

PU Site Readiness Checklist for OIT/AV Installation

Princeton University needs to confirm that the following items have been completed so that the site can be ready for OIT/AV installation.

- Power installed
- Conduit installed
- Back boxes and backing for display (if needed) installed
- Dust free
- Wall boxes are activated on the proper network by OIT in order for devices to function. (Leave 1 week of lead time).
 - The PU Project Manager will need the following information, and the department SCAD can assist.
 - Wallbox SN (Serial Number)
 - Data Port Letter (A,B,C,D)
 - Network/Subnet (reach out to AV Vendor or AVS for clarification)
 - PU Project Manager will fill out the following form to submit a work order to OIT for this activation or contact AVS to assist with Fiber Activations.
 - [Network activation/deactivation/change](#)
- Devices Registered on the PU Network
 - The AV Vendor will complete **2.11-3 AV Master List Spreadsheet_V14_FINAL.xlsx** and return it to the PU Project Manager.
 - The PU Project Manager should then give this completed sheet to AVS to register devices.
- Purchase OFE (Owner Furnished Equipment)
 - The AV Vendor will provide the PU project manager with a list of the OFE equipment they expect for the project.
 - The department SCAD orders
 - Personal Computers
 - Computer Accessories
 - AppleTV's using the [Apple TV Order Form](#).
 - AVS Services, when provided with a chart string, order
 - Aruba Switches
 - The AV Vendor will provide AVS with either:
 - o Switch requirements and then approve or reject the switch AVS recommends
 - Total number of ports needed (spares and for devices)
 - PoE requirements (PoE total load and max device draw)
 - Expected Bandwidth
 - o The Aruba CX6100, CX6200, or CX6300 switch model(s) needed for the project.
- PU PM hands over equipment to the AV Vendor, and there is a sign-off to record the transfer of equipment.