A+ CABLE RUNNERS, INC.

We Pull You in the Right Direction.

BEFORE YOU HIRE A LOW-VOLTAGE CONTRACTOR

A Customer's Checklist for Making an Informed Decision
Cheap Isn't Always the Cheapest — Educational Series
Florida Low-Voltage License ES12001361

Customer / Company: _____

Project Location: _____

Contractor Being Evaluated: _____

Date: _____

How to Use This Checklist: Before hiring a low-voltage contractor, ask questions about the products being installed, the quality of the workmanship, and what is actually included in the estimate. Check each item as you discuss it with the contractor. Mark N/A for services that are not part of your project. The lowest price does not always represent the best long-term value.

Section 1 — Contractor Licensing & Insurance

1. Is the contractor properly licensed for the work being performed?	☐ Discussed	☐ N/A
2. Can the contractor provide their license number so you can independently verify that it is active?	☐ Discussed	☐ N/A
3. Does the contractor carry general liability insurance?	☐ Discussed	☐ N/A
4. Can the contractor provide a current certificate of insurance?	☐ Discussed	☐ N/A
5. Does the contractor carry workers' compensation coverage or have a legally valid exemption, as applicable?	☐ Discussed	☐ N/A
6. Will the work be performed by qualified technicians?	☐ Discussed	☐ N/A
7. Will subcontractors be used, and if so, are their licensing and insurance arrangements appropriate for the work?	☐ Discussed	☐ N/A
8. Will the contractor obtain required permits and arrange inspections when applicable?	☐ Discussed	☐ N/A
9. Does the contractor provide a written workmanship warranty?	☐ Discussed	☐ N/A
10. Can the contractor provide references from customers with similar projects?	☐ Discussed	☐ N/A

Section 2 — Copper-Clad Aluminum (CCA) Cable

11. Will the contractor install solid-copper network cable rather than copper-clad aluminum (CCA)?	☐ Discussed	☐ N/A
12. Can the contractor identify the cable manufacturer, category, and construction?	☐ Discussed	☐ N/A
13. Is the proposed cable suitable for the network speeds and Power over Ethernet (PoE) requirements?	☐ Discussed	☐ N/A

14. Does the cable meet the applicable performance and installation requirements?	☐ Discussed	☐ N/A
15. Will the contractor explain the long-term reliability differences between the proposed cable products?	☐ Discussed	☐ N/A

Section 3 — Cable Supports & Installation Methods

16. Will the cables be supported using appropriate J-hooks, trays, conduit, or other approved supports?	☐ Discussed	☐ N/A
17. Will cables be kept off suspended ceiling tiles and ceiling-grid components not approved for cable support?	☐ Discussed	☐ N/A
18. Will the installation protect cable bend radius and avoid excessive pulling tension?	☐ Discussed	☐ N/A
19. Will cables be properly supported and organized rather than left hanging or tangled?	☐ Discussed	☐ N/A
20. Does the estimate identify any required cable-support materials and installation work?	☐ Discussed	☐ N/A

Section 4 — RJ45 Connectors & Keystone Jacks

21. What brands and types of RJ45 connectors and keystone jacks will be installed?	☐ Discussed	☐ N/A
22. Are the connectors compatible with the proposed cable category and conductor type?	☐ Discussed	☐ N/A
23. Will the contractor use the correct termination methods and tools?	☐ Discussed	☐ N/A
24. Will the contractor inspect and test completed terminations?	☐ Discussed	☐ N/A
25. What is the procedure for correcting failed or intermittent connections?	☐ Discussed	☐ N/A

Section 5 — Patch Panels & Cable Management

26. Will network cables terminate on appropriate patch panels where required?	☐ Discussed	☐ N/A
27. Will horizontal cables be labeled to identify their corresponding patch-panel ports?	☐ Discussed	☐ N/A
28. Will the wall plates be labeled?	☐ Discussed	☐ N/A
29. Will the labels on the wall plates correspond to the correct patch-panel connections?	☐ Discussed	☐ N/A
30. Will patch cords be organized to allow equipment access and future maintenance?	☐ Discussed	☐ N/A
31. Will sufficient rack space and cable-management capacity be provided for future additions?	☐ Discussed	☐ N/A
32. Will the contractor provide cable identification documentation when included in the project?	☐ Discussed	☐ N/A

Section 6 — Firestopping

33. Will the contractor identify fire-rated walls and floors affected by the installation?	☐ Discussed	☐ N/A

34. Will penetrations through fire-rated assemblies be protected using appropriate firestop systems?	☐ Discussed	☐ N/A
35. Will the contractor use firestop materials suitable for the specific penetration and assembly?	☐ Discussed	☐ N/A
36. Are firestopping materials and installation included in the estimate?	☐ Discussed	☐ N/A
37. Will the contractor address penetrations created or modified during the work?	☐ Discussed	☐ N/A

Section 7 — Indoor Cable Used Outdoors

38. Is the proposed cable rated for the environment where it will be installed?	☐ Discussed	☐ N/A
39. Will exposed outdoor cable have suitable sunlight and moisture resistance?	☐ Discussed	☐ N/A
40. Will underground cable be suitable for the burial method and conditions?	☐ Discussed	☐ N/A
41. Will transitions between outdoor and indoor cable comply with applicable requirements?	☐ Discussed	☐ N/A
42. Has the contractor considered moisture, temperature, and environmental exposure when selecting materials?	☐ Discussed	☐ N/A

Section 8 — Cable Testing vs. Professional Certification

43. What type of testing is included in the estimate?	☐ Discussed	☐ N/A
44. Is the contractor providing basic continuity/wiremap testing or professional cable certification?	☐ Discussed	☐ N/A
45. If certification is required, will the testing match the specified cable category and applicable standard?	☐ Discussed	☐ N/A
46. Will test results or certification reports be provided when requested?	☐ Discussed	☐ N/A
47. What happens if a cable fails testing?	☐ Discussed	☐ N/A
48. Are testing and certification charges clearly identified?	☐ Discussed	☐ N/A

Section 9 — Fiber-Optic Splicing

49. What type of fiber-optic cable will be installed?	☐ Discussed	☐ N/A
50. Will fiber connections use fusion splicing, mechanical splicing, or another specified method?	☐ Discussed	☐ N/A
51. Will fiber splices be properly protected and housed in appropriate enclosures?	☐ Discussed	☐ N/A
52. What testing is included — such as insertion-loss testing or OTDR testing?	☐ Discussed	☐ N/A
53. Will the contractor provide fiber labeling and test documentation when required?	☐ Discussed	☐ N/A
54. Does the estimate identify fiber termination, splicing, and testing responsibilities?	☐ Discussed	☐ N/A

Section 10 — Network Racks & Cabinets

55. Is the proposed rack or cabinet properly sized for the equipment?	☐ Discussed	☐ N/A
56. Is the mounting method appropriate for the equipment weight and installation location?	☐ Discussed	☐ N/A
57. Will adequate ventilation and equipment clearance be maintained?	☐ Discussed	☐ N/A
58. Will cables and patch cords be organized for maintenance access?	☐ Discussed	☐ N/A
59. Has space been considered for future network equipment and cable additions?	☐ Discussed	☐ N/A
60. Are rack accessories, shelves, cable managers, and other required components included in the estimate?	☐ Discussed	☐ N/A

Section 11 — UPS Battery Backup

61. Has the contractor reviewed which network equipment requires battery backup?	☐ Discussed	☐ N/A
62. Is the proposed UPS sized for the connected equipment load?	☐ Discussed	☐ N/A
63. Has the expected battery runtime been discussed?	☐ Discussed	☐ N/A
64. Are battery replacement and maintenance requirements explained?	☐ Discussed	☐ N/A
65. Are installation, monitoring, and configuration responsibilities clearly identified?	☐ Discussed	☐ N/A
66. Has the customer been informed of any equipment that will not be protected by the UPS?	☐ Discussed	☐ N/A

Section 12 — Security Cameras

67. Has the contractor discussed the intended purpose and coverage area of each camera?	☐ Discussed	☐ N/A
68. Are camera resolution, field of view, and mounting locations appropriate for the application?	☐ Discussed	☐ N/A
69. Will camera cabling and PoE requirements be addressed?	☐ Discussed	☐ N/A
70. Are indoor and outdoor camera ratings appropriate for their installation locations?	☐ Discussed	☐ N/A
71. Have recording, storage, licensing, and ongoing subscription requirements been explained?	☐ Discussed	☐ N/A
72. Is it clear who will install, configure, activate, and maintain the camera system?	☐ Discussed	☐ N/A
73. Are any limitations or blind spots identified before installation?	☐ Discussed	☐ N/A

Final Questions Before Approving the Estimate

74. Does the estimate include a clearly written scope of work?	☐ Discussed	☐ N/A
75. Are the proposed equipment and materials identified sufficiently to compare competing estimates?	☐ Discussed	☐ N/A
76. Are labor, materials, and professional project services clearly described?	☐ Discussed	☐ N/A
77. Are exclusions and customer responsibilities explained?	☐ Discussed	☐ N/A
78. Are required permits, testing, and documentation addressed?	☐ Discussed	☐ N/A

79. Are payment terms and scheduling conditions provided in writing?	☐ Discussed	☐ N/A
80. Are manufacturer warranties and contractor workmanship warranties explained?	☐ Discussed	☐ N/A
81. Is there a written change-order process for additional work?	☐ Discussed	☐ N/A
82. Has the contractor explained why their proposed installation is appropriate for your project?	☐ Discussed	☐ N/A
83. Are you comparing the quality and completeness of the estimates — not just the final price?	☐ Discussed	☐ N/A

Contractor Comparison Notes

Contractor Name: _____

License Verified: ☐ Yes ☐ No

Insurance Verified: ☐ Yes ☐ No

Estimate Reviewed: ☐ Yes ☐ No

Questions / Concerns:

Items Requiring Clarification:

Decision / Follow-Up:

Remember: Cheap Isn't Always the Cheapest

A lower installation price can become more expensive when poor-quality materials, improper installation practices, inadequate testing, or incomplete project planning result in repairs, service interruptions, and premature replacement.

Ask questions before you hire. Understand what you are paying for. Choose long-term value.

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We Pull You in the Right Direction. · apluscablerunners.com/checklists

Educational checklist only. Not every question applies to every project. Licensing, insurance, permitting, and installation requirements depend on the work and applicable laws and codes. Customers should independently verify contractor credentials.