

TERMINAL ASSIGNMENT RECORD FOR EXCHANGE AREAS IN WHICH BUILDINGS ARE NOT NUMBERED

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1. GENERAL

1.01 This section describes the terminal assignment record which may be used for exchanges in which houses and other buildings are not numbered. It also describes the method of preparing and maintaining the record.

1.02 The record provides a means for determining the correct cable, terminal, and cable pair to be used to provide telephone service within the limits of such exchanges. This will enable the assigner to completely assign the service order before forwarding to the installer.

1.03 The record consists of a map, showing the location of each building within the municipal limits together with standard terminal assignment records.

1.04 The plant engineer should be requested to supply a map of the territory involved or, if desired, the state, county, municipal or

local commercial power company may be requested to supply copies of such a map if available.

2. DESCRIPTION AND PREPARATION OF MAP

(A) General

2.01 Each building is shown in its proper location on the map. However, size and construction detail of buildings are not required; therefore, a hollow square symbol with a dot to one side to indicate the building frontage should be used, for example, . The symbols should be entered by means of a rubber stamp. The name of public buildings such as town hall, churches, theatres, etc., should be shown as an aid to the location of a building in the vicinity.

2.02 The locations of the houses are sometimes available to the plant engineer's office from fire underwriter's companies. If such is not available then it will be necessary to make a field survey to obtain these data.

2.03 Maps supplied by state, county, or municipal authorities, or local commercial power company may be available with the house locations shown thereon. If such is not the case then a field survey would be necessary to obtain these data.

2.04 The following paragraphs describe the methods to be followed under the conditions outlined above.

(B) Map Supplied by Plant Engineer's Office

2.05 From street plans available in the plant engineer's office a reproduction will be made on a white print. Also, from records available to the plant engineer's office, the location of each building will be shown on the print.

2.06 Record on the map all buildings which would be assigned a number in a normal street numbering plan, i.e., all buildings having a street frontage, except private garages, barns, sheds and similar buildings. Such buildings as work shops, lunchstands and small gaso-

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line stations should be recorded. Buildings should be shown in the approximate location they occupy on the property.

(C) Maps Supplied by State, County, or Municipal Authorities or by Local Commercial Power Company

2.07 Maps supplied by state, county, or municipal authorities or, from the local commercial power company, generally have the locations of the buildings shown thereon. However, such buildings as private garages, barns, sheds and similar buildings should be disregarded.

(D) Numbering of Houses on Map

2.08 As the map covers only those municipalities in which buildings are not numbered, an arbitrary system of numbering is used. Buildings will be numbered odd on one side of the street and even on the other. A suitable method of numbering is the "Century" plan illustrated in Fig. 1.

2.09 It is desirable, due to new housing projects which may develop on the outskirts of the town, to choose two main streets as dividing lines for the territory. Usually there is already a "Main" street running, for instance, south to north. The cross street running east to west could be arbitrarily chosen on the basis of it being at or near, the center of the town. See Fig. 1.

2.10 The numbers will appear on the maps only and will not be placed on buildings. If a house or other building not having a street frontage of its own is recorded, show it as at the rear of the building facing the street, for example, Rear of Bldg. 162. Use only one number for multiple family dwellings having a common entrance. Provision for additional buildings on vacant property will be provided by leaving unused numbers where necessary.

2.11 The first copy of a map will be used as a work copy by the field forces in determining the wiring limits of the terminals and in checking the buildings shown. Entries to this copy should be made in pencil, in order that corrections may be made readily.

3. OBTAINING WIRING LIMITS

3.01 The following paragraphs describe the methods to be followed in obtaining the wiring limits.

3.02 The wiring limits will be determined by a field visit. The location of each terminal should be shown by placing a standard terminal and first pair number symbol at the location of the terminal on the map. The buildings served by the terminal should be blocked in. During these operations, the fieldman should check the buildings shown on the map against those on the street. Buildings not shown on the map should be added and any buildings shown on the map which have been destroyed or removed, should be erased.

3.03 Following completion of the field work, the work copy should be returned to the plant engineer's office where a sufficient number of permanent copies of the map will be produced.

3.04 The permanent copies will show street names, buildings and building numbers, public buildings, etc. Cable plant, exchange wire plant, and terminal wiring limits will not be shown as future changes and rearrangements to outside plant would necessitate redrawing of the plans.

3.05 The work copy and permanent copies will be forwarded by the plant engineer to the assignment center where they will be used as described in the following paragraphs.

4. PURPOSE OF VARIOUS COPIES OF MAP

Work Copy

4.01 This copy is used in the preparation of the Form E-4057, Terminal Assignment - Work Sheet, for the terminals shown. The cable number and pair count of each terminal may be obtained from outside plant plans. The entries to Form E-4057 are identical with those shown on the terminal assignment cards which are described elsewhere in related sections. Following completion of the form, terminal assignment cards shall be prepared.

Permanent Copies

4.02 One permanent copy should be filed in the assignment center to be used for reference purposes and to serve as a spare copy. Also, one permanent copy should be placed in the central office for use by the installer as described in Paragraph 5.03. Sufficient copies should be forwarded through the proper channels to the business office representative(s) in the office concerned.

5. OPERATION OF PLAN**Commercial Department**

5.01 **Business Office:** When a new subscriber applies for service or a subscriber requests a change of address, the business office representative will refer to the map and, with the subscriber's assistance, will locate the building in which service is desired. The representative will note the building number, e.g., Bldg. 128, which will appear in the "Remarks" space of the service order when issued.

Note: The "Remarks" space is used to prevent entry of the building number in the directory.

Plant Department

5.02 **Assignment Center:** The assigner will, by using the street and number, refer to the appropriate terminal assignment record and proceed with the assignment of the order in the usual manner.

5.03 **Installation Group:** The installer receiving the service order will refer to the map in order to locate the building and terminal referred to on the service order.

5.04 **Other:** The street and building number listed on the service order shall be car-

ried through the assignment records, e.g., left-in station records. Entries should be made with the building number following the street name in order to distinguish them from recognized addresses.

6. EXCHANGE SUBSCRIBER CABLE RECORD

6.01 When the terminal assignment record has been prepared as described in the preceding paragraphs, the location data of the terminals on the related exchange subscriber cable record should be changed to agree with those on the terminal assignment record.

7. MAINTENANCE OF MAP

7.01 The map should be kept up to date locally by recording new buildings on the assignment center copy. The business office copy(ies) and central office copy should be brought up to date from time to time by comparing them with the assignment center copy and by recording any changes. Replacement copies may be secured from the plant engineer.

8. ASSOCIATED FIGURES

8.01 The related figures are based on a schematic street plan of a non-existent town prepared solely for this section.

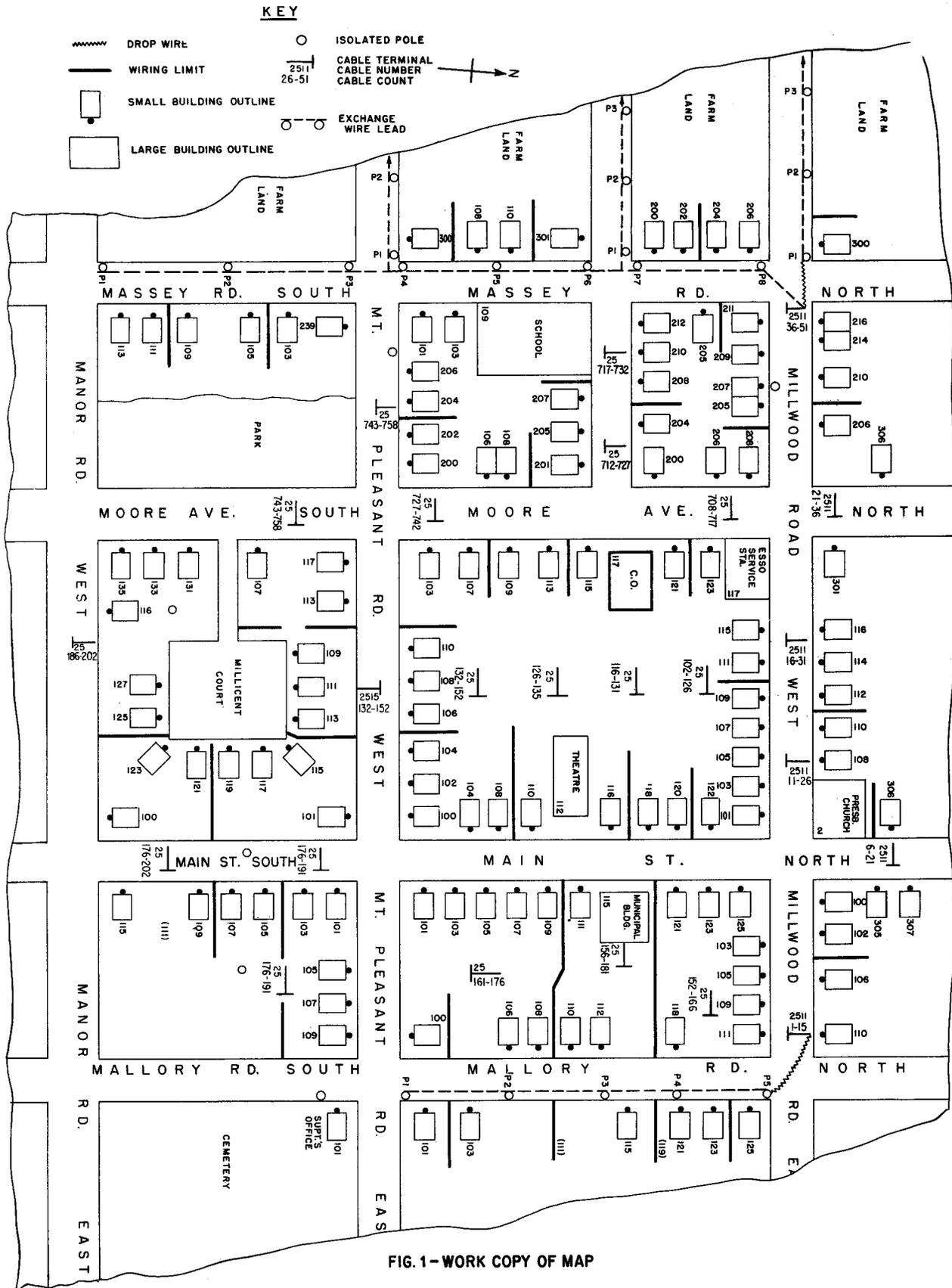


FIG. 1 - WORK COPY OF MAP

