

WALK-UP, DRIVE-UP AND OUTDOOR
TELEPHONE BOOTHS - INSTALLATION,
MAINTENANCE AND REMOVAL

1. GENERAL

1.01 This section outlines the administrative procedures for installation, maintenance and removal of Walk-Up, Drive-Up and Outdoor Telephone Booths. In addition to the basic requirement that telephone equipment shall always function properly, and in view of the revenue producing potential of this equipment, it is essential that Walk-Up, Drive-Up and Outdoor Booths be kept in good appearance and operating condition. At times this is the only service conveniently available to our customers.

1.02 This section is reissued:

- (a) To provide a description of the work functions expected of the booth maintenance man.
- (b) To set standards of cleanliness and booth appearance to be maintained in all areas of the company.
- (c) To update titles

1.03 Specifications covering the procedures to be followed by the electrical and construction contractors when installing the concrete base, electrical conduits, and wiring can be found in specification SN1963.

1.04 Specification SN1963 is available, by request from the office of the Plant Practices Supervisor, Room 301, 310 Orange St., New Haven; 10-03-11. Form #3234 is used to order Specification SN1963.

2. COMPLETING COIN TELEPHONE WORK SHEET FORM #1337

2.01 Five copies of Form #1337 are filled out by the Communications Representative. The Communications Representative will indicate on the form, the exact location, measurements of distances from stationary objects, (poles, walls, curbs, etc.) and indicate the suggested route of telephone and power conduits by the use of dotted lines.

3. PROCESSING FORM #1337

3.01 The Communications Representative will retain the first copy of Form #1337 and forward the remaining four to the Dispatch Center where they will immediately forward to the Installation Foreman responsible for the installation. The foreman will inspect the proposed site for safety, security and cost of installation. If the site is acceptable the foreman will retain one copy and forward the remaining three copies to the District Construction Superintendent. The superintendent will retain one copy and issue the remaining two copies to the local Construction Foreman who will keep one and utilize the last copy for the contractor.

3.02 The local Construction Foreman, upon receipt of the Form #1337, will review the proposed site. If the site is acceptable the local Construction Foreman will make arrangements with the Foundation Contractor to install necessary conduit, booth base, guard posts or stanchion assembly as required.

4. DISPOSITION OF SERVICE FOR UNACCEPTABLE SITES

4.01 Where the site is questioned because of safety, security or cost by either the Installation Foreman or local Construction Foreman and cannot be resolved with the Communications Representative the approval of the District Equipment Superintendent and District Manager Coin Telephone will be required before proceeding with the installation.

5. ORDERING EQUIPMENT

5.01 The Dispatch Center or in single visit areas, the Installation Foreman will be responsible for ordering equipment as specified ("S" PLAN - PACKAGING CODE) on the Service Order. The following information will be given to the Supply Department on the requisition.

- (a) Name of Subscriber and Address
- (b) Exchange and Service Order Number
- (c) Delivery Date and Location

Note: Location is normally the local Plant Garage.

- (d) S-Plan Number with appropriate additions and/or exceptions as applicable.

5.02 Enter the requisition number and date on the Service Order. Upon notification of any delays in obtaining the equipment or errors in the S Plan Coding, the Dispatch Center or Installation Foreman in single visit areas will notify the Coin Telephone Office.

6. INSTALLATION

- 6.01 One day prior to the Foundation Contractor's work operation the local Construction Foreman will call the Dispatch Center or in single visit areas the Installation Foreman, to determine the availability and pick up location of the Walk-Up, Drive-Up, or Telephone Booth.
- 6.02 The local Construction Foreman will arrange to have the Foundation Contractor deliver the booth to the site unless other arrangements are required. When a local trucker is hired to deliver the booth, refer to P.P.F.A., Section 004-742-010SN.
- 6.03 Upon completion of the Foundation Contractor's work the local Construction Foreman will notify the Dispatch Center or Installation Foreman in single visit areas, so that the Installation Foreman may proceed with his work operation.
- 6.04 The Installation Foreman will arrange for the installation and connection of Walk-Up, Drive-Up and/or Outdoor Booths, including electrical power, upon notification that the booth base, guard posts, telephone booth or stachion assembly have been installed.

7. MAINTENANCE

- 7.01 The Pubic Telephone Agent (Customer) has the responsibility of keeping the area around Walk-Up, Drive-Up and Outdoor Telephone Booths clean and accessible.
- 7.02 The Plant Equipment Forces shall, on each visit perform any necessary repairs, inspect facilities for appearance and correct any unsightly condition which may be reasonably considered under their control. All extreme conditions encountered that the Equipment Forces are not equipped to correct shall be referred to the locally designated Booth Maintenance Foreman.
- 7.03 The Booth Maintenance Man is required to perform the following functions to the standards indicated.
- (a) All aluminum and painted surfaces should be washed inside and out using approved washing materials. Rinse using sponge and clear water. Wipe dry with clean cloth. The finished surfaces shall be free of all marks caused by dirt, grease, lead pencil, ballpoint pen, crayon, lipstick, or any marks which do not scratch aluminum. Care shall be used in rinsing to avoid excess accumulation of water in and around the booth. Extra care must be used during washing and rinsing to avoid excess water in the upper housing and handset of the coin telephone.

- (b) The overhead light dome shall be lowered and washed inside and out using sponge or clean cloth wet with approved washing materials and/or clear water. Dry well with a dry cloth. Extra caution must be used to avoid the electrical connections.
- (c) All glass to be washed and dried clean with chamois or clean lintless cloth. When finished, all glass shall be clean and bright with no streaks.
- (d) Telephones shall be washed clean with a clean cloth wet with approved washing materials and/or clean water and wrung dry. Special care shall be taken around the mouth piece, ear piece and coin slot which are easily damaged by water.
- (e) Remove all unauthorized posters, stickers, and signs from the booth and telephone.
- (f) Replace lamps, starters, telephone directories, broken glass, damaged metal panels, worn and damaged number tags, signs and instruction cards. Replace or repair defective electric eyes, hinges and door springs as required. Paint Booth protective posts as necessary. Make BSP coin checks using proper coins (See BSP 506-411-401).
- (g) Base of the booth should be swept clean and the area four feet around the booth should be cleanly maintained. Sweep if paved, pick up trash and mow if grass. All debris picked up shall be removed from sight and disposed of according to regulations. Shovel snow away from doorway.
- (h) Report out-of-order condition or equipment defects to Repair Service. Place "Out of Order" sticker over coin slot. Give the nature of the problem and indicate that it is an "Employee Report".
- (i) Booth Maintenance Cards, provided by the Meriden Coin Center will be used for daily routing. Enter the date cleaned and the craftsman's name. Record items repaired and/or replaced in the spaces provided on the card. Return the card to the foreman after each days work.

8. REMOVALS

8.01 The Communications Representative will initiate a service order which will specify on a positive basis, whether the base and/or guard posts or stanchion assembly are to remain or be removed.

8.02 The Dispatch Center upon receipt of a service order noted, "Remove base and guard posts or stanchion assembly" will alert the Installation Foreman responsible for the removal. The Installation Foreman will prepare a Local Work Order Form #265 and forward three copies to the District Construction Superintendent for distribution to the local Construction Foreman and Foundation Contractor. A coordinated effort between the Installation Foreman, the electrician, local Construction Foreman and Foundation Contractor is recommended to insure safe and prompt completion of the service order.

8.03 Components will be returned to the local garage by the Foundation Contractor unless other arrangements are required. When a local trucker is employed to return the removed items refer to P.P.F.A. Section 004-742-010SN.