

Prefielding - COE Construction

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1. General

1.1 Purpose	<p>This practice:</p> <ul style="list-style-type: none"> • Establishes guidelines for prefielding Central Office Equipment Work Orders. • Provides a checklist for prefielding.
1.2 Filing Instructions	<p>File this practice in numerical order in your practices set. This practice supersedes 007-102-901 SE/KY, Administrative Procedures for Central Office Equipment Prefielding and Preconstruction Conference. Discard the superseded practice.</p>
1.3 Copyright and Responsibility	<p>This practice was written by the Central Office Equipment (COE) Construction Staff and published by the Telephone Operations Administrative Services Group. For more information about this practice contact the COE Construction Staff, GTE Telephone Operations Headquarters, Irving, Texas.</p> <p>No part of this work may be reproduced or copied in any form or by any means -- graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems -- without the written permission of the Administrative Services Group, GTE Telephone Operations Headquarters, Irving, Texas.</p>

1. General, continued

1.4
Disclaimer

This practice has been prepared for GTE Telephone Operations employees. GTE Telephone Operations hereby disclaims any responsibility or liability for any consequential or inconsequential damages that may result from the use of this practice.

2. Overview

2.1
introduction

Prefieiding a work order:

- Eliminates potential problems prior to beginning work.
- improves productivity by allowing construction to proceed uninterrupted.
- Ensures that essential planning is completed.

2.2
References

For additional information refer to the following practices:

- 220-001-001, installation Activity Procedures - COE.
- 220-001-002, Preinstallation Activity Procedures - COE.
- 220-001-004, Work Order implementation Procedures - COE.
- 795805074, inspecting Central Office Grounding and Electrical Protection.

2.3
Form

This practice references the Checklist - Prefieiding COE Construction, Form #90002762 (See Exhibit 1, page 7). This form can be ordered through your local stationary supply department.

NOTE: The Checklist - Prefieiding COE Construction form is used as a guide during on-site prefieiding and to summarize post prefieiding activities. There are no routing or retention requirements for this form.

2.4
Acronyms

The following chart provides definitions of acronyms used in this practice and on the Checklist - Prefieiding COE Construction.

Acronyms	Definition
COE	Central Office Equipment
CXR	Carrier
DSX	Digital Cross-Connect
DTA	Distributing Terminal Assembly

(continued)

2. Overview, continued

2.4 Acronyms, continued

Acronyms	Definition
JIM	Job Information Memorandum
OSP	Outside Plant
PWC	Printed Wiring Card
TCO	Trunk Circuit Order
TFAO	Traffic Facilities Assignment Order
USSO	Universal Special Services Order

3. Prefielding Responsibilities

3.1 Operations Center Coordinator

The Operations Center Coordinator is responsible for the following:

- Verifying the schedule.
- Following up on all material problems.
- Arranging material delivery to the job site at the request of the COE Construction supervisor.
- Providing any special tools or test equipment requested by the COE Construction supervisor.
- Ensuring that the work order package is complete prior to its being sent to the COE Construction supervisor.
- Coordinating due dates with connecting companies 30 days prior to the start of construction.
- Solving all problems identified during prefielding.
- Completing Page 1 of the Checklist - Prefielding COE Construction (Form # 90002762) labeled Operations Center Activity (Sections I and II).

(continued)

3. Prefielding Responsibilities, continued

3.1 Operations Center Coordinator, continued

- Sending the work order package along with the complete Prefielding Checklist form to the COE Construction **Supervisor**.

The following is an example of the first page of the Checklist- Prefielding COE Construction form. The Operations Center Coordinator completes this portion of the form.

CHECKLIST PREFIELDING COE CONSTRUCTION
FORM 88028782
REV 8/90-001-000

Page 1 of 3

EXCHANGE	WORK ORDER NO.
Operations Center Activity	
	YES NO N/A FOLLOW-UP
I. MATERIAL.	
1. All material received or status identified to include ship dates for material that has delayed shipping dates?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Transfers issued for equipment being removed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. If there are known changes in disposition of removal equipment, have transfers been written or revised?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Associated projects schedules verified for conflicts?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
II. Administrative	
1. Sufficient labor hours to complete the project provided?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Issued JIMs as necessary?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Issues schedule changes when required? (Consult with field.)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Determine if service demands dictate a need for some equipment to be placed in-service prior to the scheduled in-service date, prior to work start.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. On toll carrier jobs, request TFAOs from Switching Services by speed letter.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Are all required forms/logs included: proper acceptance forms, battery maintenance log, PWC logs, etc.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.2 COE Construction Supervisor

The COE Construction Supervisor **is** responsible for:

- Making sure a construction project is viable before sending a work group to the job site.
- Determining which projects should be prefilled based upon knowledge of the office and the type of activity required by the work order.

NOTE: The COE Construction Supervisor should always prefill projects which:

- Have the same equipment type that resulted in poor scores on Quality Reviews.

(continued)

3. Prefielding Responsibilities, continued

3.2 COE Construction Supervisor, continued

The COE Construction Supervisor is **also** responsible for:

- Reviewing the following before construction starts.
 - Work Order.
 - All specifications.
 - Job drawings.
 - Prints

NOTE : Verify that drawings associated with miscellaneous auxillary equipment such as carrier or test board jacks, etc., have been updated.

- Comparing all proposed changes against the existing office configuration to ensure continuity.
- Ensuring that service will not be affected by equipment to be removed.
- Determining if the work meets current customer and company service level requirements.

3.3 Post Prefielding Activities

The following is an example of the Checklist- Prefielding COE Construction form, page 3 (Post Prefielding Activities). The COE Construction Supervisor completes this portion of the form.

CHECKLIST - Prefielding COE Construction
REF 220-001-003

Page 3 of 3

DISCHANGE	WORK ORDER NO
WORK ORDER PREFIELDING — COE SUPERVISOR ACTIVITIES	
	YES NO N/A FOLLOW-UP
II. POST PREFIELDING ACTIVITIES	
1. Issue JIMs for all material, engineering changes and labor requirements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Copy of all corrected marked drawings to Engineering?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Issue schedule changes when required?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Have TFAOs, TCOs, USSOs, and local office records been received and verified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Has Service been advised of scheduled turnover date and have acceptance test activities been scheduled?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Determine and request cross-connect sheet requirements, i.e., DSX cross-connect information.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. Prefielding Responsibilities, continued

3.2
COE
Construction
Supervisor,
continued

- Have the same equipment type that resulted in a large number of JIMs to correct problems.
 - Will use a large number of labor hours.
 - Will have short intervals.
 - Equal approximately 30 percent of all specific projects.
- Completing Page 2 and 3 of the Checklist Prefielding COE Construction (Form # 90002762), labeled Work Order Prefielding - COE Construction Supervisor Activities (Sections I, II, and III).

The following is an example of the Checklist- Prefielding COE Construction form, page 2. The COE Construction Supervisor completes this portion of the form.

CHECKLIST PREFIELDING COE CONSTRUCTION
FORM 90002762
REF 220-001-003

Page 2 of 3

EXCHANGE	WORK ORDER NO.			
WORK ORDER PREFIELDING — COE CONSTRUCTION SUPERVISOR ACTIVITIES				
	YES	NO	N/A	FOLLOW-UP
I. MATERIAL				
1. Material inventory correct quantity and type?	0	0	0	0
2. Associated work (transmission, special services, etc.) reviewed to ensure sufficient material and hardware ordered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
3. Proper desklifting material available at installation site?	0	0	0	<input type="checkbox"/>
4. Proper safety items available for Battery jobs?	0	0	0	<input type="checkbox"/>
5. Packaging provided for material being returned to stock for reuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Arrangements made for delivery of equipment to site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Facilities provided to meet requirements of material storage during construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Discrepancy reports issued for material shortages/overages, damaged/defective equipment and/or incorrect materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. ON-SITE INSPECTIONS				
1. Prints, including electrical drawings, traffic orders, GTEPS (Installation and Functional Test) specifications for installation and removal and computerized tags for removal complete?	0	0	0	<input type="checkbox"/>
2. Can frames, equipment cables, and iron work be placed as specified?	0	0	0	<input type="checkbox"/>
3. Are there any electrical or other devices that have to be moved such as desks or workbenches?	0	0	0	0
4. Ladder track and ladders provided for new bays and frames? Existing ones extended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Terminal block locations on frames and bays verified?	0	0	0	<input type="checkbox"/>
6. DTA's and other grading verified?	0	0	0	a
7. Cable holes between floors and walls adequate?	0	0	0	<input type="checkbox"/>
8. OSP facilities available for CXR projects?	0	0	0	<input checked="" type="checkbox"/>
9. Master Ground Bar properly located and installed with insulators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Central office grounding system verified as correct? (GTEP 795-605-074)	0	0	0	<input type="checkbox"/>
11. Does any equipment require grooming to facilitate removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has the installation force reviewed safety precautions and responsibilities as specified in GTEP 220-001-001?	0	0	0	0
13. Contact identified to resolve possible construction obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Materials specified compatible to existing office? IS block. Ordered compatible to frame? Mounting materials ordered. J-Boots, anchors, guard rails, adaptor plates etc.	0	0	0	<input type="checkbox"/>
15. Office alarms are operational?	0	0	0	<input type="checkbox"/>
16. Have cable pair test results been provided to COE Construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have environmental conditions been satisfied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c I
18. Appropriate alarms provided to the base unit for remote protects?	0	0	0	c I

CHECKLIST PREFIELDING COE CONSTRUCTION
 FORM 90002762
 REF 220-001-003

EXCHANGE	WORK ORDER NO.			
OPERATIONS CENTER ACTIVITY	YES	NO	N/A	FOLLOW-UP
I. MATERIAL				
1. All material received or status identified to include ship dates for material that has delayed shipping dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Transfers issued for equipment being removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If there are known changes in disposition of removal equipment, have transfers been written or revised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Associated projects schedules verified for conflicts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. ADMINISTRATIVE				
1. Sufficient labor hours to complete the project provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Issued JIMs as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Issues schedule changes when required? (Consult with field.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Determine if service demands dictate a need for some equipment to be placed in-service prior to the scheduled in-service date, prior to work start.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. On toll carrier jobs, request TFAOs from Switching Services by speed letter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all required forms/logs included: proper acceptance forms, battery maintenance log, PWC logs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form #90002762, Page 1 - Operations Center Activity

CHECKLIST PREFIELDING COE CONSTRUCTION

FORM 90002762
REF 220-001-003

EXCHANGE	WORK ORDER NO.			
WORK ORDER PREFIELDING – COE CONSTRUCTION SUPERVISOR ACTIVITIES				
	YES	NO	N/A	FOLLOW-UP
I. MATERIAL				
1. Material inventoried for correct quantity and type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Associated work orders (transmission, special services, etc.) reviewed to ensure sufficient cable rack and hardware ordered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper desk/filing cabinet available at installation site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proper safety items available for battery jobs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Packaging provided for material being returned to stock for reuse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Arrangements made for delivery of equipment to site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Facilities provided to meet requirements of material storage during construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Discrepancy reports issued for material shortages/overages, damaged/defective equipment, and/or incorrect materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. ON-SITE INSPECTIONS				
1. Prints, including circuit drawings, traffic orders, GTEPS (Installation and Functional Test) Specifications for installation and removal and computerized tags for removal complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Can frames, equipment, cables, and iron work be placed as specified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are there any electrical or other devices that have to be moved such as desks or workbenches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ladder track and ladders provided for new bays and frames? Existing ones extended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Terminal block locations on frames and bays verified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. DTA's and other grading verified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cable holes between floors and walls adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. OSP facilities available for CXR projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Master Ground Bar properly located and installed with insulators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Central office grounding system verified as correct? (GTEP 795-805-074)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Does any equipment require grooming to facilitate removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Has the installation force reviewed safety precautions and responsibilities as specified in GTEP 220-001-001?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Contact identified to resolve possible construction obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Materials specified compatible to existing office? Is block ordered compatible to frame? Mounting materials ordered, J-Bolts, anchors, guard rails, adaptor plates, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Office alarms are operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Have cable pair test results been provided to COE Construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Have environmental conditions been satisfied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Appropriate alarms provided to the base unit for remote projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Form #90002762, Page 2 - Work Order Prefielding

CHECKLIST PREFIELDING COE CONSTRUCTION
 FORM 90002762
 REF 220-001-003

EXCHANGE	WORK ORDER NO.
WORK ORDER PREFIELDING – COE SUPERVISOR ACTIVITIES	
III. POST PREFIELDING ACTIVITIES	YES NO N/A FOLLOW-UP
1. Issue JIMs for all material, engineering changes and labor requirements.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Copy of all corrected marked drawings to Engineering?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Issue schedule changes when required?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Have TFAOs, TCOs, USSOs, and local office records been received and verified?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Has Service been advised of scheduled turnover date and have acceptance test activities been scheduled?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Determine and request cross-connect sheet requirements, i.e., DSX cross-connect information.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Form #90002762, Page 3 - Work Order Prefielding (Post Prefielding Activities)

