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# Scope of Work - Wiring and Equipment Clean-up Version 1.05 12/2/14

## Communication Expense Group (CEG)

Client: YES Communities – Palms of Archer

Physical Address: 7117 Southwest Archer Road, Gainesville, Florida 32608

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 before and after pictures of network and surroundings and send the pictures to [support@ceg-solutioins.com](mailto:support@ceg-solutioins.com). Failure to complete the CEG check-out 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).

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

**Tasks To Be Completed**

**4.0 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’ 5”from the floor and with the 2’ section of the backboard mounted horizontally. Use Four 1 ½ “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 plumbing or electrical wiring before drilling through wall.

**5.0 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 drawing 2 for additional information):

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

**Wire and Cable Management**

**Install patch panel, router**

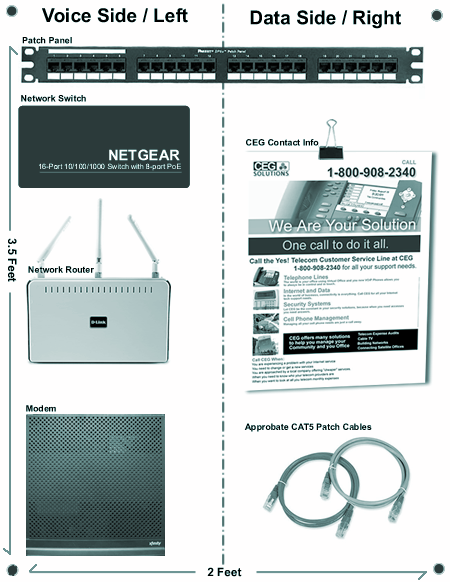
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Image 1.0 - SAMPLE DIAGRAM OF 2’ X 3.5’ MOUNTING BACKBOARD

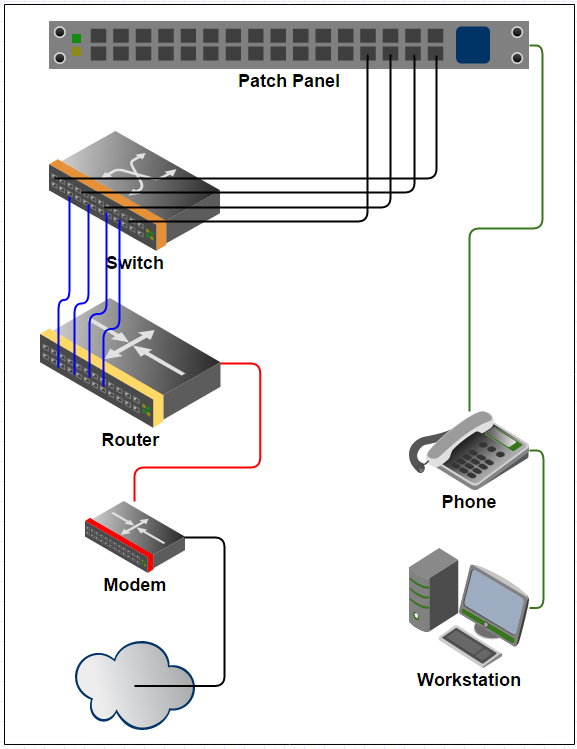


Image 2.0 - SAMPLE DIAGRAM OF NETWORK

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CEG Phone 1-800-908-2340