

# RISER ROOM ACCESS REQUEST

EMAIL FORM TO: [cfconnect@cadillacfairview.com](mailto:cfconnect@cadillacfairview.com)



Form must be submitted **3 business days prior to access request date.**  
All requests must be reviewed by Attain, Telecommunications Consultants, prior to approval.

TENANT \_\_\_\_\_

TENANT CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

TENANT EMAIL \_\_\_\_\_ FLOOR(S) \_\_\_\_\_

SUBMITTED DATE \_\_\_\_\_ BUILDING \_\_\_\_\_

Please list floors on which will be completed

CONTRACTOR/SERVICE PROVIDER INFORMATION

SERVICE PROVIDER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT INFORMATION

SERVICE \_\_\_\_\_ ACTIVITY \_\_\_\_\_

TASK NAME

CONNECTING/REPAIRING EXISTING LINES

MAC WORK

POP MAINTENANCE

SITE VISIT

SWAP OUT EQUIPMENT

UPGRADE EQUIPMENT

ADDITIONAL EQUIPMENT SPACE

DECOMMISSIONING OF SERVICE PROVIDER EQUIPMENT HORIZONTAL

CABLE PULLS

NEW POP/DAS/ROOFTOP (POP space, additional antennas, large scale cable)

HORIZONTAL CABLE PULLS USING EXISTING PATHWAYS

TENANT ANTENNA/SATELLITE DISH

OTHER

DURATION

FROM \_\_\_\_\_ TO \_\_\_\_\_

HOURS OF WORK

FROM \_\_\_\_\_ TO \_\_\_\_\_

SCOPE OF WORK \_\_\_\_\_

\*Security escort is required when accessing other tenant floors (min. 4 hour charge + HST +15% admin fee.

GENERAL

No active electronic equipment is to be located or installed in the building’s riser room. Tenants who locate or install equipment in the building’s riser room will be required to remove it at their expense.

NATIONAL CABLING GUIDELINES

Contractors must install cables in a professional manner adhering to standards such as those published by BICSI, as well as all local building and fire codes.

BUILDING RISER: COPPER OR FIBRE CABLES

a. Cables installed in a building’s riser system must be FT-6 fire rated.

b. Cables must be properly supported and “strain relieved”.

c. Cables must be labeled on either end and in every riser room.

d. Cables must be properly dressed.

e. Contractors must replenish the firestopping in the riser sleeves that are used to route the cables, regardless of the previous condition of the firestopping.

Please note that all work must adhere to the standards outlined in the building’s tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

BUILDING FLOOR SPACE: COOPER OF FIBRE

a. Cables installed in the building’s horizontal ceiling space must be plenum rated/FT-6, regardless if the space is actually plenum or not.

b. Cables must be routed in conduit, cable trays or on J-hooks at the building’s discretion. This will be advised upon request. Running cable over the ceiling tiles and light fixtures is not acceptable.

c. Cables must be properly dressed.

d. FT-4 rated cables can be used providing they are completely enclosed within metal conduit.

Please note that all work must adhere to the standards outlined in the building’s tenant construction manual. The provisions in the tenant construction manual supersede those listed above.

ROOFTOP: Proper rooftop harness/gear with the proper Fall Arrest Training Certificate must be made available upon request.

If a contractor fails to implement the above guidelines then they will be asked to perform remedial action to correct the deficiencies. If the contractor fails to correct the deficiencies then they will be barred from performing additional work in the building until the deficiencies are corrected.