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OPERATIONAL DIRECTIVE NO. 04 - 06
Effective: September 7, 2004

**SUBJECT: SHARING MIAMI-DADE AVIATION DEPARTMENT (MDAD)
TELECOMMUNICATIONS ROOMS (TELECOM ROOMS) WITH TENANTS
AND OTHER SERVICE PROVIDERS**

PURPOSE: To establish definition, policies, and guidelines for the sharing of MDAD equipment rooms with Airport tenants and telecommunications service providers.

BACKGROUND: During the Capital Improvement Program (CIP) implementation at Miami International Airport (MIA), new equipment rooms are being constructed and existing rooms are being remodeled. Also, telecommunications and systems equipment is being installed in MDAD Security (Systems) Rooms and MDAD Telecom Rooms. As a result, the use of high-speed networks and the dependence on custom equipment have reduced the overall need for equipment rooms throughout MIA.

ACTION: To take advantage of this reduced need, MDAD has established an Equipment Room Sharing Policy that allows tenants to install equipment in existing MDAD Telecom Rooms rather than rent and manage their own complete equipment rooms. *Only MDAD equipment will be placed in MDAD Security (Systems) Rooms.*

I. AUTHORITY: Miami-Dade County Code of Ordinances, Chapter 25, Aviation Department Rules and Regulations.

II. DEFINITIONS:

The following acronyms will be used for the purpose of this document:

- A. *IS&T* – MDAD Information Systems and Telecommunications Division.
- B. *MSR* – MDAD Security (Systems) Room.
- C. *MTR* – MDAD Telecom Room.

- D. *PDS* – Premise Distribution System. Structured installation of backbone, distribution communications cabling and equipment room systems.
- E. *TAOSP* – Tenant and Other Service Providers.

III. POLICY:

- A. Permission for tenants to use and/or change MTR resources shall only be granted by the IS&T Division.
- B. MDAD has implemented a common PDS throughout MIA with MDAD ownership and management of all cabling.
- C. The IS&T Division will control, allocate, and approve the use of MTR resources. Room resources within MTRs include:
 - 1. Space within the room.
 - 2. Conduit/cable into the room.
 - 3. Power to the room.
 - 4. Jumpers between equipment in the room.
 - 5. Cable trays within the room.
 - 6. Configuration of devices and services.
 - 7. Grounding and bonding.
 - 8. UPS.
- D. Tenants may still have their own equipment rooms subject to: (i) lease agreements established with MDAD and (ii) the minimum equipment room contents and fit-out standards as stated in the MDAD Design Guidelines Manual. In addition, all installations in MDAD Telecom Rooms must meet all applicable Building and Life Safety Codes.
- E. Tenants are only allowed to install their own cabling within the tenant's leased space.

IV. GUIDELINES:

- A. The guidelines established by this Operational Directive (OD) govern shared MTRs. These guidelines are based upon guidelines governing MIA critical equipment already placed in the particular MTR.
- B. MDAD has identified three levels or tiers of room importance for MIA as well as the tenant access level to a particular room. The tiers include:
 - 1. **First Tier - Security and other MDAD Critical Communications Rooms (Including Switch Rooms)**
Description: These rooms contain critical backbone, node, and auxiliary equipment for the MDAD security and communications

system and associated network functions, which if damaged, intentionally or not, will seriously affect airport operations.

Access Level: Commingling of non-MDAD equipment is not allowed under any circumstances in these rooms.

- a. Only MDAD telecommunications staff may enter. Contractors working for MDAD shall require escorted access.
- b. Card readers or an MDAD keyway system will be installed and controlled to ensure restricted access and maintain control integrity. The Manager of the MDAD IS&T Division will be required to maintain a key log of assigned keys within the Division. Monthly updates to the Facilities Management Division will be required. Lost keys are to be immediately reported to the Safety and Security Division.

2. **Second Tier - Communications and Data Rooms**

Description: These rooms contain backbone, nodes, and auxiliary equipment critical to MDAD and/or airlines to the extent that loss service could affect specific localized area airport operations.

Access Level: Commingling of equipment is acceptable provided that:

- a. Prior approval from the IS&T Division is obtained. Tenants must submit proper justification to the IS&T Division as to the benefit to the Airport users of commingling equipment at the particular location.
- b. Access is limited to MDAD and specific tenant communications personnel by restricted keyway distribution and corporate/personal names keyway possession accountability.
- c. The number of each tenant's employees with keyway access is limited to four. All key requests will be submitted by the IS&T Division to the Facilities Management Division, containing the names of employers and employees scheduled to receive keys. No direct requests from tenants or service providers for keys to access these rooms will be honored.
- d. Contractors working for tenants are only given access while adhering to the following tenant key control requirements:
 - (1) Each tenant requiring access shall assign and bond a Key Control Officer who shall be held responsible for the use of the keyway. Contractors working for tenants will not be issued keys directly but will be assigned keys through the appropriate airline Key Control

keys through the appropriate airline Key Control Officer.

- (2) The Key Control Officer will provide the MDAD Facilities Management Division a signed receipt containing the names of those who got key assignment. The Key Control Officer shall keep a current key assignment log and provide copies to the Facilities Management Division whenever a new key assignment is made.
- (3) Fines will be assessed for failure to comply with keyway return policies established by Miami-Dade County. Lost keys must be immediately reported to the MDAD Security and Safety Division. To maintain security integrity, keyways will be replaced when keys are reported lost. All costs associated with the replacement will be borne by the responsible company.

3. **Third Tier - General Telephone Rooms and Closets**

Description: These rooms contain existing MDAD utilities and tenant commingled communications equipment. The rooms are used mainly for local wiring terminations and local support equipment. Experiencing local sporadic loss of service in case of damage will not adversely affect airport operations.

Access Level: MDAD staff, tenants, utilities personnel, and contractors shall have access through the existing airport general keyway system. Standard access procedures shall apply and there will be no special control provisions or escorting required.

C. Changes to MTRs:

1. TAOSPs shall send requests for initial introductions, additions, or changes of resources in an MTR, cabinets included, to the IS&T Division. Upon approval, the TAOSP shall be responsible for grounding and bonding cabinets. All other room resources will be installed by the IS&T Division.
2. The tenant shall identify the space, power, air conditioning, fire detection, fire choking, and data connectivity resource requirements for the equipment to be installed in the shared room as part of the equipment approval submittal.
3. A TAOSP may seek pre-approval or allocation of resources available in MTRs. The TAOSP shall only use resources up to the pre-approved limits.

4. Cabling from a remote equipment room (tenant owned and MDAD shared rooms) shall only be installed upon approval of the IS&T Division. All conduits and cables installed at MIA shall be subject to minimum implementation requirements as stated in the MDAD Design Guidelines Manual.
5. If insufficient resources are available within a room, the tenant shall modify the room only upon approval of the IS&T Division and shall do so in accordance with the County's Building and Life Safety codes. In shared or commingled rooms, tenant equipment shall only be installed in tenant furnished racks or cabinets unless previous approval for sharing a rack or cabinet is provided by the IS&T Division.
6. All cross-connects to/from the TAOSP equipment to MDAD resources shall be approved, installed, and managed by the IS&T Division.

V. PENALTIES:

- A. All non-approved uses of room resources will be removed by the IS&T Division.
- B. All claims against MDAD for loss of service to any third party from TAOSP activities in shared rooms will be charged to the TAOSP responsible.
- C. Any TAOSP employee who violates these policies shall lose all rights to access MTRs and may lose access to MIA based upon the severity of the violation.

VI. PUBLIC DISSEMINATION:

The MDAD Business Management and the IS&T divisions will distribute this OD to interested parties. An electronic file copy of the OD will also be posted on the Internet.

VII. EFFECTIVE DATE:

This OD shall become effective 15 days subsequent to filing with the Clerk of the Circuit Court as required by Sections 2-3 and 2-4 of the Miami-Dade County Code.

VIII. AMENDMENTS:


MDAD reserves the right to amend ODs at any time and from time to time and copies of such amendments will be mailed to all affected parties who register with MDAD.

IX. SEVERITY:

If any court of competent jurisdiction determines that any provision in this OD is illegal or void, the remainder of the OD shall continue in full force and effect.

REVOCAATION: None.

CROSS REFERENCE: None.



Angela Gittens, Aviation Director
Date: 2-23-04