated/FT-6, regardless if the space is actually plenum or not.
- b. Cables must be routed in conduit, cable trays or on J-hooks at the building's discretion. This will be advised upon request. Running cable over the ceiling tiles and light fixtures is not acceptable.
- c. Cables must be properly dressed.
- d. FT-4 rated cables can be used providing they are completely enclosed within metal conduit.

Please note that all work must adhere to the standards outlined in the building's tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

**ROOFTOP:** Proper rooftop harness/gear with the proper Fall Arrest Training Certificate must be made available upon request.

If a contractor fails to implement the above guidelines then they will be asked to perform remedial action to correct the deficiencies. If the contractor fails to correct the deficiencies then they will be barred from performing additional work in the building until the deficiencies are corrected.