

## APPLICATION FOR CONNECTION TO COMMUNICATION INFRASTRUCTURE -INSTRUCTIONS-

**Attention: Communication Infrastructure and associated connections will NOT be allowed at SEA Facilities without an approved 'Application for Connection' form.**

### I. PURPOSE of the 'Application for Connection'

- a. The sole purpose of this application is to ensure that all installed communication infrastructure be assigned to a source and destination (termination assignments) and receive unique identifications for pathways and cable nomenclature. The information provided via the 'Application for Connection' form allows AV Facilities & Infrastructure (AV/F&I) to work with the project teams as well as our communication infrastructure partners within Information Communication Technology and AV Maintenance Electronic Technician's group to coordinate system integrity. Together we establish and maintain configuration control of the communication infrastructure and plan for the long-term development to meet the needs of Seattle-Tacoma International Airport (SEA).
- b. Of note are the many Special Systems that reside on, or that are connected to, installed communication infrastructure. Special Systems that utilize the communication infrastructure shall remain unique and be separate from the communication infrastructure application and will require review under an application specific to SEA Special Systems. You may be directed to complete an application for Special Systems through the discovery phase while completing this Application to Communication Infrastructure.
- c. In summary, the 'Application for Connection' form shall:
  - Formalized procedure for making connections to the existing communication infrastructure
  - Assess the impacts of additional infrastructure on the SEA communications plant
  - Identify the point of connections, such as pathways and the cabling within
  - Reserve the point of connection for the approved communication infrastructure
  - Identify if the need exists for further review through the Special Systems Application

### II. WHO'S involved with the 'Application for Connection'

- a. **SEA Project Manager** is responsible for Section 1 as well as any assistance required by Communication Design Engineer in Section 2
  - Part 1.1 requires:
    - Acknowledgement of your understanding of the application process
    - Status of your coordination with ICT department to secure cable nomenclature and terminations within a communications space. ALL cables and pathways shall have a unique Name and be assigned a Source and Destination
    - Confirming if a Special Systems application is required. You may review the Special Systems Application or the Special Systems Matrix for a detailed understanding of what systems fall under Special Systems scope (Special Systems support links are provided on this application form)
  - Part 1.2 is for the Project Manager's submittal date of application, project coding, and phase
  - Part 1.3 is an acknowledgement of your understanding of project communication connection needs based on project scope. An Other section is available for additional information and an opportunity to expand on any relevant project communication infrastructure details

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- Part 1.4 requires choosing the most applicable to your project as per:
  - *COMM CONNECTION TYPE*: High-level view to note the project parameters that best describe your overall project size and scope. Selection is based on a size format from device(s) to a comm room on horizontal cable up to a large backbone cable plant for a new facility
  - *TO COMM RM*: Select communication room that your cabling is attaching to. Note that the first few items in list will offer further options and instructions beyond single comm room selection. Also, the room selection is laid out as *Facility / Official Comm Rm ID / Door # / (alternate Comm Rm name) with information in place as available*. Any high-level secure rooms or low probability connection rooms are omitted from list
  - *or COMM CABINET*: Option to enter text of communication cabinet your cabling is attaching to
  - *Additional Project Notes*: Area for any notes deemed necessary to expand upon above selections and enter additional communication spaces if required
- Part 1.5 is simply all known and required contact information
- b. **Communication Design Engineer** is responsible for Section 2 with support by SEA PM as necessary:
  - Part 2.1 Acknowledgement of your understanding of the application process by confirming awareness to SEA Communication Standards and practices
  - Part 2.2 See detailed breakdown below in *V. Supplemental information to 'Application for Connection' form*
- c. **AV/F&I Administrative Staff** is responsible for:
  - Receiving the submitted 'Application for Connection' from the Port of Seattle Project Manager
  - Dispersing the 'Application for Connection' to the appropriate reviewer in AV/F&I
  - Uploading the reviewed 'Application for Connection' to the Committee Meeting SharePoint site and the listed Port of Seattle Project Manager
- d. **AV/F&I Reviewer** is responsible for Section 3:
  - Reviewing the 'Application for Connection' provided by AV/F&I Administrative Staff
  - Approving, rejecting, or requesting a revise and resubmit
  - Providing the reviewed 'Application for Connection' back to AV/F&I Administrative Staff for processing

### III. WHEN to submit an 'Application for Connection'

- a. Initial (or 0%) 'Application for Connection' form should be submitted during project scoping and budgeting. It MUST BE Submitted NO later than the 60% design package stage
- b. Updated 'Application for Connection' form should be:
  - Resubmitted at 30% (with basic details/sketches of points of connection)
  - Resubmitted at 60% (with refined details: Any Rooms, Pathways, and Cables noted)
  - Resubmitted at 90% (with proper termination and nomenclature of any connected comm infrastructure)
  - Resubmitted at 100% with **ALL** Communication technical documents for project

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## IV. HOW to complete an ‘Application for Connection’

- a. The ‘Application for Connection’ form is formatted to gather a large amount of information by check boxes and pull-down selections. By utilizing the instructions included herein, it is expected that these applications will be submitted as complete through sections 1 and 2 and done so at all phases submitted. Erroneous or vague applications will be asked to be resubmitted<sup>1</sup>

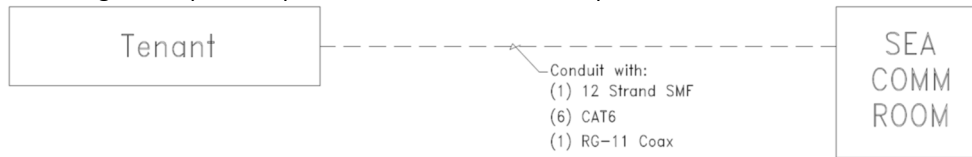
## V. Supplemental information to ‘Application for Connection’ form

- a. In addition to the ‘Application for Connection’ form, please include the following information and/or attachments that are *applicable to your project design* (As found in application section 2.2 the **BOLD** items below equate to the minimum items to be submitted with application phases):

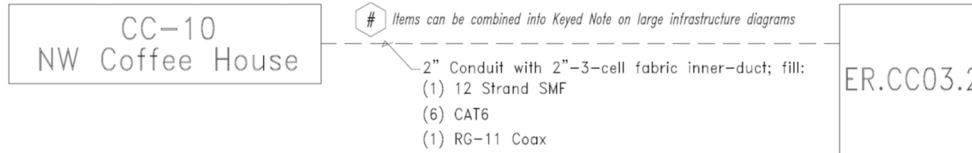
- o **SEA Facility CAD Backgrounds** with all areas of work for comm infrastructure
  - With these submitted backgrounds, F&I and/or ICT may support communication design engineer with location of nearest comm room(s) or like source for connectivity when assistance is required, or design correction needed at the early Initial/0% to 30% phase

- o **One-line and/or Riser Diagram(s)**

- Rough example of expected level of detail at 30% phase:



- Rough example of expected level of detail at 90%:



- o **Cable Schedules**

- Rough example of expected level of detail at 30% phase:

Cable Amt.:	Cable Details:	Cable ID:	Room/Equipment		Termination Hardware			
			Source:	Destination:	Source:	(S) Ports:	Destination:	(D) Ports:
1	12 strand Fiber	TBD	Con. C	CC-10	Fiber Panel -TBD	TBD	Tenant Panel	12 strands
6	Data	TBD	Con. C	CC-10	Copper Panel -TBD	TBD	Tenant Panel	6 ports
1	Coax/TV	TBD	Con. C	CC-10	TBD	TBD	Tenant Panel	1 cbl

- Rough example of expected level of detail at 90%:

Cable Amt.:	Cable Details:	Cable ID:	Room/Equipment		Termination Hardware			
			Source:	Destination:	Source:	(S) Ports:	Destination:	(D) Ports:
1	12 Strand SMF	FB.SM.CC.05031	ER.CC03.2	EQ.CC-10	M.FPP.CC03.20101.80	37-48	I.XPP.CC-10.10	1-6
6	Category 6	CB.U6.CC.05031 (thru 36)	ER.CC03.2	EQ.CC-10	M.CPP.CC03.20103.19	13-18	I.XPP.CC-10.10	7-12
1	RG-11 Coax	CB.CX.CC.05031	ER.CC03.2	EQ.CC-10	on ER.CC03.2 Wall Field	F-Conn	in EQ.CC-10	F-Conn

- o **Special Systems**

- If checked on this application, F&I will require a Special Systems Application submittal. That application will ask for its own grouping of required documentation and it is understood some cross over between design documents and applications will occur

<sup>1</sup> We are here to help. Reach out for support via [AVCommittees@portseattle.org](mailto:AVCommittees@portseattle.org) and in ‘Subject’ line note: “Application Support Required”

## APPLICATION FOR CONNECTION TO COMMUNICATION INFRASTRUCTURE -INSTRUCTIONS-

- Tenant Demarcation Package(s)<sup>2</sup>
    - Division 27 Standards offer many support details to designer's involved with tenant work
  - Communication room plans<sup>2</sup>
    - Larger projects with new communication room(s) will require detailed drawings
  - Demolition of existing infrastructure<sup>2</sup>
    - No unused infrastructure shall remain in place and shall be noted for demolition<sup>3</sup>
- b. The completed 'Application for Connection' form and supplemental information noted above shall be submitted via E-mail to [AVCommittees@portseattle.org](mailto:AVCommittees@portseattle.org)
- **Please submit 'Application for Connection' form in original WORD Document format.** You may also submit a PDF package with Form, drawings, etc. but F&I will require access to original document format to complete our portion of the application.

### VI. WHERE are completed 'Application for Connection' forms kept

- a. The 'Application for Connection' forms are kept:
- On the Committee Meeting SharePoint site ([Design Reviews - Home \(sharepoint.com\)](#)) under the Applications link located on the left side navigation
  - Hard copies are housed in AV/F&I files

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<sup>2</sup> It is understood and recognized that all the attachments identified will not be available at the early stages of the project, however as project progresses through design phases, the requested information *that is applicable to your project* is required for application approval.

<sup>3</sup> Any exceptions will be reviewed and approved at Telecom Design Review Committee meeting