

**NUMERICAL INDEX — DIVISION 770**  
**BUILDING OPERATION**

**1. GENERAL**

- 1.01** This section provides an index of System-issued sections in Division 770.
- 1.02** A bullet (●) indicates an item that has been added or changed since the previous issue of the index.
- 1.03** A square (□) indicates a canceled item. Information relating to the cancellation, if necessary, will be shown in a note following the item. Canceled items and related notes will be deleted upon reissue of the index.
- 1.04** "Add" is the abbreviation for Addendum and "App" is the abbreviation for Appendix.

**2. LAYERS**

- 2.01** This division is arranged in layers as follows:
- 770-0 Indexes and Equipment Test Lists
    - 1 Building Service
    - 2 Building Maintenance
    - 3 Building Fire Protection

**3. INDEX**

| Section Number                                | Issue | Subject                                                                            |
|-----------------------------------------------|-------|------------------------------------------------------------------------------------|
| <b>770-0 INDEXES AND EQUIPMENT TEST LISTS</b> |       |                                                                                    |
| ● 770-000-000                                 | 28    | Numerical Index — Division 770 — Building Operation                                |
| 770-001-011                                   | 1     | ETL                                                                                |
| <b>770-1 BUILDING SERVICE</b>                 |       |                                                                                    |
| 770-120-001                                   | 3     | Building Service Supplies, Ordering and Stocking                                   |
| 770-120-002                                   | 2     | Building Service Work, Forecasting Force and Scheduling                            |
| 770-120-003                                   | 1     | House Service Work Units Account 707 House Service Expense Forms E-4992 and E-4993 |
| 770-120-300                                   | 6     | Table of Building Cleaning Procedures and Materials                                |
| 770-120-301                                   | 1     | Fluorescent Lamps                                                                  |
| 770-120-302                                   | 2     | Display of the United States Flag and of the Bell System Flag or Pennant           |
| 770-130-301                                   | 2     | Sweeping General                                                                   |
| 770-130-302                                   | 2     | Sweeping, Dustless, Laundered Type Treated Cloth Method                            |
| 770-130-303                                   | 4     | Sweeping, Dustless, Disposable Type Treated Cloth Method                           |
| 770-140-301                                   | 3     | Dusting, Laundered Type Treated Cloth Method (Floor Reach)                         |

| Section Number                    | Issue | Subject                                                                        |
|-----------------------------------|-------|--------------------------------------------------------------------------------|
| 770-140-302                       | 3     | Dusting, Disposable Type Treated Cloth Method (Floor Reach)                    |
| 770-150-300                       | 5     | Cleaning and Protecting Resilient Floor Coverings                              |
| 770-150-301                       | 1     | Measurement of Slip Resistance of Resilient Floors, Principles and Evaluations |
| 770-150-302                       | 4     | Floor Mopping and Scrubbing                                                    |
| 770-150-304                       | 2     | Application of Anti-Slip Floor Finish                                          |
| 770-150-305                       | 3     | Floor Waxing                                                                   |
| 770-150-310                       | 3     | Cleaning Hard Floors                                                           |
| 770-150-311                       | 1     | Cleaning Garage Floors                                                         |
| 770-160-301                       | 4     | Wall Washing — Painted                                                         |
| 770-160-302                       | 5     | Wall Washing — Marble and Tile                                                 |
| 770-170-301                       | 3     | Dilution of Liquid Toilet Soap and Cleaning of Soap Valves                     |
| 770-170-302                       | 3     | Cleaning and Polishing Wood and Metal Furniture                                |
| 770-170-303                       | 2     | Cleaning Window Shades                                                         |
| 770-170-304                       | 1     | Cleaning Water Bottles (Carafes) — Vacuum Type                                 |
| 770-170-305                       | 2     | Maintenance of Interior and Exterior Metals                                    |
| 770-170-306                       | 1     | House Service Operations in Electronic Data Processing Centers                 |
| 770-170-307                       | 1     | Care of Washrooms                                                              |
| 770-170-308                       | 2     | Telephone Booth Cleaning                                                       |
| 770-170-309                       | 1     | Floor Maintenance in ESS Areas                                                 |
| 770-170-310                       | 1     | Selection and Maintenance of Carpeting                                         |
| 770-170-320                       | 3     | Insect Extermination                                                           |
| 770-180-301                       | 2     | House Service Inspection                                                       |
| <b>770-2 BUILDING MAINTENANCE</b> |       |                                                                                |
| 770-200-000                       | 1     | Building Mechanical Equipment — Scheduling Routine Maintenance                 |
| Add 770-210-300                   | 1     | Low-Pressure Heating Boilers Basic Fundamentals                                |
| 770-210-300                       | 1     |                                                                                |
| 770-210-301                       | 3     | Hot-Water Heating Boilers — Operation and Maintenance                          |
| 770-210-302                       | 3     | Steam Heating Boilers — Operation and Maintenance                              |

## SECTION 770-000-000

| Section Number  | Issue | Subject                                                                                               |
|-----------------|-------|-------------------------------------------------------------------------------------------------------|
| 770-215-301     | 1     | Compressed Air Storage Tanks and Associated Equipment, Testing and Maintenance Procedures             |
| 770-220-301     | 3     | Air Filter Cell For Unit Ventilators                                                                  |
| 770-220-304     | 1     | Maintenance of Ventilating Fans                                                                       |
| 770-220-308     | 1     | Installation and Maintenance of V-Belts                                                               |
| 770-230-300     | 2     | Fundamental Principles of Water Conditioning                                                          |
| Add 770-230-301 | 1     |                                                                                                       |
| 770-230-301     | 2     | Water Treatment — Air Conditioning Systems                                                            |
| 770-230-302     | 2     | Water Treatment Equipment — Open and Closed Heat Exchanger Systems                                    |
| 770-230-303     | 1     | Water Treatment Low-Pressure Heating Boilers                                                          |
| 770-240-301     | 1     | Evaporative Condensers                                                                                |
| 770-240-302     | 1     | Cooling Towers                                                                                        |
| 770-250-301     | 2     | Reciprocating Refrigeration Compressors for Air Conditioning Systems                                  |
| 770-250-302     | 1     | Maintenance and Operation of Centrifugal Refrigeration for Air Conditioning Systems                   |
| 770-255-301     | 3     | Window Shades Ordering and Installing                                                                 |
| 770-260-301     | 1     | Painting — Interior — Switching Equipment Protection                                                  |
| 770-265-301     | 1     | Hardening and Dustproofing Concrete Floors                                                            |
| 770-270-301     | 1     | Care of Lawns and Shrubbery                                                                           |
| 770-280-501     | 1     | Building Maintenance Inspections — Exterior and Grounds                                               |
| 770-280-502     | 1     | Building Maintenance Inspections — Interior                                                           |
| 770-280-503     | 2     | Maintenance of Antenna Supporting Structures                                                          |
| 770-280-600     | 1     | Basic Fundamentals of Testing and Maintaining Building Electrical Switchgear and Associated Equipment |

| Section Number | Issue | Subject                                                                                  |
|----------------|-------|------------------------------------------------------------------------------------------|
| 770-280-601    | 1     | Maintenance and Testing of Building Switchgear                                           |
| 770-280-602    | 1     | Maintenance and Testing of Transformers, Bus Duct, Cables and Motor Protective Equipment |

### 770-3 BUILDING FIRE PROTECTION

|                 |   |                                                                                                                                                                             |
|-----------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 770-300-150     | 1 | Refinishing Motor Vehicles, Fire Protection Requirements                                                                                                                    |
| Add 770-300-152 | 1 |                                                                                                                                                                             |
| 770-300-152     | 1 | Storage and Handling of Flammable Liquids                                                                                                                                   |
| 770-310-150     | 1 | Fabric Drop Cloths, Treatment for Flameproofing                                                                                                                             |
| 770-320-150     | 9 | Distribution of Fire Protection Apparatus                                                                                                                                   |
| 770-320-151     | 3 | Fire Protection for Private Branch Exchange, Teletypewriter Switching Systems, Non-Portable Video Equipment and Large Building Non-Central Office Power Plant Installations |
| 770-330-150     | 5 | Water Type Fire Extinguishers                                                                                                                                               |
| 770-330-151     | 2 | Foam Type Fire Extinguishers                                                                                                                                                |
| 770-330-152     | 6 | Carbon Dioxide Type Fire Extinguishers                                                                                                                                      |
| 770-330-160     | 2 | Asbestos Gloves for Extinguishing Small Fires in Telephone Equipment                                                                                                        |
| 770-330-161     | 6 | Tarpaulins for Protection of Telephone Equipment from Water Damage                                                                                                          |
| 770-340-501     | 2 | Reporting Fires in Telephone Buildings                                                                                                                                      |
| 770-340-502     | 2 | Means of Egress, Inspection and Testing                                                                                                                                     |
| 770-340-503     | 5 | Fire Protection Apparatus, Routine Inspection and Maintenance                                                                                                               |
| 770-340-504     | 1 | Fire Shutters, Inspection and Testing                                                                                                                                       |
| 770-340-505     | 1 | Gas Piping, Inspecting and Testing                                                                                                                                          |
| 770-340-506     | 1 | Sprinkler Systems, Inspecting and Testing                                                                                                                                   |
| 770-340-507     | 1 | Fire Prevention and Protection Self-Inspection Report                                                                                                                       |