COLOCATIONQUOTES

# Port Map Template

A printable port map and cable schedule for colocation: copper and fiber connections, 48-port patch panel maps, carrier cross-connects and fiber test results.

**How to use this.** Print these pages for a site survey, an install or move day, or use the free Excel version, which builds patch panel views from your cable list, flags ports used twice and checks fiber loss against a budget. Download it at colocationquotes.com/resources/templates/port-map-template.

## What to record for each cable

Cable ID, status and purpose; media (such as Cat6A, OS2 single-mode or OM4 multimode), connector, polish and polarity; for each end, the rack, device, port, patch panel and panel port; for carrier links, the carrier, circuit or cross-connect ID and LOA/CFA reference; VLAN and speed; and for fiber, length, connector pairs, splices, the loss budget and the measured loss.

## Ten things to get right

| Check | Why it matters |
|---|---|
| **One ID, both ends** | Give every cable a unique ID and print it on labels at both ends. The same ID goes in the map, so anyone can trace a link without pulling on it. |
| **Map through the panel** | Record the patch panel and panel port as well as the device port. Most patching mistakes happen at the panel, not the switch. |
| **Record connector, polish and polarity** | Note LC or MPO, UPC or APC, and the polarity method. APC (usually green) and UPC (usually blue) connectors should never be mated. |
| **Keep carrier IDs** | For every cross-connect, keep the carrier circuit ID, the provider's cross-connect order number and the LOA/CFA. You need them to open a ticket or disconnect, and billing runs until you do. |
| **Test and keep the results** | Measure fiber loss at turn-up and compare it with the budget. Keep the result with the cable record so later problems have a baseline. |
| **Track status, not just links** | Mark ports in service, reserved, spare, dark or faulty. Reserved and dark fiber disappear first when nobody writes them down. |
| **Separate redundant paths** | Put A and B uplinks and diverse carrier circuits on different panels, cassettes and pathways where you can, and record which is which. |
| **Find free ports on paper** | Use the map to find open panel and switch ports before you send remote hands, so a ticket does not turn into a scavenger hunt. |
| **Clean and inspect fiber** | Inspect and clean every fiber end face before you connect it. Dirty connectors are a leading cause of high loss and failed links. |
| **Update with every change** | Every move, add, change and disconnect updates the map the same day. A port map that drifts from the rack is worse than none. |

## Cable schedule

Facility _____ Cage or room _____ Page _____ of _____

| Cable ID | Status | Media and connector | A rack | A device and port | A panel and port | B rack | B device and port | B panel and port | Length | Notes |
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Status: S in service, R reserved, P spare, D dark, F faulty.

## Patch panel maps

Write the device and port, or cable ID, patched to each panel port. Shade or mark reserved, dark and faulty ports.

Panel ID _____ Rack and U _____ Type _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 |

Panel ID _____ Rack and U _____ Type _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 |

Panel ID _____ Rack and U _____ Type _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 |

## Carrier cross-connect record

| Carrier | Circuit ID | Cross-connect order | LOA/CFA ref | Demarc panel and port | Our panel and port | Ordered | In service | Disconnect date |
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## Fiber test record

Loss budget = fiber attenuation x length + 0.75 dB per mated connector pair + 0.3 dB per splice (ANSI/TIA-568.3-D maximums). Attenuation: 3.0 dB/km at 850 nm for 50 um multimode, 3.5 dB/km for 62.5 um OM1, 1.0 dB/km for inside-plant single-mode. Example: 100 m of OS2 with two connector pairs is 0.1 + 1.5 = 1.6 dB.

| Cable ID | Media | Length (m) | Connector pairs | Splices | Budget (dB) | Measured (dB) | Pass or fail, tested by |
|---|---|---|---|---|---|---|---|
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Need space, power or new carrier connections? Compare colocation quotes, or plan the rack itself with our rack elevation template.