ADMINISTRATION OF RESIDENTIAL UNDERGROUND SERVICE WIRE ENTRANCE FACILITIES—OUTSIDE PLANT (CALIFORNIA ONLY)

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1. GENERAL

1.01 This section provides standard administrative procedures for residential underground service wire entrance facilities. It describes the developer, applicant, or customer responsibilities as well as Company responsibilities.

1.02 It is reissued to:

- Remove all references to Operations Results and tallying of drop wires—Form P 3077 has also been revised to delete reference to the number of drop wires over or under 500 feet
- Remove reference to the indemnification letter

Note: When existing stocks of Form CE 1106 are used up, the form will be renumbered CO 4062. At that time, all references to Form CE 1106 will refer to Form CO 4062. The 9-76 version of Form P 3077 will become available when the current stock of the 1-75 version is exhausted.

1.03 Marginal arrows denote paragraphs that have been revised.

1.04 This section:

(a) Applies only to underground facilities for the "separate" portion of a single service connection facility for new service and underground conversion projects

(b) Defines responsibilities of various Company work groups for the design, construction, installation and maintenance of underground service wire facilities for residential buildings

(c) Outlines procedures to follow to:

(1) Provide a standard entrance design

(2) Meet service order due dates

(3) Decrease service outage time

(4) Reduce manpower requirements

(5) Improve quality of service

(6) Improve public relations

1.05 Engineering and construction responsibilities defined in this section may be delegated to local installation and repair (I & R) forces in rural areas. Arrangements will be negotiated on a local basis by the respective district level managers involved. Arrangements will be based on the most economical operation for the Company.

1.06 The responsibility for placing station ground wires and protectors is basically assigned to the construction forces. However, where living units are prewired, the prewire crews will be responsible for placing and terminating the station ground wires and protectors. Access to the grounding points is readily available at the time the building is prewired, but may not be readily accessible when the underground service wire is placed.

1.07 Rules for placing underground service wire entrance facilities are contained in:

(a) Section 001-390-202PT—Outside Plant—Service Connections and Facilities on Customer's Premises, Interpretations of Schedule Cal. PUC No. 36-T, Rule No. 16

(b) Schedule Cal. PUC No. 36-T, Rule No. 32, Facilities to Provide Replacement of Aerial with Underground Facilities

1.08 Schedule Cal. PUC No. 36-T, Rule 32 will be referred to as "Underground Conversion Projects" in this section.

1.09 The word applicant as used in this section will be synonymous with developer, owner, subdivider, and builder.

1.10 Other related practices and instructions include:

- 001-390-201PT—Outside Plant, Line Extensions, Interpretations
- 001-320-201PT—Defective Cable Pair Administration
- 001-320-306PT—Administration of Cable Facilities on Docks in Marinas and Harbors
- 001-320-315PT—Subscriber Cable Acceptance Testing
- 001-770-010PT—Reporting Station Movement and Installation Work Operations
- 001-920-305PT—Installation Cost Results Plan
- 001-390-202PT—Outside Plant—Service Connections and Facilities on Customer Premises
- 002-582-903PT—Signal Circuits, Burglar and Fire Alarms, Installation and Maintenance Procedures
- 460-100-200—Station Protectors, Installation
- 460-100-201—Station Protector and Signaling Grounds
- Addendum 460-100-201PT—Station Protector and Signaling Grounds
- 461-220-100—Mobile Home Wiring, Permanent Type
- 461-310-910PT—Pre-Wire Installation
- 462-260-202PT—Buried Wire, Description and Terminations
- 660-003-010PT—Cable Trouble Analysis Plan
- 680-595-969PT—Telephone Service in Mobile Homes, Trailers and Portable Buildings
- 680-895-955PT—Service Orders Held at Request of Customer, Commercial, or Marketing
- System Instruction (SI) 142—Installation Service Results Plan

2. DEFINITIONS

2.01 The following terms are defined as they are used in this section.

2.02 **Underground:** Any out-of-sight serving arrangement. It can be either a direct buried service or service installed in customer-provided conduit.

2.03 **Applicant:** An individual or concern making application for telephone service or requesting the installation of facilities. Therefore, an applicant can be a developer, subdivider, architect, or builder.

2.04 **Customer:** An individual or concern regularly receiving telephone service. unlike an applicant, a customer is currently receiving telephone service at the location where construction or rearrangement of existing facilities is required.

2.05 **Developer:** A developer can be a subdivider, architect, or builder who is involved in the construction of single-unit and/or multiple-unit developments. The developer is not necessarily the individual who will ultimately be the applicant for telephone service.

2.06 **Distribution Facilities:** Cables, wires, and associated supporting structures and appurtenances located in dedicated streets and utility easements, designed to serve more than one property, and extending from the serving central office to the points of connection with service connection facilities.

2.07 **Separate Service Connection Facility:** A service connection facility or a branch thereof intended to serve all or a portion of one building.

2.08 Service Connection Facility: Wire or cable used from the point of connection with the distribution facilities to the point of connection with the interior wiring at the building served. (See Exhibits 1 and 2.)

2.09 Interior Wiring: Wiring or cable within a building from the point of entering the building served (where it connects to the separate service connection facility) extending to and between instrumentalities, equipment, or connecting arrangements. Interior wiring includes:

(a) Associated protective apparatus

(b) Terminal chambers

(c) Connecting blocks

(d) Bonding and/or ground conductors

(e) Wire or cable between premises of an applicant or customer in separate buildings on continuous property

Note: The above items are considered interior wiring whether located on the exterior or interior wall of a building.

2.10 Protector Housing: A weatherproof enclosure which is capable of housing one to four station protectors and is accessible from the outside of a building.

2.11 Riser Protection Conduit: A rigid steel or heavy wall plastic conduit (Schedule 40 PVC or equivalent) required to protect the buried service wire where it enters a building.

2.12 Service Entrance Conduit: A rigid steel or heavy wall plastic conduit, a minimum size of 1 inch, extending from the applicant's property line to the protector or terminal housing location. Service entrance conduit will be equipped with a pull wire. Aluminum, thin-wall steel or flexible steel conduit is not acceptable.

2.13 Terminal Housing: A weatherproof enclosure suitable for housing telephone cable terminals in residential buildings having more than four living units.

2.14 Underground Supporting Structure: An acceptable trench, joint or single, for buried wire installation when used with riser protection conduit. It may contain the service entrance conduit.

2.15 Agreement Letter: A letter used to confirm an applicant's responsibility for the provision of underground telephone service. (See Exhibit 3.)

2.16 MLAC = Mechanized Loop Assignment Center
IC = Installation Center
MC = Maintenance Center
AIM = Assignment, Installation, Maintenance

3. RESIDENTIAL LIVING UNITS REQUIRING UNDERGROUND SERVICE

3.01 New Construction: Underground service wire entrance facilities are applicable to:

- Residential tracts
- Individual homes
- Trailer pads
- Slips on docks in marinas and harbors
- Duplexes
- Triplexes
- Fourplexes
- Small commercial buildings

3.02 Underground Conversion: Rearrangement of existing aerial facilities to underground service wire facilities for residential living units defined in 3.01. (See Schedule Cal. PUC No. 36-T, Rule No. 32 and Rate Practice 28-T, Revised Sheets 33 and 34 for Service Connection Charges and Move and Change Charges.)

3.03 Additional Service Requests: When requests are made for additional service and the existing separate service connection facilities require reinforcement, the customer must provide the supporting structure (conduit) to allow the additional facilities to be placed. The following are examples of when these requests might occur:

- Single-family homes converted to multi-family units
- Single-family residences
- Residential business

4. APPLICANT, DEVELOPER, OR CUSTOMER RESPONSIBILITY

4.01 The applicant's responsibilities are defined in Schedule Cal. PUC No. 36-T, Rule 16, Part 1 (Service Connection Facilities) and Part II (Interior Wiring). Interpretations of these rules are explained in Section 001-390-202PT, Appendices 1 and 2.

4.02 The applicant must provide: ←

(a) A suitable riser protection conduit, either concealed or exposed

(b) Conduit segments or a service entrance conduit equipped with a pull wire when specified by the outside plant engineer

(c) A protector housing when concealed service connection facilities are desired

4.03 **Riser Protection Conduit:** The applicant must provide, at his/her expense, a suitable means of taking telephone facilities from the service ← entrance conduit into the building. The preferred method is a suitable conduit extending upward through the foundation of the building, between the studs to a protector housing. Either method will provide concealed entrance facilities. (See Fig. 1 of Exhibit 4B.) Where such an entrance is not provided, a rigid steel or heavy wall plastic conduit must be installed from the service entrance conduit and extended up the outside finished wall to a location suitable for mounting an exposed protector. (See Fig. 2 of Exhibit 4B.)

4.04 **Protector Housing:** When concealed facilities are requested, the applicant must provide a flush or semi-flush protector housing. This may include a metal housing specifically designed for housing a protector or acceptable space in a joint utility blister, cabinet, or panel. (See Fig. 4 of Exhibit 4B.)

4.05 **Service Entrance Conduit:** The applicant ← will be required to provide an entrance conduit equipped with a pull wire as specified by the outside plant engineer.

4.06 If the applicant does not comply with the preceding conditions, do not provide service until they have been met.

5. COMPANY RESPONSIBILITIES

5.01 The outside plant engineering force is responsible for:

(a) Contacting the applicant to determine the type and location of entrance facilities

(b) Reviewing the provisions of the agreement letter and Form CE 1106 with the applicant ←

(c) Coordinating joint trench occupancy and space requirements with other utilities and initiating coordination meetings when required

(d) Coordinating departmental and interdepartmental functions

(e) Designing the underground service wire entrance facilities

(f) Providing working drawings of the underground service wire plans to other work forces ←

(g) Compliance with and enforcement of tariff provisions contained in 36-T, Rule 16, Part I

(h) Reporting damage to Company facilities as outlined in System Instruction 5, Section 2

5.02 The engineer must fulfill his/her responsibilities in order to provide a standard serving arrangement which will maintain the integrity of the underground service wire entrance facilities.

5.03 The most successful serving arrangements are those that have been identified and planned while the development or building is in the planning stage. Sources which can be used to obtain advance notice of new building construction are:

- Daily Pacific Builder Newspaper
- Dodge Construction News ←
- Building and excavation permits
- City Council and Planning Commission Agendas
- Newspaper articles

- Inquiries from the building industry for assistance
- Periodic tours of the area
- Referrals from other Telephone Company departments
- Petitions for rezoning
- Referrals from other utility companies

5.04 As a new development or building is identified, the engineer should contact the applicant and discuss serving arrangements and conduit location. The engineer should recommend the concealed service entrance option. This will enhance the aesthetics of the property as well as eliminate trench coordination problems inherent with the exposed riser option.

5.05 The engineer will obtain a signed agreement letter from the applicant which identifies the options he/she has selected to provide. (See Exhibit 3.)

Note: The person(s) signing these documents must have authority to make the commitments.

5.06 When the applicant or developer fails to comply with all items covered in the agreement, tell him/her service will not be established until commitments are fulfilled.

5.07 Do not compromise the Company's position by providing the applicant with material or labor which is his/her responsibility to furnish. In cases where the applicant does not comply with his/her responsibilities and a service order is involved, notify the Installation Center (IC) to code the order "SR" as a customer-missed appointment.

5.08 The engineer will prepare a drawing for all underground service installations. A routine order or estimate is not required for placing underground service wire facilities, but a copy of the drawing should be attached to the routine order or estimate that provides the distribution facilities.

5.09 When new distribution facilities are not involved, prepare Form P 3077, Buried Service Wire Work Order, as the initiating work order.

5.10 The drawing should include:

- Protector or protector housing—type and location
- Protector ground—type and location
- Supporting structure—type and location
- Mechanical protection requirements such as riser protection conduit, conduit segments, etc.
- Minimum cover required based on final grade
- Terminal and cable pair assignments for service wire connections

5.11 Attach copies of the agreement letter, indemnification letter, and drawing to the routine order, estimate, or Form P 3077.

5.12 It is very important that the serving arrangement agreed to by the applicant be discussed with the electrical and/or general contractor to insure the proper installation of applicant-provided items.

5.13 Discussion of our underground service requirements with local building inspection departments may prove helpful in administering these procedures. They may be agreeable to handing out copies of Form CE 1106 to applicants for residential building permits.

Construction Forces

5.14 Construction forces are responsible for:

(a) Ordering and placing underground service wire

(b) Assisting the engineer in job scheduling

(c) Completing work operations as specified by the engineer

(d) Inspecting conduit

(e) Placing station protectors

(f) Placing station ground wire when applicable

(g) Terminating service wire at the protector and the distribution facility as specified on the routine order, estimate, or work order

(h) Recording all required measurements on the engineer's drawing

(i) Informing the customer of his/her underground service wire location where possible

(j) Accounting for the placement of all underground service wires on Form P 3077

(k) Reporting damage to underground service wires in accordance with SI 5, Section 2

(l) Performing an acceptance test on all underground service wires placed as outlined in Section 001-320-315PT

(m) Enforcing the agreement made by the engineer with the applicant

(n) Preparing, completing, and distributing Form P 3077 as explained in Part 10 of this section

(o) Reporting hours for installing and maintaining underground service wire as outlined in Section 001-770-010PT

(p) Replacing defective buried wires where they cannot be repaired

Cable Maintenance Forces

5.15 Cable maintenance forces are responsible for:

(a) Repair and upkeep of underground service once it has been placed and the acceptance test has been completed and/or service connected

(b) Preparing records and summaries as outlined in Section 660-003-010PT, Cable Trouble Analysis Plan

Customer Service Forces

5.16 Customer service forces (MLAC, IC, MC) will be responsible for:

(a) Assisting the engineer in selection of a location for terminal and protector housings

(b) Terminating prewire at protectors

(c) Placing station protector, ground wire and ground clamps when applicable

(d) Assigning cable pairs when applicable

(e) Referring underground service wire trouble reports to the cable maintenance dispatcher

(f) Informing customers of the underground service wire locations where practical

(g) Isolating trouble between interior wiring and underground service wire

(h) Completing work operations as specified by the engineer

(i) Notifying the engineer of prewire requests where it is known that an underground facility will be required

(j) Maintaining an accurate and current LFACS records as explained in Section 680-105-010PT

(k) Enforcing agreement made by the engineer with the applicant by not establishing service when the applicant has not provided items contained in the agreement letter; code these held orders according to instructions in SI 142

(l) Maintaining the Company's position by providing the applicant with material or labor which is his/her responsibility to furnish; do not provide protector housings to the applicant

(m) Processing Form P 3077 as explained in Part 10 of this section

6. DESIGN CONSIDERATIONS

6.01 Consideration must be given to the following items when designing underground service entrance facilities:

(a) A service trench that satisfies Company requirements for a supporting structure

(b) Availability of an acceptable protector ground

(c) Proper separation between telephone plant and power wires in a joint trench as defined in Section 629-020-100PT

(d) Mechanical protection for telephone plant: e.g., riser protection conduit, conduit segments, entrance conduit, planking, etc.

(e) Construction timing to allow scheduling the placement of underground service entrance facilities by Company work forces

6.02 Service entrance conduit with pull wire is required to be provided by the applicant customer or developer in all cases.

6.03 The preferred station protector location is the garage wall adjacent to the power meter location and accessible from the outside. This allows access to the protector at all times for testing and isolating trouble.

6.04 Concealed entrance facilities as shown on Exhibits 4A and 4B, Figs. 1 and 2, Form CE 1106 should be recommended to the applicant as the preferred method of installation.

6.05 When the applicant elects to provide an exposed riser protection conduit, he/she should be told that the station protector will be mounted on the finished exterior wall of the building. He/she should also be aware of trench coordination problems that the exposed riser method presents, such as:

(a) Service wire will not be placed in entrance conduit until riser conduit is in place

(b) Exterior wall must be completed before riser can be placed

6.06 Concealed protector housings may include acceptable space in joint utility blisters, cabinets, and manufactured joint utility housings. However, station protectors must not be installed in space provided for natural gas meters. They must always be installed in the portion of the cabinet housing the electrical facilities or a portion of a housing specifically designed for station protectors.

6.07 Be thoroughly familiar with requirements for selecting and installing protector and signaling grounds. Section 460-100-201, paragraph 4.03 states that the ground clamp should be located at an accessible point. When a concrete encased electrode is used for grounding, provisions must be made with the applicant for acces to the point of connection where exterior and interior walls would conceal it. A plaster ring attached to the stud would meet this requirement.

6.08 Location of the protector housing is very important where the living units will not be prewired. If the housing is mounted in a wall that will be finished on both interior and exterior surfaces, concealed access to the post-wiring area (either attic or crawl space beneath the floor) must be considered. Access can be provided by a pull wire or string placed coincident with the protector.

6.09 Section 002-582-903PT, SIGNAL CIRCUITS, BURGLAR AND FIRE ALARMS, INSTALLATION AND MAINTENANCE PROCEDURES, states in paragraph 3.06: "Where the circuit is served from an aerial cable terminal or a rear wall terminal, terminate drop or block wires inside the building. Ouside protectors are not permitted."

6.10 Where underground service is involved and the existing station protector is mounted on an exterior wall (exposed or in a protector housing), contact your local alarm company for specific requirements. When the alarm company serving requirements differ from the standard design concepts contained in this section, apply the following rules:

(a) Do not extend the second pair of a service wire to an alternate station protector location.

(b) Provide a separate service wire for alarm circuits when an interior or different protector location is desired. It will be the applicant's responsibility to provide the supporting structure when required (e.g., trench, riser protection).

(c) Locate the protector as close as possible to the grounding location while keeping exposed wiring to a minimum.

Note: When grounding a second protector, the same grounding medium used for the existing protector must be used.

7. UNDERGROUND CONVERSION PROJECTS

7.01 The provisions of this section apply to the conversion of aerial plant to underground plant.

7.02 Applicants are required to provide, at their expense, the underground supporting structure and riser protection conduit when converting their service from aerial to underground.

7.03 Underground conversions may be initiated by:

(a) A governing body (city or county) adopting an ordinance creating an underground district

(b) A request from a governmental agency or a group of applicants

(c) Requests from individual applicants

(d) Utility or Company initiative

Note: When undergrounding is initiated by the Company, all service connection facilities shall be furnished at Company expense.

7.04 Form P 3077 must be prepared for buried service wires placed on conversion projects. Report hours spent placing underground service wire and removing existing aerial drop wires to reporting code 45M. ←

7.05 Additional move and change charges may apply if it is necessary to relocate the existing protector to facilitate the underground serving arrangement. Consult the business office or review Rate Practice 28-T, revised Sheets 33 and 34.

8. MAINTENANCE RESPONSIBILITIES

8.01 Once a direct buried service connection facility has been placed and tested, the Company is responsible for subsequent maintenance. This includes excavating or trenching required to repair damage or to replace the entire facility to establish or restore service.

Note: R work operations associated with repairing existing cable (time reporting, excavating and trenching) may be completed on the same P 3077 generated to establish new service. ←

8.02 By assuming the responsibility of establishing or restoring service, the Company does not waive its claim against the person(s) causing damage to our facility. Report damage to Company facilities as explained in System Instruction 5, Section 2.

8.03 When conduit is required on the private property as the supporting structure for the separate portion of the service connection facility, the customer is responsible for the maintenance or repair of the conduit. Temporary repairs may be made to restore service, but permanent repairs or replacement should not be made until the customer has repaired or replaced the conduit. If damage is caused by insufficient cover, the customer must adjust the conduit to its proper depth or apply suitable top cover prior to the permanent service restoration.

8.04 Service connection facilities **should not** be placed on top of the ground to temporarily restore service, based on the promise or assumption the customer will repair the conduit. By doing so, the Company assumes an undesirable liability and may be required to relieve the customer of his/her responsibility of maintaining the underground conduit.

8.05 The Company is not responsible for continued maintenance of temporary facilities used to restore service. If the customer refuses to repair his/her conduit or takes an unreasonably long time in making repairs, he/she should be told that continuity of his/her service depends on repair or replacement of the conduit. ←

9. SERVICE ORDER RECEIVED—NO UNDERGROUND SERVICE WIRE IN PLACE

9.01 When a service order is processed in the MLAC, LFACS assigns the order. There is no way of knowing if there is BSW (buried service wire) unless "CSW" field in LFACS shows "U" for unknown. →

9.02 The control foreman will:

(a) Call the outside plant engineer and inform him/her that an out-of-sight entrance facility is required and that no contact has been made with the applicant

(b) Provide the engineer with the following information:

- Name and address of the applicant
- Terminal address, if available
- Service order number
- Due date
- Any available access information
- Assigned CO cable and pair information for the service wire

(c) Send a confirming Interoffice Memorandum, Form D 526, to the engineer, include all information covered in (b) above, and file a copy of the D 526 with the service order

Note: Where an applicant has provided conduit, the Form D 526 should be sent directly to the construction forces. Construction forces will prepare Form P 3077 and place the service wire.

(d) Process the delayed service order, as covered in Section 680-895-955PT; the P 744 will be noted "service order held for developer, applicant, or customer underground supporting structure"

(e) Notify the customer of the delay:

(1) If discovered prior to the due date, call the business/residence service center; they will notify the applicant or customer that an underground supporting structure must be provided and an engineer will contact him/her.

(2) If discovered on the due date, the PSC will notify the customer by telephone or a field visit.

9.03 After receiving the telephone call from the control foreman, the engineer will:

(a) Contact the applicant, customer, or other utilities and arrange for the supporting structure.

(b) Advise the applicant or customer to call the engineer when the service entrance conduit and pull rope are ready.

(c) Return the D 526 to the control foreman with confirmation that the customer was contacted and will proceed.

(d) Provide the construction forces with a working drawing which includes the service order number and the notation, "Call IC Supervisor, Tel. # _____, when service wire is installed."

Note: In those cases that must be expedited, the engineer will call the required information to construction and send them a confirming P 3077 and working drawing.

9.04 The construction forces, upon receipt of the working drawing and notification that the supporting structure is ready, will:

(a) Proceed as outlined in 5.16.

(b) Call the control supervisor as soon as the service wire is installed.

9.05 After the PSC receives notification that the service wire is in place, they will process the service order in the normal manner.

9.06 When the installer finds no drop in place on the installation visit:

(a) The installer will:

(1) Inform the applicant or customer that an underground conduit and pull rope are required to complete the service connection, and that an engineer will contact them about the Company's requirements

(2) Obtain contact information from the applicant for the engineer; this should include who, when, where, and how to contact the applicant or customer

(3) Call the control foreman and relay all contact and access information

(b) The control foreman will process the order as covered in 9.02

9.07 On an installation visit, when the installer finds the underground conduit has been provided but the service wire is not in place:

(a) The installer will:

Inform the applicant or customer of the service connection delay

(2) Call the control supervisor and inform him/her that a service wire is required, and that the applicant or customer has provided the underground supporting structure

(b) The control supervisor will:

(1) Call the Construction Management Center requesting they expedite the placement of the underground service wire

(2) Provide construction with any necessary assignment information

(3) Process the service order in the normal manner

(c) The Construction Management Center will expedite the service wire placement if the applicant or customer has complied with the conditions outlined in Part 4. They will:

(1) Call the control supervisor as soon as the service wire is installed

(2) Initiate and process Form P 3077 as outlined in Part 10

10. DESCRIPTION AND USE OF FORM P 3077

10.01 Form P 3077 (8-76), Buried Service Wire Work Order, is a three-part snapout assembly. Refer to Exhibit 5 for detailed entry information.

10.02 Each sheet is printed on different colored paper and is designated as follows:

- White—Control Record—MLAC copy
- Canary—Field Copy
- Pink—Engineer's copy

10.03 Form P 3077 provides space to record entries for 15 separate buried service wires.

10.04 The completed P 3077 is the source for:

(a) Positng CSW information in LFACS

(b) Buried service wire acceptance test information

10.05 All buried service wires placed new or on conversion projects must be reported on Form P 3077. Hours charged for new service will be reported to 45C, and hours charged for conversion will be reported to 45M.

Note: R work operations associated with repairing existing cable (time reporting, excavating and trenching) may be completed on the same P 3077 generated to establish new service.

10.06 Form P 3077 will be originated by:

(a) **Construction forces** placing the buried service wire when work is associated with a routine order or estimate and when conduit is in place

(b) **The outside plant engineer** when the buried service wires are not associated with a routine order or estimate

10.07 When Form P 3077 is originated by the construction forces, they will daily:

(a) Complete the heading as shown in Fig. 1

Pacific Telephone
Nevada Bell

BURIED SERVICE WIRE WORK ORDER No. 123456

P 3077 - 9 76
REF 001 320 305 PT

EXCHANGE	MLAC	DATE
ANYTOWN	1-23	8-24-76

JOB NUMBER	ENGR NAME · TEL NO	TRACT NAME & NUMBER
77659		DAWN VIEW 4985

ITEM	ADDRESS HOUSE NUMBER AND STREET	LOT NUMBER	BURIED ENC CLOSURE PLACED	TEST OK	HOURS CHARGED 45C,M	HOURS CHARGED R	REMARKS
1	2345 HEMINGWAY	25		X	3/4		
2	2347 HEMINGWAY	27		X	1		
3							

HEADING

DIST.

WORK COMPLETED AND TESTED BY DATE	TEST APPROVED BY DATE	FOREMAN ARC
JWT 8-26-76	JME 8-26-76	4P822

DPC POSTED BY DATE	WORK PRINT POSTED BY DATE
	LLW 8-27-76

Contract Work Authorized By

Title _____ Date _____

WHITE · CONTROL RECORD TO MLAC CANARY · FIELD COPY PINK · ENGINEER'S COPY

COMPLETION INFORMATION

Fig. 1

(b) Enter the address, number and category of buried drops placed and the number of buried enclosures placed

(c) Note each item when the acceptance test has been completed

(d) Distribute completed forms as follows:

- White—MLAC
- Canary—file with the job after posting service wire placements on the work print
- Pink—forward to the engineer to notify him/her that wire has been placed and acceptance test completed

Note: The acceptance test of underground service wire is entered in the TEST OK line of Form P 3077; therefore, Form P 3030 described in Section 001-320-315PT is not required.

10.08 When Form P 3077 is originated by the **outside plant engineer**, he/she will:

(a) Complete the heading as shown in Fig. 2; the preprinted serial number in the upper right-hand corner will be entered in the job number space

(b) Enter the address or lot number for each location covered by the work order

(c) Enter cable pair and terminal assignment for the service wire connection

(d) Retain the pink copy in an abeyance file

(e) Forward the white and canary copies to the Construction Management Center; attach a copy of the work sketch, agreement letter and, when applicable, the indemnification letter to the P 3077 assembly

(f) **The construction forces** will:

(1) Place and test the underground service wire(s) authorized by the P 3077

(2) Post completion information

(3) Forward white copy of the P 3077 to the MLAC daily

→ **10.09** The MLAC will post the CSW and retain the white copy of the P 3077 as specified in System Instruction 9.

Pacific Telephone
Nevada Bell

BURIED SERVICE WIRE WORK ORDER No. 123456

P 3077-9 76
REF 001 320 305 PT

EXCHANGE	MLAC	DATE
ANYPLACE	Z-23	8-24-76

JOB NUMBER	ENGR NAME · TEL NO	TRACT NAME & NUMBER
123456	JONES 2884	

ITEM	ADDRESS HOUSE NUMBER AND STREET	LOT NUMBER	BURIED ENC CLOSURE PLACED	TEST OK	HOURS CHARGED 45C,M	HOURS CHARGED R	REMARKS
1	5807 FAIRWOOD DR.						
2							

ASSIGNMENT

	CABLE	TERMINAL	PAIR	BINDER	T	R
FEED	07	S 611 NEVADA	365			
DIST.	0702	R 5809 FAIRWOOD	24	B/W		

WORK COMPLETED AND TESTED BY · DATE	TEST APPROVED BY · DATE	FOREMAN ARC

DPAC POSTED BY · DATE	WORK PRINT POSTED BY · DATE	

Contract Work Authorized By

Title _____ Date _____

WHITE · CONTROL RECORD TO MLAC CANARY · FIELD COPY PINK · ENGINEER S COPY

Fig. 2

DIVISION POINT BETWEEN SERVICE
CONNECTION FACILITY AND INTERIOR WIRING

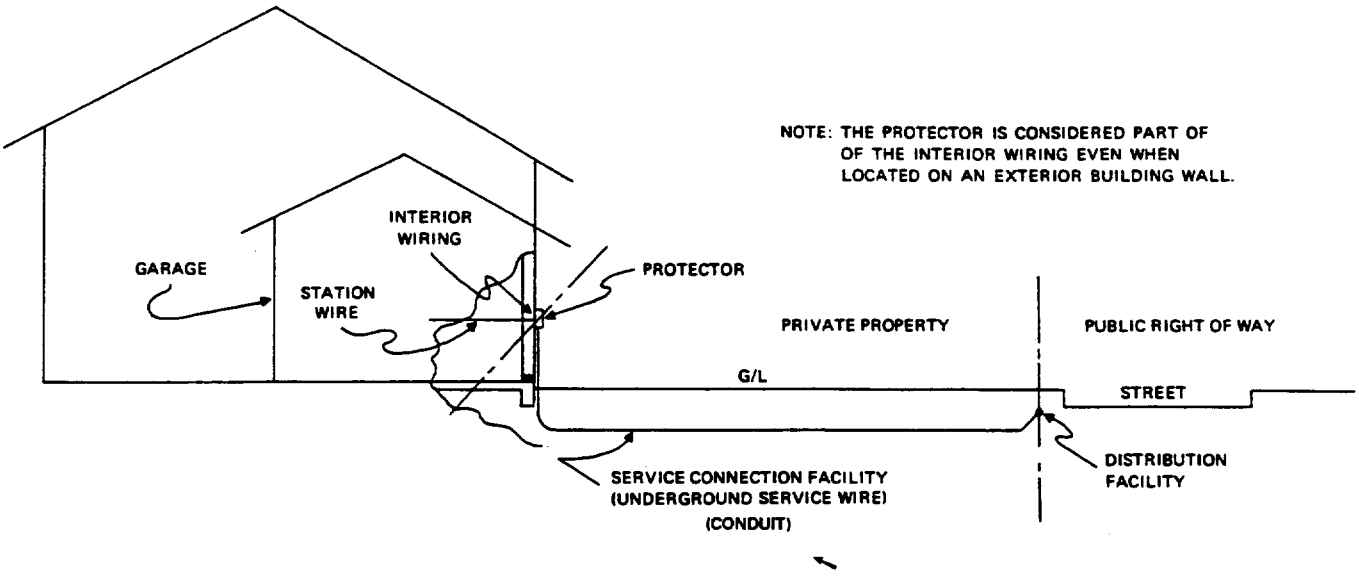


Exhibit 1

DIVISION POINT BETWEEN SERVICE
CONNECTION FACILITY AND INTERIOR WIRING

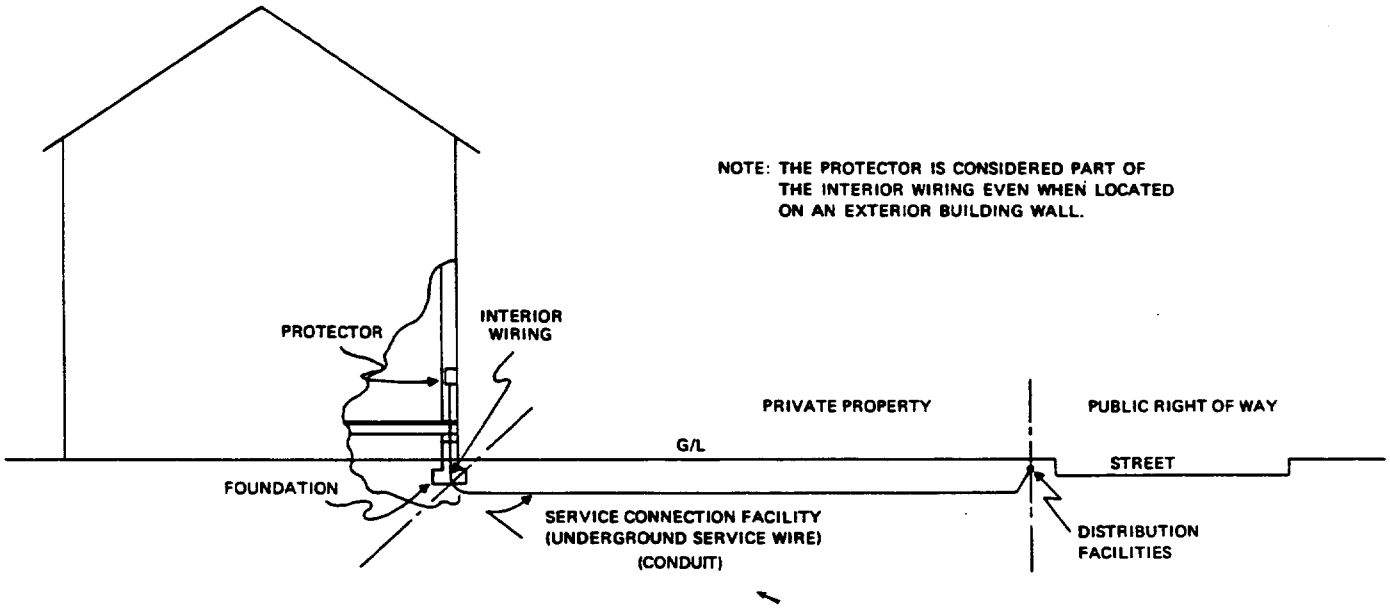


Exhibit 2

(SUGGESTED FORMAT OF AGREEMENT LETTER – RESIDENTIAL BUILDINGS)
(INDIVIDUAL TO FOUR-PLEX BUILDINGS)

PACIFIC BELL

_____
Address

_____
City State Date

_____
(Name of owner – applicant or customer)

_____
(City) (State) (Zip)

Dear Sir:

We have been notified of your intention to construct (a single family residence, duplex, triplex, etc.) at (address, city, state).

Making advance plans for telephone service may save you expense, eliminate delays in obtaining telephone service and avoid unnecessary exposed wiring where underground service is desired or required by law.

The attached Form CE 1106 outlines items you are obligated to provide in order to obtain underground telephone service on your property.

It is your responsibility to provide the service entrance conduit and pull wire for the cable or wire that will be placed underground on your property. In addition, you must provide a riser protection conduit to protect the underground wire where it enters your building.

Service cannot be provided until the items explained on the attachment have been provided.

Please study the attached form. If you need help in planning your service arrangement, please call (telephone number). Otherwise, please check the appropriate box to reflect your desired serving arrangement, sign one copy in applicant's signature space, and return it in the self-addressed, stamped envelope provided.

Yours truly,

_____
Outside Plant Engineer

Requested Serving Arrangement:

Figure 1a ☐ 1b ☐
Figure 2 ☐
Figure 3 ☐
Figure 4a ☐ 4b ☐
Figure 5a ☐ 5b ☐

_____
Signature of applicant

Attachment: Form CE 1106

Exhibit 3

Pacific Telephone

CE 1106 (6-74)
(001-320-305PT)

PACIFIC BELL

Standard Underground Serving Arrangements For Residential Buildings
(1 to 4 Living Units)

① - **GENERAL:** Customers, Applicants, and Developers requesting underground telephone service to residential buildings are required to provide the following before service will be placed.

(a) a service entrance conduit on the private property, equipped with pull wire.
(b) a flush or semi-flush termination enclosure when concealed facilities are requested.
(c) a riser protection conduit.
(d) a suitable means for interior wiring to reach all stations and the grounding point where concealed facilities are requested.

② - **WEATHER PROOF ENCLOSURE:** When concealed wiring is desired, a flush/semi-flush enclosure, or an approved space in a combined utility panel or weatherproof utility cabinet must be provided for mounting the telephone protective device. Figures 4A and 4B are semi-flush enclosures recommended for this purpose. They are commercially available, but in the event you are unable to obtain them, contact the Telephone Company Engineer for advice.

③ - **RISER PROTECTION CONDUIT:** A conduit riser must be provided to protect the service wire where it enters the building. Fig 1 is mandatory. When Fig 1 is selected, telephone wire and protector will be attached to the completed surface of the exterior wall. Riser protection conduit may be any standard electrical trade conduit except aluminum or flexible steel. Conduit exposed to the sunlight as in Fig 1 must be approved PVC or rigid steel electrical conduit. Conduit size will be specified by the telephone company engineer.

④ - **CONDUIT:** A service entrance conduit (Fig 3) as specified by the Telephone Company Engineer.

⑤ - **PROTECTION GROUND:** Access to the point of connection to the grounding medium must be permanently accessible where the grounding point will be concealed in walls that are to be finished on both the exterior and interior surfaces.

Front Side of Form CE 1106
Exhibit 4A

PACIFIC BELL STANDARD UNDERGROUND SERVING ARRANGEMENTS FOR RESIDENTIAL BUILDINGS
(1 to 4 Living Units)

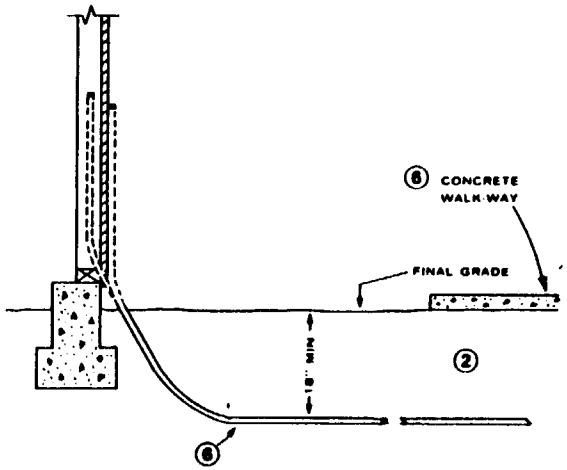


FIG 1
CONDUIT REQUIRED

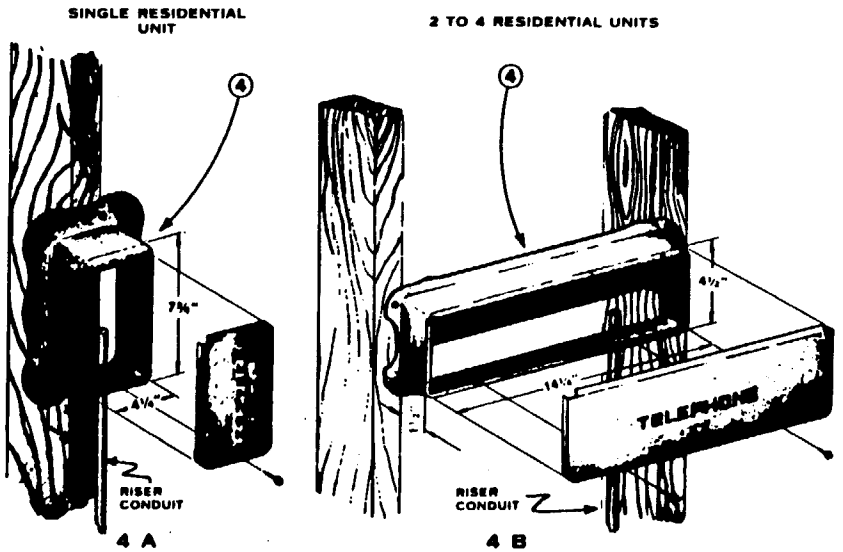
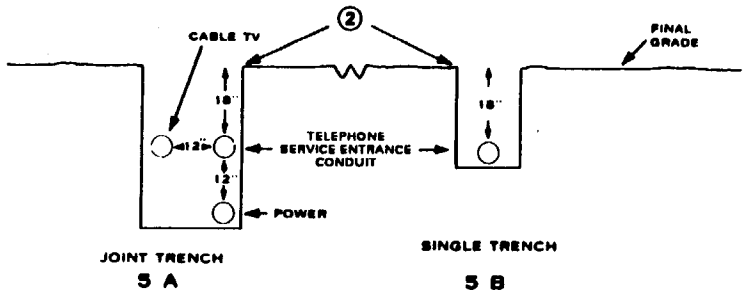


FIG 2
WEATHER PROOF ENCLOSURE



TYPICAL TRENCH CROSS SECTION
FIG 3

CONDUIT SIZE_____

FOR ASSISTANCE IN PLANNING UNDERGROUND SERVICE OR IF 5 OR MORE RESIDENTIAL LIVING UNITS ARE INVOLVED, PLEASE CALL:

_____ AT _____
TELEPHONE COMPANY ENGINEER — TELEPHONE NO.

Back Side of Form CE 1106
Exhibit 4B

NOTES TO EXHIBIT 6

1. The preprinted alpha-numerical form number.
2. Enter the name of the exchange (common language code).
3. Enter the geographical code of the MLAC.
4. Enter the date the P 3077 is prepared.
5. Enter the Routine, Order, Estimate, or Work Order number (the work order number is the same as the preprinted alpha-numerical number in item 1).
6. When the P 3077 is originated by the plant engineer, he/she will enter his/her name and telephone number.
7. Enter the tract name and/or number when applicable.
8. Enter the street address where the buried wire was placed. Enter only the addresses associated with the Routine Order, Estimate or Work Order. Use a separate form(s) for each individual job number. Forward all completed form daily. Do not wait until you have completed 15 items.
9. Enter the lot number of a subdivision when available.
10. Place an "X" when a buried encapsulated closer (8- or 9-type or equivalent) is placed when the field work is charged to the station "C" account (28C).
11. Place an "X" when the acceptance test has successfully been completed.
12. Enter the total time required to complete the work operation in the appropriate column (45C for new installations; 45M for conversions from aerial to underground; R for repair work).
13. Enter pertinent remarks.
14. Enter the cable and terminal assignment when prepared by the engineer as a work order.
15. The name or initials of the employee completing the work and the date completed.
16. The foreman OK'ing the test will enter his/her name and the date the test was completed.
17. Enter the foreman's A R C number.
18. The employee posting the buried or underground wire addresses on the DPAC will sign and date.
19. The employee posting the buried or underground wire information on the work print will sign and date.
20. The name of the employee authorizing Contract work (see SI 71, Supplement 3 for appropriate approval levels) and the date authorized.

Pacific Telephone
Nevada Bell

BURIED SERVICE WIRE
WORK ORDER No. 123456 (1)

EXCHANGE (2) | MLAC (3) | DATE (4)

JOB NUMBER (5) | ENGR NAME (6) | TEL NO | TRACT NAME & NUMBER (7)

ITEM	ADDRESS HOUSE NUMBER AND STREET	LOT NUMBER	BURIED ENC CLOSURE PLACED	TEST OK	HOURS CHARGED 45C,M	HOURS CHARGED R	REMARKS
1	(8)	(9)	(10)	(11)	(12)		(13)
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

ASSIGNMENT (14)

	CABLE	TERMINAL	PAIR	BINDER	T	R
FEED						
DIST.						

WORK COMPLETED AND TESTED BY DATE (15) | TEST APPROVED BY DATE (16) | FOREMAN ARC (17)

DPAC POSTED BY DATE (18) | WORK PRINT POSTED BY DATE (19)

Contract Work Authorized By (20)

Title _____ Date _____

WHITE - CONTROL RECORD TO MLAC CANARY - FIELD COPY PINK - ENGINEER'S COPY

Exhibit 6