

## WORK UNITS FOR PLANT UPKEEP AND CHANGES

### GENERAL

#### 1. GENERAL

1.01 This section describes the common items involved in Division 015 of the Plant Series. This Division deals with inventories of equipment to develop work units and plant units for the Plant Maintenance Expense Results Plan.

1.02 This section is reissued to number it into the Plant Series and to revise paragraph 2.07 in order to clarify counting of central office equipment scheduled for service during the quarter.

1.03 Detailed instructions on the development of work units are covered in associated sections listed in Section 015-000-000.

#### 2. USE OF FORMS — GENERAL

2.01 Count all plant items, frames or work operations which have their "upkeep or changes" *hours* charged to the reporting unit. A reporting unit is one for which a Summary Form E-2740 or E-4661 (or both) is prepared.

2.02 Inventory the equipment or plant items on the form on which it is listed. When "upkeep or changes" hours are charged to several accounts (for items listed on a single form) use separate copies of the form for each account.

2.03 In general, upkeep inventories need not be changed more than once each quarter, and may be changed less often at the discretion of the Company. However, it is recommended that a complete inventory recheck be made at least annually. "Changes" work unit counts are on a monthly basis.

2.04 A section is provided on each form (usually at the bottom) for indicating the account code to which "upkeep or changes" hours

are charged. This is to associate work units with corresponding hours by accounts.

2.05 *Work units are established on a System basis. No modifications of definitions or changes in the work unit factors printed on the standard work unit forms are authorized except by System issued addenda, or by letter from the AT&T Company, Plant Operations Division.*

#### Central Office Upkeep

2.06 In some cases, equipment maintained in a specific office may require several forms in order to find the listing of all equipment. In such cases, if the items are few they may be transcribed to the form containing the bulk of the equipment. An alternate procedure is to fill out all the necessary forms, and indicate the proper account code for the office.

2.07 When additional central office equipment is scheduled for service during the quarter, the equipment installed may be considered as in service for the entire quarter; conversely, if central office equipment is to be retired during the quarter, it should not be included in the inventory.

2.08 For purposes of work unit inventory, "maintained" means in service or available for service by cross connection, patching, or local wiring. However, if major items of plant, such as switchboard positions, are cut dead or are not maintained in condition for immediate use, they should be excluded.

#### Central Office Changes

2.09 Central office changes utilize the counts developed for Station Installation Cost Results Plan essentially; however, some work

operations must be counted locally, such as trunk activity. These counts are on a monthly basis.

**Outside Plant and Station**

2.10 These plant items may be obtained from the latest available accounting records or local records, if available, at the end of the first month of the quarter. These counts need not be changed more than once a quarter.

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**3. SUMMARY REPORTS**

3.01 Unless specified by the local company or specially requested by the American Company for study purposes, no consolidations of these work unit forms are required on a district, division, area, or company basis. Form E-2741, Summary of Maintenance Work Units and Plant Units, is provided to summarize the data from the various work unit forms.