**COMMONWEALTH OF PENNSYLVANIA**

**HEALTH & HUMAN SERVICES DELIVERY CENTER**

INFORMATION TECHNOLOGY GUIDELINE

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| Name of Guideline: | Number: |
| **Voice & Data Requirements Summary (Leasing Specifications)** | **GDL-ENSS017** |
| Domain: | Category: |
| **Network** | **Physical Media and Mechanisms** |
| Date Issued: | Issued By: |
| **06/29/2001** | **John Tamosaitis Network Manager**  **Health & Human Services Delivery Center** |
| Date Reviewed: |
| **09/10/2020** |

**Abstract:**

The Health and Human Services Delivery Center (HHS DC) Technology Services Office (TSO) is responsible for the Departments of Health (DOH), Human Services (DHS), Aging (PDA), Drug and Alcohol Programs (DDAP) and Military and Veterans Affairs (DMVA).

**General:**

The Health & Human Services Delivery Center (HHS DC) uses voice and data cable in the Telecommunications Equipment Rooms at the County Assistance Offices, State Office Buildings and DGS Complex.

The Lesser and/or the designated subcontractor(s) will be responsible for all voice and data cable facilities and materials within the building, with the exception of the telephone system and data equipment system. The installation must result in a turnkey solution to include: installation of all necessary equipment, paging system, cabling, cross-connects, patch cords, and test results.

The purpose of this document is to provide a summary of the specifications for voice and data cable installation and leasing for the Telecommunications Equipment Rooms at HHS DC.

**Guideline:**

**Telecommunications Equipment Room**

1. Centrally located in order to maintain the 100-meter rule. Cat5 cable loses signal strength after 100 meters.
2. Minimum room size 8' x 10'.
3. Maximum temperature 75°F.
4. Six dedicated/isolated A/C power outlets (labeled accordingly).
5. A duplex voice/data jack.
6. The door will be equipped with a lockable passage set. ***No other tenants may use or have access to this room.***

**Patch Panel Requirements**

1. Standard size hinged 48-port panel.
2. A minimum of 15% spare patch panel ports will be provided for growth. Wire management panels will be used to dress all cabling. Panels (rings, hooks) will be used between each 48-port unit as well as on the sides.
3. Panels will be labeled with permanent mechanically/electronically made markings.
4. Voice patch panels will be wall mounted on plywood.
5. Data patch panels will be mounted within a floor mounted data rack.
6. Spare patch cords will be supplied for voice and data panels. A minimum of 15%, the number of each spare cord length (3 ft., 5 ft., and 7 ft.) will reflect percentages of those used during the installation.

**Voice and Data Cable T568B Specifications**

1. All cabling will be four pair, Category 5 compliant.
2. Voice and Data cable sheathing will each be of a different color.

**Voice and Data Jacks**

1. Jacks will be labeled with permanent mechanically/electronically made markings.
2. Single and/or duplex jacks will be labeled "voice" and/or "data", and include the port number, on a single faceplate.
3. The inserts of the jacks will be color-coded: *blue* for voice and *orange* for data.

**Intercom Paging System**

1. A minimum of four zones will be accessible from any designated telephone.
2. One zone will be established as "all call." The office manager will designate other zones and speaker placements.
3. Wall mounted volume controls will be installed in conference, multi purpose, staff, and instructional rooms.
4. Maintenance and repair of the intercom paging system will be the responsibility of the Lesser.

**Cable Record**

1. The Lesser will prepare a cable record, which will include a copy of the floor plan (showing jacks locations and numbering sequence) that coincides with the patch panel port labeling. A copy of the plan will be provided to the Office Manager at the time of final acceptance of the facility.

**Cable Certification Testing**

1. All test results will be provided to the Telecommunications Office or Office Manager prior to or at the time of final acceptance of the facility
2. Test results will be in numerical sequence. Voice and data will be under separate cover.
3. At a minimum, the test results for each jack must include the following:
   1. Jack number.
   2. Cable length.
   3. Wire map.
   4. Attenuation.
   5. NEXT (near end cross talk).
   6. Cable impedance

**Refresh Schedule:**

All guidelines and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the HHS Delivery Center Domain Leads.

**Guideline Revision Log:**

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| --- | --- | --- | --- |
| **Change Date** | **Version** | **Change Description** | **Author and Organization** |
| 06/29/2001 | 1.0 | Initial Creation | Deloitte Consulting |
| 08/14/2002 | 1.1 | Edited Style | Beverly Shultz |
| 02/10/2005 | 1.1 | Reviewed | Doug Rutter |
| 11/13/2006 | 1.1 | Reviewed | Doug Rutter |
| 08/03/2010 | 1.2 | Reviewed and Edited Style | Doug Rutter |
| 02/22/2011 | 1.3 | Reviewed content – No changes | Doug Rutter |
| 03/27/2015 | 1.4 | Changed DPW references to DHS; updated content. | Bob Gordon, BIS-DTE |
| 03/04/2016 | 1.5 | Reviewed content – No changes | Aamir Qureshi, BIS-DTE |
| 09/10/2020 | 2.0 | Content review/Organization Change. | Michael E. Sites TSO |
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