

## TERMINAL ASSIGNMENT RECORD BUILDING DISTRIBUTION

### 1. GENERAL

**1.01** This section is one of a group of sections on Terminal Assignment Records. It covers the use of Forms E-2174L and 2174R for recording data for terminals located in buildings. They may be used either for all buildings or only the larger ones. Forms E-2173 may be used in place of Forms E-2174 in assignment centers having only a few building terminals or small building distribution systems. An example of a building distribution system using Form E-2173 is shown in Fig. 3.

**1.02** This section has been reissued to reflect EVEN cable counts on the various figures. Since this is a general revision, arrows used to indicate changes have been omitted.

**1.03** Maintain these records as complete as possible so that service orders may be assigned without delay.

**1.04** The figures in this section are based on segments of a schematic street plan showing various plant layouts, wiring limit ranges, etc. See Section 680-100-010.

### 2. ENTRIES ON FORMS

**2.01** Entries to be made on the forms under varying plant conditions are described in the related figures.

### 3. FILING OF FORMS

**3.01** For details on filing sequences and arrangements see Section 680-000-100.

COMMON ENTRIES (C.E.)					
C. O. AREA		EXCH. OR. MUNIC.		BLDG. RZ	
Sherwood		Baysville			
FLOOR	APARTMENT, ROOM OR FLOOR NUMBERS FIRM NAME OR OTHER LOCATION INFORMATION	C.E.	CABLE NO.	PAIR	NUMBER AND LOCATION OF TERMINAL
Bsmt.	Boiler Rm.				In Boiler Room
	Janitor's Apt.				
	Bldg. Engineer's Apt.				
1st	Office Suites 2-4-6-8				1.1 In Janitor's Closet
	Office Suites 10-12-14-16-18				1.2 In Hallway Near Elevator
2nd	SEE FIG. 2				2.1 In Janitor's Closet
					2.2 In Hallway Near Elevator
3rd	Apts. 300-315				3.1 In Janitor's Closet
	Apts. 316-330				3.2 In Hallway Near Elevator
4th	Apts. 400-412				4.1 In Janitor's Closet
	Apts. 413-412				4.2 In Hallway Near Elevator
BLDG. Hart		STREET (OR BLDG.)		ADDRESS, FLOORS, RMS., APTS., ETC.	
Scarath Rd.				FROM	TO
				881	899

Fig. 1A - Typewritten Entries on Form E-2174

- | NOTE NO. | EXPLANATION  |
|----------|--|
| 1        | Enter applicable data in these spaces.   |
| 2        | Enter the floor number. These are floors on which terminals appear.  |
| 3        | The range of apartments, rooms, offices, etc, served by the terminal. (Names of firms and their departmental names, etc, are entered as shown in Figs. 2 and 7.)   |
| 4        | (a) The floor number, identification number and location of each terminal.<br>(b) The column shown to the left of the dotted vertical line may be used for tax district entry or any miscellaneous purpose.<br>(c) Where possible show all terminals on one floor on one side of a card.   |
| 5        | In this example the cards are filed by street address. If the cards are filed by building names this space may be used for street address or left blank as desired locally. See note 6(b).   |
| 6        | (a) Enter the "street" name and in the FROM and TO spaces enter the range of numbers covered by the building. If the building has only one number, enter the number in the FROM space and leave the TO space blank.<br><i>Note:</i> Use abbreviations for Avenue, Boulevard, Road, etc, but no entry is necessary to indicate Street (St.).<br>(b) If the cards are filed by building name, the building name is entered in the STREET space and the range of apartments, rooms, floors, etc, are entered in the FROM and TO spaces. |

Seaforth Rd.		1300	End	1301	End					
STREET		FROM	TO	FROM	TO					
COMMON ENTRIES (ENTER COMMON ENTRY NUMBER IN OTHER INFORMATION COL. - INCLUDE ADDITIONAL DATA AS APPROPRIATE)										
(1) UG. SERV. EXTENDS TO (ENTER HOUSE OR BLDG. NO.)		(4) SPECIAL STA. EQPT. (ENTER RECEIVER, RINGERS, ETC.)			(7) SURVEY REQ'D.		(10) SEE SKETCH			
(2) --- (TZ) AT-- P. B. X. (ENTER TZ & SUB'S NAME)		(5) ADD'L. DROP WIRE REQ'D. (ENTER RANGE OF HSE. NO'S.)			(8) R. R. CROSSING		(11)			
(3) ACCESS TO TER. AT (ENTER HOUSE OR BLDG. NO.)		(6) BUILT IN WIRING FACILITIES (ENTER HOUSE NO.)			(9) HIGH TENSION		(12)			
EVEN	ODD	CABLE (& LEAD) NO. PAIR		LOCATION OF TERMINAL OR POLE	ROUTE OR BLOCK	TZ	RZ	:	OTHER INFORMATION	
	1301	37	901	877 South Dr	71	2		:		
	1481	See 881 to 899 Scarth Rd. - Hart Bldg.						:		
	X	27	700	1516 Second Ave				:		
		C. O. AREA Sherwood			EXCH. OR MUNIC. Baysville					
					PRINTED IN U. S. A.		E 2173 L (2-53)			

Fig. 1B - Cross Reference for a Building with a Secondary Street Entrance

NOTE NO.

EXPLANATION

- 1 1481 Seaforth Rd. is a secondary or side entrance to the Hart Bldg. The main address is 881 to 899 Scarth Rd. A cross reference is necessary on this Seaforth Rd. card to the main address of the Hart Bldg. If building terminal assignment cards are filed by building name, the street address, e.g., 881-899 Scarth Rd., may be omitted.

COMMON ENTRIES (C.E.)						
(13) EXCEPTION TO BLDG. TZ (ENTER C.E. NO. AND APPROPRIATE TZ IN C.E. COLUMN)						
(14) EXCEPTION TO BLDG. RZ (ENTER C.E. NO. AND FLOOR SUFFIX IN C.E. COLUMN)						
C. O. AREA	EXCH. OR MUNIC.	ROUTE OR BLK.	BLDG. TZ	BLDG. RZ		
Sherwood	Baysville	72 ← ①	2 ← ②	0 ← ③		
FLOOR	APARTMENT, ROOM OR FLOOR NUMBERS FIRM NAME OR OTHER LOCATION INFORMATION	C.E.	CABLE		NUMBER AND LOCATION OF TERMINAL	
Bsmt	Boiler Rm		NO. 37	PAIR 301	In Boiler Room	
	Janitor's Apt.					
	Bldg. Engineer's Apt.					
1st	Office Suites 2-4-6-8		3702	151	1.1 In Janitor's Closet	
	Office Suites 10-12-14-16-18			351	1.2 In Hallway Near Elevator	
2nd	OMEGA FINANCE CORP. AND TORRANCE RADIO CO.	(14)7		151	2.1 In Janitor's Closet	
	ALPHA TRUST CO. ← ④	(13)5		351	2.2 In Hallway Near Elevator	
3rd	Apts. 300-315			101	3.1 In Janitor's Closet	
	Apts. 316-330			301	3.2 In Hallway Near Elevator	
4th	Apts. 400-412			101	4.1 In Janitor's Closet	
	Apts. 413-442	↑ ⑤		301 ← ⑥	4.2 In Hallway Near Elevator	
					← ⑦	
BLDG. Hart				ADDRESS, FLOORS, RMS., APTS., ETC.		
STREET (OR BLDG.)				FROM		TO
Scarth Rd.				881		899

Fig. 2 - Pencil Entries on Form E-2174

NOTE NO.

EXPLANATION

- 1 When the territory is divided into routes or blocks, this is the route or block number; otherwise it is left blank.
- 2 This shows the transmission zone.
- 3 This shows the resistance zone.
- 4 These are names of firms.
- 5 This column is used for the COMMON ENTRIES imprinted on the forms.
- 6 Entries in these spaces shall be as follows:  

**Cable — No.:** This is the cable number. Subsequent spaces shall be left blank unless a change occurs.

**Pair:** Enter the first pair in a fifty pair complement in which the terminal appears; for example, a terminal with a count 26-50 will appear in the 1-50 complement; therefore, "1" will be entered in the pair column. The complement pair number need not be repeated for terminals in the same complement appearing in sequence on the card. In the case of PIC cable or RA terminal, whether or not pairs are terminated, show the first pair number of the fifty pair complement specified by the engineer for use at that terminal.
- 7 The column shown to the left of the dotted line may be used for tax district entry or any miscellaneous purpose.

		CABLE(& LEAD)		LOCATION OF		ROUTE		TZ		RZ		OTHER INFORMATION	
EVEN	ODD	NO.	PAIR	TERMINAL	OR POLE	OR BLOCK							
	800	37	901						2	A			
	869	37	901	In Bsmt.	869 South Dr.								
				Moore Bldg.									
①	1st FL	3701	1	1st FL. - W. End									(2) 5 ACME REAL ESTATE
	2nd FL			2nd FL. - Center									
	3rd FL			3rd FL. - N. Corridor									
	4th FL			4th FL. - S. Corridor									
	877	37	901	R 877	South Dr.								856 Sixth - 1201 Seaford
		C. O. AREA		Sherwood		EXCH. OR MUNIC.		Baysville					

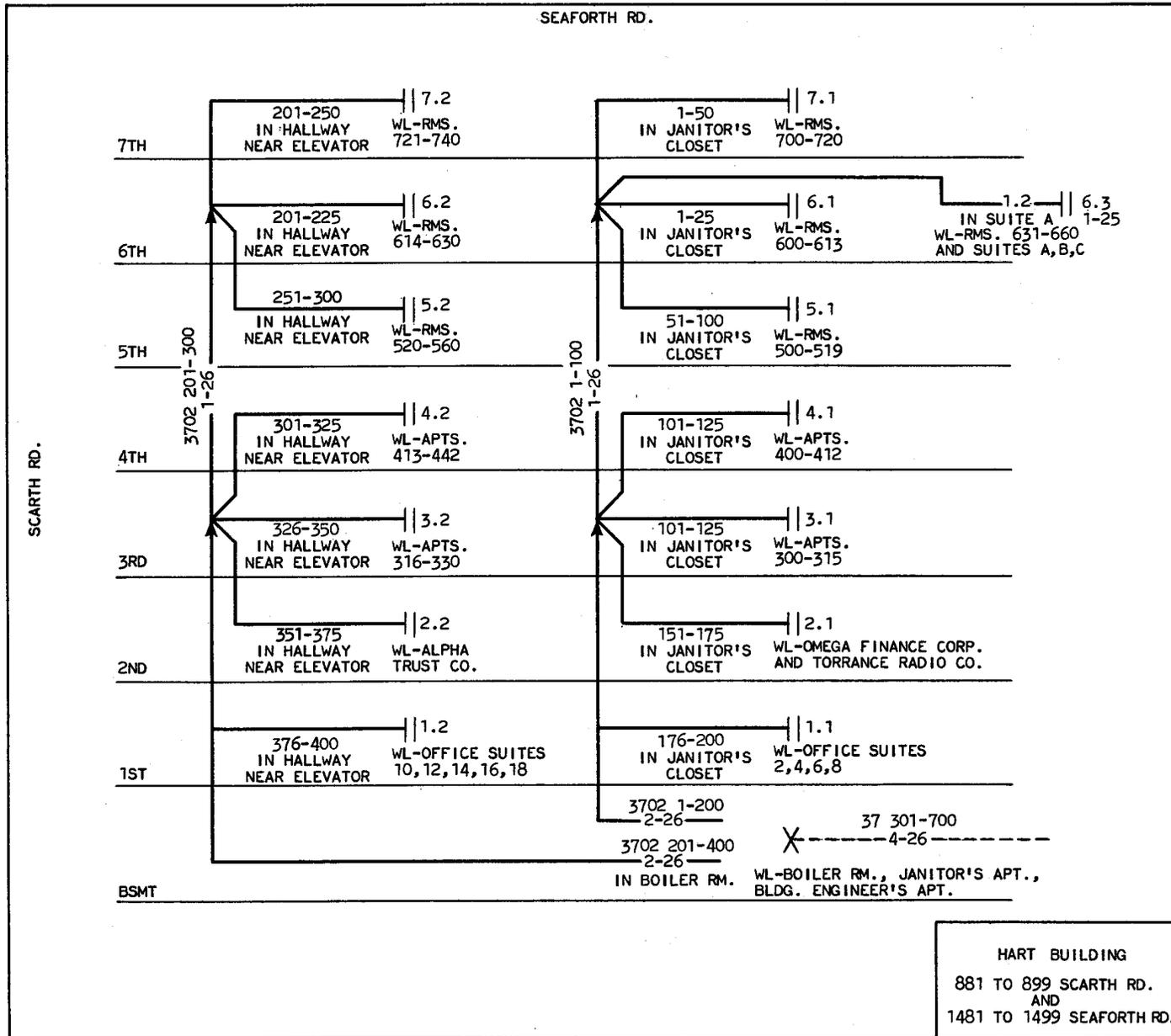
Fig. 3 - Use of Form E-2173 for Building Distribution

NOTE NO.

EXPLANATION

There will be cases when building cards, Form E-2174, will not be necessary to adequately portray for assignment purposes distribution plant in buildings. This could be due to the simplicity of the distribution plant or the building itself. These cases would be shown on Form E-2173 as above.

- 1 The typewritten entries shall consist of the floor number, terminal number and location, etc.
- 2 The pencil entries shall consist of the cable number, pair number, etc.



**Fig. 4 - Schematic Drawing for a Building Cable**  
(See Fig. 5 for Related Terminal Assignment Record)

COMMON ENTRIES (C.E.)						
(13) EXCEPTION TO BLDG. TZ (ENTER C.E. NO. AND APPROPRIATE TZ IN C.E. COLUMN)						
(14) EXCEPTION TO BLDG. RZ (ENTER C.E. NO. AND FLOOR SUFFIX IN C.E. COLUMN)						
C. O. AREA	SHERWOOD	EXCH. OR MUNIC.	Baysville	ROUTE OR BLK.	72	BLDG. TZ
BLDG. RZ						0
FLOOR	APARTMENT, ROOM OR FLOOR NUMBERS FIRM NAME OR OTHER LOCATION INFORMATION	C.E.	CABLE		NUMBER AND LOCATION OF TERMINAL	
			NO.	PAIR		
Bsmt	Boiler Room		37	301	In Boiler Room	
	Janitor's Apt.					
	Bldg. Engineer's Apt.					
1st	Office Suites 2-4-6-8		3702	151	1.1 In Janitor's Closet	
	Office Suites 10-12-14-16-18			351	1.2 In Hallway Near Elevator	
2nd	OMEGA FINANCE CORP. AND TORRANCE RADIO CO.	(14)7		151	2.1 In Janitor's Closet	
	ALPHA TRUST CO.	(13)5		351	2.2 In Hallway Near Elevator	
3rd	Apts. 300-315			101	3.1 In Janitor's Closet	
	Apts. 316-330			301	3.2 In Hallway Near Elevator	
4th	Apts. 400-412			101	4.1 In Janitor's Closet	
	Apts. 413-442			301	4.2 In Hallway Near Elevator	

BLDG. Hart	ADDRESS, FLOORS, RMS., APTS., ETC.	
STREET (OR BLDG.)	FROM	TO
Scarth Rd.	881	899

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(14) EXCEPTION TO BLDG. RZ (ENTER C.E. NO. AND FLOOR SUFFIX IN C.E. COLUMN)						
FLOOR	APARTMENT, ROOM OR FLOOR NUMBERS FIRM NAME OR OTHER LOCATION INFORMATION	C.E.	CABLE		NUMBER AND LOCATION OF TERMINAL	
			NO.	PAIR		
5th	Rooms 500-519		3702	51	5.1 In Janitor's Closet	
	Rooms 520-560			251	5.2 In Hallway Near Elevator	
6th	Rooms 600-613			1	6.1 In Janitor's Closet	
	Rooms 614-630			201	6.2 In Hallway Near Elevator	
	Rooms 631-660 Suites A,B,C			1	6.3 In Suite A	
7th	Rooms 700-720			1	7.1 In Janitor's Closet	
	Rooms 721-740			201	7.2 In Hallway Near Elevator	

Fig. 5 - Terminal Assignment Card for the Hart Building Shown in Fig. 4

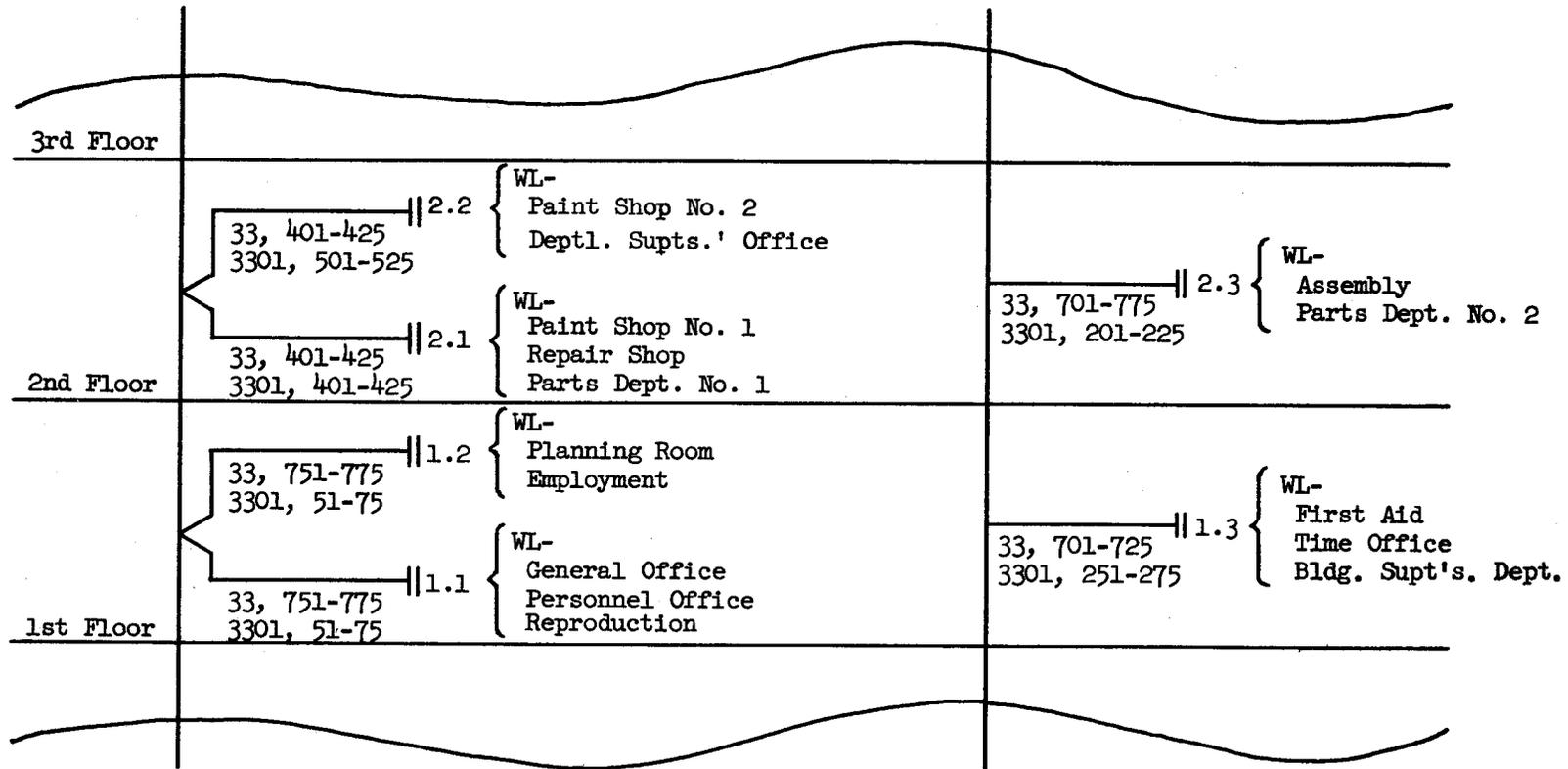


Fig. 6 - A Schematic Drawing for a Building Cable Involving Two Complements in Each Terminal (See Fig. 7 for Related Terminal Assignment Record)

Fisher		Bsmt.	2nd			
STREET (OR BLDG.)		FROM TO				
BLDG.		ADDRESS, FLOORS, RMS. APTS., ETC.				
FLOOR	APARTMENT, ROOM OR FLOOR NUMBERS FIRM NAME OR OTHER LOCATION INFORMATION	C.E.	CABLE		NUMBER AND LOCATION OF TERMINAL	
			NO.	PAIR		
1st	GENERAL OFFICE		33	751	1.1.W. Shaft	
	PERSONNEL OFFICE		3301	51		
	REPRODUCTION					
	PLANNING ROOM		33	751	1.2.W. Shaft	
	EMPLOYMENT		3301	51		
	FIRST AID		33	701	1.3.E. Shaft	
2nd	TIME OFFICE		3301	251		
	BLDG. SUPT'S. DEPT.					
	PAIN T SHOP NO.1		33	401	2.1.W. Shaft	
	REPAIR SHOP		3301	401		
	PARTS DEPT. NO.1					
	PAIN T SHOP NO.2		33	401	2.2.W. Shaft	
	DEPT'L SUPT'S OFFICE		3301	501		
	ASSEMBLY		33	701	2.3.E. Shaft	
	PARTS DEPT. NO.2		3301	201		

COMMON ENTRIES (C.E.)  
 (13) EXCEPTION TO BLDG. TZ (ENTER C.E. NO. AND APPROPRIATE TZ IN C.E. COLUMN)  
 (14) EXCEPTION TO BLDG. RZ (ENTER C.E. NO. AND FLOOR SUFFIX IN C.E. COLUMN)

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Fig. 7 - Building Record Involving Two Complements in Each Terminal

NOTE NO.	EXPLANATION
1	The offices, departments, etc, are considered to be in the same category as firm names. Therefore, entries are made in pencil.