ACTION AND CHECK SHEET 2 – PART A

School Name : -

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STAGE :   **TENDER DESIGN AND DOCUMENTATION**

ACTION :   **ELECTRICAL ENGINEERS & EXTERNAL CONSULTANTS AND DOCUMENT CREATORS**

TASK	RESPONSIBILITY	Y/N	DATE
Notification to be sent to DEC Asset Management Project Director that a new Broadband Service, or relocation of one, is required. Information for obtaining Active LAN Equipment must also be included.	Project Manager		
RELOCATION OF SERVICE			
Notify DEC ITD Networks Operations Manager via email of the relocation Forward Checklist/Order Form and other details to obtain a quote : 1. Site contact name and telephone number at the relevant facility 2. Estimated date of handover 3. Site plans showing : complete campus, existing service location and new service location (building and room numbers) **4. Send to : broadband.orders@det.nsw.edu.au with a subject title of** **\<site-name\> \<site-code\>** _new_ or _relocation_ Broadband Service	DEC Asset Mgmt Project Dir.		
Provide to DEC Asset Management Project Director a budget for the relocation of the telecommunications service and installation instructions for the relocation of the telecommunications equipment (router)	DEC ITD Network Operations		
Confirm a provisional sum for the relocation of the service is in the project forms	DEC Asset Mgmt Project Dir.		
NEW SERVICE			
Forward Checklist/order form and other details to Asset Management Project Director to obtain a quote : 1. Site name, site code and street address 2. Estimated date of handover Site plans showing : complete campus, existing service location and new service location (building and room numbers)	Project Manager		
Add to the school code and number of students and forward to DET ITD Networks Operations Manager **Send to : broadband.orders@det.nsw.edu.au with a subject title of \<site-name\> \<site-code\>** _new_ or _relocation_ Broadband Service	DEC Asset Mgmt Project Dir.		
Design the broadband service for the site and schedule the placing of the order Provide to DEC Asset Management Project Director a budget for the installation of the new Broadband Service and instructions for the	DEC ITD Network Operations		

TASK	RESPONSIBILITY	Y/N	DATE
installation of the broadband equipment (router)			
Forward installation instructions to Project Manager to include installation instructions in the tender documents Confirm provisional sum for the installation of the new service in the project forms	DEC Asset Mgmt Project Dir.		

LAN ACTIVE EQUIPMENT SWITCHES			
TASK	**RESPONSIBILITY**	**Y/N**	**DATE**
Obtain a preliminary block diagram showing distributors and quantity of telecommunications outlets connected to each distributor. Send this block diagram to the Asset Management Project Director	Project Manager		
Liaise with DEC ITD Networks Services to obtain the LAN WLAN budget and equipment list	DEC Asset Mgmt Project Dir.		
Provide the list of LAN active equipment switches to DEC Asset Management Project Director	DEC ITD Network Operations		
Forward the equipment list to the Project Manager	DEC Asset Mgmt Project Dir.		
Ensure the equipment list included in the tender documents	Project Manager		
Confirm provisional sum for the installation of the new service in the project forms	DEC Asset Mgmt Project Dir.		