

CONTROLLED MAINTENANCE
SMALL OFFICE PLAN

1. GENERAL

(Add the following paragraphs:)

- 1.001 This Addendum supplements Section 201-101-905SW.
- 1.002 This Addendum is reissued to delete references to Section 201-101-904SW which has been canceled.
- 1.003 This Addendum further defines "Small Office" for the purpose of this plan and provides revised Form SW-6498, Central Office Foreman's Report (Exhibit 6).

1.07 Offices serving more than 10,000 stations and toll switching machines shall fall under the "Large Office" plan as described in Section 201-101-907SW.

1.08 Offices serving less than 10,000 stations shall fall under the "Small Office" plan as described in Paragraph 1.05 of this Section.

2.03 Miscellaneous Forms

(Change the following paragraph:)

(Change the following paragraphs:)

1.05 This Small Office Plan is intended as an intergrated application of the central office and toll-type equipment CM Plans. The Small Office Plan does not alter the philosophy of the CM Plans. The only alternation is in applying the forms used to administer the plans. The forms outlined in this section represent the minimum records that must be used to realize maximum equipment performance. If the need exists, more complete records, as described in the BSP's may be used. Full use shall be made of the Equipment Test List for a particular type of office involved. All MR (Mandatory Review) Tests shall be treated as MW (Mandatory Work) and the normal frequency shall be doubled. For example: a MR item with a frequency of six months shall be completed as a MW item every twelve months.

A. Step-by-Step Plan

- Form E-5457 (Central Office Log) shall be used in each SXS office to record office activity. All SXS Trouble Tickets shall be recorded on Form E-5457. Combined switching and toll use of Form E-5457 is recommended in small unattended office locations.

B. No. 5 Crossbar Plan

- Form E-5457 (Central Office Log) shall be used in each No. 5 XB office to record office activity. All No. 5 XB Trouble Tickets shall be recorded on Form E-5457.

NOTE: All MW items shall be completed at the prescribed frequency.

EXHIBIT 6



CENTRAL OFFICE
FOREMAN'S REPORT

Form SW-6498
(Rev. 4-76)

FOREMAN _____ OFFICE _____ PERIOD _____

SERVICE	EST.	ACT.	COST	HOURS
"T" Tickets			"T" Ticket Hours	
"Memo" Tickets			"Memo" Ticket Hours	
Frame Codes			Selective Maintenance (Program) Hours	
Work Errors - Tele. Co.			Total Upkeep (R) C.O. Hours	
Intercept Errors			Preventive Maintenance Hours	
Work Evaluations			Corrective Maintenance Hours	
Number With Defects			Total "M" Hours	
Total Employees			Est. "M" (Unmeasured) Hours	
Employees Evaluated			KCO "M" (Unmeasured) Hours	
W.E. Co. Caused Troubles	X		Total "M" (Measured) Hours	
			Total Other Maintenance Hours	
			Testing Accounts	
			Cable Maintenance Accounts	
			Total "C" & "X" Account Hours	
			Total Training (-99) Hours	
			Total Undistributed Hours	
			Total Hours Expended	
			Overtime Hours	
			% Overtime	
			Frame "M" Hours (By Switchmen)	
			Preventive Maintenance Hours Deferred	X
			Hours Scheduled (Current Month)	
			Hours Deferred (Current Month)	
			Hours Deferred (Current Year)	
			Hours Required to be Current	
			Total Hours Scheduled (Current Year)	

EXPLANATION OF DEFERRED HOURS:

REMARKS: