

ACTION AND CHECK SHEET 2 – PART B

School Name : -

STAGE : CONSTRUCTION

ACTION : Project Managers, Assets Project Directors and DET ITD

BROADBAND SERVICE REQUEST (RELOCATION AND NEW SERVICES)			
TASK	RESPONSIBILITY	Y/N	DATE
Send request for installation to the DEC Asset Management Project Director with the following details : 1. Site name, site code and street address 2. Date required 3. Site plans showing : complete campus, existing service location and new / relocated service location (building and room numbers)  <i>No less than twenty (20) weeks before hand-over</i>	Project Manager		
Forward request to DEC ITD Networks Operations Manager. Send to : broadband.orders@det.nsw.edu.au with a subject title of <site-name> <site-code> new or relocation Broadband Service	DEC Asset Mgmt Project Dir.		
Obtain an updated quote and place the order on the telecommunications carrier and the broadband equipment (router) supplier (if required)  <i>Order is only raised if DEC have a name and address for billing. This information is included in the relocation order. DEC ITD must place the order as they hold the contract and will continue to pay the recurrent charges</i> Send invoices and forward copies of the orders to DEC Assets Management Project Director	DEC ITD Network Operations		
Send copies of documents to Project Manager	DEC Asset Mgmt Project Dir.		
Deliver the equipment to the school for installation by the Authorised Person	DEC ITD Network Operations		
ACTIVE LAN EQUIPMENT REQUEST			
Send a block diagram showing the final number of distributors and number of telecommunications outlets connected to each distributor to the Project Manager  <i>This is to be done six (6) weeks prior to handover</i>	Authorised Person		
Forward this information to the DEC Asset Management Project Director	Project Manager		
Forward this information to the DEC ITD Networks Services	DEC Asset Mgmt Project Dir.		
Obtain and forward new quote and/or Bill of Material to DEC Asset Management Project Director	DEC ITD Networks		
Place an order for the equipment  <i>Delivery details on the order should include Authorised Person's contact details</i>	DEC Asset Mgmt Project Dir.		

BROADBAND NEW & RELOCATION ORDER

New / Relocate From :

Site Name	
Site Code	
Site Address	
AMS Room Location of the current service in applicable	

Relocate To (if applicable): *Supply a builder's map if an AMS map is not available*

Site Name (if different)	
Site Code(if different)	
Site Address(if different)	
New AMS Room Location	

DEC Asset Management Contact :**DEC Site Contact :**

Name		
Email		
Phone		

Builder / Contractor Contact Details (if applicable) :

Company Name	
Contact Name	
Email	
Phone / Mobile	

Regional Contact :

Name	
Email	
Phone	
Contact Name	

Estimated Date of Handover or Practical Completion Date (PCD) (dd/mm/yy)

Authorised Payer for the Relocation :

Name	
Physical Mailing Address for quote and invoice	
Email	
Phone / Mobile	