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# Scope of Work - Wiring and Equipment Clean-up Version 2.07 12/2/14

## Communication Expense Group (CEG)

Client: (Name of Company – Name of Client)

Physical Address:

POC: CEG Support Team, 800-908-2340[support@ceg-solutions.com](mailto:support@ceg-solutions.com)

**1.0 Technician Check-In**

Call CEG at 800-908-2340 upon arrival and prior to departure. Take pictures of work area before beginning work. Failure to complete the CEG Check-In process will prevent your company from being paid.

**2.0 General Requirements**

Install new backboard, new patch panel, mount existing equipment to backboard, install necessary cabling. Test network (phones, printers, time clocks, internet connectivity). Follow CEG Technician Check-In and Check-Out process.

New equipment or supplies to be purchased are identified on Attachment 1.

**3.0 Technician Tasks**

**3.1 Mount Backboard**

Permanently secure backboard to wall using appropriate mounting hardware. The specific mounting location of the backboard will be determined by CEG during the check-in process.

As a general rule, the top of the backboard should be mounted 6’ 6”from the floor and with the 2’ section of the backboard mounted horizontally. Use four 2”molly screws attached 2” in from each corner of the backboard.

* Do not attach the backboard where its presence will cause interference with existing infrastructure (doors, cabinetry, electrical, plumbing, etc.). Check for hidden plumbing or electrical wiring before drilling through wall.

**3.2 Install Equipment**

The network equipment is to be mounted to the backboard securely using screws mounted to the holes in the back of the equipment. If the equipment cannot be mounted using screws, use a strap that will allow access to cabling and the monitoring lights (if applicable).

Network equipment should be mounted on the left side of the backboard from the top of the backboard in the following sequence (see Attachment 2 for additional information):

1. Patch panel
2. Switches
3. Routers
4. Modem

**3.3 Wire and Cable Management**

Install new patch cords for the patch panel, switch and routers. Patch cords to be kept to a minimum length to avoid having to “loop” excess cable. Connect the patch cords based on color to equipment identified below:

* Switch to Patch Panel = Yellow
* Router to Switch = Blue
* Modem to Router = Red

Cords and cables are to be secured and strapped with cable ties (Velcro) in an orderly and professional manner. No “loose” cabling is permitted. Cable “runs” on the backboard should be made in a straight horizontal or vertical manner using slight 90 degree bends when necessary.

**4.0 Technician Close Out**

Take pictures of completed work and surroundings and together with “before” pictures send pictures to [support@ceg-solutioins.com](mailto:support@ceg-solutioins.com).

Call CEG at 800-908-2340 for close-out instructions and processes. Failure to complete the CEG Check-Out process will prevent your company from being paid.

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CEG Phone 1-800-908-2340