

Local Contact Checklist

- If an authorization must be granted by the building owner, ensure you obtain this authorization ahead of time
- Ensure that all other specific security clearances are also obtained ahead of time
- If construction work is needed, approval from local authorities will be required
- Make sure you know where the technical room is located and that you have access
- Ensure internal cabling and room requirements are met
- If you are responsible for providing the OOB (Out Of Band) Modem/PSTN line, make sure it is available and you know the number
- Demarcation point needs to be identified early, exact location is required – floor, room/suite, cabinet, rack. If not available then it must be communicated as soon as possible
- If internal cabling is needed to create an extension between the demarcation point and the technical room, make sure it is ready before dispatch is sent