LINKLIGHT TECHNOLOGIES

# Multifamily cabling & access

## INSTALLATION SCOPE CHECKLIST | DOCUMENTS, UNITS AND PROVIDER HANDOFFS

For developers, general contractors and property project teams. Use this checklist with the current drawings and specifications to prepare an installation scope review. Fill in or print; share the completed copy with your project team.

**PROJECT / ADDRESS**

**PLAN REVISION / BID DATE**

**PHASE OR BUILDINGS INCLUDED**

**PROJECT CONTACT**

☐ **01 Current documents**

Identify building, floor and unit-type plans; specifications; addenda; and the revision used for this request. List missing or changing documents.

☐ **02 Unit-type quantities**

Match each unit type to the building/floor schedule. Record the outlets and exceptions shown for each type; identify unfinished decisions separately.

☐ **03 Unit cabling and enclosures**

Record specified cable types, outlet locations, termination points and enclosure requirements. Assign enclosure supply, mounting, cable installation, termination and testing.

☐ **04 Provider handoff**

Confirm the provider's start/end points, supplied equipment, required pathways and room/power needs. Assign service activation and account administration.

☐ **05 Shared-space connections**

Mark the leasing, management, amenity and other common areas included. List network, camera, wireless and AV connection requirements by location.

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## INSTALLATION SCOPE CHECKLIST | INFRASTRUCTURE, OPENINGS AND TURNOVER

- [ ] **06 Rooms and backbones**

  Identify serving rooms/racks, copper and fiber endpoints, routes, patching and room-readiness dependencies. Separate existing pathways from new work.

- [ ] **07 Controlled openings**

  Use a door/opening schedule with marks, hardware sets, access method and equipment provider. Separate unit entries from common entrances and specified interfaces.

- [ ] **08 Equipment responsibilities**

  Name who supplies, mounts, connects, configures and accepts each system. Include owner-furnished items and work by other contractors or specialists.

- [ ] **09 Phasing and access**

  Record bid, construction and turnover dates; working hours; access restrictions; and active systems affected. Identify who authorizes each changeover.

- [ ] **10 Acceptance records**

  Specify labeling, test reports, connection schedules, marked plans and operating guidance. Name the reviewer and document recipient for each phase.

## Open decisions

| DECISION / LOCATION | RESPONSIBLE PERSON / ORGANIZATION | NEEDED BY |
|---|---|---|
| | | |
| | | |
| | | |

## Discuss the installation scope

Share the project location, available plans, defined work and target dates. Identify open decisions when information is incomplete. The written proposal defines included work and responsibilities. Send plans by email; keep passwords and access credentials out of general project documents.

**Project inquiry:** www.linklighttech.com/contact/
**Build a brief:** www.linklighttech.com/project-planner/
**Email:** info@linklighttech.com | **Phone:** (615) 206-2399