



Information Systems

Process for IS support for Site Cabins

Purpose of this Document

This document details the process that IS will work with to aid NTU Estates in the setup of temporary Site cabins where required for regeneration projects.

This document will be reviewed every 12 months

Author:	M Pearson
Version:	1.0a
Date:	15/03/16

2 Document Control:

Version	Author	Date	Version details	Reviewer	Date
1.0	M Pearson	09/03/16	Final		
1.0a	A Jordan	15/03/16	Minor clarifications		

3 Contents

1	1
2	Document Control:.....	2
3	Contents.....	2
4	Introduction.....	2
5	Procedure for network connection.....	2
6	Procedure for decommissioning the network connection	3
7	Standards	3
7.1	Connection to the NTU Network.....	3
7.2	Site cabin power	3
7.3	Security	4
7.4	Timescales.....	4
7.5	Support	4

4 Introduction

Temporary Estates & Resources (E&R) site cabins often require network communications to either access NTU resources and/or the internet to help manage the regeneration projects on the NTU campuses.

This document explains how to arrange for the creation of a network connection for a cabin.

5 Procedure for network connection

1. When E&R identify the location for a new site cabin that requires network access, they should request connection via an email to ITS Service Desk. The email should provide the following information:
 - a. The location of the new cabin including a marked-up campus map (can be hand-drawn on a map from the NTU web site)
 - b. The name of the project that requires the site cabin
 - c. When the connection is required (see Timescales below) and how long the connection is required
2. The Core Network Team will tell E&R which existing comms room should be used as the A-end of the network connection; the B-end of the connection will be in the site cabin
3. E&R will order a fibre optic cable installation from an approved cabling contractor to run between the A and B-ends
4. The cabling contractor will install the cable according to IS standards (see below)
5. Once the cable has been installed, E&R will inform the Core Network Team that the cable is ready for connection
6. The Core Network Team will install, test and configure the network connection and inform E&R that it is ready for use
7. Once the network connection is ready, E&R should separately request set-up of any equipment to be connected to the network switch in the cabin via an email to ITS

IS Process – IS support for Site Cabins

Service Desk. NB: desktop PCs moved from other locations at NTU will not work in a new location without a change to the network set-up.

6 Procedure for decommissioning the network connection

- At the end of the loan period E&R are to inform IS the equipment is being decommissioned via an email to ITS Service Desk. E&R are to return to IS all equipment and cables in the provided crate.
- The fibre is also to be decommissioned and removed by E&R. IS are to be informed when the fibre is ready to be removed so that IS can disconnect the A-end from the NTU network.

7 Standards

7.1 Connection to the NTU Network

- All costs for connection and decommissioning are to be met by E&R
- All site cabins are to be connected via optical fibre. The fibre will be single mode and installed in accordance with the NTU cabling specification. For this purpose a 4-core fibre should be sufficient. For this temporary purpose and with E&R permission, the fibre optic cable can share the same route as power cables. NB: this does not apply to permanent fibre optic cables.
- IS to be consulted on where to present the A-end (nearest communications room to connect to the NTU network). The B-end will terminate in the site cabin
- By its nature the installation will be temporary. Estates are responsible for deciding how to run the fibre between the A and B-end. This may mean a temporary underground duct or a catenary overhead if appropriate.
- Estates are responsible for provisioning the fibre via the NTU preferred cabling contractor.
- Fibre presentation at both ends will be LC connectors.
- IS will provide:
 - A minimum of an 8-port PoE switch with an SM optic allowing to connect to the installed fibre. The switch will be configured for the location of the specific site cabin and will be installed by IS. This will allow Estates to connect wired end devices to the network such as PCs.
 - A Wi-Fi access point (WAP) that will be connected and powered by the switch. This will allow NTU Wi-Fi access. The AP is to be mounted internally in the cabin by Estates.
 - 8 x 4m network cable for connecting the WAP and any PCs, printers, etc.
 - A crate to hold all of the above.

7.2 Site cabin power

- Estates are to provide power for the network switch. A standard 13A socket is required.

7.3 Security

- Once the loan equipment is commissioned by the Core Network Team and is installed in the site cabin, the security of the equipment is the responsibility of E&R.

7.4 Timescales

- IS will require at least three working days to determine the A-end of the network connection
- IS will require at least 2 weeks' notice from the point of the fibre being installed to allow for switch configuration and commissioning of equipment.
- The duration of the site cabin and hence the loan of the equipment is to be communicated with IS from the start.

7.5 Support

- IS expects that the switch where possible is powered 24x7 as it will be monitored by IS systems. If this is not the case Estates are to liaise with IS to agree alternative arrangements.
- IS will offer support for the switch/Wi-Fi via the IS Service Desk once the installation is operational.