

CENTRAL OFFICE MAINTENANCE ADMINISTRATION
IN UNATTENDED COMMUNITY DIAL OFFICES

1. GENERAL

1.01 This section is being reissued to conform with and supplement the Controlled Maintenance Plan for Unattended Community Dial Offices.

1.02 The very small or unattended offices cannot effectively use all parts of the Controlled Maintenance Plan. This section specifies the application of the plan to Unattended Community Dial Offices.

2. APPLICATION

2.01 Full use should be made of the Equipment Test List for the particular type of office involved. All MR (Mandatory Review) tests to be applied at twice the specified interval. This is done because of the lack of trouble detail available for review and because of the small amounts of equipment, sampling is not practicable.

2.02 All MW (Mandatory Work) should be done at the prescribed frequency.

2.03 All the preventative maintenance forms apply and should be used in the manner prescribed in the applicable Controlled Maintenance Section.

2.04 The corrective maintenance records and their uses are:

- (a) Trouble Ticket - use is mandatory.
- (b) Central Office Log - optional.
- (c) Daily Control Record - optional.
- (d) Monthly Trouble Summary - optional, but recommended for use to indicate total trouble.