



Enterprise System & Services — Telecommunications Division

Telecommunications Space Policy

The Office of Information Technology (OIT), Telecommunications Division (TD) constructs and maintains Telecommunications Spaces throughout Rutgers University. Telecommunications Spaces, in the form of Equipment and Telecommunications Rooms, exist in all occupied facilities at the University, and house telecommunications wiring and equipment that provide voice (telephone), data (RUNet), and video (RUTV) services to the facility and to the University community. These spaces also are used to house equipment maintained by University Facilities, Public Safety, and Dining Services. These areas support University services such as utility monitoring, card access and security systems, and Knight Express for vending. Over time, it is expected that additional services will be centralized and will utilize RUNet for “smart” building management as technology becomes available.

Telecommunications Spaces are intended to support University-wide services only, and are not intended to house departmental servers or systems, or to be used as storage areas. The HVAC systems in these spaces are not designed to support additional heat loads generated by unintended equipment or materials. The spaces are also designed with specific clearances in mind to provide access for service technicians. These spaces are accessible to various people, including Facilities and maintenance personnel, as well as telephone, data and video technicians.

The size of a Telecommunications Space varies, depending on the size of the facility and the occupant load, and is determined by TD through a formal design process. These spaces may be a shallow (4' x 14') space in a smaller building, or a room up to 15' x 24' in a larger building. These spaces are sized according to the needs of the building, the needs of TD in supporting surrounding buildings, as well as potential future use of the space.

In our ongoing effort to effectively support the telecommunications needs of the University community, TD must approve the installation of all equipment and power in these spaces. TD maintains detailed documentation of Telecommunications Spaces, including rack and wall space drawings, and maintains a cable management database. Cabling installed within a Telecommunications Space must be documented by TD and assigned cable identification numbers. Improperly installed or undocumented infrastructure will not be connected to, and may be removed or disconnected from, RUNet. TD is also responsible for approving and managing access to Unit Computing personnel to these spaces.

It is essential that TD manage these spaces effectively, so that current and future needs can be addressed and additional space can be planned and constructed as necessary.

TD will assign a Project Manager to review space requests and assign appropriate staff to work with the requestor. All requests with regard to Telecommunications Space should be directed to the Network Operations Center (NOC) at noc@rutgers.edu or 732.445.7541.

Questions

Questions or concerns regarding this guideline should be directed to the following email address noc@rutgers.edu.