

TERMINAL ASSIGNMENT RECORD

GENERAL

1. GENERAL

1.01 This section is one of a group of sections on Terminal Assignment Records. It discusses the use of Terminal Assignment Record Cards, Forms E-2173L, E-2173R, E-2174L, E-2174R and the Terminal Assignment Record — Work Sheet Form E-4057.

1.02 This section has been reissued to reflect changes in the schematic street plan (Fig. 4). Since this is a general revision, arrows used to indicate changes have been omitted.

1.03 The purpose of the terminal assignment record is to eliminate, except in certain cases, the need to refer to maps or other records to determine the distributing cable terminal to be used in assigning service orders and other related assignment work.

1.04 The terminal assignment record card is a basic assignment center record. Care must be taken to keep it accurately. Inaccuracies cause wasted time and effort and may result in poor service to our customers.

1.05 The term "Wiring Limit" used in this and related sections refers to (a) the address range of houses and buildings served by a distributing cable terminal or exchange wire plant, and (b) the range of floors, rooms, apartments, etc, of a building in which cable and distributing terminals have been placed.

1.06 Related sections dealing with Terminal Assignment Records are shown below:

- 680-100-011 — Street, Block and Alley Distribution
- 680-100-012 — Building Distribution
- 680-100-013 — Exchange Wire Distribution
- 680-100-014 — For Exchange Areas in Which Buildings Are Not Numbered
- 680-100-015 — Treatment of Record Discrepancies

2. DATA FOR PREPARATION OF RECORD

2.01 Data for preparing this record are obtained from construction drawings or maps. These are issued by the engineer of outside plant. Whenever new plant is added or existing plant is rearranged, it is important that the terminal assignment record reflect accurately the information shown on the drawings or maps. However, under certain circumstances as discussed in related sections, other forces will report new wiring limits or changes in existing wiring limits. See Section 680-100-015.

2.02 Form E-4057, Terminal Assignment Record — Work Sheet, shall be used for entering data from construction drawings and cable location records or from field visits. The entries on the form are self-explanatory. See Fig. 3.

3. DESCRIPTION AND FILING OF FORMS

3.01 The terminal assignment record consists of four 8" x 5" cards, Forms E-2173L, E-2173R, E-2174L and E-2174R. The suffix letters "L" and "R" indicate left and right index tab positions.

3.02 Forms E-2173L and E-2173R are used for street, block, alley or exchange wire distributions. Under certain conditions, they may be used for building distribution. Forms E-2174L and E-2174R are used *only* for building distribution.

3.03 E-2173L and E-2173R forms are printed on green colored card stock and E-2174L and E-2174R forms on salmon colored card stock.

3.04 Detailed entries to be made on the cards are outlined in the related sections.

3.05 These forms are filed in either a visible cabinet with 7 or 13 sliding card trays or in a two-card column book. The forms are supplied with permanent metal hinges. The cards,

SECTION 680-100-010

two on each hanger, lie flat in the tray or book, the first card overlapping the next card and so on, leaving the index portion of each card visible.

3.06 The filing sequence of the cards is described in Section 680-000-100.

4. MAINTENANCE OF RECORD

4.01 As previously stated, this is a basic assignment center record. Any mistake found shall be checked and corrected without delay. See Section 680-100-015 which outlines the action to be taken when the record does not agree with the facts.

Plant Rearrangements

4.02 Plant rearrangements shall be entered on the record immediately upon completion of the work so that current service orders, line and station transfer orders, etc, may be assigned correctly.

4.03 The posting of plant rearrangements shall be made on all related assignment records by checking the street reference in the OTHER INFORMATION column. In addition, if furnished, check the street layout on the plant engineer's sketch with related assignment record cards. See Section 680-300-010.

Protection of Index Tabs

4.04 Protect the index portion of the cards with two applications of Bell System Record Lacquer. See Section 680-201-010 for ordering information and directions for use.

5. ORDERING OF FORMS, TRAY CABINETS AND BOOKS

Forms

5.01 Forms are packaged as follows:

Forms E-2173L - 25 forms per package unit.

Forms E-2173R - 25 forms per package unit.

Forms E-2174L - 10 forms per package unit.

Forms E-2174R - 10 forms per package unit.

Forms E-4057 are in pads of 50 forms in units of 5 pads per package unit.

Order in multiples of forms per package unit as follows:

(Quantity) Form E - (No.)

Tray Cabinets and Books

5.02 Ordering details for the tray cabinets and two-card column books are contained in Section 680-000-100.

6. ILLUSTRATIVE FIGURES

6.01 Figures used in Sections 680-100-011, -012, and -013 are based on a schematic street plan of a non-existent town (Fig. 4). The plan has been prepared solely to show varying types of plant distribution, wiring limit ranges, etc. Only the more common types of plant layouts have been shown. Apply the same general principles in making up records for the more unusual plant layouts.

6.02 A section number has been shown on the street plan to help in locating the plant layout discussed in a particular section.

