



Enterprise Technology Support

ATT-002-316-107 AT&T-Pacific Bell Space Reservation Deposit Process M&P

Abstract:

Presented in this document are the methods and procedures to implement the AT&T-Pacific Space Reservation Process.

Audience: The primary audience for this document is AT&T Local Exchange Carrier personnel in the following disciplines, Switch Capacity Planner/Engineer, Transport Equipment Engineer (TEE), Facility Equipment Engineer (FEE), Digital Transport Engineer (DTE), Space Planner, Frame Planner, Long Range Technical Planners, and Network Sales Support (NSS) organizations. This document is to be used internally within the Telco and their authorized Cluster Vendors and have a limited distribution subject to the header/footer information.

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1 Scope

- 1.1 This document describes the methods and procedures for AT&T-Pacific Bell (PB) to ensure parity between PB and CLEC deposits for collocation space reservations.

2 Application

- 2.1 The methods and procedures in this document outline the Space Reservation Deposit Process to ensure parity with CLECs and affiliates for space reservations, with a \$ 2,000 deposit for each 100 square foot increment of reserved similar (*i.e.*, transport) equipment space. The PB Network Sales Support (NSS) Coordinator will maintain the PB Space Reservation Deposit Master Files as required for audit purposes. PB shall reserve space for transport equipment only in wire centers where space is constrained.
- 2.2 The PB Common Systems Space Planner (CSSP) will apply these rules each time a central office review is performed. The CSSP, when reserving space for transport equipment in PB central offices, and applying the requirement to submit a deposit for PB reserved transport equipment space, will apply the requirements set forth in this document.
 - A deposit is required for each 100 square feet of space reserved by PB for the growth of similar equipment. Transport equipment reservation period is Current Year (CY) + 1.
 - No deposit will be required for square feet of space reserved by PB for the growth of dissimilar equipment (switch, power, frames). The reservation period for dissimilar equipment is CY + 5.
- 2.3 The equipment engineer will receive a planning directive that may trigger a transport equipment job in a PB central office. The equipment engineer will forward a Space Assignment Form (SAF) to the CSSP reflecting the space requirements of the planning directive. If the SAF form impacts a central office for which PB has submitted a Space Reservation Deposit Request Form, the CSSP will forward the SAF to the NSS Coordinator. The NSS Coordinator will update the log reflecting the PB space requirements (use of space).

- CLEC's Use of Space Subject to a Reserve Deposit. Solely for purposes of the California reserve deposit process, the CLEC shall be deemed to be using the 100 square foot increment of space within the prescribed timeframe (current year plus 12 months), if the CLEC submits a complete collocation application for leasing all or part of the space, subject to all applicable Pacific Bell collocation requirements, within that timeframe. This deemed use, however, shall become null and void (and the deposit and reserved space relinquished) if Pacific Bell subsequently denies, or the CLEC subsequently withdraws, the application. If the application is approved, construction of the space will move forward under Pacific Bell processes, and the CLEC will be subject to applicable collocation requirements for use of the space for interconnection or access to UNEs. The CLEC's reservation shall expire at the end of the prescribed timeframe for any part of the 100 square foot increment of space for which the CLEC has not submitted a complete collocation application.
- Pacific Bell's Use of Space Subject to a Reserve Deposit. Solely for purposes of the California reserve deposit process, Pacific Bell shall be deemed to be using the 100 square foot increment of space within the prescribed timeframe (current year plus 12 months), if the appropriate Pacific Bell manager submits a complete "planning directive" (or Space Assignment Form) for all or part of the space, subject to all applicable Methods and Procedures, within that timeframe. This deemed use, however, shall become null and void (and the deposit and reserved space relinquished) if, following submission of a planning directive, Pacific Bell subsequently fails to complete a "Space Assignment Form" or to

construct and occupy the space, within reasonable time frames based on Pacific Bell's applicable processes. Pacific Bell's reservation shall expire at the end of the prescribed timeframe for any part of the 100 square foot increment of space for which Pacific Bell has not submitted a complete planning directive (or a complete space assignment form).

- Description of Required Documents for Pacific Bell's Use of Space. The "planning directive" manifests the use of the space by initiating equipment deployment and installation. At the point of submission of the planning directive, the service arrangement is known and documented. The directive includes the ILEC premises where space is to be used, the type of equipment to be placed in the space, and data from which the amount of space required for the use can, and will, be derived. The planning directive is followed by a Space Assignment Form which is used to physically assign the space and hold it against other uses by the ILEC or CLECs, so that the space can be constructed and occupied.

3 Reason for Issue

3.1 Initial M&P, Issue 1.0. Reasons for future revisions will be stated in this section.

3.2 Revision Log - ATT-002-316-107

REVISION LOG

Revision Number	Reason for the Revision	Revision Date	Responsible Manager
1	Initial Issue – AT&T-Pacific Bell Space Reservation Deposit Process M&P	September 18, 2002	Ernest Riojas
2			
3			
4			

4 AT&T-Pacific Bell Space Reservation Process

4.1 AT&T-Pacific Bell Space Reservation Process, Issue 1.0 can be found on the Common Systems Collocation documents Web Site:

1. M&P is found on Common Systems web site (url = <http://ebiz.sbc.com/commonsystems/>)
2. Select Tab 9
3. Select Collocation Documents
4. Select AT&T-Pacific Bell Space Reservation M&P

4.2 The following list identifies the AT&T groups involved in the AT&T-Pacific Bell Space Reservation Process:

1. **PB NSS Coordinator (Tim Harper)** – NP&E Contact for all PB Space Reservation requests, is responsible for forwarding all PB space Reservation Request forms to Finance for handling of the PB deposit transactions. Also, maintains the PB Space Reservation Files.
2. **PB Common Systems Space Planner (CSSP)** - CSSP is responsible for performing the Central Office reviews per the Wire Center Planning M&P and initiating the PB Space Reservation Request Form in all closed or space constrained central offices per Space Planning Flash No. 02-0XX
3. **Collocation Service Center (CSC)** – Receives CLEC's applications, inquiries and CLEC requests for space reservations.
4. **Collocation Account Manager**: The Account Manager will serve as the CLEC's Single Point of Contact between the CLEC and AT&T.
5. **Finance** - The Finance team is responsible for the processing of the PB deposits for each 100 square feet reserved space.
6. **Network Planning & Engineering Groups** - PB Space Planners, Equipment Engineers (FEEs, TEEs & DTEs) and Network Sales Support personnel are involved in the Space Reservation implementation of PB Space Reservation requests.

4.3 AT&T-Pacific Bell Space Reservation Process Steps are as follows:

Table 4.3

Step #	Task Owner	AT&T-PB Space Reservation Deposit Process Steps
1	CSSP	Initially, the CSSP will review all closed or space constrained central office and complete a PB Space Reservation Deposit Request package for each central office per Space Planning Flash 02-013. Refer to step #3.
2	CSSP	On a going forward basis, as the CSSP completes a central office review or receives a Space Assignment Form, the CSSP is required to complete a PB Space Reservation Deposit Request package for each space constrained central office per Space Planning Flash 02-013. Refer to Space #3.
3	CSSP	Per Space Planning Flash 02-013, the CSSP will submit the PB Space Reservation Request Form ¹ and support documents to the NSS Space Reservation Coordinator c/o Tim Harper. His E-Mail address: th2754@att.com
		The required documents are as follows: <ol style="list-style-type: none"> 1. AT&T-PB Space Reservation Deposit Request Form 2. Floor plan drawing reflecting the reserved space 3. Wire Center Forecast Form, planning directive, and/or Space Assignment Form
4	NSS Coordinator	Upon receipt of a PB Space Reservation Deposit Request Package, the NSS Coordinator will log and maintain the Master Tracking Log for each Space Reservation Deposit Request, then forward the PB Space Reservation Deposit Worksheet ² to Finance (step #6).
5	NSS Coordinator	In December of each year, the NSS Coordinator will reconcile the PB Deposit account with Finance, identifying any forfeited deposits. Per step #6, a report of forfeited deposit amounts will be sent to the CSC. NSS will update the Master Tracking Log accordingly.
6	Finance	Finance will perform the required accounting for the CPUC required PB deposits for the reservation of PB central office space per Section 6. After a deposit is forfeited, Finance will notify the CSC of the forfeited amount to the Collocation Service Center. Forfeited amount (deposit) will remain in account 4030.95 until CSC determines which CLEC should receive the credit.
7	CSC ³	CSC will determine which CLEC will receive the forfeited amount (deposit) as a credit against the charges of their collocation costs.

¹ Refer to Section 6 - Pacific Bell Space Reservation Deposit Request Form

² Worksheet submitted by NSS to Finance for the Deposit Journalization

³ CSC Team will refer to CSC Methods & Procedures (separate document)

5 Pacific Bell Space Reservation Deposit Request Form

5.1 Master copy of PB Space Reservation Deposit Request Form is available on the Common Systems web site, Space Planning Implementation Effort web page @ url <http://ebiz.sbcT.com/commonsystems/docs/cspec/index.html>

6 Accounting for CPUC Required Deposits for the Reservation of Central Office

6.1 NSS Coordinator will send a spreadsheet to Finance documenting the Central Office space Pacific Bell needs to reserve. This spreadsheet should contain the following information: CO where space is to be reserved, square footage reserved, date and time of reservation, name of CO space planner, and the date occupied, if any. For each 100 square feet reserved, Finance will make the following entry to accrue for the reservation deposit:

Dr.	2232.357C ⁴	\$2000
Cr.	4030.95 ⁵	\$2000

The entry will be made on a journal, without a project number, using Glenn Anderson's RC.

6.2 When PB occupies the reserved space, the entry in step 1 will be reversed.

Dr.	4030.95	\$2000
Cr.	2232.357C	\$2000

6.3 If PB does not use the space (as defined above in section 2.3) by December 31 of the year following the reservation, the deposit will be forfeited and the following entry will be made to re-class the deposit to expense:

Dr.	7370.9 ⁶	\$2000
Cr.	2232.357C	\$2000

6.4 After a deposit is forfeited, Finance will forward the appropriate CO information and the forfeited amount to the Collocation Service Center. The forfeited amount will remain in account 4030.95 until the CSC determines which CLEC should receive the credit against the charges of their collocation costs.

4 Account 2232.357C: Circuit Equipment - Digital Loop

5 Account 4030.95: Advance Billing and Payments - Collocation

6 Account 7370.9: Special Charges - Other

7 Glossary

Pacific Bell Space Reservation Deposit Request Form - PB form utilized by CSSP to request space reservation deposit of similar equipment (Transport). This form will include the PB central office, Office status, Square Footage reserved, Deposit Reservation amount, CSSP name, Date & Time of reservation, remarks section. Master copy of PB Space Reservation Deposit Request Form is available on the Common Systems web site, Space Planning Implementation Effort web page @ url <http://ebiz.sbcT.com/commonsystems/docs/cspeg/index.html>

Pacific Bell Space Reservation Deposit Worksheet - PB form utilized to request space reservation deposit of similar equipment (Transport). This form will include the PB central office, Office status, Square Footage reserved, Deposit Reservation amount, CSSP name, Date & Time of reservation, remarks section. Master copy of PB Space Reservation Deposit Worksheet is available on the Common Systems web site, Space Planning Implementation Effort web page @ url <http://ebiz.sbc.com/commonsystems/docs/cspeg/index.html>

Pacific Bell Space Reservation Policy - The space reservation period for similar equipment (transport) is current year (CY) + 1. The space reservation period for dissimilar equipment (switch, power & frames) is CY + 5. CSSP shall monitor central office space as reserved space (with a deposit) and planned space (without deposit) on the floor plan. In order to ensure proper use of space (as defined above in section 2.3) during the reservation time frame, the CSSP will update the reserved space when a new WCFF, planning directive, and/or Space Assignment Form (SAF) is submitted.

Pacific Bell Space Reservation Deposit Required Documents - PB Space Reservation Request Form with related updated copy of floor plan(s) reflecting PB's reserved space and the Wire Center Forecast Form (WCFF), planning directive, and/or Space Assignment Form (SAF).

Pacific Bell Space Reservation Deposit Tracking Log - The NSS Coordinator will maintain a tracking log of all processed PB Space Reservation Deposit Request Forms.

Finance Accounts - The following Finance accounts are utilized in the PB Space Reservation Deposit Process:

1. Account 2232.357C: Circuit Equipment - Digital Loop
2. Account 4030.95: Advance Billing and Payments - Collocation
3. Account 7370.9: Special Charges - Other

Constrained (125%) - Offices were categorized as constrained if after assessing current year + 1 space reservation, an additional unforecasted 25% space requirement could not be accommodated.

Constrained - Other - Offices were categorized as constrained -other if after assessing current year + 1 space reservation and the known space dynamics of the central office, an additional unforecasted 25% space requirement could not be accommodated.

8 References

For further information or electronic copies of this document and related information, visit the internal AT&T Local Exchange Carrier Web site: <http://ebiz.sbc.com/commonsystems/> or <http://apex.sbc.com>

Document	Description	Issue & Date
ATT-002-316-001	UNE Deployment in the Central Office	Issue 2.1, Jan 2001
ATT-002-316-002	Collocation Provisioning Guidelines	Issue 13, December 2001
ATT-002-316-003	Main Frame Forecast M&P	Issue 8, July 2001
ATT-002-316-004	Tie Pair Management on MDF/IDF Frames M&P	Issue 1, February 2001
ATT-002-316-005	POTS-SPLITTER Mechanized Management M&P	Issue 1, November 2001
ATT-002-316-006	Line Sharing Deployment M&P	Issue 9, November 2001
ATT-002-316-007	Special Interconnection Arrangement (SIA-BFR)	Issue 4.1, Jan 2001
ATT-002-316-008	CLEC Cable Placement	Issue 7, February 2002
ATT-002-316-009	ADSL for the Central Office M&P	Issue 12.1, Jan 2001
ATT-002-316-010	CLEC Line Sharing (CLEC Version)	Issue 7, Nov 2000
ATT-002-316-011	SingleMode Fiberoptic Optical Splitters	Issue 3, Apr 2001
ATT-002-316-012	Line Splitting	Issue 4, January 2002
ATT-002-316-013, Appendix 1	Total Decommissioning Engineering Template	Issue 4, May 2002
ATT-002-316-015	Total Decommissioning of CLEC Equipment/Wiring M&P	Issue 4, May 2002
ATT-002-316-017	AT&T-BNC Plug Connector Standard	Issue 1, August 2001
ATT-002-316-019	AT&T-indoor Coaxial Cable Standard	Issue 3, August 2001
ATT-002-316-022	Synchronization in the Central Office	Issue 1, May 2002
ATT-002-316-023	Collocation Database Application - Network Sales Support M&P	Issue 1, March 2001
ATT-002-316-038	Yeilding Bracket M&P	Issue 1, May 2001
ATT-002-316-041	DSX-1 Frame Forecast M&P	Issue 5, April 2002
ATT-002-316-042	DSX-3 Frame Forecast M&P	Issue 6, May 2002
ATT-002-316-043	FDf Frame Forecast M&P	Issue 3, January 2002
ATT-002-316-044	AT&T Corporate Real Estate (CRE) CLEC Cable Placement M&P	Issue 1, April 2001
ATT-002-316-047	Discontinuance Accounting M&P	June 2002
ATT-002-316-053	Fiber Protection System in the Central Office	December 2001
ATT-002-316-066	Fiber Protection Bay	June 2002
ATT-002-316-101	Wire Center Planning M&P, Space Planning for the C.O.	Issue 8, December 2001
ATT-002-316-102	CLEC Equipment Review M & P	Issue 4.0, August 2002
ATT-002-316-103	CLEC Equipment Review Flow Chart	Issue 4.0, August 2002
ATT-002-316-104	CLEC User's Guide - CLEC Equipment Review Process	Issue 4.0, August 2002
ATT-002-316-107	AT&T-Pacific Bell Space Reservation Process M&P	Issue 1.0, September 2002
Space Planning Flash No. 02-0XX	Clarification on Space Reservation Need in California	Issue 1.0, September 2002

9 Contacts

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