

CONSTRUCTION PLANS — GENERAL

1. GENERAL

- 1.01 This section provides information of a general nature regarding outside plant additions, removals, and rearrangements.
- 1.02 This section defines terms commonly used in reference to outside plant changes and includes a broad outline of the procedures involved.
- 1.03 Since the section has been generally revised, the use of arrows to indicate changes has been omitted.
- 1.04 Forms necessary to accomplish outside plant and assignment record changes, as well as specific procedures for preparation of such forms, are described in related sections.
- 1.05 Related Sections:

- 680-300-011 CONSTRUCTION PLANS - WORK ORDERS
- 680-300-012 CONSTRUCTION PLANS - CABLE TRANSFERS
- 680-300-013 CONSTRUCTION PLANS - LINE OR STATION TRANSFERS

2. DEFINITION OF TERMS

- 2.01 For the purpose of this section and the related sections, certain terms used in reference to outside plant rearrangements are defined.
- 2.02 Back-Tap: A temporary cross connection used when making transfers in order to minimize service interruptions and delays caused by placing cross connections to the new pairs at the time each pair is transferred. The "Back-Tap" work is generally done at the central office frames when feeder cable is involved and at the cross-connecting terminals when distributing cables are involved. On completion of a transfer the original cross connections are removed.
- 2.03 Cable Transfer: An operation which involves the transferring of any or all of a cable count to another cable or to another count within the same cable.
- 2.04 Conflicting Pairs: A condition encountered during the preparation of a cable transfer when working pairs in the "From" count will fall to working pairs in the "To" count. This condition is referred to as "conflicting pairs" and must be cleared before the transfer can be completed.
- 2.05 Count: The term "count," when used in reference to cable work and cable pair record, is defined as the inclusive pairs of a particular cable or portion of cable, e.g., a cable which consists of pairs numbered 1 through 51 would have a "count" of 1-51.
- 2.06 Defective Pair: A cable pair which is unusable because of a defect such as a short, open, cross, etc.
- 2.07 "From": A term used in reference to transfers to indicate the facilities from which lines, stations, or pairs are being transferred.
- 2.08 Line Transfer: The transfer of a line or lines from one cable pair to another in a terminal or exchange wire lead as follows:
- (a) To create facilities at another location or to clear pairs for a pending cable transfer.
 - (b) To rearrange or rewire lines following the completion of cable work which establishes new terminals or changes wiring limits.
 - (c) To transfer lines along or within an exchange wire lead to create spare exchange wire circuits.
- 2.09 Request for Transfers: A request will be made to prepare cable and line or station transfers. This request will include the work order number, the approximate starting date, and the name of the employee preparing the request. Requests for transfers will be in accordance with the splicing sequence, if involved, and will allow sufficient time for the transfers to be prepared and the necessary preliminary work completed in advance of the starting date.
- 2.10 Special Service List: A list of special service lines prepared for the field and test center forces when pairs, on which special service lines are working, are exposed in a splice but are not involved in a transfer.

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- 2.11 Special Service Protection: A term used to refer to the precautionary measures applied to special service lines to prevent accidental interruptions of service.
- 2.12 Station Transfer: The transfer of a station from one party-line circuit to another party-line circuit, during which the party-line position may be changed as required.
- 2.13 "To": A term used in reference to transfers to indicate the facilities to which lines, stations, or pairs are being transferred.
- 2.14 Test List: A list prepared in those cases where the cable work does not result in the change of a cable or pair. The test list consists of the cable and pairs involved, including the telephone or circuit number of each pair, and is used by the field forces to identify, and the test center forces to test, certain pairs.
- 2.15 Work Order: A detailed drawing or print issued to indicate the addition, removal, or rearrangement of outside plant, e.g., an estimate, job, or routine order.
- 2.16 Splicing Sequence: A sequence of work operations for a work order determined by the forces preparing the work order and used for reference and guidance of the forces concerned.

3. PLANT EXTENSIONS AND CHANGES

3.01 The following is a broad outline of the procedures involved in the general treatment of outside plant additions, removals, and rearrangements in so far as they pertain to the forces preparing cable and line or station transfers.

Work Orders

3.02 Estimate, job, or routine orders, referred to as work orders, are prepared to construct feeder and distribution cable in new subdivisions, to construct new or alternate routes in connection with municipal improvements, and to provide additional outside plant facilities in areas where present facilities are inadequate. Copies of these work orders are forwarded to the forces concerned.

Forces Preparing Transfers

3.03 The forces preparing cable and line or station transfers receive and file copies of all work orders involving changes affecting cable, exchange wire, and terminal assignment records.

- 3.04 These forces prepare the required forms reflecting the rearrangement of lines made necessary as a result of outside plant changes. They may also assume responsibility for coordination of preliminary central office framework, assist in the coordination of field work, and maintain a record of the progress of each work order.
- 3.05 In addition, these forces record and notify the forces concerned of any corrections to the work order and associated forms as well as prepare and maintain assignment records.

Testing

- 3.06 The forces responsible for testing will assist in coordinating the work between the field forces and the central office frames particularly when special procedures are required in connection with various services.
- 3.07 These forces will also make tests to insure that services are free from interruptions, assist the field forces in locating and clearing defective pairs, and post changes and corrections to the test center records.

Central Office Frames

3.08 Cross connections are placed at the central office frames, as required by the outside plant changes, according to the cable and line or station transfer forms prepared. Special service guard devices, special markers, etc., when special services and power supply circuits are involved, will also be placed and removed, as required.

3.09 The completion of the preliminary framework, as well as any delays or circumstances which may affect the progress of the work order, shall be reported to the forces who prepared the transfer forms.

Field Forces

3.10 The field forces place, remove, and rearrange the outside plant. They will request transfers, as required, and will notify the forces concerned of any changes which affect plant records.

3.11 It is also a responsibility of the field forces to notify the assignment center when new outside plant is placed and is ready for service.