

SCOPE AND ARRANGEMENT

1. GENERAL

1.01 This section covers the scope and arrangement of the plan under which "Bell System Practices - Buildings" are prepared.

1.02 Bell System Practices - Buildings provide information for use in locating, planning, and constructing buildings for Bell System use and for the proper operation and maintenance of these buildings.

1.03 These practices are prepared for the use of engineers of the Associated Companies and their architects in planning the construction of telephone buildings and to serve as a working manual for the forces on the job who are directly responsible for the operation and maintenance work after the building is completed.

1.04 The plan under which the practices are made available to the field provides uniform and definitely located information for use throughout the System, and the effective application of standard practices will aid materially in providing satisfactory buildings properly maintained on an economical basis.

1.05 With the flexible arrangement employed the sections may be selected and bound so as best to meet the requirements for general reference, supervisory, or for specific maintenance purposes. Only such sections as apply for a particular type of work need be issued to the forces doing this work.

2. SCOPE

2.01 Bell System Practices - Buildings are divided at present into five major divisions and, if found necessary, other divisions will be added later. Each division, in turn, is further divided into subdivisions for the purpose of grouping sections together with respect to their character, the types of mechanical plant which they cover, or other classifications.

2.02 The titles of the five major divisions are shown below and defined in the paragraphs following:

Division H10. General

Division H20. Planning

Division H30. Construction and Mechanical Plant

Division H40. Fire Protection

Division H50. Operation and Maintenance

Division H10. General

2.03 This division covers the scope and arrangement, plan for issuing, indices, and other items of a general nature. It also provides for including instructions required for administering the practices and the building work generally.

Division H20. Planning

2.04 This division includes those sections which describe the general layout and arrangement of central offices and other telephone buildings. These sections are issued by the American Telephone and Telegraph Company to replace similar information which has been available in the form of circular letters and notes. Other sections in this division, covering, for example, certain equipment for operators' quarters and business offices, are prepared and issued by the local company.

Division H30. Construction and Mechanical Plant

2.05 This division includes sections which give information on items of construction and recommendations regarding quantities and types of mechanical plant which have been found desirable for telephone buildings. With the exception of certain general subjects and such specific items as lighting of operating rooms, etc., these practices are prepared and issued by the local company.

Division H40. Fire Protection

2.06 This division includes sections covering the general practice to follow in designing telephone buildings for suitable fire protection, together with the equipment for combating fires when encountered. General precautions covering instructions to employees and periodic inspection to eliminate possible hazards are also included. These practices are issued by the American Telephone and Telegraph Company and replace the preliminary notes covering "Fire Preventive and Protective Practices."

Division H50. Operation and Maintenance

2.07 This division covers the detailed methods and equipment for properly operating and maintaining telephone buildings and grounds. These practices are issued by the American Telephone and Telegraph Company.

SECTION H10.101

3. INDEXING

3.01 The indexing arrangement provides for an alphabetical index and checking lists.

3.02 The alphabetical index furnishes a complete record of the sections that have been issued prior to the date of the index and it is intended for use in locating detailed information.

3.03 The checking lists which are arranged numerically provide information as to the sections current as of the date of the checking list, together with the latest issue numbers. The lists are intended to be used for verifying that any section or set of practices is up-to-date.

4. NUMBERING

4.01 The numbering scheme provides an individual number for each section. A five-digit scheme is used which permits the assignment of different section numbers up to 100,000 sections. Each section designation is composed of the letter prefix "H" and five digits. The first two digits are separated from the last three by a decimal point to facilitate reading and also to divide the subdivision number, indicated by the first two digits, from the detailed section number.

4.02 The letter prefix "H" has been assigned to all sections of Bell System Practices - Buildings to distinguish them from other series of practices and to facilitate ordering and stocking arrangements.