

PLANT MAINTENANCE

REPORTS, PREPARATION, USE, AND DISPOSITION

	<u>CONTENTS</u>	<u>PAGE</u>
1. GENERAL.....		1
2. PREPARATION, USE, AND DISPOSITION (Field Forces).....		1
3. NUMBERING AND DISPOSITION OF FORMS P-3028 (Construction and Engineering Forces).....		11

1. GENERAL

1.01 This section covers the preparation, use, and disposition of the various forms and reports normally used by the plant forces in making visual and scheduled inspection of outside plant. It provides the field forces with data relative to the specific entries to be made on the forms, together with their general use and disposition, and is being rewritten at this time to clarify some of these points.

1.02 The procedures for the recording, numbering, and distribution of the forms received in the plant service centers and toll control test boards are covered in other instructions.

1.03 The procedure for the numbering and disposition of forms P-3028 received by the construction "contact desk" are covered in Part 3 of this section.

2. PREPARATION, USE, AND DISPOSITION (Field Forces)

2.01 To simplify the description on the preparation of the forms, the entries to be made under the headings that are self-explanatory have been omitted. These entries consist primarily of district or exchange designations, dates, names, titles, etc.

2.02 The use, disposition, number of copies required, and typical entries to be made on the forms are described below.

2.03 Form PF-540, Annual Railroad Crossing Maintenance Condition Inspection Report (Bell System Practices G10.911.1).

(a) This form has imprinted headings for recording the condition of the poles, anchors, guys, wire or cable, strand, etc., at railroad crossings. It is used to record the results of the annual railroad crossing inspections and provides data on the disposition of the defects found.

(b) Three copies shall be prepared on each railroad crossing inspected.

(c) The completed inspection reports shall be returned to the office of the supervising foreman.

(d) Typical Entries.

- |  |  |
|--|--|
| (1) Private R/W or Dedicated Street.   | Enter appropriate data from information shown on forms PF-1049, PF-1050, or as indicated on the agreement.                         |
| (2) Agreement O. K. or Not O. K.   | Same as (1) above.   |
| (3) Poles - Height, class, treatment, condition at butt, condition at top or other.      | Place a check mark (X) for each crossing pole under the heading, O. K., corrected, postponed or referred, whichever is applicable. |
| (4) Crossarms - Physical condition, braces, pins, insulators, or other.                  | Same as (3) above.   |
| (5) Guys - Physical condition, guy, anchor rod, clamps, or other.                        | Same as (3) above.   |
| (6) Strand and Cable - Physical condition, sag and grade, rings, grade clamps, or other. | Same as (3) above.   |

(7) Wire, Line, and Drop  
Physical condition, sag  
and grade, span, or other.

Same as (3) above.

(8) Remarks.

Explain the "Details of Cross-  
ing Structure" checked as  
"Other" on top portion of form.

(9) Are quantities within  
limits specified on  
agreement.

Enter a check mark (X) under  
the caption "Yes" or "No"  
whichever applies.

Note: The back of the form may be used to record any  
additional information that might be helpful to the employee  
assigned to correct the condition.

2.04 Form PF-697, Cable Defect Report (Bell System Practices  
F38.916).

(a) This form has imprinted headings which list the common  
types of cable defects encountered on field visits. It shall  
be used by all plant forces for reporting this type of defect.

(b) One copy of the form shall be prepared by the workmen for  
each location where a defect has been noted. The completed  
report shall be routed to the local plant service center or toll  
control testboard, as applicable.

(c) Typical Entries.

Front of Form

(1) Location

Give exact location, such as  
front or rear of street and  
number; side of street, and  
distance to nearest cross  
street, town, junction pole, or  
other landmark, pole number,  
etc.

(2) Cable Number

Enter cable number, if known.

(3) Sheath Defect

Place a check mark (X) opposite the heading which describes the defect. Indicate whether the defect is through the sheath or not.

(4) Other Cable Defect

Enter a check mark opposite the heading which is applicable. If the defect is a serious service hazard, place a check in the column entitled "Immediate Action."

Note: Safety hazards shall be reported on form P-3028.

Back of Form

The back of the form contains a typical pole and cable arrangement. It is to be used as an inspection guide and outlines the reporting procedures for the various defects found on the "T" zone inspection.

2.05 Form P-900, Outside Plant Routine Inspection Report.

- (a) This is a standard form with descriptive headings for recording bad plant conditions. It is used primarily by the plant service and toll maintenance forces for listing and clearing plant defects detected as a result of scheduled outside plant inspections.
- (b) This form should not be used to record defects that will be referred to other departments for disposition.
- (c) This form may be used for other types of special plant inspection activities.
- (d) The supervising foreman shall have 3 copies of form P-900 prepared from the field inspection copy. The use and disposition of the 3 copies shall be as follows:
  - (1) The original copy shall be retained by the supervising foreman. The estimated hours required to correct the defects shall be entered on this copy only.
  - (2) The duplicate copy shall be used as a field work copy by the employees assigned to correct the defects.

(3) The triplicate copy shall be forwarded to the plant service center and the active file of repair orders (P-3028) cross-checked against the form P-900. On completion of the cross-check, all copies of the form P-3028 to be cleared by the plant service forces, covering defects recorded on the form, together with the triplicate copy of the P-900 form, shall be destroyed.

(4) On receipt of the completed field work copy, the original and duplicate copies shall be attached, and retained for a period of 12 months following the completion of the 3-year inspection cycle.

(e) Typical Entries.

- |                       |  |
|-----------------------|--|
| (1) Number            | Assign sheet numbers in this space, e.g., sheet 1 of _____, 2 of _____, etc., of the total number of forms P-900 required for the months inspection.                         |
| (2) Area Inspected    | Omit.  |
| (3) Section Inspected | Assign numbers corresponding to the section number of the division map.  |
| (4) C. O. District    | Enter name of plant service center.  |
| (5) Type of Plant     | Enter in this space the proper letter A to G as shown on form PF-1434. This will simplify the compilation of data for the quarterly report.                                  |
| (6) Location          | Give exact location, such as front or rear of a specific address; pole number, side of street, and distance to nearest cross street, town, junction pole, or other landmark. |

- |                                |   |
|--------------------------------|---|
| (7) Conditions to be Corrected | Give a complete description of all defects requiring correction.  |
| (8) Disposition - Department   | The employee who completes the work shall enter the plant code under which the work was done. No entry is required in this space on the field inspection copy.  |
| (9) Disposition - Hours        | Enter the estimated time required to correct the defects on the field inspection copy. (This data will be transcribed to the office copy and is used for reference purposes.) The employee who completes the work shall enter the actual time required to correct the defects in this space on the field work copy. |
| (10) Completed - Employee      | Enter name or initials of employee who completes the work.  |
| (11) Completed - Date          | Enter date the defects were cleared.  |
| (12) Approved                  | For approval of the supervising foreman.  |
| (13) Inspected                 | Enter name of the supervisor who made the inspection.   |

## 2.06 Form PF-1032, Tree Trimming.

(a) This form is used by all plant forces for listing seasonal or other tree trimming requirements and initiating requests for trimming permits. The instructions on the preparation and distribution of this form are included in the sections covering Plant Maintenance - Tree Trimming.

2.07 Forms PF-1049 and 1050, Railroad Crossing Data Sheets.

(a) These forms have imprinted headings for recording the structural details of poles, wire, cable, guys, etc., at railroad crossings. They are used by the plant forces to illustrate proposed construction details in securing railroad crossing permits and may be used to record data on existing plant in connection with scheduled railroad crossing inspections.

2.08 Form P-3028, Report of Plant Condition Requiring Correction.

(a) This form has descriptive headings for recording plant conditions that require correction. It is used by the plant field forces to record and report bad plant conditions, other than cable defects, that are observed during the course of normal work visits.

(b) In general, one copy of form P-3028 shall be prepared and forwarded to the local plant service center for disposition. Forms P-3028 initiated by the construction and engineering forces shall be prepared in duplicate and forwarded to the construction "contact desk."

(c) The methods of preparing forms P-3028 differs, depending on the type of plant condition being reported. Typical entries to be made by the workmen are described below.

(d) Immediate Action - Safety hazards - (Exclusive of Gas in Manholes)

Front of Form

(1) Nature of Report

Cross out the entries that do not apply.

(2) Location of Plant

Give exact location, such as front or rear of street and number; side of street and distance to nearest cross street, town, junction poles, or other landmark, pole number, etc.

(3) Description of Condition

Describe the hazard in detail, give the name of the power company, if power infractions are involved.

(4) Recommendation for Correction

Enter your recommendation. Place the notation "Confirming verbal report to name and title."

Back of Form

(1) Date Referred To

Enter the date and name of the department the condition was referred to for correction.

(2) Work Authorized to Correct Condition

Enter the type and extent of authorized repairs.

(3) The balance of the entries on the form are self-explanatory.

(e) Immediate Action - Safety Hazards - Gas in Manholes

Front of Form

(1) Nature of Report

Cross out the entries that do not apply.

(2) Description of Condition

Enter the estimated volume of gas (heavy, medium, light), type of gas if known, and any other information that might be helpful to the gas company. State if a guard should be placed pending correction.

(3) Recommendation for Correction

Cross out this heading and enter the type and urgency of telephone work to be performed in the manhole. Enter the notation "Confirming verbal report to name and title."

(4) Submitted By

Enter name of employee making the report.

(5) Date

Enter the date and time report was made.

### Back of Form

- (1) Date Referred To Give name of gas company.
- (2) Department Enter the name of gas company employee receiving report.
- (3) Work to be Completed By Enter name of gas company.
- (4) Approximate Date of Completion Enter date and time gas company employee estimates the condition will be corrected.
- (5) Date Completed Enter employee's name and time the final field check was made.
- (6) The other headings on the form shall be disregarded.
- (f) Service Hazards, Lack of Facilities, or Other Maintenance Condition.

### Front of Form

- (1) Nature of Report Cross out entries that do not apply.
- (2) Location of Plant Same as D(2) above.
- (3) Description of Condition Describe the condition fully. Example - 7 deteriorated drop wires paralleling cable through trees for 5 spans; 4 circuits of 080 copper wire, 7 spans slack, 2 arm guys missing; 101 pair cable deteriorated, 11 cable troubles with 113 subscriber reports received during past year, etc.
- (4) Recommendation for Correction Enter your recommendations for clearing the condition described above. Give labor and material cost details to maintain the plant in its present condition, if applicable.

(5) Approved By

The supervising foreman shall approve all forms P-3028.

Back of Form

(1) Date Referred To

Enter the date and name of the department the condition was referred to for correction.

(2) The balance of the entries to be made on the form are self-explanatory.

2.09 Form PF-1434, Outside Plant Inspection Status Report.  
(Sample Attached)

(a) This is a standard form designed to illustrate the progress of the inspection and maintenance activities of the plant service centers, districts, and divisions in regard to scheduled outside plant inspections.

(b) Sufficient copies of form PF-1434 shall be prepared quarterly by the supervising foreman who is responsible for the maintenance activity within each plant service center to provide the following distribution:

(1) The original copy of form PF-1434 shall be forwarded through lines of organization to the office of the General Plant Supervisor, 740 So. Olive Street, Los Angeles, California, not later than the 15th of the month following the end of each quarter.

(2) The duplicate copy is for the use of the division plant manager and shall be forwarded to his office.

(c) The compilation of the data required for the preparation of form PF-1434 can be simplified by the use of the letters A to G by the field foreman, as covered under preparation of form P-900, typical entries, type of plant.

(d) Typical Entries

Note: The entries at the top of the form are self-explanatory.

(1) Per Cent of 3-Year  
Cycle Completed

Enter the per cent of the 3-year cycle of inspection and maintenance activity that has been completed at both beginning and end of quarter.

(2) Violations of  
G10. 301S

Enter number of violations as required by the column headings at the right of the form, classified A to D.

(3) Safety Hazards

Enter number of safety hazards as required by column headings on right of form, classified E to G.

(4) Number of Uncompleted Repair Orders (P-3028) Referred to the Construction Department Covering Violations of G10. 301S

Enter number of repair orders as required by column headings on right of form. This information may be obtained from the plant service center file of repair orders.

(5) Number of Uncompleted Repair Orders (P-3028) Referred to the Plant Engineering Department covering Violations of G10. 301S

Same as (4) above.

(6) Man Hours of Work Involved

Enter information required according to column headings. This information may be obtained from form P-900.

### 3. NUMBERING AND DISPOSITION OF FORMS P-3028 (Construction and Engineering Forces)

3.01 Forms P-3028 initiated by the construction and engineering forces shall be assigned numbers by the construction "contact desk."

3.02 These numbers shall be in numerical order, starting with number one at the beginning of each year, the number to be followed by the letter "CLA" (Los Angeles Division) or "CSD" (Southern Division) to avoid a duplication with the forms issued by other plant forces.

3.03 When required, the construction "contact desk" shall prepare additional copies for distribution.

- 3.04 The duplicate copy of the form P-3028 shall be filed in numerical order, by test centers, in the construction department.
- 3.05 When the work outlined by the form P-3028 can be completed by the construction repair forces without further authorization, the original shall be distributed to the field force for action.
- 3.06 When the work covered by form P-3028 requires further authorization, such as a routine order, the original shall be forwarded to the district plant engineer for his consideration. A notation shall be made on the duplicate copy that it has been referred to the district plant engineer.

Note: Forms P-3028 involving brushing of toll right-of-way on government or private property shall be routed to the district toll engineer for review and the preparation of necessary sketches, etc., and for securing brushing permits. In this connection it is generally considered advisable to issue a routine order to cover the brushing work, although such routine order is not necessarily a requirement.

- 3.07 The district plant engineer shall assign a routine order number after the work has been engineered and return the original P-3028 to the construction department. When the work is of an urgent nature that requires immediate completion, a routine order number shall be advanced to the construction department.
- 3.08 When the work outlined by the form P-3028 will be covered by the completion of an estimate project, an approximate completion date shall be indicated by the district plant engineer and temporary relief measures suggested.
- 3.09 Where the plant service center is involved, the plant service center O. K. shall be indicated by the construction forces on all completed forms P-3028, and on all routine orders on which there is a form P-3028 reference.
- 3.10 The original of form P-3028, except those initiated by the construction forces, shall be returned by the constructor department to the originator, after transcribing all pertinent information to the duplicate copy which shall be filed in a completed file, to be maintained by the district construction superintendent.
- 3.11 At the end of each quarter a list shall be prepared by the "contact desk" for each district construction superintendent involved. The list shall indicate the status of all uncompleted forms P-3028 on hand in his district.

**OUTSIDE PLANT INSPECTION STATUS REPORT**  
(B.S.P. G10.910.3)

DIVISION                      DISTRICT                      PLANT SERVICE CENTER                      PERIOD COVERED BY REPORT                      DATE

	BEGINNING OF QTR.		END OF QTR.	
	NO. OF ITEMS ON HAND AT BEGINNING OF QTR.	NO. OF ITEMS FOUND ON QTR. INSPECTION	NO. OF ITEMS CLEARED DURING QTR.	NO. OF ITEMS ON HAND AT END OF QTR.
1. PER CENT OF 3 YR. CYCLE COMPLETED				
2. VIOLATIONS OF G10.3015				
A. CLIMBING SPACE IMPAIRMENTS				
B. DROP WIRE CLEARANCES (OVER STREETS, ETC.)				
C. IMPROPER CLEARANCES OUTSIDE PLT. TO PWR.				
D. OTHER (DROP WIRE OVER BLDGS., ETC.)				
3. SAFETY HAZARDS (G10.910.2 OTHER HAZARDOUS CONDITIONS)	ON HAND AT BEGINNING OF QTR.	NO ITEMS FOUND THIS QTR.	NO. OF ITEMS CLEARED DURING THIS QTR.	NO. OF ITEMS ON HAND AT END OF QTR.
E. TO BE CLEARED BY PLANT SERVICE FORCES				
F. REFERRED TO CONSTRUCTION DEPARTMENT (P3028)				
G. REFERRED TO PLANT ENGINEERING DEPARTMENT (P3028)				
4. NUMBER OF UNCOMPLETED REPAIR ORDERS (P3028) REFERRED TO THE CONSTRUCTION DEPARTMENT COVERING VIOLATIONS OF G10.3015	ON HAND AT BEGINNING OF QTR.	NO. OF ITEMS REF. THIS QTR.	NO. OF ITEMS CLEARED DURING THIS QTR.	NO. OF ITEMS ON HAND AT END OF QTR.
5. NUMBER OF UNCOMPLETED REPAIR ORDERS (P3028) REFERRED TO PLANT ENGINEERING COVERING VIOLATIONS OF G10.3015				
6. MAN-HOURS OF WORK INVOLVED, OBTAINED FROM P900 (ACTUAL & ESTIMATED)	EST. HRS. OF WORK ON HAND AT BEGINNING OF QTR.	EST. HOURS OF WORK FOUND ON QUARTERLY INSPECTION	ACTUAL HRS. SPENT CLEARING DEFECTS DURING QTR.	*EST. HOURS OF WORK ON HAND AT END OF QTR.
* ENTER THE SUM OF THE ESTIMATED HOURS LISTED ON THE UNCOMPLETED COPY OF THE P-900 FORM (ORIGINAL)				