

NETWORK TEAM CLOSET BASICS

Navigating Network Closets and Buildings

- Tasks are sent to Technicians via Cherwell with:
1. data jack information
 2. CER building and floor identifier
 3. assigned network switch and port identifier

Task XXXXX
Service Cart Item #

Status: **New**

Owned By: Net Tech
PORT REQUEST
nettech@uabmc.edu

I Want To: Take Ownership, Reassign, Add to My Outlook Calendar, Add a Downstream Task, Link to an Upstream Task, Visualize Task Dependency Flow, Decline this Task, Reassign this Task

01 From Cherwell ticket Identify Building location

example: BDB5 is the Boshell Building 5th Floor

Description:
Please jump one jack in BDB5 or replace cable if it looks bad. User has no connection on switch. Said printer just quit working.

786-06-022-2
BDB511-36
PORT 34

Task Notes:

02 Locate Building
click image for complete building listing

- access website for building address
- Network CER documentation for building/floor/room number
- Google map to identify building view
- UAB floor maps for floor

<https://commservices.comm.uab.edu/FloorPlans/Plans.aspx>

Locate appropriate video for building

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Campus Directory

Building Code	Building Name	Street Address
AAB	Avondale Administration Building	720 39th Street Birmingham AL 35222
AB	Administration Building	701 20th Street South
ACC	Childrens Ambulatory Care Center	1600 7th Avenue South
AEIVA	Ahroms-Engel Institute	1221 10th Avenue South
ALUM	Alumni Building	1301 10th Avenue South
ARCL	Kirklin Clinic Acton Road	2145 Elmer J Bissel Road Birmingham AL 35243
ASC	Alyx Robinson Stephens Center	1200 10th Avenue South
BBRB	Bevill Biomedical Sciences	845 19th Street South
BBVAF	Bbva Compass Soccer Field	800 11th Street South
BDB	Boshell Building	1808 7th Avenue South
BEC	Business & Engineering	1150 10th Avenue South
BELL	Bell Building	1220 University Blvd
BMR2	Biomedical Research Building II	901 19th Street South
BNTH	Blount Hall	1001 14th Street South
BRDGS	Bridges	UAB Campus
BREM	BREMSS Building	1114 16th Street South
BRTW	Bartow Arena	617 13th Street South
BUR	Burleson Building	909 18th Street South
BZ2H	Blazer Hall II	920 16th Street South
CBSE	Ctr Biophysical Sciences and Engineering	1025 18th Street South
CCB	Community Care	908 70th Street South



03 Network Closet Basics

What to know- step (1-2 above)

- Where you are going (building name, address, floor, room number)
- Task information (number, contact name, number)

What to take with you

- Labels
- etherport cat 5 cables of various lengths (occasional usc jacks can be identified by red data jack)
- UAB badge readers are installed for most locations but not 100%. Take physical keys with you

What to do

- Pull cables per instructions
- Properly label each end
- Visually inspect CER while there for any other problems to be addressed (improper cabling, door lock problems, humidity, temperature, trash)

Building Name _____ Floor _____

CLOSET MAINTENANCE

Make sure each step is complete
Notify a senior tech if you are unable to resolve an issue

- All trash has been removed from the Comm closet
- Any loose cables have been removed from the rack
- Ceiling tiles are intact and holes are correctly patched
- The lightbulbs in the closet are functioning
- The badge reader is functioning properly
- The closet temperature is within the normal range
- There are no visible fire hazards

