

INSPECTIONS ON STATION VISITS
COIN STATIONS - BOOTHS

1.00 COIN STATION INSPECTION

1.01 At public telephone stations in addition to the items covered in other sections the following items of equipment should be included:

1.02 Coin Collector

- (a) Inspect the Coin Collector. If the finish is badly marred or worn or if it is not securely mounted, report it to the Plant Service Center who will arrange for its repair or replacement.
- (b) Coin collector housings shall be grounded in accordance with established Coin Collector Installation practices.
- (c) Upper housing play shall be checked as covered in established Coin Collector Maintenance practices.
- (d) In locations subject to vandalism transmitter and receiver caps must be securely locked with approved locking devices. Where cords are cut or the handset is stolen armored cords should be used. If there is excessive punching of transmitters replace with T-2 transmitter units.
- (e) Make the checks, adjustments and tests of the coin collector as outlined in established Coin Collector Maintenance practices and as requested by the test desk.

2.00 BOOTH INSPECTION

2.01 Inspect the booth for condition, appearance and safety. Items that cannot be taken care of immediately, such as those requiring replacement parts, etc., shall be referred to the supervisor. If safety is involved call the Plant Service Center for immediate advice.

Items that should be checked are:

- (a) Door operation; make sure that it opens and closes properly.
 - (b) Cleanliness; sweep out and dust as necessary. The ceiling fixture in outdoor booths should receive special attention.
 - (c) Outdoor booths that require frequent cleaning when visited shall be reported on the appropriate form to the supervisor who will arrange if necessary for a revised booth cleaning schedule.
 - (d) Inspect the floor covering, see that it is securely fastened and is not excessively worn.
 - (e) Inspect the side back and door glass, and report those broken or cracked.
 - (f) See that the lights and blowers are in satisfactory condition and operate properly.
 - (g) Inspect the booth lining, examine it for protruding nails and sharp edges.
 - (h) See that the booth is grounded in accordance with established Booth Installation practices.
 - (i) Inspect the mounting details and roof of outdoor booths to make sure they are securely fastened.
- 2.02 Directory Shelves and Hangers
- (a) Inspect the directory hangers, tables or shelves for general condition and appearance.
- 2.03 Signs
- (a) Inspect to see that signs are well located and are in proper condition.
 - (b) Check with subscriber or agent to see that he is supplied with "Temporarily Out of Service signs."