

SECTION 10 17 00
COURTESY TELEPHONES (INTERIOR AND EXTERIOR)
Design Standard

PART 1 GENERAL

1.1 PURPOSE

The three colleges of the San Mateo County Community College District have historically installed courtesy phones at the entries, corridors and/or lobbies of buildings for convenient student and staff access. The intent of these phones is to allow students or staff to dial internal campus extensions and in the case of an emergency to dial 9- 911. The phones are programmed so that users cannot dial local or long distance numbers.

Note that this courtesy phone system is a voluntary and elective initiative by SMCCCD and is not required by code. Design teams shall incorporate courtesy phones into each new construction or renovation project. The general rule of thumb calls for one phone per floor, in a central location such as a lobby, and possibly an exterior entry location -- but each phone installation is determined on a project specific basis.

The phones selected for installation are made of durable stainless steel components with chrome dial pads and armored cord handsets. They are designed to provide the District the lowest cost of ownership over a 25 year period and are resistant to potential abuse and vandalism.

SMCCCD's Information Technology Services (ITS) Department is responsible for programming and testing courtesy phones and will work with the installing contractor to connect and test the units after installation.

PART 2 PRODUCT

2.1 INTERIOR COURTESY PHONES

A. Flush Mounted Phones

The District's preference is to install flush mounted phones on any new construction and modernization project. Flush mounted phones do not protrude into lobby or corridor space which protects the phones and provides a more pleasing appearance. The District's standard flush mounted phone is CEECO Model SSP-361-F.

1. Installation Requirements:

Flush mount telephones require that the contractor install a cutout for installation. Refer to manufacturer's installation details for cutout requirements. Designer and contractor must confirm the exterior phone location directly with SMCCCD's Construction Planning Department.

2. Cabling Requirements:

Contractor shall pull a category 6 cable to the phone's location. An RJ 45 plug should be located at both the telephone location and at the building's closest teledata room. The cable number should be labeled on the RJ 45 jack.



3. Signage Requirements:

CEECO model SSP-361-F contains a plastic sleeve to accommodate courtesy phone signage. The 6-1/8" wide by 3-1/4" high engraved stainless plate signage is printed on paper and inserted from the back of the telephone unit prior to installation. Signage text is listed below in section C.



B. Surface Mounted Phones

Wall mounted phones should be installed only when contractors cannot reasonably and cost effectively provide flush mounted phones. The determination of whether a wall mounted phone is used is to be made on a project specific basis. The District's standard wall mounted phone is CEECO model SSW-321-Fr1.



1. Installation Requirements:

Wall mounted telephones require that the contractor attach the phone directly to the wall surface for installation. Every effort should be made by the design engineer and contractor to minimize and hide exterior conduit. Contractor shall mount telephone directly atop the recessed electrical box, so that the jack is not visible upon final installation of the telephone. Refer to manufacturer's installation instructions for details. Designer and contractor must confirm the exterior phone location directly with SMCCCD's Construction Planning Department.

2. Cabling Requirements:

Contractor shall pull a category 6 cable to the phone's location. An RJ 45 plug should be located at both the telephone location and at the building's closest teledata room. Contractor shall label the RJ 45 jack number by affixing to the underside surface of the telephone a printed, self-laminated label.

3. Signage Requirements:

CEECO model SSW-321-Fr1 does not contain a mechanism to accommodate courtesy phone signage. Contractor should attach a 6-1/8" wide by 3-1/4" high engraved stainless plate sign on the wall above the telephone, allowing 3 inches of wall space between the top of the telephone and the bottom of the sign. Note that the telephone is 5" wide, so the wider sign should be centered above the telephone for the most aesthetically pleasing appearance. Signage text is listed below in section C.

2.2 EXTERIOR COURTESY PHONES

The District may elect to locate courtesy phones at building entrances. This decision will be made on a project-by-project basis. Exterior phones must hold up to potentially harsh environmental factors, including fog, rain, sun and wind, in addition to any abuse that the phones may receive. Accordingly, the District standard for exterior phones is a phone housed in a waterproof housing. The District standard exterior courtesy phone is CEECO model WPP-331-F-M-



A. Installation Requirements:

Exterior wall mounted phones require that the contractor attach the phone and its housing directly to the wall surface for installation. Every effort should be made by the designer and contractor to minimize and hide exterior conduit. Designer and contractor must confirm the exterior phone location directly with SMCCCD's Construction Planning Department.

B. Cabling Requirements:

Contractor shall pull a category 6 cable to the phone's location. An RJ 45 plug should be located at both the telephone location and at the building's closest teledata room. Contractor shall label the RJ 45 jack number by affixing to the bottom center surface of the telephone a printed, self laminated label.

C. Signage Requirements:

Contractor should attach a 6-1/8" wide by 3-1/4" high engraved stainless plate sign on the phone face panel below the dial pad; note that the stainless plate signage will cover the built-in plastic labeling sleeve. Signage text is listed below in section C.

2.3 COURTESY PHONE SIGNAGE

Signage copy has been approved by the SMCCCD Safety Committee and should be installed at interior and exterior courtesy phone locations.

A. For CEECO SSP-361-F:

Print a 6-1/8" wide by 3-1/4" sign, and insert in the signage sleeve. Sign should be printed from the template provided for each College below; trim lines indicate true final sizing. The signs shall be printed on high quality glossy photo paper that is UV resistant.

B. For CEECO SSW-321-Fr1 and WPP-331-F-M-G:

Provide and install a 6-1/8" wide by 3-1/4" engraved stainless plate sign. Signs should be based on template provided for each College below.

See appendices to this document for signage copy:

1. Appendix A - Cañada College Courtesy Phone Signage Copy
2. Appendix B – College of San Mateo Courtesy Phone Signage Copy
3. Appendix C - Skyline College Courtesy Phone Signage Copy

2.4 APPROVED MANUFACTURERS

- A. CEECO

PART 3 EXECUTION

3.1 SUBSTITUTION ALLOWED?

- A. No substitutions allowed. The sole use of CEECO telephones allows efficiency in operations and maintenance of the units by the District's ITS Department.

3.2 ASSOCIATED DESIGN STANDARDS

Space Design Standard – Circulation and Public Spaces

Telecommunications Infrastructure Design Standard

Section 27 05 28 Telecommunications Building Pathways

Section 27 00 00 Telecommunications Basic Requirements

Section 27 13 10 Telecommunications Backbone ISP Cabling

Section 27 13 14 Telecommunications Backbone OSP Twisted Pair Cabling

Design Standard Cañada College Campus Exterior Design

Design Standard College of San Mateo Campus Exterior Design

Design Standard Skyline College Campus Exterior Design

END OF SECTION

APPENDIX A - CAÑADA COLLEGE COURTESY PHONE SIGNAGE COPY

Courtesy Phone

Public Safety:	x3420
Facilities:	x3276
Campus Calls:	4 Digit Extension
Campus Operator:	x3100

Emergencies: 9-911

APPENDIX B – COLLEGE OF SAN MATEO COURTESY PHONE SIGNAGE COPY

Courtesy Phone

Public Safety:	x6415
Facilities:	x6113
Campus Calls:	4 Digit Extension
Campus Operator:	x6161

Emergencies: 9-911

APPENDIX C - SKYLINE COLLEGE COURTESY PHONE SIGNAGE COPY

Courtesy Phone

Public Safety:	x4199
Facilities:	x4115
Campus Calls:	4 Digit Extension
Campus Operator:	x4100

Emergencies: 9-911

END OF APPENDIX C