

# Equipment Rooms Housekeeping

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## General

**Purpose**

This practice lists the equipment that must be examined, the procedures that must be followed, and the precautions that must be observed to keep equipment rooms clean, neat, safe, and free of hazards.

NOTE: **Safety issues addressed in previous issues of this practice have been moved to GTE Telephone Operations Practice 200-001-000.**

**Filing Instructions**

This practice supersedes Issue 4, November 1988. Remove and discard Issue 4 and replace with this Issue 5 in the practices set.

## General, continued

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### Copyright and Responsibility

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### Disclaimer

This GTE Practice has been prepared for GTE employees. GTE hereby disclaims any responsibility or liability for any consequential or inconsequential damages that may result from the use of this practice.

## Overview

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### Scope

This practice is applicable to all equipment rooms (COs, PBXs, MXUs, CEVs, etc.) when activity is in progress.

### References

In addition to this practice, be familiar with the information in the practices listed below.

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FOR INFORMATION ABOUT.. .	SEE GTE PRACTICE...
Storing, Handling, and Transporting Static-Sensitive Components	<b>007-005-015</b>
Asbestos Work Procedures - Safety Precautions	009-000-003
Safety Precautions - COE	200-001-000
Reconditioning of Water-, Heat-, and Smoke-Damaged Electromechanical and Electronic Switching Systems and PABX Equipment	200-001-002
Central Office Emergency Procedures Commercial Power Failure	200-001-003
Inspection of Switching Equipment Made Busy	200-001-005
Guidelines for the Use of Electrical Tools and Test Equipment <b>in Electronic Equipment Areas</b>	200-001-010
Central Office and PABX Solvents, Lubricants, and Cleaners; Form S6890, Authorized List	220-101-104

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(continued)

## Overview, continued

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### References, continued

FOR INFORMATION ABOUT...	SEE GTE PRACTICE...
Cable Entrance and Cable Vault Structural Details	740-100-073
Building Fire Fighter Apparatus Description, Use, Placement, and Maintenance	742-100-101
Central Office Grounding Systems Engineering Applications	795-805-071
AC Service Grounding Engineering Applications	795-805-072
Inspecting Electronic Central Office Grounding and Protection	795-805-074

# Equipment Rooms - Housekeeping

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## General House-keeping and Maintenance

Ensure that no dirty conditions or safety hazards result from construction activity or other production work. If such conditions occur, notify the building maintenance supervisor who must stop the work and notify the supervisor of the group creating the problem.

To maintain a clean and hazard-free work environment, observe these precautions and rules:

- Store employees' coats, jackets, lunch boxes, etc. in the employees' lockers or a designated location.
- Store mops, brooms, and similar equipment in the janitor's locker.
- Store clean rags in the locker or appropriate container provided for them.
- Store oily rags in the special metal can (with lid) provided for them.
- Place garbage in the garbage cans provided, not in the wastebaskets.
- Place wire scrap in designated containers.
- Keep flame-tamer type cans (MC 670831, MC 670832, or an equivalent), wastebaskets, rag containers, etc. in good condition and in a designated location provided by the Central Office Supervisor.

NOTE: **Open wastebaskets are not permitted in equipment rooms.**

- Store all flammable liquids in metal shipping containers or safety cans placed in a metal cabinet.
- Do **not** store gasoline inside any building.
- Store portable folding ladders in a designated location.
- Place ladder seats in a central location where they will not create a safety hazard.
- Keep dollies and cartage devices in a safe and central location.
- Make sure that equipment, parts, or supplies are not left in a place that could create a safety hazard. Some of the more common hazards are:
  - Tools and similar equipment left on ladders and cable runway or grid.
  - Boxes, ladders, cable reels, and equipment left in aisles or **passages**.

NOTE: **Remove empty boxes before the end of each work shift.**

- Wire, wire clippings, junk, or trash left on the floors.
- Lumber, iron work, and pointed or sharp objects left where they can create a tripping hazard.
- Make sure that switch covers are on switches that are in the shelves. If a defective switch is removed, hang the older type switch cover, which can be hung in the vacant position, on the shelf in the position of the removed switch. Switch covers which cannot be hung in the vacant position must be taken with the defective switch to the work area or put in an appropriate storage area.
- Ensure that equipment, including printed circuit boards, card extenders, kick plates, end guards, stiffening bars, etc., is never left on top of installed equipment or on the floor while equipment is being repaired or installed in the work area.
- Keep the tops of cable racks and troughs free of tools, loose blocks, and miscellaneous parts.

# Equipment Rooms – Housekeeping, continued

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## General House-keeping and Maintenance, continued

- Keep work benches free of miscellaneous parts and equipment not **being used** or repaired.
- Keep window sills free of prints, papers, parts, tools, supplies, picks, carbons, heat coils, coats, jackets, hand test sets, tool boxes, wires, etc.
- Keep cabinets used for spare parts clean, stocked, and orderly.
- Keep windows and doors closed and ensure that they have adequate weather stripping.
- Make **sure the** air circulating system operates properly.
- Keep air circulating filters clean and change them at the required intervals.
- Remove excessive dirt and lint on or around equipment bays, cable runs, and air circulating outlets. Report any dirty areas to the building maintenance supervisor.
- Remove outdated and inappropriate material from bulletin boards and filing cabinets.
- Do not store blueprints, books, manuals, pamphlets, etc. on equipment. Place this material in files and cabinets.

## Tools and Test Equipment

Keep all tools, parts, supplies, etc. in the locations designated for them. Examine the following equipment daily or at the end of each work shift to ensure it is in the proper Location.

- Do **not** leave portable equipment, tools, or supplies on top of bays, frames, racks, test boards, superstructure, etc., or inside any closed bay, frame, rack, or test board.
- Keep installers' boxes in practical locations, not in aisles or passageways.
- Keep company tool boxes in the space specifically designed for them.
- Store employee tool boxes in the designated location.
- Store test equipment, observation equipment, and routine equipment in the cabinets provided.
- Keep all metering sets in one central location.
- Store hand test telephones in the holders or in cabinets.
- Maintain patch-ground cords in good repair. Hang them neatly in the space provided.
- Maintain test cords in good repair. Keep them neatly coiled with the test set **or** hung in the place provided.
- Maintain extension cords and portable three-pronged grounded lamps in good repair. Keep them in the lockers or space provided.
- Keep soldering irons, when not in use, in their fixed holders. If portable holders are provided, keep both the iron and the holder in the space provided. Replace the cord if it is frayed.
- When the central office is left unattended, disconnect or remove the power from soldering irons.
- Hang terminal assembly prints at the terminal assembly in the proper space.
- Hang trunking cards in the spaces provided.
- Keep trouble tickets, routine sheets, etc., in the spaces provided.

# Equipment Rooms - Housekeeping, continued

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## Unusable, Damaged, and Excess Equipment

Discard or send to the supply storeroom all junk, miscellaneous parts, cables, etc. that will not be used. Repair or discard broken or damaged chairs, boxes, ladders, etc.

NOTE: Before discarding **any material, obtain approval from the Central Office Maintenance and/or COE - Installation Supervisor.** <sup>GTE</sup> **Practice 220-000-200 covers in detail the equipment removal safeguards and responsibilities.**

## Spare Parts and Supplies

Report immediately to the Switching Service and/or COE - Installation Supervisor any shortage or depletion of these supplies:

- Jumper wire.
- Picks, insulators, good heat coils, and carbons.
- Paper at phones.
- Light bulbs.
- Miscellaneous switch parts and supplies.
- General tools.
- Coils, relay springs, and condensers.
- Ladders, installers' boxes, and extension cords.
- Fuses.
- First aid kits and contents.
- Drawings, practices, prints, books, manuals, etc.
- Any other supplies, parts, and tools which have been depleted or are in short supply.

To make sure that spare parts and supplies are readily available, observe these rules:

- Keep busy clips in the containers provided for them.
- Keep carbons, picks, heat coils, insulators, etc. in the drawers or the holders provided.
- Keep blown grasshopper-type fuses in the appropriate section in the fuse cabinet drawers, not on fuse blocks or panels.
- Keep spare fuse holders (at power distribution boards, main power boards, and at the end of bay lineups) well stocked with good fuses at all times.
- Keep good fuses (other than those in the spare fuse holders) in the appropriate section in the fuse cabinet drawers, not on fuse blocks or panels.
- Ensure that lamp sockets, lamps, shades, cords, and cord holders are not loose. Replace burned out light bulbs promptly. Put burned out light bulbs in the containers provided, separate from those for waste paper.

## Fuses

Good housekeeping will ensure that:

- Fuse pullers are provided at the fuse panel.
- Spare fuses are readily available.
- If the fuses are in a location that requires a ladder or special enclosure keys for access, these are immediately available.

# Equipment Rooms – Housekeeping, continued

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## Battery Area

Consult GTE Practice 205-005-200 for a comprehensive list of instructions and precautions when installing and maintaining batteries.

Examine this equipment and make sure that:

- All batteries are equipped with unbroken explosion-proof vents.
- The battery rack, in a dedicated power room, is equipped with a dedicated exhaust fan to exhaust air to the outside of the building.
- There is no return air vent in a dedicated power room.
- The battery rack is grounded according to GTE Practice 795-805-071.
- The thermometer is located in the pilot cell.
- The hydrometer is mounted on the maintenance safety board battery rack in a holder with a drip cup.
- The battery maintenance safety board (see GTE Practice 205-005-100 is mounted close to the battery rack and is equipped with:

Three bottles of neutralizer solution.

IMPORTANT: Discard partially used bottles of neutralizer solution.

Indirect-ventilated safety goggles.

An acid-resistant apron.

A pair of acid-resistant gloves.

A pair of electrical rubber insulating gloves which have had a dielectric test within the past nine months. (This requirement is optional if two pairs of electrical rubber insulating gloves are stored at a centralized location for use.)

NOTE: The due date for the next test must be marked on the gloves and they must be stored in the leather protector gloves with the fingers pointing toward the cabinet top. Store the protector gloves in a glove bag.

Additional battery safety precautions are covered in GTE Practices:

- 200-001-000, Safety Precautions – COE.
- 205-005-200, Batteries, Central Office and PABX, Installation and Maintenance.

## Toilet Facility

Observe these regulations:

- Some buildings containing switching equipment are required to be equipped with toilet facilities. Refer to GTE Telephone Operations Practice 740-500-070 for information.
- Place covered trash receptacles in toilet facilities used by women.
- Equip each toilet facility with:
  - Toilet paper with a holder.
  - Hand soap or similar cleansers.
  - Individual hand towels in a dispenser located close to each lavatory.
  - Flame-tamer type or self-closing top receptacles for disposal of used towels. Maintain these in good condition.

# Unpacking and Disposing of Packing Materials

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## Installation Supervisor's Responsibility

Maintain the working space in a clean, hazard-free condition. Remove all dust and dirt from outdoor equipment (e.g., crates, boxes, and cable reels) before it is brought into the equipment areas.

NOTE: **This applies to new buildings as well as those housing working equipment.**

## Unpacking Materials

Whenever possible, unpack installation material away from working equipment areas.

## Trash Collection

If normal trash collection cannot handle the volume of construction trash, the construction supervisor must contact the local Supply & Transportation supervisor who arranges for additional collection during heavy construction.

Do **not** allow combustible trash to accumulate outside the central office to the point that it is unsightly or hazardous.

## Storing with Combustible Shipping Containers

Storing equipment and material in combustible shipping containers in any central office (existing or new) is limited to the amount needed to sustain the construction work force for five working days. The equipment stored within a central office building must be:

- Covered with an anti-static, flame-retardant, waterproof covering (provided by the Telco).

OR

- Located in a "gold room" type environment.
- Located as far away from existing equipment or construction activity as space conditions permit.

## Storage Arrangements

Storage arrangements for direct-shipment deliveries are the responsibility of the local supply organization. If preplanned storage facilities are not available (due to a delay in building construction, for example), local supply arranges for temporary storage. Temporary holding areas must provide equipment protection consistent with factory recommendations for storage.

## Disposing of Combustible Shipping Containers

As equipment is removed from shipping containers, immediately remove the combustible materials from the switchroom.

Never allow combustible material that is not contained in metal-covered trash barrels to remain in the switchroom overnight, or beyond the completion of any working shift. Use metal-covered trash containers for incidental, temporary, combustible storage; dispose of the contents as soon as possible.

## Storing Salvageable Scrap

Store wire ends, cable, and other scraps with a salvage value in approved metal containers. Keep these materials separate from other scrap materials.

# Outside the Building

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## **General Maintenance**

Examine the areas outside of the building and make sure that:

- Parking for vehicles is arranged safely.
- If a fence surrounds the parking lot, vehicles entering or leaving the parking lot have ample room to stop when opening the fence gate.
- The vehicle maneuver area is free of obstacles.
- Large trees do not lean over the building. The branches over walkways and parking areas must not be lower than seven feet from the ground.
- The walk access has no slipping, tripping, or falling hazards. Keep open, grassed areas free of holes and protruding objects.
- Steps or stairs with four or more risers are equipped with handrails.
- Platforms with a drop-off greater than four feet are equipped with a handrail 42 inches high and an intermediate rail 21 inches high.