



# Network Provisioning Process Collocation

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# 1. General

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## 1.1 Purpose

This practice describes the responsibilities and requirements for Central Office Equipment Installation (COEI), COE & Access IP Support Centers, Access Construction (OSP Construction), and Access Design (OSP Engineering) for the provisioning of:

- Caged Collocation
- Cageless Collocation
- Virtual Collocation
- Adjacent Collocation
- CLEC to CLEC Interconnect

This practice has been written to support the Federal Communications Commission's (FCC) Code of Federal Regulations (CFR), Title 47, Part 51 and the recent changes mandated in the FCC's First Report and Order defined in FCC 99-48, Deployment of Wireless Service Offering Advanced Telecommunications Capability CC Docket No. 98-147:

- 47 CFR 51.323(d)(1-3)

When an incumbent LEC provides physical collocation, virtual collocation, or both, the incumbent LEC shall:

- Provide an interconnection point or points, physically accessible by both the incumbent LEC and the collocating telecommunications carrier, at which the fiber optic cable carrying an interconnector's circuits can enter the incumbent LEC's premises, provided that the incumbent LEC shall designate interconnection points as close as reasonably possible to its premises;
- Provide at least two such interconnection points at each incumbent LEC premises at which there are at least two entry points for the incumbent LEC's cable facilities, and at which space is available for new facilities in at least two of those entry points;
- Permit interconnection of copper or coaxial cable if such interconnection is first approved by the state commission.

## 1.2 Supersedures

This practice supersedes and cancels:

- All policies, procedures, general instructions, letters, and memoranda which address this subject.
- Any document which provides information contrary to the information contained in this practice.

## 1.3 Reason for Reissuing

This practice has been reissued to incorporate FCC code of federal regulations requirements in [Section 1.1](#).

## 1.4 Responsibility

This practice was published by the GTE Enterprise Services Department. For more information about this practice, contact the GTE Network Services – Network Design Department.

# 1. General

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## 1.5 Disclaimer

This practice was prepared solely for the use of GTE Network Services. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE Network Services' equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice might not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Network Services has no liability (to the extent permitted by applicable law) for any consequential, incidental, special or punitive damages that might result.

## 2. Overview

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### 2.1 Scope

This practice briefly explains caged, cageless virtual and adjacent collocation of equipment into GTENS CO/Premise. It describes COEI, Access Construction, and Access Design responsibilities for provisioning the Collocator's equipment.

### 2.2 Definitions

The following table provides definitions for the acronyms and terms used in this practice.

Acronym or Term	Definition
Access Design	Previously known as Outside Plant Engineering
Access Construction	Previously known as Outside Plant Construction
Adjacent Collocation	Leasing of GTENS property next to a GTENS CO/Premise for the purpose of installing a hut/building to interconnect to GTENS when no space is available in the GTENS CO/Premise
Caged Collocation	Leasing of a minimum of 25sqft with additional increments of 1sqft to a CLEC within a GTENS CO/Premise
Cageless Collocation	Leasing of bays/frames and/or cabinets to a CLEC within a GTENS CO/Premise
CLEC	Competitive Local Exchange Carrier
CLEC to CLEC Interconnect	Direct interconnection of CLEC terminal equipment in a cage, bay or cabinet to the same CLEC or different CLEC cage, bay or cabinet terminal equipment.
CO	Central Office
COEI	Central Office Equipment Installation
COEMOD	Central Office Equipment Modeling
Collocator	CLEC

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## 2. Overview, Continued

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<b>Acronym or Term</b>	<b>Definition</b>
CPMS	Capital Program Management System
DCS	Digital Cross-connect System (electronic cross-connect system no requirement for manual hardwire jumpers)
DSX	Digital System Cross-connect (Manual cross-connect)
DS0, DS1 & DS3	Digital signals of: 64Kbps, 1.544Mbps & 44.738Mbps respectively
EMI	Electro-Magnetic Interference
FCC	Federal Communications Commission
GTENS	GTE Network Services
ILEC	Incumbent Local Exchange Carrier (GTENS)
ISP	Inside Plant
MDF	Main Distribution Frame
MH	Manhole
NOC	Network Operations Center
IP	Infrastructure Provisioning
IP Support Center	Formerly know as OPCEN (Operations Center)
OSP	Outside Plant
OSX	Optical System Cross-connect
VF	Voice Frequency
Virtual Collocation	CLEC equipment installed and maintained in the CO /Premise by GTENS personnel and placed into GTENS property records.

## 2. Overview, Continued

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### 2.3 References

The following table provides sources of supplementary information relating to this practice. The documents might be required for performing certain tasks.

<b>See...</b>	<b>For Information About...</b>
COEI Alert # 547	Equipment Notification to MARK for CLEC tie cable pairs
E-SW-ADMIN 006-780-071	Collocation Engineering Guidelines
E-SW-ADMIN 185-200-070	COEMOD Core Drawing Standards
Practice 256-050-209*	Cable Buzzing Methods
Practice 300-000-001*	Collocation Administration
Practice 300-000-002*	Collocation Departmental Responsibilities
Practice 300-392-200*	Network Provisioning Process Collocation
Practice 300-392-201*	Collocation CO/Premise Space Evaluation Guidelines
FCC 99-48, CC Docket No. 98-147	Deployment of Wireline Services Offering Advanced Telecommunications Capability
GTE Collocation Services Packet (CSP)	Wholesale Markets GTE Collocation Services Packet (contains the GTE Collocation Application)

\* These documents can be obtained from the Practices Home Page at:

<http://practices.tel.gte.com>

## 2. Overview, Continued

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### 2.4 Description

The following table describes the Collocator's and GTENS general areas of responsibilities in the collocation provisioning process.

Type of Collocation	Responsible Party	Area of Responsibility
Caged	Collocator	<ol style="list-style-type: none"> <li>1. Purchases, installs and maintains equipment to be placed in the caged area allocated by GTENS (LEC.)</li> <li>2. Is responsible for deciding if the Collocator or GTENS will purchase all cabling and connectors for the facility pulls and facility terminations.</li> <li>3. Must become or utilize GTE Approved Installation Contractors</li> </ol>
	GTENS	<ol style="list-style-type: none"> <li>1. Offers CO/Premise space on a first-come, first-serve basis.</li> <li>2. Partitions the space for the Collocator leasing the cage <ul style="list-style-type: none"> <li>• The minimum amount of space that GTENS offers for cage lease is 25ft<sup>2</sup>, as well as additional increments of 1ft<sup>2</sup> minimum.</li> </ul> </li> <li>3. Install all facility pulls (cables) from caged area to the MDF, BDFB/PDUF, DSX, OSX, Synchronization (timing.)</li> <li>4. Completes are facility terminations on GTENS blocks and panels for facility pulls in step #3.</li> </ol>
Cageless	Collocator	<ol style="list-style-type: none"> <li>1. Purchases, installs and maintains equipment to be placed in the cageless bays/frames and/or cabinets allocated by GTENS (LEC.)</li> <li>2. Is responsible for deciding if the Collocator or GTENS will purchase all cabling and connectors for the facility pulls and facility terminations.</li> <li>3. Must become or utilize GTE Approved Installation Contractors</li> </ol>
	GTENS	<ol style="list-style-type: none"> <li>1. Offers CO/Premise bay/frame and/or cabinet space on a first-come, first-serve basis.</li> <li>2. Designates space for the Collocator leasing the bay/frame and/or cabinet <ul style="list-style-type: none"> <li>• The minimum amount of space that GTENS offers for cageless lease is on a bay/frame or cabinet.</li> </ul> </li> <li>3. Install cable rack, lighting and ladders.</li> <li>4. Install all facility pulls (cables) from Collocator's bay/frame and/or cabinet to the MDF, BDFB/PDUF, DSX, OSX, Synchronization Clock (timing.)</li> <li>5. Completes are facility terminations on GTENS blocks and panels for facility pulls in step #3.</li> </ol>

## 2. Overview, Continued

### 2.4 Description, continued

Type of Collocation	Responsible Party	Area of Responsibility
Virtual	Collocator	<ol style="list-style-type: none"> <li>1. Selects and purchase: <ul style="list-style-type: none"> <li>• Terminal Equipment to be place.</li> <li>• Fiber optic cable from the terminal equipment to the first manhole outside of the CO/Premise.</li> </ul> </li> <li>2. Is responsible for deciding if the Collocator or GTENS will purchase all cabling and connectors for the facility pulls and facility terminations.</li> </ol>
	GTENS	<p>Owens, installs, and maintains the Collocator's equipment and cables.</p> <p>NOTE: The transfer of the equipment to GTENS will be done via lease agreement between GTENS and the Collocator. The purpose of this arrangement is to:</p> <ol style="list-style-type: none"> <li>1. Minimize capital expenditures to GTENS.</li> <li>2. Allow the Collocator the ability to select the vendor and type of terminal equipment.</li> </ol>
CLEC to CLEC Interconnect	Collocator	<p>Purchases the cable(s) for the facility pull(s) between Collocator cages or cageless bay/frame and/or cabinets.</p> <p>Determines if installation will be done by GTENS or a GTENS approved contractor obtained by the Collocator.</p>
	GTENS	<p>If requested by Collocator, GTENS will install facility pull(s) between Collocator cages or bay/frame and/or cabinets.</p>
Adjacent	Collocator	<ol style="list-style-type: none"> <li>1. Leases GTENS property adjacent to the CO/Premise.</li> <li>2. Purchases and installs hut/building to be place on the property.</li> <li>3. Purchase and installs DC power, superstructure and other material required inside the adjacent premise.</li> </ol>
	GTENS	<p>Works with Collocator to obtain all required permits as well as the provisioning of AC power and HVAC for adjacent premise</p>

### 3. COEI Responsibilities

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#### 3.1 Physical/Virtual Collocation

The following table details COEI responsibilities in the collocation provisioning process.

Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
Caged	<p>A. Ensures that the Collocator complies with all applicable GTENS practices as outlined in the COEI set of practices entitled CH-110 (e.g., quality, safety, and installation practices).</p> <p>B. Receives the CPMS/COEMOD work order from Network Design.</p> <p>C. Runs all cabling (facility pulls and completes facility terminations at the GTENS equipment) from the Collocator's cage to the:</p> <ul style="list-style-type: none"><li>• PDU/BDFB</li><li>• AC Power</li><li>• Grounding</li><li>• Main Distribution Frame (MDF)</li><li>• DSX-1/3 manual cross-connect panels</li><li>• DS1 and/or Composite clock (synchronization)</li><li>• Telephone/Data Lines</li></ul> <p>The Collocator installs all equipment within its allocated floor space, but does not run any of the cables that leave the Collocator's area to other parts of the CO/Premise.</p> <p>Fiber cables (facility pulls) run to the cable vault or frame room must be coordinated with Access Construction to ensure that the cable is there when Access Construction is ready to make the splice. If Access Construction is not ready when COEI runs the fiber cable, COEI must clearly mark the cable for Access Construction.</p> <p>D. Runs any power cable or wiring from power distribution equipment to the Collocator's cage. GTENS will not terminate cables within the Collocator's cage, but will provide sufficient slack for the Collocator's use.</p> <p>GTENS must clearly mark these leads so that the Collocator can identify:</p> <ul style="list-style-type: none"><li>• Potential (BATT, RTN, TX, RX, T, R, etc.)</li><li>• Intended Use (PWR, DS1, DS3, VF/DS0, timing, etc.)</li><li>• Count/Designation (e.g.; 'A', 'B', 1-24. 25-48. Etc.)</li></ul>

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### 3. COEI Responsibilities, Continued

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Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
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Caged, cont.

E. Does the following:

- Terminates any cabling such as listed in 'C' and power fusing at GTENS demarcation points the Collocator's allocated floor space.

**NOTE: COEI must provide Network Design all (as built) assignments (i.e.; floor plan, MDF, DSX, etc.) once the cabling has been installed so Network Design can complete the GTE Collocation Application providing the Collocator with VF, DS0, DS1, DS3 or Telephone/Data assignments. Complete this activity as soon as possible.**

- Performs continuity, and or testing of the VF, DS0, xDSL cabling utilizing a Siemens® MT-5000 or similar type test set.
- Mark MDF blocks per COEI Alert #547 and [Exhibit 6](#)
- Install hard loop backs on all DS1 terminations at the manual DSX (TX to RX on the jumper pins. Verify cable continuity and the capability to support DS1 signals. Utilize DS1 test set to verify cabling. Jumpers are to remain on the manual DSX until a circuit is assigned to the port.
- Install loop backs on all DS3 terminations at the manual DSX (TX to RX on the jumper ports. Verify cable continuity and the capability to support DS3 signals. Utilize DS3 test set to verify cabling. Jumpers are to remain on the manual DSX until a circuit is assigned to the port.
- Completes the in-service script for the population of the AAIS/MARK database per COEI Alert #547.
- Completes and signs the Acceptance- Collocation form (000730PS, [Exhibit 1](#)).
- Presents the Acceptance- Collocation form to Customer Operations (Maintenance) before leaving the site.

F. **DOES NOT** do the following:

- Run CO/Premise or remote alarms to the Collocator cage.
- Barcode Collocator's Equipment.

G. Completes the Caged/Cageless Collocation Checklist – COEI (see [Exhibit 2](#)).

H. COE IP Support Center enters actual milestone dates into CPMS/COEMOD for the following:

- Construction Start.
- In-Service.
- Construction Complete.
- All Work Complete.

These dates are critical. COEI must ensure that they are met by coordinating activities with the Collocator.

NOTE: If a blanket work order is used, these milestone dates are not entered into CPMS.

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### 3. COEI Responsibilities, Continued

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Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
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| Cageless | <p>A. Ensures that the Collocator complies with all applicable GTENS practices as outlined in the COEI set of practices entitled CH-110 (e.g., quality, safety, and installation practices).</p> <p>B. Receives the CPMS/COEMOD work order from Network Design.</p> <p>C. Install all cable rack, ladders, aisle lighting per existing GTENS practices and procedures.</p> <p>D. Runs all cabling (facility pulls and completes facility terminations at the GTENS equipment) from the Collocator's bay/frame and/or cabinet leaving adequate cable length at the bay/frame or cabinet location for Collocator terminations.</p> <ul style="list-style-type: none"><li>• PDU/BDFB</li><li>• AC Power</li><li>• Grounding</li><li>• Main Distribution Frame (MDF)</li><li>• DSX-1/3 Manual cross-connect panels</li><li>• DS1 and/or Composite clock (synchronization)</li><li>• Telephone/Data Lines</li></ul> |
|----------|--|

The Collocator installs and terminates all cables to terminal equipment within its allocated bay/frame and/or cabinet floor space.

Fiber cables (facility pulls) run to the cable vault or frame room must be coordinated with Access Construction to ensure that the cable is there when Access Construction is ready to make the splice. If Access Construction is not ready when COEI runs the fiber cable, COEI must clearly mark the fiber cable.

- E. Must pre-mark the floor per the floor plan drawing providing the Collocator with the exact designated location and bay name for their bay/frame and/or cabinet.

**NOTE: Utilize a permanent marker directly on the floor or on the back side of masking tape applied to the floor.**

- F. Runs any power cable or wiring (facility pull) from fuse distribution equipment to the Collocator's bay/frame and/or cabinet. GTENS will not terminate any of this cable or wiring on the Collocator's equipment, but will provide sufficient slack for the Collocator's use.

GTENS must clearly mark these leads so that the Collocator can identify their:

- Potential (BATT, RTN, TX, RX, T, R, etc.)
- Intended Use (PWR, DS1, DS3, VF/DS0, timing, etc.)
- Count (e.g.; 1-24. 25-48. etc.)

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### 3. COEI Responsibilities, Continued

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Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
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Cageless, cont.

G. Does the following:

- Terminates any cabling (facility termination) such as listed in 'C' and AC/DC power fusing outside the Collocator's allocated floor space.

**NOTE: COEI must provide Network Design all (as built) assignments (i.e.; floor plan, MDF, DSX, etc.) once the cabling has been installed so Network Design can complete the GTE Collocation Application providing the Collocator with VF, DS0, DS1, DS3 or Telephone/Data assignments. Complete this activity as soon as possible.**

- Performs continuity, and or testing of the VF, DS0, xDSL cabling utilizing a Siemens® MT-5000 or similar type test set.
- Mark MDF blocks per COEI Alert #547 and [Exhibit 6](#).
- Install hard loop backs on all DS1 terminations at the manual DSX (TX to RX on the jumper pins. Verify cable continuity and the capability to support DS1 signals. Utilize DS1 test set to verify cabling. Jumpers are to remain on the manual DSX until a circuit is assigned to the port.
- Install loop backs on all DS3 terminations at the manual DSX (TX to RX on the jumper ports. Verify cable continuity and the capability to support DS3 signals. Utilize DS3 test set to verify cabling. Jumpers are to remain on the manual DSX until a circuit is assigned to the port.
- Completes the In-Service script for the population of the AAIS/MARK database per COEI Alert #547.
- Completes and signs the Acceptance- Collocation form (000730PS, [Exhibit 1](#)).
- Presents the Acceptance- Collocation form to Customer Operations (Maintenance) before leaving the site.

H. **DOES NOT** do the following:

- Run CO/Premise or remote alarms to the Collocator's bay/frame and/or cabinet.
- Barcode Collocator's Equipment.

I. Completes the Caged/Cageless Collocation Checklist – COEI (see [Exhibit 2](#)).

J. COE IP Support Center enters actual milestone dates into CPMS/COEMOD for the following:

- Construction Start
- In-Service
- Construction Complete
- All Work Complete

These dates are critical. COEI must ensure that they are met by coordinating activities with the Collocator.

NOTE: If a blanket work order is used, these milestone dates are not entered into CPMS.

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### 3. COEI Responsibilities, Continued

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Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
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Virtual

- A. Receives the work order from Network Design.
- B. Installs all of the Collocator' s terminal equipment and equipment ordered on the work order.
- C. Installs any fiber protection material required to ensure that fiber patch cords, jumpers, and cables are properly protected.  

This material must be provided on the Network Design work order.
- D. Runs and dresses fiber optic cables from the Collocator' s terminal equipment or OSX to the cable entrance area so that Access Construction can perform the required splicing. (This may be the cable vault or frame room.)  

Fiber cable run to the cable vault or frame room must be coordinated with Access Construction to ensure that the cable is there when Access Construction is ready to make the splice. If Access Construction is not ready when COEI runs the fiber cable, COEI must clearly mark the cable so that Access Construction can properly splice the cable.
- E. Runs and terminates on GTENS equipment all cables (facility pull and terminate facility termination) to AC/DC power, local/remote alarms, MDF, DSX, OSX, Synchronization, etc.
- F. Barcode equipment utilizing red barcode tags, which designate collocation terminal equipment.
- G. Tests the system end-to-end if the remote end is ready at the time of installation. If the remote end is not ready, COEI must:
  1. Loop the system back.
  2. Test all the functionality of the system.

**NOTE: Customer Operations (CO Maintenance) must be notified that the system HAS NOT BEEN tested, end-to-end, so that they will know to make the test.**
- H. Cross connects all alarms to either:
  - Sense points of the switch.

OR

  - Any other system being used to transport alarms to the Network Operations Center (NOC).

These alarms must be coordinated and tested with the NOC.
- I. Does the following:
  - Completes and signs the Acceptance - Interconnector Collocation form (Form 00073OPS, [Exhibit 1](#)).
  - Presents the form to COE Maintenance before leaving the site.

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### 3. COEI Responsibilities, Continued

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Type of Collocation	COEI & COE IP Support Center Areas of Responsibility
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Virtual, cont.

- J. Completes the Virtual Collocation Checklist – COEI (see [Exhibit 3](#)).
- K. COE IP Support Center enters actual milestone dates into CPMS/COEMOD for the following:
- Construction Start
  - In-Service
  - Construction Complete
  - All Work Complete

These dates are critical. COEI must ensure that they are met by coordinating activities with the Collocator.

NOTE: If a blanket work order is used, these milestone dates are not entered into COEMOD/CPMS.

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## 4. Cage, Cageless & Virtual Access Design Responsibilities

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### 4.1 Physical/Virtual Collocation

For cage, cageless and virtual collocation, Access Design responsibilities are as follows:

1. Conducts a physical survey for the office requested by the collocating carrier of:

- OSP facilities.
- CO vault.

If available, provide two entry points into the premise upon customer request. The survey must follow the format that was prepared for the tariff filings. See the Access (OSP) Collocation Summary, [Exhibit 4](#).

2. Prepares an OSP work order according to current GTENS practices for the placement of cable to the cable vault.

For physical collocation, Access Design must also complete the Physical Collocation Checklist- Access (OSP) ([Exhibit 5](#)).

The Collocator is responsible for all construction of facilities up to the:

- First manhole from the CO and/or the CO vault (field side.)
- Physical location of the substructure and/or aerial entrance way.

This might include:

- Excavation of areas surrounding GTENS facilities.
- Surface removal and restoration.
- Placement of:
  - Conduit.
  - Buried, underground, or aerial facilities.

GTENS is responsible for providing accommodation into the manhole or vault.

The OSP work order must provide for:

- Core drilling into the manhole.
- Reracking of cables in the manhole as required.
- Placing the Collocator's fiber optic cable within the:
  - Manhole.
  - Vault.
  - Aerial entrance way.

**NOTE: The Collocator must provide the fiber optic cable up to the first GTENS manhole (field side), cable vault, or aerial entrance way for placement by GTENS. GTENS will not provide the fiber optic cable.**

## **4. Cage, Cageless & Virtual Access Design Responsibilities, Continued**

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### **4.1 Physical/Virtual Collocation, continued**

Note the following factors:

- The program has been established as Interconnection Collocation, Program Category Code ICOL.
- The blanket work order **96371GP** has been established for use in ordering non-engineered items.
- The capital funding requirements will be satisfied on a demand basis as the customer requests collocation.
- Conducts a physical survey of OSP facilities.
- Prepares a work order authorizing the OSP work to be performed.

The Collocator must provide the cable facility up to the physical point where GTENS will perform the construction activity (first manhole from the CO/Premise or CO/Premise vault).

## **5. Cage, Cageless & Virtual Access IP Support Center Responsibilities**

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### **5.1 Physical/Virtual Collocation**

For cage, cageless and virtual collocation, the Access IP Support Center's) responsibilities are as follows:

1. After the engineering of the OSP work order has been completed, coordinates:
  - Vendor/contract procurement.
  - Vendor administration
  - Project scheduling.
  - Monitoring of all Access Construction activity.

**NOTE: All OSP cable placement activity should be performed using GTENS approved contractors as the primary construction method. Company forces can be used when required.**

2. Ensures that all OSP work activity is performed as expeditiously as possible to comply with all project deadlines.

## **6. Cage, Cageless & Virtual Access Construction Responsibilities**

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### **6.1 Physical/Virtual Collocation**

For both cage, cageless and virtual collocation, Access Construction's responsibilities are to ensure that:

1. Placing is performed by contract forces, with GTENS forces used as required.
2. Splicing of the Collocator-supplied fiber optic cable to the preterminated fiber frame stub is performed by GTENS forces. GTENS will provide the necessary minor material required to complete the work as specified on the Access Design work order.
3. All work is performed according to GTENS practices. Supervisory personnel must inspect all work before the work order is closed.

# Exhibits

ACCEPTANCE – COLLOCATION		Distribution: White – COE Work Order Coordinator Yellow – CO Customer Ops. Supervisor Pink – COEI Supervisor Goldenrod – Collocator		
FORM 0000730PS REF: 300-392-200				
Division	Exchange Name	Exchange/Remote	Work Order	
Collocator Name	Collocator Contact Name	Collocator Phone Number	In-Service Date	
ITEM	ITEM TO BE VERIFIED AND ACCEPTED	COMP	INSP	ACPT
1	Collocator's terminal equipment installed (Virtual Collocation Only.)			
2	Grounding Completed Per <a href="#">Practice 795-805-071</a>			
3	For cage and cageless collocation all cables run and terminated on GTENS equipment (VF/DS0, DS1, DS3, Fiber, timing, AC/DC power, & grounding.) Or For virtual all cables run and terminated at the Collocator's equipment as well as GTENS equipment (VF/DS0, DS1, DS3, Fiber, Alarms, timing, AC/DC power & grounding.)			
4	For virtual label completed bay/frame, cabinets and shelves. For both label all associated GTENS facility termination points (MDF, DSX, OSX, etc.)			
5	Continuity testing with Collocator (Cage/Cageless collocation only.)			
6	Functional test of system – LOOP BACK (virtual collocation only.)			
7	Functional test of system – END-TO-END (virtual collocation only.)			
COE Installation Supervisor:			Date:	
Collocator Representative:			Date:	

**Exhibit 1: Acceptance – Collocation Form 0000730PS**

**Cage & Cageless Collocation Checklist – COEI**

**COMPLETED DESCRIPTION**

\_\_\_\_\_ Hold pre-construction meeting with Regional Implementation Team (RIT) to identify the in-service date Collocator requires.

\_\_\_\_\_ Contact Access Construction to determine their need date for fiber optic cable for splicing purposes.

\_\_\_\_\_ Power runs to Collocator’s cage or cageless bay/frame and/or cabinet.

\_\_\_\_\_ Collocator’s power feed fuses properly labeled.

\_\_\_\_\_ Collocator’s power feed fuses installed.

**NOTE: Coordinate with Collocator. If Collocator is not ready by the completion of COEI work, notify Network Reliability – Interconnection Manager so they can install the fuses when the Collocator is ready.**

\_\_\_\_\_ MDF, DSX, OSX, and timing cables terminated to GTENS blocks, panels and/or shelves only. (Fiber to be terminated by Collocator on Collocator provided panel.)

\_\_\_\_\_ Complete Equipment Notification Process (ENP) script to load AAIS/MARK per COEI Alert #547 and stenciling of the blocks per [Exhibit 6](#).

\_\_\_\_\_ Continuity testing of all Collocator’s cabling completed. (refer to [Practice 256-050-209](#) Cable Buzzing Methods.)

\_\_\_\_\_ Acceptance form 0000730PS completed and signed by COEI and Collocator.

\_\_\_\_\_ COE IP Support Center enters milestone dates into CPMS/COEMOD.

**Exhibit 2: Cage and Cageless Collocation Checklist – COEI**

**Virtual Collocation Checklist – COEI**

**COMPLETED DESCRIPTION**

\_\_\_\_\_ Hold pre-construction meeting with Regional Implementation Team (RIT) to identify the in-service date Collocator requires.

\_\_\_\_\_ Contact Access Construction to determine their need date for fiber optic cable for splicing purposes.

\_\_\_\_\_ Power, MDF, DSX, OSX, and timing cables terminated to GTENS and virtual terminal equipment blocks, panels and/or shelves.

\_\_\_\_\_ Complete Equipment Notification Process (ENP) script to load AAIS/MARK per COEI Alert #547 and stenciling of the blocks per [Exhibit 6](#).

\_\_\_\_\_ Alarms verified to NOC.

\_\_\_\_\_ System tested end-to-end

\_\_\_\_\_ Acceptance form 0000730PS completed and signed by COEI and Collocator.

\_\_\_\_\_ COE IP Support Center enters milestone dates into CPMS/COEMOD.

**Exhibit 3: Virtual Collocation Checklist – COEI**

**Access (OSP) Collocation Summary**

**CO Name:**

**CO Code:**

**State:**

- |    | <b>RESPONSE</b> | <b>QUESTION</b>  |
|----|-----------------|--|
| 1. | _____           | Is entry into CO Conduit? (Yes/No)   |
| 2. | _____           | If not, how is entry made? (Aerial/Buried)   |
| 3. | _____           | If conduit, total number of ducts from CO to first manhole out?  |
| 4. | _____           | If conduit, total number of vacant ducts from CO to first manhole out?   |
| 5. | _____           | What is the total distance (feet, inches) from CO entry to fiber terminating frame Optical System Cross-connect (OSX.) |
| 6. | _____           | Is riser space availability if the CO is multistory building?  |
| 7. | _____           | Expected growth room available in office manhole to accommodate new fiber placement? (Yes/No)                          |
| 8. | _____           | Is adequate room available in office manhole to accommodate new fiber placement? (Yes/No)                              |
| 9. | _____           | Is there more than one cable entry conduit system into the CO? (Yes/No)  |

**Exhibit 4: Access (OSP) Collocation Summary**

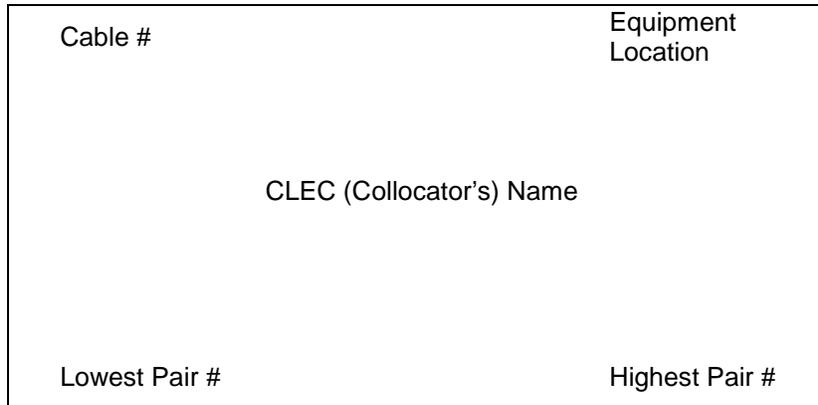
**Cage & Cageless Collocation Checklist – Access (OSP)**

**COMPLETED DESCRIPTION**

- \_\_\_\_\_ OSP facility survey conducted.
  
- \_\_\_\_\_ OSP work order prepared by Access Design.
  
- \_\_\_\_\_ Work order prepared as a billing work order for nontariffed office.
  
- \_\_\_\_\_ Work order specifies core drilling entrance into manhole/vault, changes and rearrangements as required on underground – aerial facilities, and placement of vendor-provided cable from entrance point to vault.
  
- \_\_\_\_\_ Access IP Support Center work order into the Access (OSP) work order flow.
  
- \_\_\_\_\_ Access IP Support Center prepares contractor authorization to perform the work as scheduled, monitoring charges during construction period.
  
- \_\_\_\_\_ Access Construction monitors work in progress as performed by contract forces.
  
- \_\_\_\_\_ Access Construction supervises work as required to be [performed by GTENS forces.
  
- \_\_\_\_\_ Inspection of work will be performed by Access Construction supervisory personnel upon completion of work order activity.
  
- \_\_\_\_\_ All work orders and construction-related activity performed according to GTENS practices, standards and polices.

**Exhibit 5: Cage & Cageless Collocation Checklist – Access (OSP)**

**Collocation Main Distribution Frame Block Layout  
Outside Cover**



Label Example:

CLEC (Collocator's) Name: ABC Communications

CLEC CCNA: XYZ (Cable # will be XYZ01)

Bay/Frame or Cabinet number: ### = 001 to 999

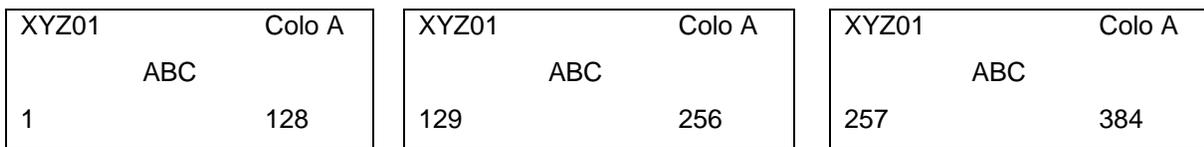
Equipment Location:

Caged Collocation: Is the Cage ID (i.e.; A, B, etc.)

Cageless Bays/Frames or Cabinets: As defined in the Network Design work order.

Virtual Collocation Bay & Shelf ID: As defined in the Network Design work order.

See sample blocks below using three terminal blocks with 128 pairs per block (8x32).



**Exhibit 6: VF/DS0 Terminal Block Numbering & Stenciling for Collocation**