
Structured Cabling Readiness Checklist

A business-friendly checklist for office build-outs, expansions, renovations, network upgrades, security cameras, wireless coverage, and future technology planning.

Your IT Department. Your Cybersecurity Team. Your Technology Partner.

Network Solutionist, LLC

Serving Wilmington, Newark, Middletown, Dover, Rehoboth Beach, and businesses across Delaware.



Why Structured Cabling Matters

Structured cabling is the foundation for reliable business technology. It supports workstations, phones, wireless access points, printers, cameras, access control, conference rooms, and future growth. Planning cabling early helps reduce rework, downtime, wireless dead zones, and rushed technology decisions during a move or renovation.

Infrastructure Readiness Checklist

Done	Cabling Readiness Item	Why It Matters
■	Identify the network rack or equipment room location.	A central, accessible location simplifies maintenance, troubleshooting, and future upgrades.
■	Confirm dedicated power and UPS battery backup needs.	Network equipment, phones, cameras, and Wi-Fi should remain protected during power events.
■	Review cooling, ventilation, and physical access to the network area.	Overheating and uncontrolled access can reduce reliability and increase risk.
■	Review building plans, floor plans, and furniture layouts before cabling begins.	Planning before installation helps avoid misplaced drops and costly rework.
■	Specify Cat6 or better cabling where appropriate.	Modern cabling supports faster network speeds and better long-term flexibility.
■	Plan cable pathways, conduit, ceiling access, and wall penetrations.	Clear pathways reduce installation delays and change orders.
■	Include patch panels, proper rack organization, and cable management.	Clean termination and labeling make troubleshooting and future expansion easier.
■	Label all cable runs at the wall plate, patch panel, and documentation level.	Accurate labeling reduces support time and avoids guesswork.
■	Plan extra cabling drops for future growth.	Installing additional drops now is often easier than returning after walls or ceilings are complete.
■	Document workstation, printer, copier, conference room, and reception locations.	Each business area may need wired connectivity for reliable operation.

Documents to Keep Ready

- Floor plans, seating plans, furniture layouts, and construction drawings.
- Internet service details, network diagram, and equipment inventory.
- List of workstations, printers, copiers, conference rooms, and reception areas.
- Security camera, access control, paging, and VoIP phone requirements.
- Future growth projections for employees, devices, and office areas.



Technology Expansion Checklist

Done	Cabling Readiness Item	Why It Matters
■	Review wireless access point locations and coverage goals.	Good Wi-Fi depends on proper access point placement and backhaul cabling.
■	Account for VoIP phones, paging systems, and conference room audio needs.	Voice and meeting spaces often require dedicated data drops or PoE support.
■	Document security camera and access control locations.	Cameras and door systems may require network cabling, PoE, and recording equipment planning.
■	Review warehouse, storage, outdoor, or hard-to-reach areas.	Non-office spaces often require special pathways, mounting, or environmental considerations.
■	Confirm switch port capacity and PoE budget.	Phones, cameras, and access points can quickly consume switch ports and PoE power.
■	Request cable testing documentation after installation.	Test results provide proof that installed cabling meets expected performance standards.
■	Plan for future rack space, patch panel capacity, and switch growth.	Growth planning helps prevent cluttered infrastructure and emergency upgrades.
■	Coordinate cabling work with construction, furniture, electrical, and ISP timelines.	Cabling dependencies can delay office openings if not coordinated early.

Common Mistakes to Avoid

- Installing only enough cabling for today with no growth allowance.
- Not labeling cables consistently at both ends.
- Skipping cable testing documentation after installation.
- Ignoring Wi-Fi access point placement until after the build-out.
- Forgetting phones, cameras, door access, paging, or conference room equipment.
- Underestimating rack space, switch ports, PoE requirements, or UPS capacity.
- Not coordinating cabling work with construction, furniture, electrical, and ISP timelines.

Helpful Review Questions

- Where will the rack, firewall, switches, patch panels, UPS, and ISP handoff be located?
- Which areas need wired network access now, and which areas may need it later?
- Which devices require PoE, including phones, cameras, and wireless access points?
- Are conference rooms planned for displays, Teams/Zoom equipment, phones, and guest access?
- Will the cabling support future network refresh, office expansion, and security projects?

Disclaimer

This guide is for general planning purposes and does not replace a formal site survey, low-voltage cabling design, building code review, or vendor installation proposal.



Need help turning this into a project plan?

Network Solutionist, LLC can help plan, coordinate, and support structured cabling projects for office moves, build-outs, Wi-Fi deployments, VoIP phone systems, cameras, access control, and broader IT modernization projects. (302) 485-9850 | info@nsolutionist.com | nsolutionist.com

