

Section H51.698
Issue C

General Traffic Instruction 109
Section 1

Interdepartmental Practice 912
Section 1

**BUILDING ADMITTANCE AND SERVICE PROTECTION
PRACTICES WHERE WATCHMEN ARE NOT PROVIDED**

1. GENERAL

1.01 This section is issued to provide instructions relative to building admittance and protection of property where watchmen are not provided.

1.02 Each employee shall be encouraged to cooperate in the administration of the procedures placed in effect and to be constantly alert to conditions which might impair telephone service.

1.03 Non-employees are admitted to restricted quarters only when accompanied by a telephone employee except that at exchanges designated by the General Plant Manager, certain non-employees may be furnished admittance permit badges.

1.04 Each individual admitted to restricted quarters shall be known to be an employee, shall be accompanied by a known employee or shall wear a building admittance badge clearly visible to others. Each employee shall be encouraged to question anyone found in restricted quarters who is not clearly identified as indicated and to require proof of authorized admittance or departure from the building. Each such case shall be referred to the supervisor in charge of the building.

2. OPEN HOUSE ACTIVITIES

2.01 Open house activities, central office visits and family nights provide a

most effective means of developing public understanding. These activities may be carried on in all exchanges except those or portions of those central offices which are designated "closed" to the public by the Vice President and General Manager.

2.02 Plans for admitting visitors to quarters which are defined as restricted in paragraph 3.01, but not specifically "closed" to the public by the Vice President and General Manager, shall be approved by the District Heads to ensure that proper steps are taken to protect telephone buildings and equipment.

3. RESTRICTED QUARTERS

3.01 Restricted quarters are defined as:

a. Equipment rooms (all rooms containing telephone, telegraph, teletypewriter, program and power equipment).

NOTE: Where the space housing the central office equipment and business office space used by the public is located in a common room, the latter space is not considered as being "restricted quarters".

b. Cable vaults.

c. Rooms containing building equipment items such as heating and ventilating plants, pumps, and elevator equipment.

4. IDENTIFICATION CARDS

4.01 Identification cards are furnished to employees requiring them for admission to telephone buildings and where required for admission to certain customers' premises. Current identification cards are printed on blue safety paper and sealed in a transparent cover. Any others presented for admission to telephone buildings shall be taken up by the supervisor and returned through lines of organization to the Area Department Head.

5. BUILDING ADMITTANCE BADGES

5.01 At exchanges designated by the General Plant Manager, outside workmen such as contractors' employees, plumbers, and electricians who are required to work for long periods (1 hour or more) may be furnished building admittance badges which shall be worn in a clearly visible location by the non-employee while in the building. Non-employees wearing admittance badges need not be accompanied by an employee.

5.02 Before furnishing a non-employee a building admittance badge, the supervisor in charge of the building shall satisfy himself of the non-employee's need for admittance, have the non-employee sign Form 3108, Record of Admittance Permits, and indicate the reason for admittance. The supervisor shall then post the badge number and the "time in". When leaving the building, the badge shall be returned to the supervisor and the "time out" posted.

5.03 All building admittance badges shall be fully accounted for at all times. Should a badge be removed from the premises, steps shall be taken immediately to recover it. If a badge is not recovered within 24 hours, complete information shall be passed along lines of organization to the Plant Operations Supervisor so that the badge may be voided throughout the Company. If the badge is subsequently recovered, the Plant Operations Supervisor shall be notified.

6. BUILDING ADMITTANCE

6.01 Employees of this Company, the Western Electric Company and Long Lines

Department may be admitted upon recognition or positive identification.

6.02 Deliveries of merchandise and supplies shall generally be accepted at the entrance but if the assistance of the delivery men is required, they shall be accompanied by an employee while in the building.

6.03 Except where the use of the building admittance badges is authorized, non-employees who have occasion to enter restricted quarters in connection with services performed for the Telephone Company shall be accompanied by an employee while in such quarters.

6.04 Non-employees (except those performing services for the Company, applicants for employment and others known personally by the employee) seeking admission to restricted quarters shall be required to furnish identification and reason for the visit. No admission shall be granted until all facts have been submitted to the District Office and approval obtained.

NOTE: Applicants for employment shall be admitted to restricted quarters only when accompanied by the employing supervisor.

7. PRECAUTIONS

7.01 All doors, except as indicated in paragraph 7.03, through which entrance can be gained to buildings housing telephone equipment shall be locked at all times. This includes interior doors connecting rooms regularly open to the public and restricted quarters.

7.02 Where agreed upon by the Department Heads involved, outside doors used for employee entrance shall be equipped with electrically operated locks. The locks shall be controlled by a key in the central office manually operated on signal from a buzzer button on the outside door casing.

7.03 Doors serving as entrances to rooms regularly open to the public shall be kept locked during other than normal business hours.

7.04 All windows at basement and first floor levels shall be kept closed and latched except when it is necessary that they be opened for ventilation.

7.05 The supervisor in charge of the building, or delegated employee shall check for the proper locking of all entrances and closure of windows at the close of the business day, when the last employee leaves the building and at such other times as seem desirable.

7.06 The District Office shall be promptly informed of any condition or occurrence of an unusual or suspicious nature.

8. USE OF ADMITTANCE BUZZERS

8.01 Buzzer codes shall be established by the Chief Operator. They shall be changed at frequent intervals - three to four months, as a general rule. Employees shall be cautioned not to divulge the codes to others, and not to press the button in such a way as to make the code obvious to non-employees.

8.02 An employee who does not possess the code but requires admittance, may go to a nearby telephone and make arrangements with the employee in charge for admittance. If the employee cannot conveniently make arrangement by telephone and instead pushes the buzzer for attention, the employee's presence shall

be verified at the door. In no case shall the Chief Operator release the lock on a ring other than the established code without verification. After all employees who are normally on duty for the night are in, the lock shall not be released even on the established code without verification.

8.03 Employees leaving or entering the building shall make sure the door is closed and locked. They shall be cautioned on both entering and leaving to make sure that no loiterers are waiting for an opportunity to enter when the door is unlocked for an employee.

8.04 In offices where electric locks are not provided, the same principles as to protection of property and of the employees shall be observed, that is, the employee in charge shall always make sure that a request for admittance is proper and necessary before the door is opened.

9. SPECIAL ARRANGEMENTS

9.01 In multi-office exchanges where only one Plant man is on duty, arrangements may be made, as directed by the District Plant Superintendent, for such employees to make periodic reports by telephone to a designated location.

9.02 Other special arrangements shall be carried out in accordance with local instructions or as directed by the Plant Superintendent.