

# Rack & patching schedule

Preparation record, not an installation plan or certification. A panel socket is not an active port. Depth, load, ventilation and power still require checks. Do not disconnect operating equipment to complete this sheet.

## 01 / Project context

### Project reference and stage

E.g. Office A / refurbishment / before survey.

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### Survey date and basis

Visit, drawing revision, authorised photos or assumptions; do not attach documents here.

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### Main requirement and scope

What needs to work, for which uses, and what is outside scope.

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## 03 / Resolve before selection

### Unknowns and required tests

Record outstanding checks and the role responsible for them.

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### Documents and references to gather

Marked plans, exact datasheets, diagrams and project requirements. No secrets or access keys.

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### Next decision and required review

Which role must confirm what, before which stage? Use a role, not a personal name.

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# Rack & patching schedule

Separate planned, observed and tested. Use matching identifiers on the drawing, panel and test report; mark inactive ports.

Pages 2 and 3 form one record per link or checklist item. Repeat the same project and record IDs on both pages.

Project reference and stage : \_\_\_\_\_

Link : \_\_\_\_\_

## 02 / A link, its endpoints and its evidence

### Outlet, location and use

E.g. B1-014 / office A / endpoint; non-confidential outlet ID and existing or planned state.

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### Rack, panel and passive port

Rack/panel IDs, port and documented U position; separate spare capacity from terminated points.

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### Active device and port

Exact switch and port, use/VLAN to confirm, planned or observed activation and PoE need. No network secrets.

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### Permanent link and route

Copper/fibre, documented category/type, endpoints, route and measured or estimated length. Mark unknowns.

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Reading references : Fluke Networks

Document Cabling Certification with LinkWare PC and LinkWareLive

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## 02 / A link, its endpoints and its evidence

### Patch leads, connectors and accessories

References and lengths to confirm, connected ports, cable managers and labels; connector shape alone does not prove compatibility.

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### Equipment envelope and rack constraints

Occupied/reserved U, depth with cables, rails, weight, ventilation, sockets and backup for responsible-party review.

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### Test, result and delivered record

Report ID, date, tested scope and result or “untested”; current drawing/patching, issue and responsible role.

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