

TECHNICIAN INSTRUCTIONS
Lease Expiration Telecommunications Cabling System Removal

A portion of a departing tenant's responsibility to restore a suite includes the removal of telecommunications cabling.

The tenant's technician should proceed according to the following on all non-tagged items:

*Note: Care should be taken to carefully and accurately identify the correct cables, pairs and jumpers associated with the services to be disconnected. **Failure to do so may result in loss of service to other tenants and becomes that responsibility of the departing tenant and technician / cabling company performing the work.***

Low voltage horizontal cabling, hardware and racks supplemental cooling units:

1. Server Backboard: All hardware and racking attached to the backboard needs to be removed and ready for paint.
2. Station Side Wall: cable outlet terminations (replaced with matching blank face-plates) and terminals including cabling. Install and leave pull strings in all LV outlet boxes
3. Station Side Furniture: all "poke throughs" and floor mounted pedestals must be removed and replaced with a fire rated abandonment plate and ready for carpet. Furniture Whips need be removed along with the low voltage and electrical feeds.

Fire-stopping and wall penetrations

- All existing fire stopping must be replaced.
- All wall penetrations must be repaired.

CABLE REMOVAL REPORT

Please use the attached form to document the removal of the tenant's telecommunication cabling. A copy should be promptly provided to:

***Shorenstein Realty Services
ATTN: Property Manager
5335 Meadows Road, Ste 275
Lake Oswego, OR 97035***

Shorenstein will arrange with the tenant for a final inspection.

Please contact the Property Manager or Chief Engineer at 503-619-3200 with any questions.

TECHNICIAN COMPLETION REPORT
Lease-End Telecommunications Cabling Removal



Tenant Information

TENANT:	
TENANT CONTACT:	
PHONE:	
BUILDING & SUITE:	

Vendor Information

TELECOMMUNICATIONS VENDOR:	
TECHNICIAN:	
PHONE:	
COMPLETION DATE:	

COMPLETION REPORT

Section I

1. Horizontal Cabling de-installed and removed:

a. Yes No Not applicable / see notes

2. Tie Cable(s) de-installed and removed:

a. Yes No Not applicable / see notes

3. All voice/data outlets terminated. Pull strings and matching blank face-plates at LV outlets

a. Yes No Not applicable / see notes

4. "Poke throughs" and floor mounted pedestals removed and replaced with a fire rated abandonment plates

a. Yes No Not applicable / see notes

5. Furniture Whips removed along with the low voltage and electrical feeds

a. Yes No Not applicable / see notes

6. Floor mounted pedestals removed and installed with a fire rated abandonment plate

a. Yes No Not applicable / see notes

Note: If the three points above are no, please contact John Uhl for scheduling and pricing.

7. Fire stopping (existing) replaced:

a. Yes No Not applicable / see notes

8. Firewall penetrations repaired:

a. Yes No Not applicable / see notes

9. Housekeeping and material removal completed:

a. Yes No Not applicable / see notes

Completed and Returned to the Property Management

Technician Signature: _____ **Date:** _____