

COE Construction Planning and Work Order Implementation Requirements

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1 . General

- 1.1 Purpose** This practice provides work order planning and implementation guidelines for both GTE and Contractor installation personnel when planning and/or being assigned GTE work orders.
- 1.2 Filing Instructions and Supersedures** Discard all previous issues and associated addenda of this practice and file this issue numerically in your GTE Telephone Operations practices set.
- This practice supersedes and cancels:
- All policies, procedures, general instructions, letters, and memoranda which address this subject.
 - Any document which provides information contrary to the information contained in this practice.
- 1.3 Reason for Reissuing** This practice has been reissued to incorporate multiple changes in the content, as a result of GTE's Design/Build process. Read this entire practice to ensure your familiarity with the new/revised information.
- 1.4 Responsibility** This practice was published by the GTE Telephone Operations Administrative Services Department. For more information about this practice, contact the GTE Telephone Operations Headquarters COE Construction Department.
- 1.5 Disclaimer** This practice was prepared solely for the use of GTE Telephone Operations. It must be used only by its employees, customers, and end users when installing, operating, maintaining, and repairing GTE Telephone Operations' equipment, facilities, and services. Any other use of this practice is forbidden. The information contained in this practice may not be applicable in all circumstances and is subject to change without notice. By using this practice the user agrees that GTE Telephone Operations will have no liability (to the extent permitted by applicable law) for any consequential, incidental, special, or punitive damages that may result.

2. Overview

2.1 Introduction

COE installation planning and preconstruction work order implementation activities contained herein, together with the practices and forms referenced, will:

- Provide for a more accurate and timely installation process.
- Result in improved coordination with contractors and other GTE functional groups.
- Provide consistency for GTE COE functional groups and contractors operating between regions.
- Define COE installation responsibilities to other GTE functional groups.
- Provide requirements for documenting the site-specific installation process using:
 - Administrative forms.
 - Methods of Procedures (MOPs).
 - On-Line Implementation Procedures (OLIPs).
 - Change Application Procedures (CAPs).
 - Test and acceptance records.
- Highlight the method for cautioning and notifying all concerned parties of scheduled high-risk activities.

2.2 Definitions

The following chart provides definitions for the acronyms and terms used in this practice.

Acronym or Term	Definition
AC	Alternating Current
BCS	Batch Change Supplement
BWM	Broadcast Warning Message
CAP	Change Application Procedure
CI	Customer Information
COE	Central Off ice Equipment
COEC	Central Office Equipment Construction; if not prefixed by GTE, is used as a generic term and applies to any work force contracted by GTE for COE work (vendor, contractor, or GTE).
ECLIPS	Engineering Central Off ice Location Inventory Property System
EIM	Engineering Information Memorandum

(continued)

2. Overview, continued

2.2 Definitions, continued

Acronym or Term	Definition
FEDS	Final Engineering Details
HQ	Headquarters
IAP	Installation Assessment Program
JIM	Job Information Memorandum
MCOR	Mechanized Central Office Routine
MOP	Method of Procedure
NOC	National Operations Center
OLIP	On-Line Implementation Procedure
OLS	On-Line Support
OSP	Outside Plant
PCM	Project Control Memorandum
PCN	Product Change Notice
PS	Product Specification
SVR	System Version Release
SXS	Step-by-step
TLS	Traffic Load Simulator
T&P	Transmission and Protection
WO	Work Order

2. Overview, continued

2.3 References

Refer to the GTE COEC "HQ.COEI.NEWS" electronic bulletin board for the latest:

- CH-110 Handbook Index of GTE Telephone Operations Practices.
- OEM Index which lists other manufacturer installation practices.
- COEC Alerts.

Refer to the electronic bulletin board "COEC.GTEP" for COEC:

- Draft GTE Telephone Operations Practices.
- COECxxx prefixed forms (see Section 2.4).

NOTE: Contractors who do not have access to GTE electronic bulletin boards will need to get this information from their GTE counterpart, normally at the preconstruction meeting.

The following chart provides sources of supplementary information relating to this practice. The documents could be required for performing certain tasks.

See...	For Information About...
004-200-001	Quality Assurance Operational Review - COE Construction
007-003-001	Project Management Procedures
007-005-015	Handling Static - Sensitive Materials
007-015-002	Network Provisioning Operations Center Procedures
007-015-010	Contractor Administration Procedures for Engineering, Construction, installation, or Maintenance of Telephone Plant.
007-220-001	COE Bar Code Methods and Procedures
117-200-002	Hazard Communication Program
117-200-006	Asbestos Work Procedures
200-001-000	Safety Precautions - Central Office
200-001-004	Equipment Rooms Housekeeping
200-002-010	Test and Verification During Installation General Plan
200-002-700	COE Construction Equipment Check/Verification and Generic Feature and Functional -Acceptance Test Forms

(continued)

2. Overview, continued

2.3 References, continued

See...	For Information About...
205-005-200	Batteries – Central Office and Remote – installation end Maintenance
220-000-002	SPC Daily Journal
220-000-200	Equipment Removal Guidelines – COE
220-001-001	Central Office Equipment Installation Activity Procedures
220-001-002	High Risk Activity Notice
220-001-003	Prefielding – COE Construction
220-001-005	Contract COE Construction Turnkey Installation Guidelines
220-014-007	Quiescent Test Load Simulator (TLS) Test Criteria – GTD-5 EAX
220-220-002	Printed Wiring Card Repair and Return and Inventory Control Procedure
220-220-501	Printed Wiring Cards Test Procedures
795-805-074	Inspecting Central Office Grounding and Electrical Protection
808-21 O-070	Environmental Control Atmosphere- Central Office Switching Systems
808-21 O-072	Environmental Control Guidelines – Electronic Equipment Storage
CH - 110 (Handbook)*	Central Office Installation

* Information on how to order this handbook is provided on electronic bulletin board HQ.COEI.NEWS.

2. Overview, continued

2.4 Forms

The following forms are referenced in this practice:

- Inspection CO Grounding and Electrical Protection, Form 90001528 (GTE Telephone Operations Practice 795-805-074).
- Patch Log, Form 90001792 (GTE Telephone Operations Practice 220-000-002).
- SVR Log, Form 90001793 (GTE Telephone Operations Practice 220-000-002).
- SPC Daily Activity Log, Form 90001794 (GTE Telephone Operations Practice 220-000-002).
- Storage Battery/Charger Record, Form 90002546 (GTE Telephone Operations Practice 205-005-200).
- Checklist Prefielding COE Construction, Form 90062762 (GTE Telephone Operations Practice 220-001-003).
- TLS Log and Accountability Document, Form 90002782 (GTE Telephone Operations Practice 220-014-007).
- Spare Inventory Control Record, Form 90003098 (GTE Telephone Operations Practice 220-220-002).
- ERO Repair and Return Log, Form 90003099 (GTE Telephone Operations Practice 220-220-002).
- High Risk Activity Notification, Form 90063100 or electronic script (GTE Telephone Operations Practice 220-001-002).

Order these forms through normal supply channels (see Section 2.3).

The following forms are also referenced in this practice:

- Emergency Contacts List, Form COECA01 (GTE Telephone Operations Practice 220-001-004).
- Preconstruction Meeting Notes/Checklist, Form COECA02 (GTE Telephone Operations Practice 220-001-004).
- Planning Worksheet/Method of Procedure, Form COECA03 (GTE Telephone Operations Practice 220-001-004).
- Work Order Status Summary, Form COECA04 (GTE Telephone Operations Practice 220-001-004).
- Demarcation Activities Checklist, Form COECA05 (GTE Telephone Operations Practice 220-001-005).

2. Overview, continued

2.4 Forms, continued

Order these forms via any of the following methods:

- Contact the Regional Network Construction Support Center.
- Access teiemail bulletin board COEC.GTEP
- Send an e-mail to COEC Quality requesting a data diskette containing the forms in ASCII or WordPerfect format.

Other forms referenced in GTE Telephone Operations Practices can be obtained through:

- The Network Construction Support Centers.
- The normal supply channels.
- The printshop (PS suffixed forms) that serves your Region.
- Reproducing exhibits of forms (PS suffixed forms) if not available elsewhere.

NOTE: **For other product line specific forms, refer to the appropriate acceptance practices listed in GTE Telephone Operations Practice 200-002-xxx and 200-400-xxx series of practices.**

2.4.1 Preconstruction Meeting Emergency Contacts List and Worksheet

The Emergency Contacts List (Form COECA01, see Exhibit 1) is a list of persons that need to be notified immediately of any:

- Deviations from the original procedure.
- Emergencies.
- Problems.

NOTE: **The list must be completed and posted concurrently with installation start.**

The Pre-Construction Meeting Notes/Checklist (Form COECA02 see Exhibit 2) is a topics reminder, checklist, and method for recording construction meeting considerations and problem avoidance issues.

2.4.2 COE Planning and Method of Procedure Worksheet

The Planning Worksheet/Method of Procedure (Form COECA03, see Exhibit 3) is used to:

- Identify the:
 - Work activities to be performed.
 - Person who will perform the work activities.
 - Equipment needed to perform the activities.
 - Amount of equipment required to perform the activities.
 - Schedule and the shift on which the work will be performed.
- Reference specific/generic MOP/CAP/OLiPs, etc.
- Forecast and highlight high-risk activities.

2. Overview, continued

2.4 Forms, continued

2.4.2 COE Planning and Method of Procedure Worksheet, continued

On nonservice affecting installations, many of the work activities can be grouped together. On possible service affecting work, all work must be detailed, step-by-step, on the worksheet. The planned steps must be documented and followed during this phase of the installation for coordination purposes and to protect the integrity of the switching system. Place an asterisk by the work activities that are considered high-risk activities (refer to GTE Telephone Operations Practice 220-001-002).

The Planning Worksheet/Method of Procedure (Form COECA03, see Exhibit 3), together with vendor product-specific acceptance test forms, must also detail what verification tests will be performed, including the type of test equipment to be used to ensure the equipment is ready for customer service (i.e., run MCOR on all SXS switches, end-to-end transmission tests on a new carrier, etc.).

2.4.3 COE Work Order Status Summary

The Work Order Status Summary (see Exhibit 4, Form COECA04) or equivalent is completed by COE Construction personnel each week that work is performed. This form is intended to present a brief and to-the-point status of the WO. Many times this is the "flag" for identifying, reporting, and following up on issues of concern that can delay the project. The extent of detail required for weekly reporting should be discussed and agreed to with COE Construction management at the preconstruction meeting.

NOTE: Electronic mail reports are preferred.

2.4.4 Contractor/Vendor Forms _____ Form

When vendors or contractors are the primary installation force, GTE COE Construction HQ staff and the Regions determine if contractor equivalent forms are acceptable. When applicable, GTE COE Construction HQ will publish the acceptable contractor form numbers on the following electronic bulletin boards:

- . COEC.GTEP
- HQ.COEI.NEWS.

3. Work Order Planning

3.1 General

GTE COE Engineering and Construction's initial awareness of forthcoming work, described at a high level, is via a PCM from Planning. Engineering uses the PCM data to begin their application engineering efforts. When finished, completed CI/FED data packages are sent to the manufacturer for detailed engineering or the engineer will detail the job and complete the WO package. At this time, GTE COE Construction begins their planning efforts. GTE COE Construction reviews the WO package details or vendor/manufacturer CI/FEDs which provides sufficient information to initiate the bid/quote process (refer to GTE Telephone Operations Practice 007-015-010). GTE COE Construction and/or the contract administrator provides as part of the bid/quote process, WO installation requirements referencing this practice and GTE Telephone Operations Practice 220-001-005, together with any other special notes or instructions they may have (see Section 3.3). The contractors' activities will then begin with a site visit before finalizing their bid/quote.

3. Work Order Planning, continued

3.2 Preinstallation Site Visit

The responsible COE installation group, if not familiar with the specific site, must conduct an on-site review coordinated with the appropriate GTE COEC and/or Network Construction Support Center representative(s). The on-site review must be conducted before the:

- Preconstruction meeting.
- Submission of the bid or quote

The site review will:

- Enable a more accurate and thorough quote to be made.
- Resolve questions and issues regarding:
 - Equipment movement in multifloor buildings.
 - Equipment and tools storage location.
 - Hot slide or "shoehorn" requirements.
 - Cable routing, obstructions, cable holes location and closure, etc.
 - Verify type, arrangement, capacity, location, and proximity of the power plants and the distribution system to other equipment.
- Generate additional issues/questions for the preconstruction meeting before start of installation.
- Ensure that building facilities (e.g., rest rooms, lunch rooms, elevators, parking lot, etc.) meet design needs.
- Identify storage area for tools and materials (e.g., trailer, construction hut, vacant room space, etc.).
- Ensure that facilities are adequate and available (e.g., hoists, elevators, equipment room doors, and size, etc.) to accommodate equipment arrival.

in many cases the manufacturer's installation force and/or contractors will coordinate a site review with the manufacturer's engineer(s) and the GTE engineer(s) to finalize the FEDs, CIs, etc., so that detailed engineering can be completed. When this happens, it is an excellent opportunity for GTE COE Construction representatives to participate. If a quality and thorough site review is performed at this early date, it could avoid a second return visit before the preconstruction meeting and start of installation.

However, the installation force familiarization of the site, size, and complexity of the project, together with communicating with the GTE COE Constructions' representative, determines whether or not an early site visit is in order (refer to GTE Telephone Operations Practice 220-001-003). It might not be necessary to visit the site twice before the start of installation (if thoroughly performed as part of Section 3.1).

3.3 Request for Quotes

The contractor quoting a project(s) must be totally familiar with the contents of this practice and GTE Telephone Operations Practice 220-001-005. GTE Telephone Operations Practice 220-001-005 describes the activities and notes for various demarcation turnover points. Based on the type of project, options and conditions, a demarcation checklist/worksheet is included in GTE Telephone Operations Practice 220-001-005 (Demarcation Activities Checklist, Form COECA05) for the purpose of adding, selecting, and identifying activities to be quoted.

3. Work Order Planning, continued

3.3 Request for Quotes, continued

The Demarcation Activities Checklist, Form COECA05, is completed by COE Construction and/or the Contract Administrator by denoting "C" or "G" (contractor or GTE) for the activities requested to be quoted.

Should additional activities be required, which can be associated with Categories A2 through C including the Special Needs Category, write in as necessary.

The checklist is sent to the contractor(s) for bid solicitation. GTE suggests that the contractor clarify and/or write in information, if required, and return the checklist with the bid. The objective is to ensure a complete understanding of work to be performed by all parties.

Contractors are reminded that before submitting a quote they must understand that it is their responsibility to:

- Provide:
 - All the required tools and test equipment.
 - Their own technical support if required.
- Use the latest product manufacturers' installation documentation and adhere to all proprietary documentation requirements (manufacturers' as well as GTE's).

NOTE: Generally, when GTE COE Construction and the Contract Administrator awards contract installation work, it is expected that the contractor would perform in the same manner as GTE personnel.

3.4 Documenting the Work Order Implementation Plan

The site-specific WO plan will be dependent on and tailored to the demarcation turnover point(s) awarded a particular contractor and/or GTE (refer to GTE Telephone Operations Practice 220-001-005).

Develop and document as much as possible in the site-specific WO plan before the preconstruction meeting. Give consideration to:

- Including site review findings and follow-up points noted on Checklist Prefielding GTE COE Construction, Form 90002762 or equivalent.
- Detailing the scheduling of installation activities using the COE Planning Worksheet, (Form COECA03, see Exhibit 3), or the contractors equivalent. List any associated generic MOPs, CAPs, OLIPs, etc. Also, identify and highlight when high-risk activities are to take place and ensure sending those notices in accordance with GTE Telephone Operations Practice 220-00-t -002, Form 90003100, or use the script form telemail address (HIGH.RISK).
- Providing and ensuring that an alternate or backout plan/procedure exists for the high-risk activities in the event the original plan cannot be followed.
- Including activities to ensure continuity and quality of service (refer to GTE Telephone Operations Practices 004-200-001, 200-002-010, and 200-002-700).
- Identifying and determining the availability of all necessary tools, specialized tools, test equipment, and protective devices for equipment installation.

4. Work Order Preconstruction Activities

4.1 Preconstruction Meeting and Coordination Activities

Before the start of each project/WO, the responsible installation work force initiates a preconstruction WO opening the meeting or discussion at least five days before the start of installation. The formality of this contact and communication is dictated by the size and scope of the project and the possible service impact on the customer. If the project is relatively small, minor, not complicated, and the GTE COE Construction representative agrees, then the preconstruction meeting can be a telephone or teleconference call. Representation in the preconstruction meeting consists of representatives from any of the following functional groups:

- GTE COE Construction and contractors.
- Network Construction Support Center.
- Network Reliability/Consumer Operations.
- Vendor/contractor(s).
- Engineering (i.e., Switching, Transmission, Support Assets, T&P OSP etc.).

The objectives of the preconstruction meeting should include but not be limited to:

- Establishing the communication channels and frequency of reporting to be followed throughout the installation process. Ideally, electronic mail/FAX reporting is preferred and the proper address is required.
- Compiling for site posting, the names and telephone numbers of persons to be notified in case of an emergency. Use the Emergency Contacts List (Form COECAOI , see Exhibit 1) or the contractors' equivalent form(s).

NOTE: In the event of an emergency, the assigned GTE COE Construction contact/in-charge and/or Network Reliability/Customer Operations Supervisor(s) responsible for the site, should be the first persons contacted.

- Establishing procedures for entrance to buildings and access to work areas.
- Discussing the creating, maintaining, posting, and filing of (refer to GTE Telephone Operations Practices 220-000-002 and 220-220-002):
 - Site records.
 - Job drawings.
 - Patch and SVR logs.
 - Repair and Return records.
- Completing, maintaining, and filing/locating the following in a convenient location at the site:
 - Emergency Contacts List (Form COECAOI , see Exhibit 1) or equivalent.
 - Pre-Construction Meeting Notes/Checklist (Form COECA02, see Exhibit 2) or equivalent.
 - Planning Worksheet/Method of Procedure (Form COECA03, see Exhibit 3) or equivalent.
 - Work Order Status Summary (Form COECA04, see Exhibit 4) or equivalent.
 - Any other vendor or contractor work activity forms.
 - High-risk notices and any and all other forms used through in-service.

4. Work Order Preconstruction Activities, continued

4.1 Preconstruction Meeting and Coordination Activities, continued

- Determining which shift (and in some cases, the time) the work will be performed.
 - Determining when and which department and/or work force/contractor will perform specific tasks (e.g., rectifier AC cabling, emergency generator cabling, cutting cable holes, etc.).
 - Developing a mutually agreeable schedule/sequence of events of:
 - When work will begin.
 - Dates of major and/or critical installation operations.
 - When the work will be completed.
- NOTE: If a vendor/manufacturer specific form, table, or chart is not usable, use Exhibits I-4.**
- Determining access to the:
 - NOC OLS product line bulletin board change notices and cautions.
 - GTE COEC posted Alerts on bulletin board (HQCOEI.NEWS).
 - Arranging for removal and packaging of all salvaged and nonsalvaged equipment, as applicable.
 - Inquiring about the presence of asbestos and potential health risks outlined in GTE Telephone Operations Practice 117-200-006.
 - Discussing the handling and disposal of hazardous waste materials when required (refer to GTE Telephone Operations Practice 117-200-002).
 - Arranging for the use of company-owned test equipment (on an exception basis only).
 - Verifying the accurate final site:
 - Specific job drawings and documentation.
 - Procedures.
 - Practices.
 - Policies.
 - Identifying equipment to be installed, rearranged, and/or removed, and verifying that it is accurately included in the site documentation (refer to GTE Telephone Operations Practice 220-000-200).
 - Determining the compatibility of the proposed installation or rearrangement with the existing equipment.
 - Determining when and if working equipment might be taken out of service and the maximum number of circuits to be busied out at one time.
 - Determining who is authorized to remove fuses and when it should be done.
 - Discussing in detail any potential service affecting work in order to avoid service interruptions (refer to GTE Telephone Operations Practice 220-001-002).
 - Identifying which alarms are to be connected/disconnected, by whom, and for how long. Ensure that NOC OLS telephone number is current for alarm testing notification.
 - Verifying MOP development (including OLIPs, CAPs, etc.) detailing critical work/high-risk activities so that agreement is reached between GTE COE Construction and Central Office Network Reliability.
 - Discussing grounding and protection requirements for various functional groups verifying and completing sections of Form 90001528 (refer to GTE Telephone Operations Practice 795-805-074).

4. Work Order Preconstruction Activities, continued

4.1 Preconstruction Meeting and Coordination Activities, continued

- Verifying that the Region bar code (COMER/ECLIPS) coordinator has been contacted to determine whether or not any new requirements are required (refer to GTE Telephone Operations Practice 007-220-001).
- Discussing the method for test and verification of equipment in accordance with GTE Telephone Operations Practices 004-200-001, 200-002-010, 200-002-700, and the 200-002 series, and/or manufacturer's practices, when agreed to. Ensure that plans are in place for notifying the person(s) responsible for check and verification forms requirements before the actual testing.
- Determining with GTE COE Construction and Network Reliability representatives the details and forms required to document turnover demarcation point verification and service readiness testing of equipment (e.g., switch printouts, level readings of facility tests, etc.).

4.2 Preparing for Start of Installation

Before the actual start of installation, all personnel involved must be apprised of the preconstruction meeting findings, follow through on plan completion, schedules, and various forms maintenance. This is in addition to reiterating GTE regulations, practices, policies, and safety rules (see Sections 3.2, 3.3, and 4.1 to ensure compliance.

The responsible site installation personnel are reminded to:

- Review housekeeping and safety precautions for personnel, equipment, and property regulations (refer to GTE Telephone Operations Practices 200-001-000 and 200-001-004) .
- Be responsible for moving the equipment, and placing the equipment on the equipment room floor when delivered to the site, unless other arrangements are made.
- Make arrangements to protect the floors, walls, fittings, and decorations of the building from damage.
- Make arrangements to obtain fire retardant/waterproof and/or static-sensitive protective equipment coverings when required.
- Review measures for protection of equipment.
- Notify the NOC, GTE COE Construction, and Central Office Network Reliability personnel immediately of any schedule changes and service affecting problems or deviations from the original implementation procedure. Prepare the High-Risk Activity Notices (refer to GTE Telephone Operations Practice 220-001-002) before any potential service affecting WO activities (i.e., SVR/ BCS/BWM type activities) are performed by COE installation.
- Include location or availability of spare equipment in the event of equipment irregularities.
- Ensure that all equipment to be placed in-service is properly inspected and functionally tested.
- Ensure reporting of all unfavorable environmental conditions to Support Assets via the GTE COE Construction Support Center Coordinator, if not in accordance with the GTE Telephone Operations Practices 808-210-070 and 808-21 O-072.
- interface with other contractors when required (i.e., rectifier AC cabling, lighting, outlets, quality issues, etc.).
- Review and have a clear understanding of the installation activities involved in the installation contract award relative to the various turnover demarcation points outlined in GTE Telephone Operations Practice 220-001-005.

4. Work Order Preconstruction Activities, continued

4.2 Preparing for Start of Installation, continued

- Verify implementation and installation of all equipment manufacturer PCNs associated with the equipment being installed.
- Maintain a file for easy accessibility to all contractor JIMs, complaints, engineering memos, factory alerts, installation assessment variance and resolution lists, etc. for turnover to GTE COE Construction upon completion of all work.
- Maintain all daily activity journal logs and other forms provided with the WO or at the preconstruction meeting.

5. Post-Construction Meeting

5.1 Purpose

When all work has been completed on major WOs/projects that experienced many problems, a timely post-construction review meeting will be called by the COE installation workforce. The meeting:

- Contributes to the efficiency of the process.
- Protects customer service.
- Addresses the following items:
 - Successes.
 - Problems/resolutions and future proactive measures.
 - Test Verification/Physical quality verification results (refer to GTE Telephone Operations Practice 004-200-001).
 - Feature and Functional test results.
 - Grounding audit results (refer to GTE Telephone Operations Practice 795-805-074).
 - UCR activities and follow-up.
 - Turnover of daily on-site logs (e.g., PWC Repair and Return, Daily Activity, Release and Patch, etc.).

The meeting participants at a minimum should consist of:

- Switching and/or Transmission engineer(s).
- Central Office Network Reliability/Customer Operations Supervisor(s).
- Network Construction Support Center Coordinator(s).
- Support Assets representative.
- GTE COE Construction designee in charge.
- T&P engineer(s).

NOTE: When the project is using the Project Management method outlined in GTE Telephone Operations Practice 007-003-200, the post-construction meeting can be combined with the final meeting. All issues encountered during installation must be addressed in this final project meeting.

Exhibits

EMERGENCY CONTACTS LIST

Form: COECA01
Ref: 220-001-004

SITE NAME: _____ W.O.: _____ CONTR.# _____

HOST OFFICE: _____ START INST: _____

SITE ADDRESS: _____

MAPSCO COORDINATES: _____, MAJOR CROSS ST: _____

SITE PHONE: _____, _____, FAX: _____

AMBULANCE: _____, HOSPITAL: _____

FIRE DEPT: _____, POLICE: _____

GTE COE Construction -

in Charge: _____ Work: _____, Home: _____

Supvr: _____ Work: _____, Home: _____

Manager: _____ Work: _____, Home: _____

Support Ctr: _____ Work: _____, Home: _____

GTE Network Reliability/Customer Service -

_____ Work: _____, Home: _____

_____ Work: _____, Home: _____

GTE Other -

NOC OLS: _____, _____

Engineer: _____, _____

Bar Code Coord: _____, Billing CTR: _____

Contractor/Vendor -

In Charge: _____ Work: _____, Home: _____

Supvr: _____ Work: _____, Home: _____

Manager: _____ Work: _____, Home: _____

_____ Work: _____, Home: _____

Exhibit 1 - Emergency Contacts List, Form COECA01

Exhibits, continued

PRE-CONSTRUCTION MEETING NOTES/CHECKLIST
Form: COECA02
Ref: 220-001-004

MEETING DATE: _____
SITE NAME: _____ W.O.: _____ CONTR.# _____
HOST OFFICE: _____ START INST: _____
TEST READY: _____ TURNOVER: _____ IN SVC: _____
DESCRIPTION: _____

ATTENDEES: List GTE & Contractor prime focal points; see attached list for others.

_____, _____
_____, _____

Check mark the following to ensure discussing at meeting:

- Provide names/telephone numbers for notification in case of emergency.
- Obtain and understand building access methods.
- Understand maintenance window work requirements, hours/shift times.
- Understand ALL safety & housekeeping guidelines incl. trash disposal, floor protection, etc (200-001-000, 200-001-004, 200-001-010).
- Understand hazardous material handling/disposal requirements, if any (117-200-006).
- Verify cable hole(s) status & closure responsibilities (742-200-070).
- Understand equipment incl. tools & test equipment requirements, availability, storage, and protection means.
- Understand the frequency of reports, methods for reporting, and to whom sent (220-001-002 high risk activities, 220-001-004 weekly/time activities).
- Discuss & understand daily administration record keeping, verification requirements/forms for completion of installation and test activities (200-002-700, 220-001-005 Exhibit 1 & Note 1).
- Agree on location for posting & filing ALL administrative data.
- Agree on a documented plan, method of procedure, schedules/time frames and list the final dates above (220-001-004).

Exhibit 2 - Pre-Construction Meeting Notes/Checklist, Form COECA02 (Page 1 of 2)

Exhibits, continued

- ___ Develop & agree on alternate plans for high risk activities in the event the original plan can not be followed (200-002-010 and 220-001-002).
- ___ Agree on all that can be done to ensure continuity and quality of service on potential service affecting work activities.
- ___ Discuss grounding requirements, ground bar locations, and adequacy of building ground (795-805-074).
- ___ Determine availability to NOC OLS and HQ.COEI.NEWS bulletins.
- ___ Identify and assign authorized work hours.
- ___ Verify responsibilities & time frames for MDF/protector installation.
- ___ Verify ALL ac related activities are complete/when complete.
- ___ Verify status of dc power plant and or activities.
- ___ Understand location & availability of spare equipment.
- ___ Test number(s), lines/facility availability.
- ___ Understand alarm requirements & responsibilities, verify availability of modem/port assignments for remote testing, verify NOC phone number 1-800-483-6662 (E-SW-General-200-000-008 & GTEP 205-005-200) for proper alarm test notification.
- ___ Obtain phone number for respective billing center to coordinate billing/tape data verification.
- ___ Obtain phone number and verify Bar Code requirements with the Region Bar Code coordinator (007-220-001).
- ___ Method of hot slide/"shoehorn" requirements, if applicable.

Exhibit 2 - Pre-Construction Meeting Notes/Checklist, Form COECA02 (Page 2 of 2)

Exhibits, continued

PLANNING WORKSHEET/METHOD OF PROCEDURE
 Form: COECA03
 Ref: 220-001-004

DATE: _____
 SITE NAME: _____ W.O.: _____ CONTR.# _____
 HOST OFFICE: _____ START INST: _____
 TEST READY: _____ TURNOVER: _____ IN SVC: _____
 DESCRIPTION: _____

 PREPARED BY: _____
 GTE COEC APPROVAL BY: _____

Date	Sequence of Work * Denotes High Risk Activities	Practice, Inst Procd, OLIP, CAP, etc	Issue or Date
_____	A completed Emergency number list, Pre-construction meeting notes, and events schedule time lines are part of this MOP.	_____	_____
_____	Agreed to work hours are:	_____	_____
_____	Verify switch/equipment software release/patch level and functional condition of switch incl. alarms.	_____	_____
_____	Floor preparation complete.	_____	_____
_____	Superstructure, DFs and Frames placement complete.	_____	_____
_____	Building ground verified.	_____	_____
_____	Equipment continuity tests verified.	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Exhibit 3 - Planning Worksheet/Method of Procedure, Form COECA03

Exhibits, continued

WORK ORDER STATUS SUMMARY

Form: COECA04
Ref: 220-001-004

From: (contractor)
To: (gte coec supervisor)
CC: (gte manager)
Subj: (contractor) WEEKLY STATUS REPORT #(1) - (site)

SITE(S)	W.O.#	CONTR #	ST INST	T.O.	IN SVC
(site 1)	(1234567)	(7654321)	(xx-xx-xx)	(xx-xx-xx)	(xx-xx-x)

PROJECT DESCRIPTION:

PRE CONSTRUCTION COMMUNICATION/MEETING COMPLETE - (date)
HIGH RISK ACTIVITIES REQUIRED - (yes or no)
MOPs APPROVED & COMPLETED - (yes or no)

PROJECT STATUS % COMPLETE:

EQUIPMENT ON SITE - (% compl)
EQUIPMENT INSTALLED/CABLED - (% compl)
POWER EQUIPMENT INSTALLED/CABLED - (% compl)
MDF CABLED - (% compl)
TESTING: FUNCTIONAL - (% compl)
BOARD TO BOARD - (% compl)
END TO END - (% compl)
SPANS - (% compl)
HOST-REMOTE LINKS - (% compl)

JIMs - (description) (% compl)

MARKED JOB DRAWINGS/BAR CODE COMPL (date)

PROJECT IS (on sched, late, deferred), BECAUSE (reason....)

WORK WILL RESUME ON (date), AND COMPLETE ON (date).

REMARKS:

Exhibit 4 - Work Order Status Summary, Form COECA04