CABLING RECORD HANDOFF / 01

# CONNECT ENDPOINTS TO THEIR RECORDS

Use A and B as neutral labels. Point to private project records rather than copying network details.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

**Endpoint A: purpose / project schedule reference and version**

**Endpoint A: installer identifier reference / outlet and panel label record references**

**Endpoint A: report entry reference / missing or inconsistent reference to ask about**

**Endpoint B: purpose / project schedule reference and version**

**Endpoint B: installer identifier reference / outlet and panel label record references**

**Endpoint B: report entry reference / missing or inconsistent reference to ask about**



Preparation only. Not design, installation, testing, certification, safety, code or legal advice. Receipt is not technical acceptance. Keep sensitive network details private.

CABLING RECORD HANDOFF / 02

# FOLLOW EACH DOCUMENTATION QUESTION

Keep the question, reply and replacement record together. Leave technical conclusions to the professional.

**Question A: endpoint reference / mismatch or missing record / responsible role**

**Question A: installer explanation reference / agreed follow-up**

**Question A: revised label, schedule or retest record reference / open point**

**Question B: endpoint reference / mismatch or missing record / responsible role**

**Question B: installer explanation reference / agreed follow-up**

**Question B: revised label, schedule or retest record reference / open point**



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CABLING RECORD HANDOFF / 03

# PREPARE THE RECORD HANDOFF

Tick what has been clarified. Document receipt is not technical approval of the installation.

- [ ] Endpoint references connect to the current project schedule
- [ ] Installer label references are linked to the same endpoints
- [ ] Report entries can be located from the supplied references
- [ ] Missing or inconsistent references have question owners
- [ ] Installer replies identify revised records where applicable
- [ ] Native files and readable copies have agreed recipients
- [ ] Old and revised record versions are distinguishable
- [ ] Private originals and professional acceptance remain separate

**Record package / version / sending role / receiving role / receipt reference**

**Unresolved question / installer contact role / next agreed follow-up**

**Separate acceptance or review record reference / responsible professional**



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CABLING RECORD HANDOFF / 04

# QUESTIONS FOR THE CABLING INSTALLER

Ask each provider about the same endpoint list and handoff needs. Record the explanation and its reference.

**Identifiers: how will the schedule, outlet, panel and cable labels match?**

**Reports: which native and readable record formats will be delivered?**

**Gaps: how will missing or inconsistent references be investigated?**

**Explanation: who explains test reports and the agreed acceptance criteria?**

**Revisions: how will corrected labels, schedules and retest records stay linked?**

**Support: which documentation questions are included after handoff?**



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CABLING RECORD HANDOFF / 05

# COMPARE THE DOCUMENTATION SCOPE

Use Installer A and B in every box. Compare the same record package and responsibilities.

**Installer A / B / discussion dates / common endpoint schedule reference**

**Identifier mapping, record formats and included deliverables - A / B**

**Question owners, revised records, recipients and handoff process - A / B**

**Fee basis, timing, exclusions, follow-up and open questions - A / B**

## READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai if you choose, then start a Low-Voltage & Cabling request. Describe your documentation and handoff goals without sensitive network details so participating pros can compete with proposals. Compare scope, record formats, timing, fee basis and follow-up. A site review may be needed.

Start a request

**One request. Every pro's best offer.**

Participation varies. A site and documentation review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/low-voltage-cabling

Fluke Networks: cable-report overview (official reference)



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