

EQUIPMENT OR WORK REQUEST PROCEDURE FORM P-2185

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1. GENERAL

1.01 This section outlines the procedure used by Distribution Services, and NetCom Services field forces for requesting additions, removals and changes in telephone plant.

1.02 This section is reissued to comply with changes in title and departmental responsibility due to Company restructure. Since this reissue covers a general revision the arrows ordinarily used to indicate changes have been omitted.

1.03 The Miscellaneous Equipment or Work Request, Form P-2185 (Fig. 1), serves the dual purpose of a request form as well as a notification of approval or disapproval of the request.

2. REQUESTS

2.01 Requests requiring Form P-2185 are as follows:

(a) Installation, retirement, transfer or replacement of central office equipment units as listed in the Accounting Handbook.

(b) Additions, deletions, transfers, replacement or modifications of capital tools and test sets associated with central offices.

(c) Circuit modifications and minor rearrangements of central office equipment.

Note: The P-2185 procedure should not be used to request building rearrangements and changes. Use Form C4395, Equipment Building Alterations/Building Schedule Request.

3. DEPARTMENT RESPONSIBILITIES

3.01 Loop Assignment Centers (LAC) will initiate Form P-2185 for items of miscellaneous equipment that are manually recorded and assigned by the LAC in connection with service order assignment work. Some examples may be as follows (exception, par. 3.02):

(a) Long line circuits

(b) Private line circuits, i.e. ringdown circuits

(c) Ringing control leads

(d) Multi-party bunch blocks.

3.02 NetCom Services maintenance forces originate Form P-2185 for miscellaneous central office facilities that are inventoried and assigned by COSMOS as well as those which may be assigned by the LAC but not necessarily in connection with service order work. Some examples are as follows:

(a) Interframe tie pairs

(b) Test circuit additions and deletions

(c) Remote alarm units

(d) Test sets, meters, etc.

(e) Bridge lifters

(f) Range Extenders

(g) Message Registers.

NOTICE

The information contained herein should not be disclosed to unauthorized persons. It is meant for use by authorized representatives of U S WEST, Inc. and Mountain, Northwestern and Pacific Northwest Bell Telephone Companies only.

4. PREPARATION OF EQUIPMENT OR WORK REQUEST

4.01 The Miscellaneous Equipment or Work Request, Form P-2185, is prepared in sufficient copies to provide three copies for the Manager making request and one copy for each lower level of supervision maintaining files of these requests. The originator retains a record copy. Reference information is listed on this copy.

4.02 The form (P-2185) is completed as follows:

- (a) Date - Enter the date the P-2185 is prepared.
- (b) Dept. Serial No. - Requests received in the District Managers office will be serially numbered as required in order to maintain controls within their organization.

- (1) Serial numbers start with the number "1" at the beginning of each year. Serial numbers are prefixed by a letter(s) and a number. The correct prefix is found in Table A. The numerical part of the prefix is the last digit of the year in which the request was prepared. For example: The request numbered RN4-1 is the first request issued in 1984 by Distribution Services North.

**TABLE A
DIVISION PREFIX**

DIVISION	PREFIX
Distn. Svcs. North	RN
Distn. Svcs. South	RS
NetCom Services North	NN
NetCom Services South	NS

(c) Referred To - P2185s (Fig. 2) are routed from the Field Locations District Manager to the District Engineer who will route to the appropriate Engineering Group. The Equipment Engineering Group will:

- (1) Review the request to determine if the request is justified.
- (2) Determine whether type of equipment requested conforms to PNB technical standards.

- (3) See if request can be filled by transferring equipment from another field locations.
- (4) Determine if purchase of new equipment is required.
- (5) Maintain status of Form P-2185.
- (6) Forward approved P-2185s to proper implementing engineering group.
- (7) Review circuit changes, modifications and rearrangements.
- (8) Return completed form to the District Engineer.

The District Engineer of the implementing group is responsible for:

- (1) Capital budgeting.
- (2) Inventory management of test equipment.
- (3) Retirement of obsolete equipment.
- (4) Ordering of new equipment.
- (5) Provision of facilities.

Note: It is only necessary for each level of supervision to enter the name of the next level of escalation.

- (d) Approved or Disapproved - Each supervisor listed in the Referred To column indicates approval or disapproval by signing initials and date in the Approved or Disapproved column. Each succeeding level of supervisor should **be convinced of the validity and necessity for the request before initialing the form.**
- (e) Reply To - Not used by field forces. To be used by higher levels of supervision to address the form returned to the originator.

Note: The department or supervisor responsible for approval or disapproval enters in reverse order the names appearing in the Referred To spaces and returns a copy through the lines of organization to the originator.

- (f) Office or Equipment Unit - Central office name or customer's name for field located equipment.
- (g) Type of Equipment or System - Enter the type of central office (No. 5 crossbar, 1/1A ESS, etc.)
- (h) Dist. - Enter the district name or number.
- (i) Equipment or Work Requested - Enter the name of the material, equipment, capital tool or the work requested, etc.
- (j) Date Req'd - Enter the date that the equipment or work operation is needed.
- (k) Title of Circuit - Enter the name of the item requested, eg, 23A transmission measuring set.
- (l) Drawing Number SD, T, J, ED - Enter SD or other drawing number of equipment requested and the drawing number of other similar equipment.
- (m) Wiring List - Enter the wiring list and issue number.
- (n) Number Installed - Enter the number presently installed.
- (o) Number In Use - Enter the number presently in use.
- (p) Number Request - Enter the number requested.

For example: When LLE or bridge lifters are requested, show the drawing numbers, number installed, number in use and number requested for the item requested and all similar equipment in the office.

- (q) Explanation of Requirements - Enter a statement detailing the action and the reason for the equipment or work operation requested. **Provide justification for equipment or work operation required in sufficient detail to enable the approve/disapprove decision to be intelligently made.**
- (r) Supv. Making the Request, Title, Tel. No. - the Supervisor's name, title and telephone number.

- (s) Action by the District Engineering Manager - Maintenance Engineers.

The Maintenance Engineers indicate concurrence or disapproval of the request by checking the appropriate block. If no action is required by the Maintenance Engineer, the "Not Involved" block is checked.

- (1) Enter Parcel No., Code, Cost, if used.
- (2) Comments, By, Title, Date - Enter comments, by whom, and the date.
- (t) Action by the District Engineer: Enter the action taken by Project Engineers.
 - (1) Completion Date - Enter the date the job should be completed.
 - (2) Engineer Req. No. - Enter the Engineer's requisition number.
 - (3) Job No. Enter the routine order or estimate number.
 - (4) Approved By, Title, Date - Signed by the person approving the request with title and date.

5. ROUTING OF THE MISCELLANEOUS EQUIPMENT OR WORK REQUEST

5.01 Form P-2185 is forwarded through lines of organization. Each level of supervision considers the request, indicates disapproval or approval and provides the requested information or work authority, and forwards the P-2185 to the next supervisory level.

5.02 The original and duplicate copies are sent to the department responsible for final approval and assignment of the necessary authorizations.

5.03 The department or supervisor who receives the request will fill the appropriate entries on the lower part of the form. They will reverse the original list of names and write them under the Reply To section. Return one copy through lines of organization to the originator.

5.04 Examples of possible routing of P-2185's originating in Distribution Services and NetCom Services are shown in Fig. 2.

6. ORDERING INFORMATION - FORM P-2185

P-2185 Miscellaneous Equipment Work
Request may be ordered from:

Stationery Distribution Center
Seattle, WA
(206) 345-4478

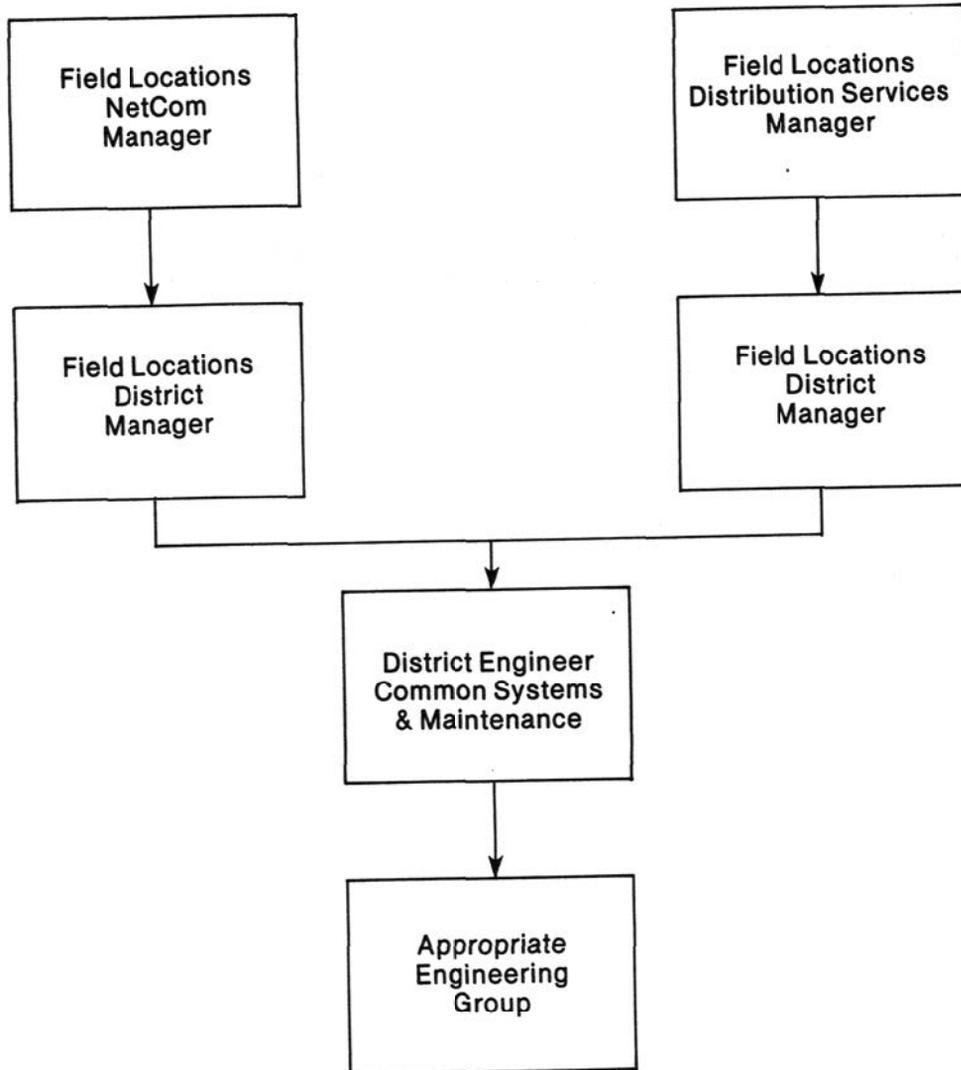


Fig. 2 — Routing, P-2185