

Islesboro Municipal Broadband (IMB) Readiness Checklist for the No-Charge Construction Phase Installation

Getting Ready for installation day is YOUR responsibility!

You need to get your property ready for the Waveguide IMB installation team. This *checklist* can help you walk through getting ready for the IMB installation team to come to your property. Our goal is that every installation is successful on the first try.

Information is key to a successful installation. We want the Waveguide installation team to have a good idea of what to expect and what you want when they get to your property. The Town office maintains notes on each subscriber's situation – all of which is shared with Waveguide (and GWI). The Readiness Questionnaire sent with your subscriber package included several key questions - be sure to return it to the Town Office.

As you work through this readiness checklist, capture any and all information you think may be important and pass it on to the Town Office. They will update your subscriber notes so that Waveguide has the information to better prepare for your installation time.

A word about what happens if your property is not ready when the team comes. If for some reason your property is not ready for a successful installation, then we will convey the reasons to you. Fix these issues and tell the Town Office you are ready for a second and final attempt. If after the second try the team fails to install your service, your property will be placed on a list to be installed after the construction phase. At that time you will be charged for the labor and materials cost to complete your installation.

If you are confused or need help getting ready then talk first with your contractor or the Town Office. They can answer your questions. If need be, Page Clason can do a brief site readiness survey for a fee of \$25.

There are two steps to every installation: 1) Exterior Fiber Drop cable installation; 2) Electronics Installation and Testing.

Exterior Fiber Drop Cable Installation Readiness – Questions 1 – 12

To complete this step, the Waveguide installation team must run an *exterior fiber drop cable* from your premise's nearest IMB fiber backbone utility pole to your premise exterior aerially or via your buried conduits or via a combination of both. They follow the existing utility service path and run the cable to a location nearby your existing power or telephone company connection location. They will then install a small plastic *clamshell box* to protect the connection from the exterior fiber drop cable to an *interior fiber optic service cable*.

Do you need to be present for this step? This fiber optic drop cable step is generally done on the exterior of your premise, so you need not be present. If however, you want or need to be present, tell the Town Office and you will be scheduled for the team's arrival. There are several good reasons you may want or need to be present for this step. For example, your conduit goes directly into your basement. You or an adult representative must be present for this installation step – the team does not enter unoccupied premises.

The key readiness items for this step are:

- What is the path for the fiber optic drop cable to get from the backbone utility line to your premise?
- Where is the right place for the clamshell box?

Exterior Fiber Drop Cable path - Questions 1 through 8 address the fiber optic drop cable path from the IMB backbone utility pole to your premise...

1. Is your utility service entirely in the air (aerial) via utility pole lines?

- **Yes** – Tell the Town office you have an aerial connection. Waveguide will come by, trim trees as necessary, and install your exterior fiber drop cable along the utility poles serving your property. Skip to Question 9 about the clamshell location.
- **No** - continue with Question 2.

2. Do you have conduits for communications cables?

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- **Yes** - tell the Town Office you have conduits and continue with Question 3.
- **No** - you need new conduits. The IMB fiber drop cable must be protected within a conduit for non-aerial service connections. Talk with your contractor. When you can answer Yes, skip to Question 5

3. Are you planning for the IMB cable to be pulled through a conduit currently holding a telephone company cable?

- **No** - skip to Question 5.
- **Yes** - continue.

4. Are there any telephone company pedestal boxes present along your conduit sections?

- **Yes** - you need new conduits or have your contractor find a way to bypass the pedestals. The IMB cable cannot enter, coexist or pass through in any telephone company pedestals. When you can answer No, continue with Question 5.
- **No** - continue.

5. Is there about 1" of open unobstructed space in all your conduit sections?

- **No** - you need new conduits. Talk with your contractor. When you can answer Yes, continue with Question 6.
- **Yes** – continue.

6. Is each of your conduit sections less than about 500' long?

- **No** - you need your contractor to install pull boxes, pedestals or posts at these 500' points so that the Waveguide team can pull in the cable sections and the section transitions can be in secure locations. See the IMB Conduit specs on the Town website. When you can answer Yes, continue with Question 7.
- **Yes** – continue.

7. Is there a pull line in all your conduit sections?

- **No** - ask your contractor to snake in pull lines through every section. When you can answer Yes, continue with Question 8.
- **Yes** – continue.

8. Do you have a drip stop to prevent water from your conduit from entering the premise utility area?

- **Yes** - tell the Town Office you have a drip stop and what your plan is. You or an adult representative need to be present for your fiber optic cable line to be installed. First, your contractor needs to dig up/ uncover the drip stop and assure there is a pull line. The Waveguide team will leave enough cable at the nearest point to the drip stop and your contractor can complete the cable pull into your basement or utility area. When the cable is pulled, continue with Questions about the clamshell location below.
- **No** - continue.

Clamshell Location - Questions 9 through 11 relate to the clamshell box location. It protects the junction between the exterior fiber drop cable and the interior fiber service cable. Tell the Town Office if this location is not going to work for your situation.

- Aerial connections - the clamshell is placed where the aerial fiber optic drop cable attaches to your premise near the location of your telephone interface box.
- Conduit situations - the clamshell needs to be at the end of the conduit either at an outside wall or inside a basement or utility space.

9. Will the clamshell be located on an exterior surface where the aerial or conduit fiber optic drop cable ends?

- **Yes** – the clamshell can be attached there. Continue at Electronics Installation Readiness.
- **No** – continue.

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10. Is there a secure location to mount the clamshell at the end of the conduit in your basement or utility space?

- **Yes** – the clamshell can be securely mounted there. Continue at Electronics Installation Readiness.
- **No** – install a 2'x2' plywood backer board where the clamshell can be mounted. When you can answer Yes, continue at Electronics Installation Readiness.

Electronics Installation Readiness – Questions 11 through 20

Once your exterior fiber optic cable drop is successfully installed Waveguide will contact you to schedule a time to come inside your premise to install the IMB electronics, test the connection and complete your transition to the IMB 1-gigabit broadband Internet. Waveguide needs a secure location at your premise to install an interior fiber optic service cable and an electronics box called an Optical Network Terminal (ONT) along with its power supply. This ONT box transforms the IMB fiber-optic signal to Wi-Fi, Ethernet and optional phone services. They will briefly help you get started using it and clean up after themselves. You or an adult representative must be present for this installation step – the team does not enter unoccupied premises.

The key readiness items for this step are ...

- The Town Office needs to know which type of ONT you need.
- Is there a secure mounting location for that ONT and its power supply ready near to a working 110v receptacle?
- If you are choosing the optional phone plan, is the ONT location convenient to your existing phone wiring or convenient enough that you can directly plug in a phone set, wireless handset hub, etc.?

11. Which ONT do you need?

IMB offers subscribers a choice of two ONTs and the secure location details are specific to your choice.

- One-box-does-it-all interior living-space space ONT with built-in Wi-Fi - more than enough Wi-Fi capability to blanket a typical house. Includes jacks for wired Ethernet devices and phone lines. The location is not that critical, but it needs to be mounted in a secure interior living-space (i.e., not a wet basement). The typical installation is inside within 10-15' of the exterior clamshell – the waveguide team will drill a hole and caulk it to install the interior service cable.
- Clamshell Exterior ONT without Wi-Fi - for properties with existing Ethernet wired networks, access points, routers, etc. It is installed in the clamshell box and you are responsible for wiring directly from there into your existing network and phones.

12. Do you want the one-size-does it all living space ONT with Wi-Fi?

- **No** – skip to Question 19 for using the clamshell exterior ONT
- **Yes** – continue.

13. Is there a secure place within about 10-15' of the exterior fiber drop clamshell where the living space ONT with Wi-Fi can be securely mounted?

- **No** - have your contractor measure the length of cable you need to reach that location and contact the Town Office with that information. Your contractor can then pick up an interior cable from the IMB and install it from the clamshell to your desired location. When you can answer Yes, continue with Question 15.
- **Yes** – continue.

14. Is there a working 110v receptacle within 8' of the ONT installation location?

- **No** - have your contractor prepare one. When you can answer Yes, continue with Question 16.
- **Yes** – continue.

15. Do you have reliable backup power in the event of a power failure?

- **No** – tell the Town Office you need the battery backup Uninterruptible Power Supply. Continue.
- **Yes** - tell the Town Office you don't need the battery backup Uninterruptible Power Supply. Continue.

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16. Have you opted for the optional phone plan?

- **No** - you are ready!
- **Yes** - continue.

17. Is the ONT location convenient for you to directly plug in a phone or wireless handset or wire the ONT to an existing phone jack?

- **Yes** - you are ready. If needed, Waveguide will wire your phone lines from the ONT to the existing telephone wiring.

17. Do you have a cable with RJ-45 Ethernet male jack connected to your network run to the clamshell box?

- **No** - have your contractor install a Cat-5 or Cat-6 cable connected to your existing network with RJ-45 to the clamshell box. When you can answer Yes, continue with Question 20.
- **Yes** – continue.

19. Do you have a phone cable with RJ-11 phone jack(s) run to the clamshell box? |

- **No** - have your contractor install a cable wired to your existing phone system with RJ-11 to the clamshell box. When you can answer Yes, continue with Question 21.
- **Yes** – continue.

20. Is there a working 110v receptacle in a *weatherproof* location within 50' or so of the clamshell & ONT?

- **Yes - you are ready!**
- **No** - have your contractor install a receptacle and when done **you are ready!**