

## INSPECTION OF TELEPHONE COMPANY PROPERTIES

### 1. GENERAL

1.01 This section outlines the procedures to be followed in the inspection by the Plant Department of those Telephone Company quarters that are not inspected by Marsh and McLennan.

1.02 All quarters occupied by this Company's personnel or equipment should be inspected annually as outlined in this practice. In those quarters leased from another telephone company, the extent of the inspections should depend upon the relations with that company; however, fire or safety hazards in any leased or rented quarters that may endanger telephone personnel or equipment should not be permitted to exist.

### 2. INSPECTIONS BY THE PLANT DEPARTMENT

2.01 The Plant Department is charged with the responsibility of inspecting annually between April 1 and October 1 those quarters not inspected by Marsh and McLennan. The appendix to this practice lists those buildings or quarters to be inspected. Each Area will maintain and reissue this Appendix when changes are warranted. The inspections shall be made by the District Plant Superintendent or by other personnel he may designate.

2.02 The inspection shall be directed in particular toward the elimination of fire or safety hazards although it may be appropriate to include such other items as building maintenance and house service operations. Special emphasis should be placed upon the requirements of Bell System Practices, Section H54.601, Distribution of Fire Protection Apparatus, Section H54.610, Fire Protection Apparatus and Section H54.405, Means of Egress.

2.03 Form 3050, Annual Fire Protection and Fire Hazard Inspection Report may be used as a guide in making the inspection. The form need not be filled out for each location inspected unless some undesirable conditions are observed that will

require remedial action on the part of the General Plant Manager or the Chief Engineer. This procedure may be modified locally if the District Plant Superintendent wishes to maintain a report of the inspections. In those cases where remedial action is required, the original copy of the report shall be forwarded to the General Plant Manager. In all cases when any fire or safety hazard is observed, immediate steps to eliminate them should be initiated.

2.04 The District Plant Superintendent shall report by letter to the General Plant Manager (Mim. to Div. Supt.) all inspections not reported on Form 3050. Details of letter should list the buildings inspected, dates and name of the inspector.

2.05 A knowledge of the requirements of the following practices would be a requisite for completing a thorough inspection:

Fire Prevention Measures	- Section H40.101
Fire Protection Apparatus - General	- Section H43.001
Garages	- Section H40.050
Storage and Use of Paints, Paint Removers, Thinners, Oil, Gasoline, Films, Matches and Explosives	- Section H42.250
Internal Combustion, Engines	- Section H42.210
Chimney Smokestacks, Flues and Vents	- Section H41.260
Interior Construction to Restrict Spread of Fire	- Section H41.230 " H54.345
Standpipe and Hose Systems	- Section H43.210
Heating Equipment - Fire Protection	- Section H42.110
Protection Against Exposure Fires	- Section H41.215 " H54.341
Fire Shutters Inspection and Testing	- Section H54.330