

GENERAL INSTALLATION REQUIREMENTS CENTRAL OFFICE EQUIPMENT AND BUILDINGS

1. GENERAL

1.001 This addendum supplements Section 800-614-902PT, Issue D.

1.002 It is reissued to reflect the latest procedures for reporting unsatisfactory job conditions to the contact engineer.

1.003 The information from the previous addendum is retained:

- Introduce Forms CE 1140 and CE 1140-1
- Provide information on deviations from installation standards
- Clarify the requirements for stenciling the date of manufacture and date of installation on battery racks.

1.004 The information on Forms CE 1140 and CE 1140-1 and Deviations from Installation Standards contained in the previous addendum is retained.

1.005 The date of manufacture will always be stenciled on battery racks. If, for some reason, it is desirable to record the date of installation as well, it will be requested in the Telephone Company (TELCo) specification.

1.006 The change is made because in those cases where batteries are reapplied, the date of manufacture is of primary importance in the consideration of battery life expectancies, whereas, the date of installation is of secondary importance.

4. CENTRAL OFFICE EQUIPMENT

The following change applies to Part 4 of the section:

- (a) 4.11 — revised

4.11 Western Electric (WE) shall stamp battery racks to show type of battery and date of manufacture.

Note: If Pacific Company (PAC) also wishes that the date of installation be shown, it will so state in the specification.

8. INSPECTIONS AND ACCEPTANCE

The following changes apply to Part 8 of the section:

- (a) 8.15 - 8.19 — revised
- (b) 8.21 — revised
- (c) Fig. 1 and 2 — added
- (d) 8.21.1 through 8.21.5 — added paragraphs
- (e) 8.26 and 8.27 — added

Job Completion

8.15 The Western Electric Company considers a job complete when all circuits called for in the specification have been completely wired, adjusted, tested, and are ready for service without exception. Also, all installation work covered by the order, including changes or removals, must be completed, formally cancelled, or assigned to a separate order. Minor exceptions are permissible, provided such exceptions are stated in a written agreement that has been originated by the chairperson and concurred in by the contact committee.

8.16 During the progress of a job, any abnormalities detected by telephone company personnel and not corrected by Western Electric will be referred to the contact engineer by the equipment supervisor. Confirmation of the referral will immediately be made to the contact engineer on Intra-Company Memorandum, Form D 526.

ADDENDUM 800-614-902PT

8.17 The equipment supervisor, in preparing Form D 526, will:

- (a) Prepare the form at the time of contact, not later.
- (b) Be as brief as possible, but provide a full and complete description of the condition.

8.18 Upon receipt of Form D 526, the contact engineer will arrange with the WECO line engineer or installation supervisor to have the condition corrected.

8.19 The Western Electric Company will report the completion of a job on Form SD 42-20 (Confirmation of Installation Completion).

- (a) WECO will distribute the SD 42-20 to reach all recipients no later than the Friday immediately preceding the scheduled final completion.
- (b) Upon receipt of the SD 42-20, the district manager or his delegated representative (equipment supervisor) should decide if the job is satisfactory. He shall complete the bottom of SD 42-20 designated For Telephone Company Use Only and forward it to the contact engineer within 7 calendar days of completion date.

Note 1: This does not affect the engineering complaint procedures.

Note 2: The procedures to be handled by the contact engineer are covered in BSP 790-100-460 and E.L. 3689 (with attachment).

Reports

8.21 To fully evaluate the quality of WE installation effort and equipment performance, the switching representative shall maintain a written record of hours expended and trouble located on all newly installed, modified, and rearranged circuits. Standard Trouble Tickets, as well as the Test and

Inspection Summaries, should be used for this purpose. These documents will provide information for preparing Forms CE 1140 and CE 1140-1, "Summary of Equipment Trouble." (Source documents must be retained for 90 days after in-service date.)

Forms CE 1140 and CE 1140-1 (Fig. 1 and 2)

8.21.1 Prepare Forms CE 1140 and CE 1140-1 in accordance with the "Preparation Instructions."

8.21.2 Explain any large amount of trouble found or hours used on a separate sheet of paper. Also, include any other information which might be useful in evaluating the job.

8.21.3 Within five days after the end of each period, Forms CE 1140 and CE 1140-1 should be prepared and forwarded to the Project Engineer.

8.21.4 The Project Engineer is responsible for instigating action necessary to correct problems arising from WE jobs.

8.21.5 On coordinated jobs, Forms CE-1140 and CE 1140-1 should be reviewed at the critique meeting and attached to the minutes.

Deviations from Installation Standards

8.26 It is the Equipment Engineer's responsibility to ensure that special requirements that will result in deviations from installation standards, where known, are spelled out in Section A of the TELCo Engineering Specification and have been included in WE Engineering Specification.

8.27 Where it is determined that the job will be accepted with deviations from installation standards not covered by notes in Section A of the TELCo Specification, a letter of acceptance (showing concurrence with the deviations by the Plant/Switching Department representative) will be sent to WE by the Contact Engineer.

PREPARATION INSTRUCTIONS
(Forms CE 1140 and CE 1140-1)

Special Note: The following information is cross-referenced by use of callouts to Fig. 1 and 2.

- 1 The type of system (eg, #5XB-4A).
Note: If the form is used for PBX or Toll equipment, write in PBX 756 or Toll Radio, etc, as appropriate.
- 2 Circle appropriate item.
If the job is a rearrangement, circle modification.
- 3 Schedule date WE is to turn equipment over to TELCo.
- 4 Common Language name of Central Office (CO) as shown on Chief Engineer's Job Schedule sheet. Include marker group information.
- 5 Job number as shown under "Location Job" on Chief Engineer's Job Schedule sheet.
- 6 Project Estimate Routine Order on Chief Engineer's Job Schedule sheet.
Note: On modifications done automatically by WE on "A" or "AC" Drawing changes, show WE CN number here. Designate as CN-.
- 7 The date equipment turned up for customer use.
Note: If progressively turned up, use date of latest turn up.
- 8 Sector & Division.
- 9 From Chief Engineer's Job Schedule sheet.
- 10 Name of Project Engineer (PAC) (Contact Engineer).
- 11 Date WE actually completed job and date equipment was actually placed in-service.
Note: May be different from scheduled dates in 3 and 7.
- 11 A Date of first 7 days in-service, second 7 days in-service, etc.

- 12 Type of equipment or equipment group (eg, Connectors — Marker 1 — Marker 2).
- 13 Actual date WE turned over equipment to TELCo.
- 14 Number of troubles (discrepancies) found on acceptance tests as taken from acceptance test records (Test and Inspection Summaries).
- 14 A Number of troubles (discrepancies) found during each period as taken from Trouble Tickets. First Period is first 7 days of in-service time.
- 15 Date form prepared and signature of preparer and title. This should be the first level Switching/Toll/Plant Manager responsible for the WE job.
- 16 Date concurred and signature of Maintenance Engineer (T and A Committee Chairman) or the Project Engineer if no T and A Committee was formed.
- 17 Preparer 15 shall check one block.
 - a. **No Action Required** — WE has cleared all discrepancies (if any).
 - b. **Engineering Complaint Required** — Refer to SI60 and consult with the Project Engineer when checking this block. Attach an explanation.
 - c. **Action Required Other (Explain)** — If some action is required or condition needs correcting that can be completed without issuing an Engineering Complaint, check this block. Attach an explanation.
- 18 This space is used to total the troubles found.
- 19 This space is used to carry forward the totals from the preceding page.
- 20 This is the total of 18 and 19.
- 21 Enter each reporting code used to cover work performed to complete the job.
- 22 Number of hours used for each code for each period. First Period is first 7 days of in-service time.
- 23 Total of the columns.

Note: Use only one Form CE 1140, but use as many CE 1140-1s as required to cover all equipment installed and reporting codes used.

CE 1140 (4 73)

SUMMARY OF EQUIPMENT TROUBLE W.E. CO. PROJECTS

Switching System 1 New Office Addition Modification 2
(Circle One)

Turnover Date 3	Job Location 4	Telco Job No. 5	Routine Est. No. 6
Inservice Date 7	Sector & Division 8	W.E. Co. Order No. 9	Project Engineer (PAC) 10

TROUBLE DATA							
Equipment Type 12	Date 13	T-I 14	1st Period 14 A	2nd Period	3rd Period	4th Period	Total 18
1							
2							
18							
19							
20							
TOTAL							

Prepared By 15 Signed Date Recommend: 17

Title No Action Required

Concurred 16 Signed Date File Engineering Complaint

Title Action required Other (Explain)

Form CE 1140
Fig. 1

CE 1140-1 (4 73)

SUMMARY OF EQUIPMENT TROUBLE — SUPPLEMENTAL

TROUBLE DATA (Cont'd.)							
Equipment Type 12	Date 13	T-I 14	1st Period 14 A	2nd Period	3rd Period	4th Period	Total 18
1							
2							
20							
TOTAL							
TOTAL (Preceding Page)							
REPORT TOTAL							

C, X, R, and M HOURS USED ON WECO. PROJECT							
Reporting Code 21	T-I 22	1st Period 23	2nd Period	3rd Period	4th Period	Total	
1							
2							
3							
4							
5							
6							
7							
TOTAL							

Form CE 1140-1
Fig. 2