|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Cable Number  *(issued by Utilities Prior to Installation)* |  |  | Date Requested |  |
| Permit  Requested By |  |  | Cable Function/Use |  |
| Originating Bldg. or Station: |  |  | Cable Description |  |
| Terminating Bldg. or Station: |  |  | Installers Name |  |
| Approved Routing by Station Nos. |  |  | Cable End User |  |

|  |  |
| --- | --- |
| **SIGNATURES**  Approval to proceed with Installation |  |
| Supervisor, Mechanical Utilities or Designate |
|  |
| Director of Infrastructure Operations, AICT or Designate |

**NOTE: Both signatures are required prior to permit being issued.**

|  |  |
| --- | --- |
| ***This section is to be signed by installer upon completion and returned to U of A Utilities for inspection.*** | |
| Date Completed: |  |
| Installer’s Signature: |  |
|  | Print Name Signature |
| **RETURN COMPLETED FORM TO**: Utilities, Room B-05 Heating Plant, University of Alberta, Edmonton, Alberta T6G 2N7  Telephone: 780.492.5713 | |

**GUIDELINES FOR INSTALLATION***(In addition to existing specifications and standards)*

1. Prior to starting work, installer to provide required paper work to *U of A Utilities and Communications*.
2. Installation must comply with all applicable codes including the *U of A Data & Telecommunication Cable Installation* Practices (this document available via the Utilities section of the [Facilities and Operations Document Hub](http://www.facilities.ualberta.ca/FormsAndDocuments.aspx)).
3. Splices and slack coils not permitted in corridor
4. All cables to be FT6 rated for fire retardancy.
5. Cables to bear identification numbers at checkpoint locations indicated with red paint on cable trays and at building entry/exit locations.
6. Approved marking system using a permanent marker. Black marking directly applied to light colored cables and white or silver permanent marker to dark colored cables or laser printed cable specific wrap around labels.
7. Do not install cables outside of designated tray.
8. Secure cable properly at both ends of corners and offsets using Velcro fastener to prevent short circuiting.
9. Secure cable properly at entry and exit points using Velcro fastener. Plastic Ty-Raps not permitted.
10. Clean up daily and upon completion. Keep main corridor unobstructed to allow passage of motor bikes.
11. Maintain security in corridor at all times. Keep all doors and hatches closed. Do not prop open.
12. Installation permit must be available on-site.
13. Installation will be inspected and redone by installer if guidelines not followed.
14. Any damages by installer will be charged back to installer (e.g. aluminum cladding damaged by ladders etc).
15. Problems? Contact the **Mechanical Utilities Supervisor at 780.492.5713** or **Electrical Supervisor at 780.492.5336**.

|  |  |  |  |
| --- | --- | --- | --- |
| Inspected by Utilities: |  | Date: |  |

**Comments**: Click here to enter text.