

LOT_
FOUR
TEEN

LOT FOURTEEN FIBRE MANAGEMENT POLICY

Version 1
January 2025

Boundless
collaboration



Table of Contents

1	Purpose	3
2	Scope	3
3	Responsibilities	3
3.1	Preferred Fibre Contractor (AHT group)	3
3.2	Site Management (CBRE)	3
3.3	Other Contractors and Technicians	3
4	Procedures	4
4.1	Requesting Fibre Work	4
4.2	Fibre Patching and Network Activation	4
4.3	Tenancy Fibre Requirements	4
4.4	Safety and Standards	5
4.5	Emergency Procedures	5
5	Labelling Standards	5
5.1	Cables	5
5.2	Patch Panels	5
5.3	Colours	5
5.4	Colour Coding Standards	5
5.5	Connector Types and Adaptors	6
5.6	Fibre Routing and Management	6
5.7	Patch Panel Conventions	6
5.8	Fibre Termination Types	6
5.9	Testing and Verification	6
6	Maintenance Guidelines	7
6.1	Documentation and Records	7
6.2	Inspection and Cleaning	7
7	Access to Base-Building Areas	7
8	Monitoring and Reporting	7
9	Enforcement	7
10	Third Party Contractors	8
11	Site Rules	8
12	Definitions	9
13	Contact Information	9
14	Dedicated Fibre	9

1 Purpose

The purpose of this policy is to ensure the integrity, reliability, and security of the optical fibre infrastructure at Lot Fourteen. All optical fibre patching, network activations, and related activities are recommended be carried out by the Precinct's Fibre Management Specialist, AHT Group, to maintain consistency and optimal performance of the network. Electing to use a different provider will be subject to all requirements outlined in Sections 10 (Third Party Contractors) and 11 (Site Rules) of this document.

2 Scope

This policy applies to all personnel, contractors, and third parties who require access to, or are requesting to make changes to, the optical fibre network at Lot Fourteen. It governs all activities related to fibre patching, network activations, modifications, and maintenance.

Note that the scope of this document covers only the physical cabling aspect of a Tenant's desired Internet Service Provision – the Tenant will need to open communications with an Internet Service Provider for their actual Internet Service connection.

Details of an existing ISP are listed in Section 13 of this document, but note that you are not bound to using this provider.

3 Responsibilities

3.1 Preferred Fibre Contractor (AHT group)

The preferred fibre contractor is responsible for carrying out optical fibre patching, network activations, testing, and maintenance work. The contractor must adhere to industry standards, best practices, and site-specific safety requirements.

3.2 Site Management (CBRE)

Site Management is responsible for coordinating with the preferred fibre contractor for any fibre-related activities, including scheduling work and ensuring compliance with this policy.

3.3 Other Contractors and Technicians

No other contractor or technician is permitted to undertake any activities involving the *optical fibre network* unless explicitly authorised by Site Management. See Section 10 for more information on Third-Party Contractors.

4 Procedures

4.1 Requesting Fibre Work

- All requests for fibre patching or network activation must be submitted to Site Management for Lessor Approval.
- Requests must include details such as the location of the work, required services, desired timeline, and any other relevant information. Information to be provided to Site Management at least 4 weeks in advance.
- Site Management will coordinate with the Tenant to schedule the work.

If you reside in the Bice, McEwin, Marnirni-apinthe, AIML, Margaret Graham or Space Lab buildings, and are seeking a dedicated fibre connection (ie SabreNET), please refer to Section 14.

4.2 Fibre Patching and Network Activation

- All fibre patching and network activation tasks must be performed exclusively by the preferred fibre contractor, unless otherwise approved by Building Management.
- The preferred fibre contractor is responsible for maintaining accurate records of all patching and activations, including port assignments, cable routes, connection details, and network activation dates.
- Any contractor undertaking work must submit updated patching records to Site Management upon completion of any work to ensure all documentation is current.
- No unauthorized patching, changes, or additions are allowed without prior written consent from Site Management.

4.3 Tenancy Fibre Requirements

- Any tenancy looking to establish an internet connection must contact the Site Management, via the Pulse portal (refer to the [Lot Fourteen Tenant Portal](#)). The request must include details such as the tenant's name, contact information, specific requirements, and any other relevant information.
- Site Management will review the request and liaise with the preferred fibre contractor to schedule a site assessment and any subsequent work.

Note; if you are using existing infrastructure, the Landlord will pay the costs for your *back end* connection – this being the connection from 1 existing data allowance within your tenancy, to the relevant communications rack, through to the site POP Room. From there, it is the financial responsibility of the Tenant to finalise connection (router/switch within the tenancy, connection to an ISP)

4.4 Safety and Standards

- The preferred fibre contractor must comply with all applicable safety guidelines, including site-specific Occupational Health & Safety (OH&S) requirements.
- All work must follow relevant industry standards, including adherence to proper fibre handling, termination, and testing protocols.
- All fibre cabling and equipment must be properly labelled to facilitate easy identification and troubleshooting.

4.5 Emergency Procedures

- In the event of an emergency requiring immediate intervention to restore services, Site Management and/or Site Security must be notified immediately.
- Only the preferred fibre contractor is authorized to perform emergency repairs. If they are unavailable, Site Management will approve any alternative measures required.

5 Labelling Standards

5.1 Cables

- Each end of a fibre optic patch cable must be labelled with a unique identifier.
- Label format: [Location Code]-[Rack ID]-[Panel ID]-[Port Number].
- Example: "DC1-R01-P03-12".

5.2 Patch Panels

- Patch panels must have labels to indicate the source/destination of each fibre optic connection.
- Panels should be labelled both on the front and rear for easy identification.

5.3 Colours

- Labels should be printed using a high-contrast font, preferably black on white.
- For multi-fibre trunks, use a numbering scheme to uniquely identify each fibre core.

5.4 Colour Coding Standards

- Use the following colour convention for patch cables:
 - Single-mode (OS1/OS2): Yellow
 - Multi-mode (OM1/OM2): Orange
 - Multi-mode (OM3/OM4): Aqua
 - Multi-mode (OM5): Lime green

5.5 Connector Types and Adaptors

- Connectors:
 - Ensure all connectors are of the same type (e.g., LC-LC, SC-SC).
 - LC connectors are preferred for high-density applications due to their smaller size.
- Adaptors:
 - Use only approved adaptors for interconnecting different fibre types.
 - Ensure that single-mode and multi-mode adaptors are not mixed.

5.6 Fibre Routing and Management

- Use cable management systems to prevent cable bends and minimize stress on fibres.
- **Bend Radius:**
 - Maintain the minimum bend radius as recommended by the manufacturer (typically 10 times the cable diameter).
- **Slack Management:**
 - Ensure proper slack management to prevent fibre strain. Excess slack should be neatly coiled and secured using Velcro ties (never use zip ties as they can crush fibres).
- **Cross-Connect Management**
 - All cross-connects must be documented to track end-to-end fibre paths.
 - Where possible, use predefined paths for each patch to ensure efficient use of rack space and proper cable management.

5.7 Patch Panel Conventions

- Port Numbering
 - Number ports consecutively from left to right.
 - If there are multiple rows in the patch panel, number top-to-bottom.

5.8 Fibre Termination Types

- Always terminate single-mode and multi-mode fibres on separate panels.
- Use "straight-through" patching to maintain consistency between transmit (Tx) and receive (Rx) pairs.

5.9 Testing and Verification

- Each patch must be tested for continuity, loss, and proper Tx/Rx alignment.
- Test results must be documented and stored in the project record.

6 Maintenance Guidelines

6.1 Documentation and Records

- Maintain accurate documentation of all fibre patching, including cable routes, panel connections, and test results.
- Update diagrams and records whenever changes are made to the patching configuration.

6.2 Inspection and Cleaning

- Inspection:
 - Periodically inspect connections for physical damage.
 - Ensure labels are clear and legible.
- Cleaning
 - Always clean fibre connectors with the proper tools before making a connection to avoid contamination.
 - Clean up work area at the conclusion of the works

7 Access to Base-Building Areas

Access to any communications rooms, fibre trays, patch panels, or other fibre infrastructure is restricted , and is to be organised with Site Management at least 2 weeks in advance.

Once approved, Site Security will facilitate access to Critical Service Areas for the agreed timeframe. If access to Critical Service Areas for periods will be greater than 45 minutes, this will require an additional static guard to be present – costs for this will be borne by the tenant requesting the work. See more in Section 12.

8 Monitoring and Reporting

- Site Management will regularly review the work performed by the preferred fibre contractor to ensure compliance with the policy.
- Any incidents, errors, or deviations from the procedure must be reported to Site Management immediately.

9 Enforcement

- Non-compliance with this policy may result in disciplinary action for employees or revocation of site access for contractors. Unauthorized fibre patching or network activations may lead to liability for any resulting network issues or damages.
- Any non-compliance rectification work will be undertaken by the Fibre Manager, and on-charged to the tenant linked to the work.
- If any works, authorised or other, result in system failures to site, the Lessor reserves the right to redeem compensation for losses incurred, directly from the tenant whose work resulted in said failure.

10 Third Party Contractors

Once a scope of works is accepted and approved by Site Management, any Third-Party Contractor selected to undertake work on the Lot Fourteen Precinct will be bound by the below requirements;

- Provide Site Management copies of their Public Liability, Worker's Compensation and (where applicable) Professional Indemnity Insurance details.
- If applicable, the Tenant is to organise temporary access for the contracting team. The Temporary Access process can be found on the [Lot Fourteen Tenant Portal](#).
- Undertake Site Induction when first on site.
- Conduct JSAs etc, as necessary.
- For extended Critical Service Area access, pre-book a static guard with Site's Security Provider; AG Security (details in Section 13). Ensure that the booking is confirmed with the provider in the leadup to the work.
- On completion of the work, a set of accurate drawings detailing all works carried out must be submitted to the Lessor for record purposes.

11 Site Rules

- **Parking** - There is no onsite car parking for contractors. Parking is available at the Wilson Carpark on site (denoted on the site access plan) or along the southern side of Frome Road.
- **Attire and Behaviour of Contractors** - All contractors are to be attired properly and must refrain from loud or offensive language and/or behaviour. Visy attire, ID badges noting the head-contractors details are required.
- **No Smoking / Vaping** - Smoking within the Lot Fourteen precinct or inside the buildings is strictly prohibited.
- **Emergency Procedure** - The Lessee is responsible for ensuring that all employees of the Lessee and the Lessee's Contractors, Consultants, advisers and/or any persons authorised to be within the Lessee's leased area, co-operate with the appointed emergency control officers for the building, and obey the directions of the officers with regard to both trial emergency procedures and genuine emergencies.
- **Standard of works required** - All works must be carried out by competent, suitably qualified, and trained personnel, and in a manner that complies with the relevant standards, regulations, and accepted industry practice.
- **Fire Compartmentation** – the appointed Contractor will make-good any disrupted fire stopping properties disturbed during any installation (ie between floors in risers, through fire stopping linings etc)

12 Definitions

ISP	Internet Service Provider
POP Room	Internet exchange point in the Lower Ground of Tech Central
Carrier Room	Secure room in the Lower Ground of Tech Central, where ISPs services come into the site
Critical Service Area	Any secure area housing base-building infrastructure, including the POP and Carrier Rooms, Comms cupboards etc

13 Contact Information

CBRE	Site Management	Ryan Helbig	Ryan.helbig@cbre.com 0436 015 320
AG Security	Security Supervisor	Mick McDonald	lotfourteensecuritycoordinator@agsecurity.com.au 0431 496 401
AG Security	Static Guard Booking		guards@agsecurity.com.au 08 8231 0411
AHT	Fibre Manager/ Installer	Dean Bastian	dbastian@ahtgroup.com.au 0418 856 298
Escapenet	Internet Service Provider	John Cirocco	john@business.esc.net.au 0417 823 146

14 Dedicated Fibre

If you reside in in the Bice, McEwin, Marnirni-apinithi, AIML, Margaret Graham or Space Lab buildings, and are seeking to build or haul fibre infrastructure in addition to the existing assets on site, this must be submitted to the Building Manager for approval, and works are to be performed by the Fibre Managers only.

Generally, they will work with the ISP's nominated installation team as a sub-contractor.