

BUILDING, LAND AND FURNITURE
SPECIFIC ESTIMATE, ROUTINE ORDER,
KEEP COST ORDER AND CUSTOM WORK ORDER PREPARATION

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1. GENERAL

1.01 This section outlines the procedures for preparing and obtaining the approval of specific estimates, supplemental estimates, routine orders, keep cost orders, and custom work orders for equipment and building undertakings. This practice complements Joint Practice 46, Estimate Routine.

1.02 Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 The Support Services Segment is responsible for the preparation of the following types of building, land and furniture estimates.

(a) Construction of new buildings, additions to or changes in existing buildings, and all retirements of buildings or portions thereof.

(b) Construction and removal of special radio towers chargeable to Accounts 212 and 241.

(c) Additions and retirements of modular and conventional furniture, and office equipment.

(d) Point-to-point radio systems or cable routes and land, chargeable to accounts 212, 211 and 241.

NOTE: Purchase and Sales estimates should be prepared in accordance with Joint Practice 46, Part 4A.

1.04 Refer to the Schedule of Authorization to determine the level of authority required for approval of various undertakings.

2. PURPOSE

2.01 The purpose of this section is to provide a system of management control whereby an undertaking involving the addition to, or retirement of, telephone plant will be properly authorized prior to the undertaking. The primary objective of such control is to insure optimum utilization of the company's resources.

3. DEFINITIONS

3.01 The following are definitions of basic terms used in this section.

3.02 Undertaking: The operations necessary to accomplish a desired objective affecting the company's investment in physical property. For example, an undertaking may include a combination of purchasing land, erecting a building, and purchasing furniture. It may also cover only one class of plant. It may cover multiple locations, such as, a microwave route.

3.03 Estimate Request: A formal set of documents covering an undertaking which serves to present an explanation for the proposed work. It is used to convey authority for proceeding with the work and provides a record of the costs until such time as the Estimate Request is approved. Various types of authorizations further defined within this section are: Specific Estimates, Keep Cost Orders, Custom Work Orders, and Routine Orders.

3.04 Estimate: The approved Estimate Request.

3.05 Supplemental Estimate: A formal set of documents conveying additional approval which are required when:

- (a) There is a change in plans involving additional Gross Expenditures or Plant Retirements of Specific Estimate proportions.
- (b) It is expected or found for any reason the actual Gross Expenditures or Plant Retirements will exceed those authorized by 15% or more, and the excess is an amount of specific estimate proportions.

3.06 Authorization: Signifies the recorded favorable action taken by the Board of Directors or its Executive Committee with respect to an undertaking.

3.07 Approval: Signifies the recorded favorable action taken by management personnel delegated final approval authority in the Schedule of Authorizations with respect to an undertaking.

3.08 Gross Additions: Construction Costs charged to accounts of 100.1, 100.2, 100.3, 100.4 or 103 less reclassifications and before consideration of the deferred tax credit. These accounts are:

- (a) Account 100.1 Plant in Service
- (b) Account 100.2 Plant Under Construction.
- (c) Account 100.3 Property Held for Future Telephone Use
- (d) Account 100.4 Telephone Plant Acquisition Adjustment
- (e) Account 103 Miscellaneous Physical Property

3.09 Cost of Removal: Cost of demolishing, dismantling, removing, tearing down, or otherwise disposing of plant and recovering the salvage. It includes transportation and handling costs, even where plant is not physically removed. It does not include value of plant retired. The value of salvage is treated separately from the cost of removal except in the case of a building being disposed of under a contract in which the cost of removal and related salvage value are combined. In this case the net amount shall be treated as cost of removal.

3.10 Gross Expenditure: The sum of the amounts representing gross additions and cost of removal.

3.11 Plant Retired: Physical Plant which has been removed, sold, abandoned, destroyed or otherwise withdrawn from service. It does not apply to property which was included in 100.1 and 100.2 that is being transferred to 100.3 and 103. It does include amounts disposed of from 100.3 and 103. Retirements are calculated at the book cost at which Plant is carried in the Company accounts.

3.12 Net Additions: Equals gross additions less amounts retired.

3.13 Net Capital Requirements: Equals gross expenditures less salvage (including Intra-Company reused material). This represents the new monies necessary to finance an undertaking.

3.14 Book Cost: The value of property as recorded to Account 100.1 (i.e., original cost) on the books of the Company (i.e., capitalized without reduction of its original cost by depreciation).

3.15 Location Code: A code unique within an operating company, designed to identify a specific location of equipment. These are sometimes referred to as Area numbers or geographic location codes.

3.16 Routine Order: A formal written request to perform certain work in an undertaking chargeable to a Routine Estimate and which is not approved by a custom work order, service order, or keep cost order. When approved, it is the authorization to perform the work.

3.17 Custom Work Order: An order that covers work for which it is expected all of the costs or a portion thereof will be billed to others.

3.18 Keep Cost Order: An order to be used for the purpose of assembling job cost data which could not otherwise be segregated. Keep cost orders shall be used to authorize all purchases and sales of Plant (including real estate but excluding material and supplies) which involve gross expenditures of less than specific estimate proportions. Keep cost orders may be used as a work authorization in lieu of a routine order or to identify costs of portions of work provided for under other authorizations, i.e., a specific estimate or service order.

3.19 Classes of Plant: The various groupings of plant for which separate accounts, subaccounts, or field codes are provided.

3.20 Completed Ready for Service: Plant is completed ready for service and therefore includable in Account 100.1 under the following conditions:

- (a) When placed in actual use in telephone service.
- (b) Where User Groups occupy the facilities.

NOTE: The conditions under which expenditures for various classes of plant should be transferred to Account 100.1 are outlined in Joint Practice 46, Part 2C.

3.21 Start of Physical Construction: Physical construction should be considered as starting when construction work (exclusive of removals and maintenance work) is begun. This excludes engineering, advance delivery of material, and other preliminary construction activity such as checking plans and materials. The deter-

mination of the start of construction under a specific estimate or order is the responsibility of the segment in charge of the work.

3.22 Work Authorization: As used in this section, work authorization refers to the proper approval of a formal set of documents (Routine Order, Keep Cost Order, or Custom Work Order) approving expenditures of monies which have been authorized under the Routine Estimate.

3.23 Under Construction: In connection with construction work, a specific estimate or order shall be classified as under construction if it is expected that construction work on any class of plant provided for thereunder will not be completed ready for service within one year after the date physical construction work on the undertaking begins and if the authorized gross additions for the undertaking are of specific estimate proportions. Estimates and orders shall be reclassified as under construction if it is determined during the progress of the undertaking that plant will not be completed ready for service by the end of a full year after the date physical work on the undertaking began except where the gross additions are less than specific estimate proportions. Readiness for service of a particular class of plant may depend upon the completion of other plant associated with the undertaking, whether covered by the same or another specific estimate or order.

3.24 Currently Ready for Service: A specific estimate or order should be classified as currently ready for service if it is expected that construction work on all classes of plant provided for thereunder will be completed ready for service within one year after the date physical construction work on the undertaking begins, or if the authorized gross additions for

the undertaking are less than specific estimate proportions. Readiness for service of a particular class of plant may depend upon the completion of other plant associated with the undertaking, whether covered by the same or another specific estimate or order.

NOTE: In those cases where the actual gross additions exceed specific estimate proportions, and the work has taken longer than one year, reclassification to "Under Construction: should be made and the estimate handled as provided in Paragraph 3.23. Refer also to Joint Practice 46, Part 2C, covering SW-2525 card processing.

4. ESTIMATE REQUEST

4.01 Each undertaking of specific estimate proportions shall be assigned an estimate request number prior to proceeding with the administrative work. These numbers shall be obtained in accordance with Joint Practice 46, Part 1C.

4.02 All charges for administrative work on active undertakings prior to estimate approval shall be charged against the estimate request numbers. Upon approval of the estimate, the Comptrollers Segment will prorate these charges over the various locations and accounts contained in the estimate.

4.03 Delayed, Inactive and Cancelled Estimate Requests

(a) Administrative costs incurred for projects that have become inactive, should be cleared from Account 139 at the earliest possible date. Accordingly, Comptrollers shall submit a list of estimate requests to which no charges were made for the preceding six months to the Support Services Segment, with a

request for review and advice with respect to the status of the project. Comptrollers will omit these requests from future lists until such time as the responsible department fails to meet commitments contained in their reply.

(b) Similarly, a list of open estimate requests, to which charges have not been made for six months, will be submitted by Comptrollers to the appropriate department Section Head for review and advice. Engineering costs incurred under an estimate request can be carried in Account 139 after the initial six months of inactivity only upon authorization of the appropriate department Section Head.

(c) A list of projects not receiving approval as an estimate, and to which no charges were made for a period of twelve months, will be submitted by Comptrollers to the Vice President-State. Information will be requested as to whether or not the projects are temporarily deferred, or whether or not they are definitely scheduled to be carried through to specific estimate status. The authorization of the Vice President-State is required for extension of the estimate request for additional periods.

(d) If an estimate request is not granted estimate status within two years after the last month in which charges were made thereto, the charges incurred will be cleared as outlined below, unless the time limit has been extended.

(e) When it is decided to cancel a project, prior to its approval as a specific estimate, the Comptrollers Department should be so informed promptly by letter regarding the cancellation. See Part 2E of Joint Practice 46. Based

on the detailed information furnished, the Comptrollers Department will dispose of charges incurred under the estimate request and cancel it.

(f) When a project that has been cancelled previously is revived, Comptrollers should be advised so that amounts previously incurred and written off can be reestablished under a new estimate request number.

5. SPECIFIC ESTIMATES

GENERAL

5.01 A specific estimate is an estimate covering a specific undertaking or a portion thereof, when it is expected that the gross expenditures or plant retirements for the undertaking or that portion of the undertaking covered by the estimate will be of specific estimate proportions as outlined in the Schedule of Authorization. A specific estimate for a purchase or sale shall be handled as outlined in Joint Practice 46, Part 4A.

5.02 Refer to Joint Practice 46, Part 2A Section 3, for guidelines on the scope of specific estimates.

5.03 The general types of specific estimates include but are not limited to the following: new buildings, building additions, building remodeling, land purchase, land sale, repeater locations and furniture. (See Fig. 1, 2, 3, 4, 5, 6, or 7.)

5.04 Preparation of the estimate should begin sufficiently early in the undertaking schedule to insure that approval is obtained before any commitments have to be made.

5.05 The manager responsible for the preparation of the estimate for a particular job is required to estimate costs, segregated into the proper accounts, for all items listed on the detail estimate sheets. Care should be taken to open all accounts which may be required. Accounting classifications shall be made using the Accounting Handbook - Telephone Plant. (V27 series Administrative Practices).

5.06 The manager responsible for writing the estimate assumes responsibility for everything in the estimate. He cannot merely provide building space on the basis of a request but must evaluate the request and be assured the quantities required are reasonable, current, and in line with company guidelines. The manager must be sure that the expenditures provided for in the estimate are in the best corporate interest.

5.07 The manager should assure himself that in the "Nature and Necessity of Work" section of the "Authorization Sheet", he has answered the following questions:

- (a) Where are the monies being spent?
- (b) What does the undertaking entail and accomplish?
- (c) Why do the work at all and in this way?
- (d) Why do the work at this time?

5.08 Each Specific Estimate shall contain the following parts assembled in the following order:

- (a) Authorization Sheet, SN-4,
- (b) Outline of Plan.

- (c) Accounts Chargeable Sheets(s), SN-4A
- (d) An updated Job Record Sheet in the copy sent to General Headquarters.

5.09 In addition, each Specific Estimate Request shall contain sufficient support material to present a complete and self-contained package which will justify the expenditures with minimal need for supplementary support in the following order:

- (a) FCC authorization, SN-4D.
- (b) Supplemental Information.
 - (1) Exhibits and other data
 - (2) Study Map
 - (3) Approved Recommendations, Studies, and Fundamental Plans
 - (4) Correspondence
 - (5) Plot plans
 - (6) Building Study Plans (General Headquarters copy).
 - (7) Work Sheet-Building Costs (General Headquarters copy).
 - (8) A copy of the advance approval document where applicable

5.10 The first sheets normally filled out when preparing an estimate request are the Accounts Chargeable Sheets. The cost figures shown on these sheets should reflect, as closely as possible, the actual costs that are expected to be incurred, by location code and account code. The next sheet in order of preparation (for more than one location) is usually a Summary Accounts Chargeable Sheet, which summarizes the costs estimated on the Individual Sheets. The

Authorization Sheet is usually completed last and contains the information upon which the Officers of the Company and others base their judgments as to the justification for the authorization of the estimate request.

5.11 Interest During Construction - Under the Federal Communications Commission's Uniform System of Accounts, Telephone Companies are permitted to capitalize, i.e., charge as part of the construction cost of any new plant, a reasonable amount of interest while the new plant is being built and is not producing revenue. The cost of new construction should include an amount representative of the interest cost of the investment while it is tied up in nonrevenue producing plant. After plant is placed in service, it is considered revenue producing and the revenue rates (tariffs) include a cost element for a return on investment. While amounts are held in Telephone Plant Under Construction, Account 100.2, interest is applied to monthly balances in each "C" account code at a specified annual rate, obtainable from Comptrollers. These costs should be estimated and included in estimates classified as under construction.

5.12 Plant Retirements - The manager preparing the estimate shall arrange to have the proper records changed to reflect the amount of Plant Retired. The book cost of equipment being removed from plant in service shall be reported to the Comptrollers Department. This is done so that the plant investment can be reduced by the book cost of equipment being retired and that the proper debit can be made to the Depreciation Reserve Account. The book cost to be retired consists of the original cost of material, administration and installation, together with overhead expenditures. In cases where the facility was installed under a Routine Estimate, commercial estimating guides and adjustment factors should be used.

5.13 Estimated Salvage - The estimated salvage value of material removed or buildings retired shall be shown in the estimate. If the material is to be held for reuse, or transferred, the estimate salvage amount shall be the original material cost.

AUTHORIZATION SHEET

5.14 The Authorization Sheet - Form SN-4, is designed to convey all pertinent data required to justify the undertaking and to provide space for the necessary approval signatures. Information shall be entered on the Authorization Sheet as follows (where possible limit to one page):

- (a) Authorization, Estimate Number - Enter the estimate number, if known. The estimate number shall be obtained in accordance with Joint Practice 46, Part 1C.
- (b) Entity - Enter name of operating entity.
- (c) Division - Enter name of division.
- (d) Estimate Request Number - Enter the assigned estimate request number.
- (e) Title - Enter the City, state and the authorized wire center designation (name) or an appropriate project title. Add a concise statement identifying the type of endeavor.
- (f) Nature and Necessity of Work - Enter the nature and necessity of work.

(1) Enter a clear and concise description of the work or transition involved, the reasons for the undertaking the project at this time and in the recommended manner, and the results to be accomplished. The description shall contain information upon which the officers of the company and others can base their judgment as to the justification for the authorization of the estimate. The information shall be presented so that anyone unfamiliar with the details and terminology may readily understand the nature of the proposed undertaking and judge as to its advisability. Acronyms should not be used on this sheet. They can be used in the Outline of Plan and other parts of the estimate if first spelled out. The questions listed in 5.07 should always be answered.

(2) Reference should be made to associated projects (project number for circuit equipment estimates), Traffic Orders, Methods of Provisions, Facility Reports, Annual Gain Trends, Power Data Sheets, Central Office Equipment Recommendations, Wire Center Area Forecasts, Engineering Questionnaires, Planning Studies, Associates Projects, etc., as appropriate for the type of endeavor covered by the estimate.

NOTE: Only the approval letter of referenced planning studies should be attached. Referenced specifications should not be attached. All included references should be attached in the same order as listed on the authorization sheet.

(3) The date of preparation or latest review of supporting data shall be indicated (if other than the detailed forecast or planning forecast of stations) and in no case shall this date be more than six months prior to approval by the Vice President-State and submission of the estimate to company general headquarters for executive approval.

(4) If advance approval has been obtained for the undertaking, a copy of the advance approval request should be included with the estimate request.

(g) FCC Authorization-Place an "X" in the appropriate space indicating whether or not Federal Communications Commission (FCC) authorization is required for a particular undertaking. The requirements for FCC Authorization are covered in Joint Practice 46, Part 1D, Accounting Instruction in accordance with the Communications Act of 1934, Section 214 (Inter-State Facilities) or Section 319 (Radio). The manager making the determination of FCC requirements should place his initials in the space provided. Also see 5.16 (d) (5).

(h) Dates - The order due, start service and completion dates indicate to management the time frame of the job. They also can be used by Comptrollers as an indication of reasonableness of the timing of certain charges to the estimate. For building jobs these dates are the architectural plans start (order), contract award (start), building ready (service), and building complete (complete). The order due date should be entered on the SN-4 as an exact date (month, day, year). The other dates need only be month and year. The start date

is the date that construction provided for by the estimate is to begin. The service date is the date all plant is expected to be in service or completed. The complete date is the date all work, including any removal work, is expected to be completed.

(i) Gross Expenditures, Plant Retirements - the gross expenditures and plant retirements should be shown here. Spaces are also provided for net additions, net capital requirements (for telephone equipment use only - leave blank) and expense.

(j) Signatures - Signature of the manager preparing the estimate should be entered on the SN-4. Also, the signature of the immediate supervisor who reviewed the estimate, if any, should be entered.

(k) Recommended by and approvals - Line through or add to the titles as applicable to the individual recommending the estimate. Spaces are provided at the bottom of the Authorization Sheet for appropriate signatures and dates of approvals.

OUTLINE OF PLAN

5.16 All building, land and furniture estimates shall contain an Outline of Plan. The Outline of Plan should provide the details of the endeavor as may be required to present, to those who review and approve the estimate, a definite and comprehensive outline of the work involved. In general, the Outline of Plan shall include, but is not limited to, the following:

(a) Purchase of Land

- (1) Title of project, estimate request number, and location code.
- (2) A more detailed description of the undertaking, if required, and any additional information that would help clarify the project.
- (3) Legal description of the property.
- (4) All zoning restrictions. Land for radio towers will require a statement that approval to construct a tower at this location has been granted by the proper authority and that public notification has been accomplished, such as, a local newspaper article. Also list any easements or unusual conditions.
- (5) List utilities available and required for the project if appropriate.
- (6) Describe unusual site conditions.
- (7) Future plans for existing structures. (Demolition plans, etc.)
- (8) List all proposed improvements.
- (9) A comparison of the study view and the present view of this project.

(b) Sale of Land

- (1) An outline of plan is not required for a sale estimate.

(c) New Buildings

- (1) Title of project, estimate request number, and location code.
- (2) Job Conditions: A more detailed description of the undertaking and any additional information that would help clarify the project. Also describe the type of construction of the building.
- (3) Estimate square foot cost for contract and loaded amounts.
- (4) Comparative costs of recent similar projects. If none are available, make a statement to that effect.
- (5) A comparison of the study view and the present view of this project.

(d) Building Additions and Rearrangements

- (1) Title of project, estimate request number and location code.
- (2) Job Conditions: A more detailed description of the undertaking and any additional information that would help clarify the project. Description of the original building and additions. Also state the type of construction and materials to be used.
- (3) Estimate square foot costs for contract and loaded amounts for only the building addition.

(4) Estimated square foot costs for contract and loaded amounts for major remodeling projects.

(5) Comparative costs of recent similar projects. If none are available, make a statement to that effect.

(6) Study comparison of associated projects, if applicable.

(e) Radio Towers and Repeater Buildings

- (1) Project title, estimate request number, and location code.
- (2) List each site individually and with a more detailed description of the work. Note any unusual conditions that affect the cost of the work.
- (3) Comparative costs of recent similar projects. If none are available, make a statement to that effect.
- (4) A comparison of the study view and the present view of this project.
- (5) A statement is required that approval to construct a tower at this location has been granted by the proper authority and that public notification has been accomplished, such as a local newspaper article.

(f) Furniture

- (1) Title of project, estimate request number, and location code.
- (2) Job conditions.
- (3) Furniture requirements including amount of reused furniture.
- (4) Budget.

ACCOUNTS CHARGEABLE SHEET

5.16 The Accounts Chargeable Sheet, SN-4A is designed to accomplish the following:

(a) To summarize, for each class of plant, the effect of the undertaking on the Company's accounts.

(b) To furnish to Comptrollers the necessary information for preparation of estimate ledgers and journals.

(c) To furnish to Comptrollers the necessary information to allow them to distribute the charges accumulated under the estimate request number to the estimate number when the undertaking is authorized.

(d) To provide the manager with a document to make job cost comparisons through the life cycle of the estimate. Information shall be entered on the Accounts Chargeable Sheet as follows:

- (1) Estimate Request Number - Enter the estimate request number.
- (2) Estimate or Routine Order Number - Enter the estimate or routine order number when known.
- (3) Entity Number - Enter location code per Telephone Plant Accounting Handbook, Section V27.603.
- (4) Under Construction or Currently Ready for Service - Place an "X" to indicate the appropriate category. Refer to Joint Practice 46, Part 1A, for instructions. Not required for removal only estimates. Also see Paragraph 3.23 and 3.24.

(5) Short Term or Long Term Estimates - Place an "X" to indicate the appropriate category. Refer to Joint Practice 46, Part 1A, for instructions.

(6) Class of Plant - The description, account code, and location code shall be entered in the Class of Plant Column followed by Plant Additions Cost of Removal, Plant Retired and Salvage amounts.

(7) Subdivision of Accounts - Expenditures for each account will be subdivided as follows:

- Contract Amount/Purchase Price
- Architect/Consultant Fee (if applicable)
- Architectural Observation (if applicable)
- Miscellaneous (i.e., surveys, legal fees, etc.)
- Unloaded Total - Total of all account columns
- Engineering/Administrative - Loaded cost of time charged to the estimate by Support Services Segment Personnel.
- Interest During Construction - Interest on funds involved in plant additions prior to being placed in service. See Paragraphs 5.11 and 5.19.
- Loaded Total - Total of all account columns

(8) Classification of Expenditures by Year - List gross additions, cost of removal, maintenance, and plant retired expenditures by the year they are expected to be incurred.

(9) Estimated Expense - Maintenance accounts and expenditures should be listed and totaled in this column if applicable.

(10) Summary of Estimated Requirements - This summary shall be computed per formulas shown on the form and included in the space provided. The items summarized here (summary sheet where more than one location is involved) shall be carried forward to the Authorization Sheet. The totals for each account should be represented in whole one hundred dollar amounts. The requirements are computed as follows:

- Gross expenditures equal plant additions plus cost of removal.
- Plant retirements equal Column C total.
- Net Requirements equal plant additions plus cost of removal minus salvage.
- Gross additions equal Column A total.
- Net additions equal plant additions minus plant retired.

5.17 One Accounts Chargeable Sheet is required for each location code and a summary sheet, when needed, shall be prepared to show the combined totals for the entire estimate for all locations. Where estimates involve more than one division,

summary sheets by division should be prepared in addition to the total summary sheet.

5.18 Negative amounts on the Authorization and Summary Accounts Chargeable Sheets shall be shown by enclosing in parentheses.

5.19 Under construction estimates associated with an undertaking which includes the construction of a building, an allowance should be included under the land code for interest during construction on the cost of land involved during the period of building construction. Where buildings are constructed on land previously acquired, the cost of which is carried in Account 100.3, or in the miscellaneous physical property account (103), the building estimate should provide for the transfer of the book cost of the land from Account 100.3 or 103 to Account 100.2 as outlined in Joint Practice 46, Part 2A. Such transfers from another account should be provided for on Form SN-4A by means of a negative entry in Plant Additions (Column A) under Account 211-11C -100.3 or 103 and an offsetting positive entry in the same column under Account Code 100.2 - 11C when buildings on the property in Account 103 have been leased to tenants. Expenditures for other items applicable to the land code, including interest during construction, should be shown separately on Form SN-4A.

5.20 The approximate date of the withdrawal from service for any plant displaced shall be included on the SN-4A, Column C under the amount retired.

5.21 Form SN-4A shall be revised and furnished to Comptrollers Department as follows:

(a) To authorize the addition or deletion of Account Codes or Location Codes under an existing estimate.

(b) When a change of plans results in an increase of gross expenditures of specific estimate proportions requiring a supplemental estimate per paragraph 6.01, revised Forms SN-4A made a part of supplemental estimate shall be forwarded to the Comptrollers Department as a part of their copy of the supplemental estimate.

(c) When required in accordance with local procedures due to contract analysis, etc.

NOTE: Before closing, all accounts must be adjusted to represent actual expenditures to the nearest dollar.

UPDATED JOB RECORD SHEET

5.22 The General Headquarters copy of all estimate requests covered by this section shall include an updated job record sheet. A marked-up and initialed copy of the job record sheet is adequate to avoid any delay of the estimate request due to update processing.

FCC AUTHORIZATION

5.23 When FCC approval is required, a summary of the costs applicable to the interstate portion shall be included on Form SN-4D. See Joint Practice 46, Part 1D.

6. SUPPLEMENTAL AUTHORIZATIONS

GENERAL

6.01 A supplemental estimate shall be submitted during the course of approval or after approval of a specific estimate when:

(a) There is a change of plans involving additional gross expenditures or plant retirements by an amount of specific estimate proportions. (See Notes 1 and 2)

(b) It is expected or found that for any reason the actual gross expenditures or plant retirements will exceed those authorized by 15% or more, and the excess is an amount of specific estimate proportions.

NOTE 1: A change in plans involving the construction of more space (such as the construction of an additional floor, additional bays, etc.), the inclusion of a major service feature such as air conditioning or elevators not covered in the original estimate or other major work not included in the original estimate.

NOTE 2: A change in plan that does not change the gross expenditure requires a change of plan letter approved by the same level of management for the original estimate.

6.02 Close administrative control of estimate expenditures is necessary so that supplemental estimates, where needed, can be prepared and approval obtained before deficits are reached.

6.03 The Authorization Sheet of a supplemental estimate shall show in tabular form the gross additions, cost of removal, retirements, salvage and maintenance amounts previously authorized, the supplemental being requested and the total amounts required under the current view. The Outline of Plan shall contain this same information categorized by each major reason or type of change in expenditure. (See Fig. 8)

PREPARATION OF SUPPLEMENTAL ESTIMATES

6.04 The supplemental estimate shall be prepared in the same manner as the estimate it supplements. It should be given the same title and number as the original estimate and "Supplement No. 1, 2, etc.," shall be shown as the case may be. Accounts Chargeable Sheets shall be prepared showing:

- (a) The breakdown of the supplemental authorization being requested.
- (b) The total amounts authorized under the original estimate, previous supplements and the supplement being submitted.

6.05 Supplemental estimates shall be routed along the same lines of organization as the original estimate and, in addition, shall be routed as required to obtain a necessary higher approval, when the supplemental amounts increase the gross expenditures or plant retirements sufficiently to require it.

6.06 After a supplemental estimate has been approved, the appropriations under the original estimate shall be combined with those under the supplement when making any subsequent comparison between the actual expenditures and appropriate amounts.

7. APPROVAL AND ROUTING

GENERAL

7.01 Sufficient copies of each estimate in whole or part shall be prepared for distribution and shown on the Routing Chart. (See Fig. 9)

7.02 The original Authorization Sheets of estimates prepared by the Support Services Segment shall be signed by the District Level Manager as appropriate. After approval by the Division Level Manager, copies will be routed as indicated by the Routing Chart.

7.03 The Comptrollers Division Level Manager's copy shall be forwarded as soon as the estimate has been approved by the Support Services Division Level Manager. After verifying the accounting, the Comptrollers Division Manager will notify the Support Services Division Level Manager of accounting verification, including any corrections required, and retain the copy of the estimate. If extensive corrections are required, the estimate will be returned. The Support Services Division Level Manager will arrange for the necessary corrections, if any, to be made on all other copies of the estimate.

7.04 Before approving an estimate, the Fifth Level Manager shall, among other considerations, determine:

- (a) Whether on the basis of the facts presented the work planned is proper and the expenditures warranted.
- (b) Whether there are any further considerations which will affect the propriety of the plans or expenditures.
- (c) Whether the work proposed is in accordance with the approved technical standards of materials and methods.
- (d) Whether the work proposed is in accordance with the fundamental plans established by the Support Services Segment.

(e) Whether the estimate presents all the essential facts concerning the necessity and propriety of the work.

(f) Whether the estimate is prepared in accordance with the requirements of this practice and Joint Practice 46 - Estimate Routine, and whether all necessary attachments, recommendations, etc., have been included.

7.05 After the Fifth Level Manager has approved an estimate, the original copy shall be routed to other segments for approval, and Vice President-State if appropriate, for approval.

7.06 Verification of the accounting by the Comptroller Division Manager shall be obtained before the original copy of an estimate (Form SN-4) is routed to GHQ. Preliminary, information only copies of all Purchase or Sales Estimate Requests and Keep Cost Orders should be sent to the Manager-Valuations and Separations who will forward the preliminary copy to the Division Staff Manager-Capital Recovery for review while the authorization is routing for approval.

7.07 After the required estimate approvals have been secured, Network Distribution Services will assign an estimate number (JP 46-1C) and notify the Fifth Level Manager who shall notify the other departments concerned. The Comptroller Division Manager shall transmit two copies of the SN-4A to the Invoice Supervisor upon receipt of the approved copy of the SN-4 from the Fifth Level Manager.

7.08 Estimates which cannot be closed by the end of the second calendar year after approval, or estimates to which charges are not expected for 12 months or more after installation (or removal) has been started, shall be handled in accordance with J.P. 46 Part 2C.

ADVANCE APPROVALS

7.09 When it is necessary to perform work or incur expenditures prior to the submittal or approval of a specific estimate, advance approval may be secured through the regular channels in accordance with the levels described in the Schedule of Authorizations. After the required approval has been secured, Network Distribution Services will assign an estimate number and notify the Fifth Level Manager, who shall advise the other departments concerned. Requests for advance approval shall be accompanied by a statement briefly outlining the nature of the urgency, the work involved, including major items added or retired, a statement on the status of a planning study or indicating no study is required, and the estimated gross expenditures, plant retirements and the estimate request number assigned to the undertaking. The estimate shall be submitted as soon thereafter as practicable and in no event more than 30 days after the date of advance approval. The 30 days is measured from the date of the telegram advising the estimate number to the date the estimate is signed by the Fifth Level Manager. Upon receiving advance approval, the SN-4A showing estimated detail distribution of expenditures must be furnished to Comptrollers promptly so that billing can be incurred under DOPAC procedures. A copy of the advance approval document shall be included as reference in the formal estimate when prepared.

8. EXPENDITURES UNDER THE ROUTINE ESTIMATE

GENERAL

8.01 A routine estimate is a formal set of documents used to authorize the expenditures of money for many individual undertakings, each amounting to less than

specific estimate proportions. These undertakings include jobs involving buildings, land, furniture, and general equipment by various segments of the Company. (See Fig. 10)

8.02 The Real Estate organization is responsible for preparation of the routine estimate and is responsible for managing the expenditure of much of the routine estimate money via routine orders, keep cost orders, and/or custom work orders. The authorization of the routine estimate is of a general nature and does not remove the responsibility for the proper planning and supervision. Refer to Joint Practice 46, Part 3A for additional instructions.

8.03 Jobs under the Routine Estimate with gross additions of less than estimate proportions meet the currently ready for service requirements and the expenditures will be charged directly to Account 100.1 as they are incurred.

ROUTINE AND KEEP COST ORDERS

8.04 The Support Services Segment has the responsibility for preparing routine and keep cost orders for building work of the following nature:

- (a) Acquisition of land, including improvements thereon, and its retirement from telephone use and assessments for public improvements chargeable to the land account and purchase and sales of buildings.
- (b) Construction of new buildings, additions to or changes in existing buildings, and retirements of buildings.

PREPARATION OF ROUTINE ORDERS

8.05 The preparation of (plans and specifications) and the estimating of costs for work to be done under routine and keep cost orders shall, in general, conform to the provision for comparable work under specific estimates insofar as they are applicable.

8.06 A routine order shall be prepared on Form SN-446A Routine Order/Keep Cost Order Authorization. (See Fig. 11) The Accounts Chargeable Sheet is required with the Keep Cost Order. The order, with any necessary attached sheets, shall show:

- (a) Location and appropriate location code, and nature and necessity of work with essential facts required by those to whom authority for approval has been delegated.
- (b) The estimated monetary requirements.
- (c) The estimated required facility service date or completion date, where applicable.
- (d) A tabular list of estimated amounts by account codes, as well as a breakdown of expenditure by category (Gross Addition, Cost of Removal, etc.)

8.07 A sufficient number of copies shall be prepared to meet the needs of the segments involved. The original copy of the authorization sheet shall be signed by the person preparing the order and by the management levels delegated to approve the undertaking for the gross expenditures or plant retirements involved as provided in the Schedule of Authorizations.

8.08 Routine orders shall not be held open for long periods of inactivity. If delays of six months or more have been or probably will be experienced during the progress or following substantial completion of the work, the order shall be closed and the remainder of the work covered under another authorization.

8.09 Routine orders shall be prepared for all undertakings not authorized by service orders, keep cost orders, or custom work orders, where the estimated aggregate gross expenditures or plant retirements are of amounts less than specific estimate proportions, except as provided below:

- (a) Routine Orders are not required for general equipment items involving charges and credits of less than specific estimate proportions chargeable to Account 261, Furniture and Office Equipment (70C subaccounts excepted).

8.10 Authorization for changes in plans shall be prepared and approved per the Schedule of Authorizations. An increase in gross expenditures or plant retirements to or above estimate proportions on routine orders requires that they shall be re-submitted as a specific estimate.

PREPARATION OF KEEP COST ORDERS

8.11 A keep cost order is used for assembling job cost data which could not otherwise be obtained readily or for jobs requiring Federal Communications Commission Authorization, when such jobs are of less than specific estimate proportions. (See Fig. 12.) It may be used as a work authorization in lieu of a routine order, or service order. A keep cost order shall not, in any case, be issued as a work authorization whenever the work covered by the

order has been or will be authorized under a specific estimate.

8.12 Keep cost orders shall be prepared on Form SN-446A, Routine Order/Keep Cost Order Authorization Form. The orders shall be assigned numbers from the appropriate series of numbers. (See Joint Practice 46, Part 1C, for number assignments). The Accounts Chargeable Sheets are required when.

- (a) The construction expenditures are chargeable to the land, building or furniture accounts, regardless of amount.

8.13 Keep cost orders used to identify portions of work provided for under other authorizations or to track maintenance only expenditures shall be approved by a Division Level Manager. Keep cost orders issued as work authorizations shall be approved by the management level authorized to approve an undertaking of the amount involved.

8.14 Authorization for changes in plans shall be prepared and approved in the same manner as for routine orders.

9. CUSTOM WORK ORDER

9.01 A custom work order (See Fig. 13) is the medium through which the Comptrollers Department of this company is authorized to bill an associated Bell System Company, Governmental Agency, or others for work done by this Company.

9.02 Authority to bill and issue custom work orders for building work is covered in letters to and from the segments involved. Custom work orders shall not be issued without such authority nor shall they be issued prior to the approval of an authorization when required.

9.03 A custom work order shall be prepared for an undertaking when it is expected that the costs to be incurred will be billed to others. The order shall be prepared in a manner similar to that for routine orders with the addition of details for billing arrangements. A separate block of numbers shall be used for custom work orders as prescribed in Section 1C of Joint Practice 46. Form S-6151 and form SN-4A, where required, are used for a custom work order. Also see Joint Practice 46, Part 5A.

AREA Texas

DIVISION Dallas N (4)

ESTIMATE REQUEST NO. 1800021

TITLE:

Dallas, Texas: Northlake 556 - New Building for #1AESS

NATURE AND NECESSITY

This estimate provides for the construction of a new building consisting of two floors (100' x 144' each) and approximately 28,800 total square feet. The building will be located on a new site in the Northwest portion of the Dallas Metro growth area and will house a No. 1A Electronic Switching System (ESS).

Land for this building is not presently available, but will be purchased under Estimate Request A-11381 currently being routed for approval.

Network Planning Study D-80008 recommends construction of this new central office in the Northlake exchange. Presently there are no facilities in this area. Forecasts indicate substantial growth in light industries, office buildings and residential housing over the next eight years. The high cost of OSP cable and conduit in extending existing facilities indicate the most economical solution to be the construction of a new wire center in this area of growth.

This project is service affecting and necessary at this time in order to meet a building ready date of December 29, 1981.

References:

- Outline of Plan
- Network Planning Study D-80008, Approved 7/30/80
- Annual Gain Trend Forecast dated 3/21/80
- Advance Approval to ER 11186, approved 10/27/80
- Detailed Work Sheet
- Floor Plan and Site Plan

| | | | | | |
|-------------------------------|--------------------|------------------------------|--|----------|------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS | |
| ORDER DUE DATE 11/01/80 | START DATE 1/15/81 | SERVICE DATE 2/15/82 | COMPLETION DATE 5/15/82 | | |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE | |
| \$3,855,000 | - | \$3,855,000 | - | - | |
| ESTIMATE PREPARED BY: | | DATE | APPROVED: | | DATE |
| Recommended: | | | | | |
| Dist. Stf. Mgr.- | | | | | |
| Div. Stf. Mgr.- | | | | | |
| APPROVED: | | | | | |
| Asst. Vice Pres.- | | | | | |
| General Manager- | | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | |
| General Manager- | | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | |

OUTLINE OF PLAN

ESTIMATE 0400002 ADVANCE APPROVAL 10/27/80

1. Estimate Request No. 11186
Dallas Northlake 556
Location code T-46001

2. Job Conditions:

This is a new central office building consisting of two floors (approximately 100' X 144' each) and both above ground. The ground floor will contain a cable vault (4100SF), mechanical air conditioning rooms and space for building and telephone power areas. The second floor will provide space for the main cosmic/protector frames and equipment areas with storage and toilet room facilities.

Due to the property being located in the 100 year flood plain area, additional expenditures will be incurred to provide approximately six feet of land fill over the building area. In addition, the Seller of this property, Las Colinas Development Corporation, will require some special site/building improvements like landscaping and lighting of building at night. Extra monies will also be incurred to finish the building on an expedited construction schedule to meet an equipment ship date of 1-16-82.

3. Cost Analysis:

| | | | |
|--------------|---------------|--------------|---------------|
| Contract - | | Loaded - | |
| \$ 3,200,000 | = \$111.11/SF | \$ 3,855,000 | = \$133.85/SF |
| 28,800 SF | | 28,800 SF | |

Comparative cost used of a similar project is the Dallas Renner 248, bid on 9-26-79 at \$2,240,000 for 24,883 SF or \$90./SF. Cost escalation due to inflation and a 15 month difference in bid dates, results in the \$111/SF figure for this project.

4. Comparison of Associated Projects - Network Planning Study D80008

| | <u>Study View</u> | <u>Present View</u> | <u>Deviation</u> |
|---------------------|-------------------|---------------------|------------------|
| Land | \$ 250,000 | \$ 428,000 | (+71%) |
| Building | \$ 3,686,000 | \$ 3,855,000 | (+ 5%) |
| ESS COE | \$ 5,914,000 | \$ 5,914,000 | (0%) |
| OSP-Cable & Conduit | \$12,228,000 | \$12,228,000 | (0%) |
| Misc. CKT & DCT | \$ 1,613,000 | \$ 1,613,000 | (0%) |
| Total | \$23,691,000 | \$24,038,000 | (+ 1%) |

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AREA San Antonio

DIVISION Southern (8)

ESTIMATE REQUEST NO. 1800014

TITLE:

Corpus Christi, Texas: Corpus Christi Calallen 241 Building Addition

NATURE AND NECESSITY

This estimate provides funds needed to construct a 40' x 93' basement and one story addition to the east (rear) of our existing Corpus Christi Calallen 241 Building.

This proposed addition will provide space for a new No. 1 ESS Switching Machine on the first floor and a new cable entrance and racking system in the basement.

Also as part of this project, an early warning fire detection system will be provided.

On May 13, 1980, executive approval was received for replacing the existing No. 1 SXS equipment with a new No. 1 ESS machine. Study Number SA-80003 has been assigned to the project. This building addition is necessary at this time in order to meet a December 16, 1982 ship date.

REFERENCES:

- Outline of Plan
- Detailed Worksheet
- Plant Extension Study Approval Letter
- Study Plans

| | | | | | | | |
|---|-------------------|------------------------------|--|--------------|----------|-----------------|----------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS | | | |
| ORDER DUE DATE | 01/24/81 | START DATE | 07/18/81 | SERVICE DATE | 07/24/82 | COMPLETION DATE | 10/16/82 |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE | | | |
| \$816,240 | \$6,886 | \$794,224 | - | \$46,200 | | | |
| ESTIMATE PREPARED BY: | | DATE | APPROVED: | | | DATE | |
| Recommended: | | | Vice President-Customer Services (Network) | | | | |
| Dist. Stf. Mgr.-Real Estate & Arch. | | | Vice President-Missouri | | | | |
| Div. Stf. Mgr.-Real Estate & Adm. Svcs. | | | Director-Centralized Services | | | | |
| APPROVED: | | | Vice Pres.-Residence & Public Svcs. | | | | |
| Asst. Vice Pres.-Centralized Svcs. | | | Executive Vice President | | | | |
| General Manager- | | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | | | |
| General Manager- | | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | | | |

OUTLINE OF PLAN

Corpus Christi Calallen 241 Building Addition
Initial #1 ESS Type 4

ER - 1800014
XI-4085

1. Job Conditions:

The construction of the building addition shall be reinforced concrete floor and columns, with concrete masonry walls and brick veneer, a flat elastomeric roof and central heat and air conditioning. The addition will be capable of handling four future vertical additions.

The Original building (1960) and First addition (1966) are of similar construction.

2. Estimated Costs:

| | |
|---|---|
| Contract (addition only) | Loaded |
| $\frac{\$496,710}{7,440 \text{ s.f.}} = \66.76 per s.f. | $\frac{\$686,710}{7,440 \text{ s.f.}} = \92.30 per s.f. |

3. Comparative Cost of similar projects - (Estimated loaded prices)

| | <u>Cost/s.f.</u> | <u>Cost/c.f.</u> |
|-----------------|------------------|------------------|
| Austin Tennyson | \$68.00 | \$4.25 |
| CCH Flour Bluff | 85.00 | 5.32 |
| Waco Prescott | 81.50 | 5.10 |
| Austin Fireside | 75.00 | 4.70 |
| Plainview | 98.00 | 6.15 |
| Big Spring | 90.00 | 5.62 |

4. Marsh & McLennan:

Items listed on the latest Marsh & McLennan report will be included in the work.

5. This job is service affecting.

6. Comparison of associated projects Network Planning Study SA-80003

| | <u>Study View</u> | <u>Present View</u> | <u>Deviation</u> |
|--------------------|-------------------|---------------------|------------------|
| No. 1 ESS | 4,403,800 | 4,403,800 | 0 |
| Bldg. Addn. | 615,100 | 801,100 | 30%+ |
| OSP | 47,600 | 47,600 | 0 |
| Circuit | 162,100 | 162,100 | 0 |
| SXS Equip. Removal | 225,000 | 225,000 | 0 |
| | <u>5,453,600</u> | <u>5,639,600</u> | <u>3%+</u> |

Under Construction Currently Ready for Service Short Term Long Term

| Class of Plant | Plant Additions A | Cost of Removal B | Plant Retired C | Salvage D | | |
|--|-------------------|-------------------|-----------------|-----------|--|------------------------------|
| Building 10C (XI-4085) | \$ 785,210 | \$ 15,130 | \$ 6,886 | | | |
| 52C | 15,900 | | (7-81) | | | |
| TOTAL | \$ 801,110 | \$ 15,130 | \$ 6,886 | | | |
| The above expenditures shall be subdivided as follows: | | | | | | |
| | Exist. Bldg. 10C | New Bldg. 10C | 10X | 910R | 710M 810M 910M | 52C P.D. |
| Contract/Total | \$ 72,400 | \$ 496,710 | \$ 13,030 | \$ 7,050 | \$ 34,750 | \$14000\$6886 |
| Architectural Fees | 8,500 | 59,600 | 1,500 | 600 | 1,900 | 1300 |
| Observer | 1,400 | 9,900 | 300 | 150 | 850 | 300 |
| Miscellaneous | 2,200 | 8,800 | | | | |
| UNLOADED TOTAL | \$ 84,500 | \$ 575,010 | \$ 14,830 | \$ 7,800 | \$ 37,500 | \$15600\$6886 |
| Engineering | 1,700 | 11,500 | 300 | 150 | 750 | 300 |
| Interest | 8,700 | 75,400 | | | | |
| Taxes | 3,600 | 24,800 | | | | |
| LOADED/TOTAL | \$ 98,500 | \$ 686,710 | \$ 15,130 | \$ 7,950 | \$ 38,250 | \$15900\$6886 |
| | | | 1980 | 1981 | 1982 | TOTAL |
| Gross Additions | | \$ 8,000 | \$472,710 | \$320,400 | \$801,110 | |
| Cost of Removal | | | 12,100 | 3,030 | 15,130 | |
| Maintenance | | | 27,700 | 18,500 | 46,200 | |
| Plant Retired | | | 5,000 | 1,886 | 6,886 | |
| Estimated Expense | | | | | Summary of Estimated Requirements | |
| Acct Code | Amount | Acct Code | Amount | Acct Code | Amount | |
| | | 910M | \$16,600 | | | Gross Expenditures (A + B) |
| | | 910R | \$ 7,950 | | | \$816,240 |
| | | 710M | \$14,000 | | | Plant Retirements (C) |
| | | 810M | \$ 7,650 | | | \$ 6,886 |
| | | | | | | Net Requirements (A + B - D) |
| | | | | | | \$816,240 |
| | | | | | | Gross Additions (A) |
| | | | | | | \$801,110 |
| | | | | | | Net Additions (A - C) |
| | | | | | | \$794,224 |
| | | Total | \$46,200 | | | |

Network
AREA Missouri (West) DIVISION Maintenance (3) ESTIMATE REQUEST NO. 1800019

**TITLE: Kansas City, Missouri - Toll Building - Alterations on the Fifth Floor for
 Emergency 911 Service**

NATURE AND NECESSITY

This estimate provides for interior alterations at the K.C. Toll Building, 1425 Oak, Kansas City, Missouri. These alterations within the existing fifth floor computer room will provide the required environment for the minicomputer and associated equipment, which is necessary to establish Emergency 911 (E-911) Service.

This building work includes additions and rearrangements to the mechanical and electrical systems which serve the area where the E-911 equipment will be located. The work also includes miscellaneous architectural rearrangements in this area.

REASON FOR THIS WORK:

This work is required now in order to provide space and proper environment for the E-911 equipment which is scheduled to ship on August 1, 1981. This project is service affecting.

REFERENCE:

- Outline of Plan
- District Staff Manager-Planning letter of request dated March 20, 1981
- Detailed Work Sheet
- Floor Plan

| | | | | | |
|--------------------------------------|----------------------------|------------------------------|--|-----------------|-------------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS | |
| ORDER DUE DATE 04-07-81 | START DATE 06-02-81 | SERVICE DATE 08-01-81 | COMPLETION DATE 09-01-81 | | |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE | |
| \$ 25,000 | - | \$ 25,000 | - | \$9,000 | |
| ESTIMATE PREPARED BY: | | DATE | APPROVED: | | DATE |
| Recommended: | | | | | |
| Dist. Stf. Mgr.- | | | | | |
| Div. Stf. Mgr.- | | | | | |
| APPROVED: | | | | | |
| AVP- | | | | | |
| General Manager- | | | | | |
| General Manager | | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | |
| | | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | |

FIGURE 3B

OUTLINE OF PLAN

Toll Building
Alterations on the Fifth Floor for Emergency 911 Service

PROJECT:

K.C. Toll Building, Interior Building Alterations on the Fifth Floor for Emergency 911 (E-911) Service.

JOB CONDITIONS:

Approximately 400 square feet of vacant space within the existing computer room on the fifth floor has been allocated for installation of a minicomputer and associated equipment to establish E-911 Service. The existing mechanical and electrical systems will be rearranged and expanded to serve this new equipment. This includes ductwork rearrangements and additions, and mechanical system control rearrangements and additions. A new 300 amp electrical subdistribution panel will be installed with associated power feed to the main distribution panel. The existing alarm system will be expanded. Dust protection will be provided adjacent to operating equipment and above operation equipment as required.

This project is service affecting. No study was required for this tariffed service.

SUMMARY:

Comparative costs of recent projects similar in size and scope are not available.

Building Energy Management and Redesign Retrofit (BEMARR) will be undertaken under separate authorization.

Marsh and McLennan work has been included under another authorization.

The maintenance expenditures in this estimate request have been included in the Maintenance Task Force budget and will not result in an overrun.

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Network Maintenance
 AREA Missouri (West) DIVISION Springfield I&M (3) ESTIMATE REQUEST NO. 11367

TITLE:
 Missouri - New Microwave Towers and Buildings - Toll Project 2021

NATURE AND NECESSITY
 This estimate provides for the construction of new 16'-0" x 16'-0" Micro Repeater Station Buildings at Hurdland and Knox City, Missouri, a 125' guyed tower at Hurdland and a 150' guyed tower at Knox City.

REASON FOR THIS PROJECT:
 This work is necessary to provide shelter for power, terminal and radio equipment and antenna supporting structures associated with the replacement of toll pole lines 28, 56 and 57. General Plant Extension Study GT-541 provides for the elimination of all open wire by 1985. This project establishes a digital radio path from Kirksville to Knox City, Missouri.

REFERENCES:
 Outline of Plan
 Method of Provision No. 2021, dated February 14, 1980
 General Plant Extension Engineering Study GT-541
 Detail Work Sheet
 Floor Plans and Site Plans

| | | | | |
|---|-------------------|---|--|--------------------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input checked="" type="checkbox"/> | NO <input type="checkbox"/> | INITIALS |
| ORDER DUE DATE | 11/01/80 | START DATE | 04/81 | SERVICE DATE 09/81 |
| | | COMPLETION DATE | 11/81 | |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE |
| \$357,200 | - | \$357,200 | - | - |
| ESTIMATE PREPARED BY: | | DATE | APPROVED: | DATE |
| Recommended: | | | Vice President-Customer Services (Network) | |
| Dist. Stf. Mgr.-Real Estate & Arch. | | | Vice President-Missouri | |
| Div. Stf. Mgr.-Real Estate & Adm. Svcs. | | | Director-Centralized Services | |
| APPROVED: | | | Vice Pres.-Residence & Public Svcs. | |
| Asst. Vice Pres.-Centralized Svcs. | | | Executive Vice President | |
| General Manager- | | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | |
| General Manager- | | | AUTHORIZED BY BOARD OF DIRECTORS | |
| | | | - FORM SN-860 | |

FIGURE 4B

OUTLINE OF PLAN

Toll Project 2021
Hurdland, Knox City, Missouri

1. JOB CONDITIONS:

The buildings will be concrete block structures on reinforced concrete foundations and floor slab with steel joists, metal deck and built-up roofing system. Electrical power, a thru-wall heating/cooling unit and standard ground field system will be included.

A. Hurdland Tower and Repeater Station:

TOWER - EG5363 R.S. - E05336

The site for this 125 foot guyed tower is approximately three (3) miles northwest of Hurdland, (population 225), in Knox County, Missouri. The site is in a rural area. Knox County does not require a permit or public hearing for a utility tower in this area. Public notice of the proposed tower has been published in the local newspaper (8-5-80). This land was purchased under Estimate No. 040026 approved June 1, 1980.

B. Knox City Tower and Repeater Station:

TOWER - EG5449 R.S. - E05336

The site for this 150 foot guyed tower is approximately ¼ mile north of Knox City, (population 284), in Knox County, Missouri. Knox County does not require a permit or public hearing for a utility tower in this area. Public notice of the proposed tower has been published in the local newspaper (8/12/80). This land was purchased under Estimate No. 040026 approved June 1, 1980.

2. Building Costs:

Unloaded Costs

$$\frac{\$61,800}{512 \text{ Sq. Ft.}} = \$120.71/\text{Sq. Ft.}$$

Loaded Costs

$$\frac{\$74,700}{512 \text{ Sq. Ft.}} = \$145.90/\text{Sq. Ft.}$$

The above costs do not include roads, fencing and miscellaneous sitework. The unit costs are high due to the small size and remoteness of the buildings. Tower costs are also not included.

3. Comparative costs of recent projects in size and scope are not available.

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AREA Arkansas DIVISION (4) ESTIMATE REQUEST NO. A-1850018

TITLE:

El Dorado I & R Construction SOC - Land Purchase

NATURE AND NECESSITY

This estimate provides for the purchase of land at El Dorado required for the construction of a new combined Business/Residence I & M and Construction Service Operations Center.

DESCRIPTION OF PROPERTY

The land is described as follows: A 5 acre parcel of land in the W $\frac{1}{2}$, NE $\frac{1}{4}$, NE $\frac{1}{4}$, NW $\frac{1}{4}$, Section 31, Township 17 South, Range 15 West, El Dorado, Union County, Arkansas.

THE PURCHASE PRICE IS \$60,000

REASON FOR PURCHASE

A new I & M SOC is required to house maintenance forces currently in leased facilities that are no longer adequate. The new 40-vehicle construction SOC is required because of safety, security hazards and its inadequate size at our present location.

References:

- Outline of Plan
- Engineering Planning Study A-78003 approved May 9, 1978
- Engineering Planning Study A-79005 approved March 1, 1979
- Detailed Work Sheet
- Site and Area Plan

| | | | | | | | |
|-------------------------------|-------------------|------------------------------|---|---------------------|---------|--------------------|--------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS | | | |
| ORDER DUE DATE | N/A | START DATE | N/A | SERVICE DATE | N/A | COMPLETION DATE | 8/1/80 |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | | NET CAPITAL REQ'MTS | EXPENSE | | |
| \$67,000 | | \$67,000 | | | | | |
| ESTIMATE PREPARED BY: | | DATE | APPROVED: | | DATE | | |
| Recommended: | | | | | | | |
| Dist. Stf. Mgr.- | | | | | | | |
| Div. Stf. Mgr.- | | | | | | | |
| APPROVED: | | | | | | | |
| Asst. Vice Pres.- | | | | | | | |
| General Manager- | | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | | | |
| General Manager- | | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | | | |

FIGURE 5B

OUTLINE OF PLAN

El Dorado Combined I & M & Construction SOC Land Purchase

HH-5151

ER A-0400012

JOB CONDITIONS:

In accordance with Vice President-Operation's letter dated October 17, 1977, bids will be taken for construction of the necessary building structures and lot improvements. If the low bid is less than or equal to our calculated "break-even" payment, the project will proceed on a Company-owned basis.

Both of these Service Operations Centers are currently in leased facilities which are no longer adequate. The current construction SOC also poses safety and security hazards at its present location. The new combined I & M and Construction SOC will house maintenance forces and a 40-vehicle facility. The need for a 40-vehicle SOC is evidenced by the forecast of vehicle and manpower requirements.

PROPERTY IS IN AN UNZONED AREA WHICH PERMITS COMMERCIAL USAGE

UTILITIES AVAILABLE

1. Gas
2. Electricity

COMPARATIVE VIEW OF ASSOCIATED PROJECTS

| | <u>Gross Additions</u> | | |
|-----------------------|------------------------|---------------------|------------------|
| | <u>Study View</u> | <u>Present View</u> | <u>Deviation</u> |
| Land (This Estimate) | \$ 89,600 | \$ 67,000 | -24% |
| Building (I & R SOC) | \$322,300 | \$325,000 * | + 1% |
| Building (Const. SOC) | \$462,900 | \$463,000 * | 0 |
| | <u>\$874,800</u> | <u>\$855,000</u> | <u>- 2%</u> |

*If the Build/Lease Program is economically advantageous for this project the building cost will be deleted from the construction budget and the land will be sold to the lessor.

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AREA Kansas - 1

DIVISION Northern

ESTIMATE REQUEST NO. S-1850028

TITLE:

Land Sale for Hays Service Operations Center (40 Vehicle Joint)

NATURE AND NECESSITY

This estimate provides for the sale of land in Hays, Kansas to fulfill the Build/Lease agreement for a new 40 vehicle Service Operations Center (SOC) in accordance with Planning Study Number K-79006, receiving executive approval July 2, 1979.

The property to be sold is known as Lots 12 and 13, Block 6, preliminary plat of Arnhold's Third Addition, Hays, Ellis County, Kansas. The property is approximately 345 feet by 313 feet or approximately 2.972 acres.

REASON FOR SALE:

This property is to be sold in accordance with the Build/Lease agreement (see attached). A lease agreement has been signed by the investor covering the construction and lease-back of the SOC on this property. The investor is now ready to accept ownership of this property and soon begin construction of this SOC.

The sale price is \$88,261.00 as committed to the investor in the Build-Lease bid package. There is \$86,589.47 now in account 103.

REFERENCES:

- Hays Service Operations Center Planning Study No. K-79006, approved July 2, 1979.
- Build/Lease proposal dated 6/6/80 by bidder.
- Survey of Lots 12 and 13, Block 6 dated September 18, 1979.
- Study Plan dated January 22, 1980.
- Study Plan approval letter from AVP-Support Services to GM-Staff & Operator Services, dated February 28, 1980.

| | | | | |
|-------------------------------|-------------------|------------------------------|--|----------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS |
| ORDER DUE DATE | START DATE | SERVICE DATE | COMPLETION DATE | 8/1/80 |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ/MTS | EXPENSE |
| ESTIMATE PREPARED BY: | DATE | APPROVED: | DATE | |
| Recommended: | | | | |
| Dist. Stf. Mgr.- | | | | |
| Div. Stf. Mgr.- | | | | |
| APPROVED: | | | | |
| Asst. Vice Pres.- | | | | |
| General Manager- | | | | |
| General Manager- | | | | |

LISTED ON WEEKLY SUMMARY - FORM SN-861
 AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860

AREA MISSOURI-EAST DIVISION SOUTH ESTIMATE REQUEST NO. 1850102

TITLE: Sunset Hills, Missouri - Furniture Purchase for the Southwestern Business Sales, and Customer Education and Analysis groups at Sunset Hills Plaza.

NATURE AND NECESSITY

This estimate provides for the purchase of modular furniture for the Southwestern Business Sales and Customer Education and Analysis groups on the first floor at Sunset Hills Plaza, Sunset Hills, Missouri.

This purchase is necessary now in order to provide for (1) the 1982/1983 personnel additions to the Southwestern Business Sales group, and (2) to create a customer training environment for the Customer Education and Analysis group to be supervised by American Telephone and Telegraph Company. Customer Training is presently provided on customer premises.

This furniture must be ordered by August, 1982, in order to provide completed workstations for additional personnel due to arrive in December, 1982.

- References:
- A) Outline of Plan
 - B) SN4-A
 - C) SN4-B
 - D) Assistant Vice President-Business Customer Services letter, dated December 7, 1981
 - E) General Manager-Sales letter, dated February 24, 1982
 - F) Assistant Vice President-Business Strategy and Operations letter, dated March 11, 1982
 - G) Assistant Vice President-Business Strategy and Operations letter, dated April 19, 1982
 - H) Assistant Vice President-Business Strategy and Operations letter, dated May 18, 1982.

| | | | | |
|---|---------------------|--|--|----------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS |
| ORDER DATE 09/01/8 | START DATE 01/01/83 | SERVICE DATE 02/01/83 | COMPLETION DATE 04/01/83 | |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE |
| \$702,050 | -0- | \$702,050 | | |
| ESTIMATE PREPARED BY: | DATE | APPROVED: | DATE | |
| Recommended: | | Vice President-Customer Services (Network) | | |
| Dist. Stf. Mgr.-Real Estate & Arch. | | Vice President-Missouri | | |
| Div. Stf. Mgr.-Real Estate & Adm. Svcs. | | Director-Centralized Services | | |
| APPROVED: | | Vice Pres.-Residence & Public Svcs. | | |
| Asst. Vice Pres.-Centralized Svcs. | | Executive Vice President | | |
| General Manager- | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | |
| General Manager- | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | |

Outline of Plan

CC0522

Sunset Hills, Missouri - Furniture Purchase for the Southwestern Business Sales, and Customer Education and Analysis Groups at Sunset Hills Plaza

Furniture Considerations The modular office equipment was selected to meet work requirements and to provide a functional work station of minimal square feet (65 sq. ft.). The work station consists of a desk, with shelf unit, chair, and a unit assembly consisting of a work surface, file drawers and shelving. Panels provided are for accoustical and privacy reasons. In addition, equipment will be provided for the conference rooms, discussion rooms, file library, three fourth level offices, and one third level office.

Furnishings for the customer training and lounge areas include upholstered seating, conference tables, bookcases, audiovisual equipment, a couch, and an end table.

All furnishings for the Southwestern Business Sales group is for additional personnel. Some existing personnel will be moved from the second floor into new units on the first floor, thereby generating the needed work stations for the additional personnel in the appropriate work groups. No surplus furniture is available for these people.

The Customer Education and Analysis group is presently located at 2654 Locust. Their existing furniture consists of 15 year old metal and wood desks (33), files (40), bookcases (44), and seating (100). This furniture will be used to supplement 1982 routine requirements. This is both practical, and necessary due to a 48% cut in construction budget levels for routine furniture and office equipment purchases (requested \$2,285,950 - received \$1,200,000). The furniture and office equipment 1982 routine estimate contains request for the following furniture items:

| <u>Furniture Requested</u> | <u>Quantity Requested</u> | <u>Average Cost</u> | <u>Total Projected Expenditures</u> |
|----------------------------|---------------------------|---------------------|-------------------------------------|
| Desks | 491 | \$500 | \$245,500 |
| Chairs | 856 | 225 | 192,600 |
| Tables | 248 | 200 | 49,600 |
| Files | 836 | 300 | 250,800 |
| Bookcases | 777 | 200 | 155,400 |
| | | Total | \$893,900 |

These requested furniture items, if purchased individually, would account for 74% of the allocated routine furniture and office equipment funds. This surplus furniture will help fill these routine requirements.

The Customer Education and Analysis group will also be provided with customer training furnishings, customer lounge furnishings, employee lounge furnishings, audiovisual equipment, and furnishings for the Branch Office Learning Center.

| | |
|---|-----------|
| <u>Cost Summary</u> - Furnishings (20C) | \$702,050 |
| Departmental Expense | |
| Design Consultant | 35,025 |
| Furniture Installation | 69,700 |
| Minor Items/Components | 41,800 |

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AREA **Missouri East** DIVISION **Network Mtce. (3)** ESTIMATE REQUEST NO. **10515**

TITLE: **St. Louis, Missouri - Firesafety and Security alterations to the STL Parkview 721 Building - 6214 Delmar - St. Louis, Missouri**

NATURE AND NECESSITY

Estimate 0440004 provides for firesafety building alterations and security improvements to the STL Parkview 721 Building and parking lots - 6214 Delmar - St. Louis, Missouri.

This Supplement No. 1 provides for the building alterations on the first floor necessary for the installation of fiber optic cable equipment. The supplement also provides for the building energy management and redesign retrofit (BEMARR) program. This work will be added to the firesafety building alterations because there is considerable overlapping of the work on the first floor. This is the most economical and expeditious method to complete the project.

Plant extension engineering study number STL-81008 received executive approval on October 4, 1981. This study gives approval to add a fiber optic facility from the St. Louis Olive Long Distance Building to STL Parkview 721 through the STL Jefferson Building. It will also provide "T"-Carrier relief in the Chestnut-Long Distance trunk span by utilizing existing "T"-Carrier cables. The building alterations are required to meet a 1983 equipment date.

The following is a comparison of costs in the original estimate and the supplement:

| | Original Estimate | Supplement Number 1 | TOTAL |
|-----------------|-------------------|---------------------|-----------|
| Gross Additions | \$250,500 | \$165,000 | \$415,500 |
| Cost of Removal | \$ 950 | \$ 12,400 | \$ 13,350 |
| Maintenance | \$ 30,550 | \$ 80,800 | \$111,350 |
| Plant Retired | \$ 2,239 | \$ 15,600 | \$ 17,839 |

- Reference: A. Plant Extension Engineering Study STL-81008
 B. Construction Cost Estimate
 C. Parkview 1st & 2nd Floor Plans
 D. Job Record Sheet

| | | | | | | | |
|---|-------------------|--|--|---------------------|--------|-----------------|--------|
| F.C.C. AUTHORIZATION REQUIRED | | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> | INITIALS <i>JAO</i> | | | |
| ORDER DUE DATE | 10-1-81 A | START DATE | 8-15-82 | SERVICE DATE | 3-1-83 | COMPLETION DATE | 6-1-83 |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS | EXPENSE | | | |
| \$177,400 | \$15,600 | \$149,400 | --- | \$80,800 | | | |
| ESTIMATE PREPARED BY: | DATE | APPROVED: | DATE | | | | |
| Recommended: | | Vice President-Customer Services (Network) | | | | | |
| Dist. Stf. Mgr.-Real Estate & Arch. | | Vice President-Missouri | | | | | |
| Div. Stf. Mgr.-Real Estate & Adm. Svcs. | | Director-Centralized Services | | | | | |
| APPROVED: | | Vice Pres.-Residence & Public Svcs. | | | | | |
| Asst. Vice Pres.-Centralized Svcs. | | Executive Vice President | | | | | |
| General Manager-Switched Services | | LISTED ON WEEKLY SUMMARY - FORM SN-861 | | | | | |
| General Manager | | AUTHORIZED BY BOARD OF DIRECTORS - FORM SN-860 | | | | | |

FIGURE 8B

OUTLINE OF PLAN
STL Parkview 721
Building Alterations for Fiber Optic Equipment

Estimate 0440004 Supplement No. 1 - Location Code CF 3509

BACKGROUND

The space to be utilized for the fiber optic equipment is in the northeast corner of the 1st floor in the area formerly used for the PhoneCenter. This space is the growth direction of the "T"-Carrier equipment which is located in the east end of the 1st floor in the original portion of the building erected in 1911.

Before it was decided to locate the fiber optic equipment in the PhoneCenter space, the latter space was planned to house the fire command station and the guard's station.

JOB CONDITIONS

The supplement will include rearranging the location of the guard's station, previously planned in the fire safety project, from an area in the location of the old PhoneCenter to a location on the opposite side and west of the front entrance. The fire command station will be eliminated due to lack of space near the entrance.

The building work required for the fiber optic equipment includes removing partitions, doors, ceilings, carpet, lighting, relocating and adding an air conditioning unit, relocating the guard stations and adding loading doors; installing new partitions, electrical and mechanical work and installing resilient floor tile. Other miscellaneous work such as painting, removing an overhead gate and furr-in columns is also included.

BEMARR (Building Energy Management and Redesign Retrofit) work is included in this supplement. The work includes installing insulation storm sash, replacing incandescent luminaires, cycling air handling units, reworking terminal heating systems, domestic hot water systems and control unnecessary fan energy.

COST COMPARISON

The building alteration work is fragmented to the extent that any attempt to develop a cost comparison with another building project would be meaningless.

The Study View vs. Present View of gross additions is as follows:

FIGURE 8C

STUDY VIEW VS PRESENT VIEW

The Present View gross additions needed to provide facility relief between Parkview and Toll compares with approved Study STL-81008 as follows:

| | <u>Gross Additions</u> | | | |
|-----------|------------------------|---------------------|-------------------|--------------------|
| | <u>Study View</u> | <u>Present View</u> | <u>Difference</u> | <u>% Deviation</u> |
| Building | 0 | 177,400 | +177,400 | 100% |
| Circuit | | | | |
| 1982-1985 | 1,414,700 | 1,114,500 | -300,200 | 21% |
| 1986 | 169,300 | 169,300 | 0 | - |
| OSP | 358,000 | 400,000 | + 42,000 | 12% |
| TOTAL | 1,942,000 | 1,861,200 | - 80,800 | 4% |

The reason that the Study View did not include building money is that the planners did not know where the fiber optic equipment would be located at the time they were writing the Study. Therefore, they did not know if building work would be necessary.



ACCOUNTS CHARGEABLE, ESTIMATE REQUEST NO. 10515
Estimate 0440004 Supplement No. 1

Under Construction Currently Ready for Service Short Term Long Term

| Class of Plant | Plant Additions A | Cost of Removal B | Plant Retired C | Salvage D | |
|---|----------------------|----------------------|------------------------|-----------------------------------|-----------|
| Building (CF3509) | \$165,000 | \$ 12,400 | \$ 15,600 | --- | |
| The above expenditures will be subdivided as follows: | | | | | |
| | <u>10C</u> | <u>10X</u> | <u>910M & 910R</u> | <u>810 & 710M</u> | |
| Contract | \$133,000 | \$ 10,000 | \$ 30,100 | \$ 35,000 | |
| Architect's Fee | 20,000 | 1,500 | 4,500 | 5,200 | |
| Construction Observer | 5,300 | 400 | 1,300 | 1,400 | |
| Unloaded Total | \$158,300 | \$ 11,900 | \$ 35,900 | \$ 41,600 | |
| Engineering | 6,700 | 500 | 1,500 | 1,800 | |
| Loaded Total | \$165,000 | \$ 12,400 | \$ 37,400 | \$ 43,400 | |
| The expenditures will be incurred as follows: | | | | | |
| | <u>1982</u> | | | | |
| Plant Additions | \$165,000 | | | | |
| Cost of Removal | \$ 12,400 | | | | |
| Maintenance | \$ 80,800 | | | | |
| Plant Retired | \$ 15,600 | | | | |
| Total | | | | | |
| Estimated Expense | | | | Summary of Estimated Requirements | |
| Acct. Code | Amount | Acct. Code | Amount | Acct. Code | Amount |
| | | | | 910M | \$35,700 |
| | | | | 910R | \$ 1,700 |
| | | | | 810M | \$21,700 |
| | | | | 710M | \$21,700 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Total | \$80,800 |
| | | | | Gross Expenditures (A + B) | \$177,400 |
| | | | | Plant Retirements (C) | \$ 15,600 |
| | | | | Net Requirements (A + B - D) | \$177,400 |
| | | | | Gross Additions (A) | \$165,000 |
| | | | | Net Additions (A - C) | \$149,400 |

Responsibility Code-Originating S 7 3 1 3 1 0 0 0

ACCOUNTS CHARGEABLE, ESTIMATE REQUEST NO. "Combined" Estimate 0440004 & Supplement No. 1

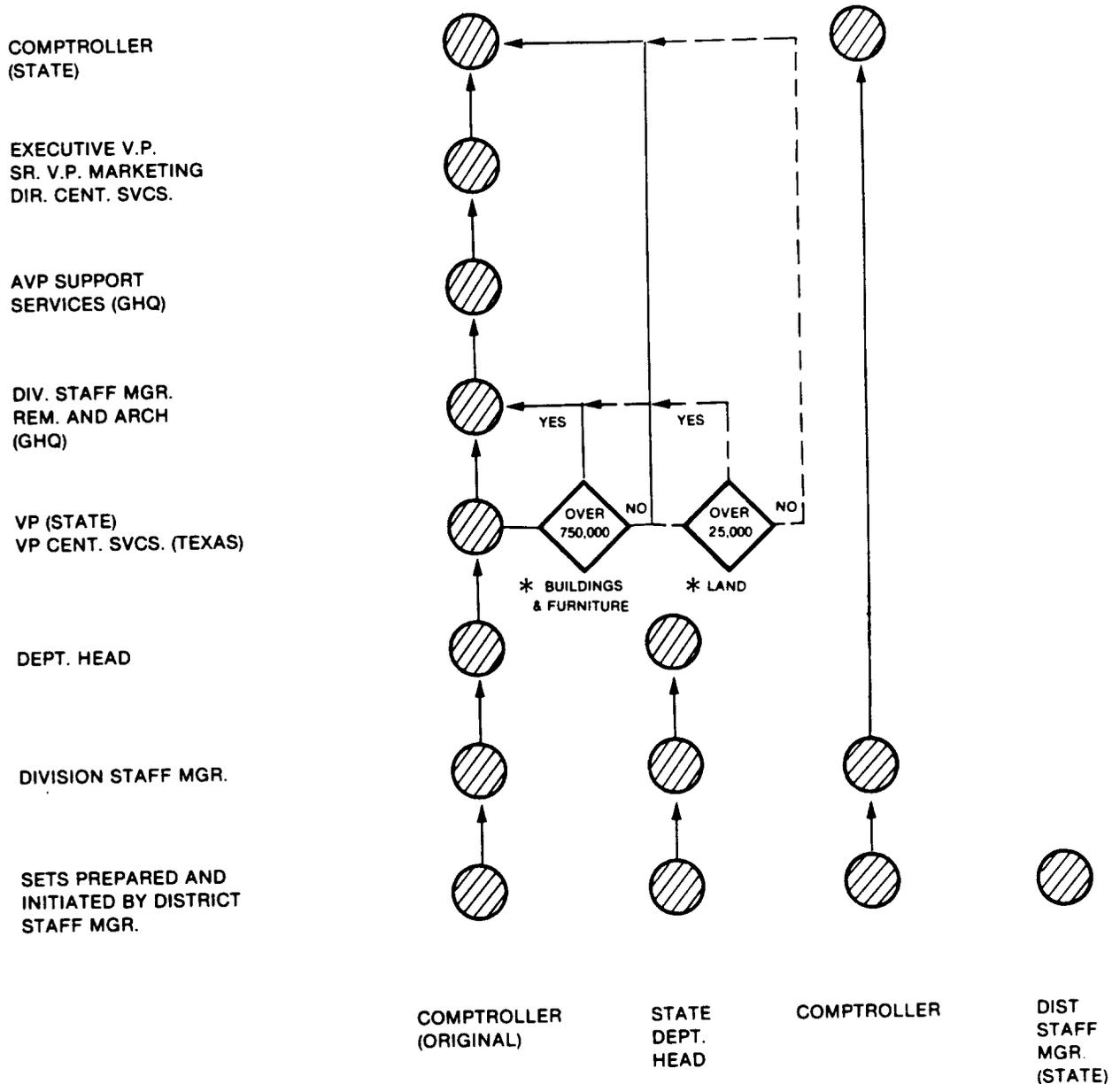
Under Construction Currently Ready for Service Short Term Long Term

| Class of Plant | Plant Additions A | Cost of Removal B | Plant Retired C | Salvage D | |
|---|----------------------|----------------------|------------------------|--|-----------|
| Building (CF 3509) | \$415,500 | \$ 13,350 | \$ 17,839 | | |
| The above expenditures will be subdivided as follows: | | | | | |
| | <u>10C</u> | <u>10X</u> | <u>910M & 910R</u> | <u>810M & 710M</u> | |
| Contract | \$345,300 | \$ 10,750 | \$ 55,745 | \$ 35,000 | |
| Architect's Fee | 38,000 | 1,600 | 6,800 | 5,200 | |
| Construction Observer | 9,900 | 450 | 1,850 | 1,400 | |
| Unloaded Total | \$393,200 | \$ 12,800 | \$ 64,395 | \$ 41,600 | |
| Engineering | 22,300 | 550 | 3,555 | 1,800 | |
| Loaded Total | \$415,500 | \$ 13,350 | \$ 67,950 | \$ 43,400 | |
| The expenditures will be incurred as follows: | | | | | |
| | <u>1982</u> | <u>1983</u> | <u>Total</u> | | |
| Plant Additions | \$165,000 | \$250,500 | \$415,500 | | |
| Cost of Removal | \$ 12,400 | \$ 950 | \$ 13,350 | | |
| Maintenance | \$ 80,800 | \$ 30,550 | \$111,350 | | |
| Plant retired | \$ 17,839 | --- | \$ 17,839 | | |
| Total | | | | | |
| Estimated Expense | | | | | |
| Acct. Code | Amount | Acct. Code | Amount | Summary of Estimated Requirements | |
| | | 910M | \$63,650 | Gross Expenditures (A + B) | \$428,850 |
| | | 910R | 4,300 | Plant Retirements (C) | \$ 17,839 |
| | | 810M | 21,700 | Net Requirements (A + B - D) | \$428,850 |
| | | 710R | 21,700 | Gross Additions (A) | \$415,500 |
| | | Total | \$111,350 | Net Additions (A - C) | \$397,661 |

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FIGURE 9

ROUTING PROCEDURE
BUILDING, LAND, AND FURNITURE ESTIMATES



NOTE: ADDITIONAL COPIES MAY BE SENT TO VARIOUS GROUPS DEPENDING ON THE NATURE OF THE ESTIMATE AND STATE PROCEDURES

* DOES NOT APPLY TO ROUTINE ESTIMATES FOR LAND & BUILDINGS
 (SEE SCHEDULE OF AUTHORIZATIONS)

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Southwestern Bell
 Joint Practice 46
 790-100-310SW

FIGURE 10A
AUTHORIZATION, ESTIMATE NO. _____
LAND AND BUILDINGS

SECTION 780-800-901SW
 Form SN-4
 (REM & ARCH)
 (Rev 4-81)

AREA Dallas

DIVISION Centralized Services ESTIMATE REQUEST NO. 1800065

TITLE:

Routine Expenditures for the year 1982 Land and Buildings

NATURE AND NECESSITY

This estimate provides for additions and replacements, of all routine expenditures to be incurred during 1982 for Land and Buildings.

| | Actual *1981 | First 6 Mos. 1982 | Second 6 Mos. 1982 | Total Year 1982 |
|--------------|--------------------|----------------------|-----------------------|--------------------|
| Land | \$248,000 | 50,000 | 50,000 | 100,000 |
| Building | \$972,231 | 700,000 | 700,000 | 1,400,000 |
| Total | \$1,220,231 | 750,000 | 750,000 | 1,500,000 |

The above expenditures estimated for 1982 are based upon records of previous periods, supplemented by data obtained from the Real Estate Management Department regarding plans for development, the probable amount of work to be done, estimated amounts of land purchases, and the approximate costs.

*Last quarter of 1981 estimated

All Plant Ready For Service

| | | | |
|---|---------------------|--|--------------------------|
| SHORT TERM: CRS <input checked="" type="checkbox"/> UC <input type="checkbox"/> | | LONG TERM: CRS <input type="checkbox"/> UC <input type="checkbox"/> | |
| EST. PREPARED BY: | | FCC AUTHORIZATION REQ'D. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> INITIALS LL | |
| ORDER DUE DATE | START DATE 01-01-82 | SERVICE DATE | COMPLETION DATE 12-31-82 |
| GROSS EXPENDITURES | PLANT RETIREMENTS | NET ADDITIONS | NET CAPITAL REQ'MTS |
| \$1,540,000 | \$100,000 | \$1,400,000 | |
| RECOMMENDED: | DATE | APPROVED: | DATE |
| STAFF SUPV./MGR | | | |
| DIST STAFF MGR | | | |
| DIV STAFF MGR | | | |
| ASST VICE PRES - SUPPORT SERVICES | | | |
| APPROVED: | | | |
| | | LISTED ON WEEKLY SUMMARY - FORM SN-881 | |
| | | AUTHORIZED BY BOARD OF DIRECTORS | |
| VICE PRES-CENT. SERV. | | -FORM SN-860 | |

Outline of Plan

Dallas Area Routine Expenditures
For Land and Buildings for 1982
Estimate Request #1800065

Current Conditions and Projections

The 1982 10C routine budget is anticipating an increase in expenditures due to the following:

1. Accountings reclassification of carpet and drapes from the 20C account.
2. The maximum amount of 10C and 11C routine expenditures being increased from \$15,000 to \$25,000 per undertaking.
3. Included in the 10C budget is the cost of nine SLC96 projects.

The 1982 routine 10C and 11C budget were arrived at by using the above data and current 1982 budget views.

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FIGURE 11

SECTION 760-800-901SW

| | | | | | |
|--|-----------|---|--------|--|--|
|  Southwestern Bell Joint Practice 48 790-100-310SW | | <input type="checkbox"/> KEEP COST ORDER <input checked="" type="checkbox"/> ROUTINE ORDER | | FA Form SN-446A (2-77) | |
| AUTHORIZATION - NUMBER <u>9500154 (Revised)</u> | | | | | |
| Division Netwk. Maintenance | | District Central | | Exchange Co., Area or Toll Reference Parkveiw 721 Building | |
| Associated Order and Number | | Tax District(s) | | RECOMMENDED | |
| Record Reference | AIR Print | Work Units | | | Title |
| | | Pl. | Spl. | Other | Total |
| Gross Additions | \$23,300 | | | | |
| Cost of Removal | 1,300 | Facility Service Date | | 04-01-82 | |
| Gross Expenditure | 24,600 | Work Started | | | |
| Plant Retired | 600 | Work Completed | | | |
| Salvage | | Completed By | | | |
| Maintenance | \$ 9,150 | Proport | Yes No | Drafted By | |
| F.C.C. Authorization Required <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No <i>[Signature]</i> Initiates | | | | | Responsibility Code- Originating 731312000 |

*"YES" Requires Keep Cost Order

This routine order provides for alterations to the fourth floor of the STL Parkview central office building, 6214 Delmar to accommodate the Loop Assignment Center.

This work is necessary to provide sufficient floorspace for the Assignment Center which is to be relocated from the third floor in this building. This relocation is necessary to accommodate the LAC as well as provide space on the third floor for the Residence Service Bureau's needs.

The LAC will occupy space recently vacated by the Residence Service Center-East District. The work consists of replacing the carpet, repairing and repainting the walls, relocating a partition to make an equipment room, and miscellaneous electrical alterations to meet the Assignment Center's needs.

The District Staff Manager-Real Estate and Architectural staff will arrange for this work.

Accounting: 10C \$23,300
 10X 1,300
 910M 5,150
 910R 4,000
 P/R 600

Reference:

Letter dated May 4, 1981 from DSM-Plng
 Letter dated March 24, 81 from AVP-CS to
 AVP-NtwkStaff & GM-Netwk Dist.Svcs.
 Letter dated June 27, 1980 from AVP-NtwkStf
 to AVP-CS
 Letter dated May 1, 1980 from GM-Ntwk.Dist.Svcs
 to AVP-Ntwk.Stf.
 Floor space minutes dated Nov.19.1981

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| | | | | | |
|--|--|---|-----------|---|----------|
|  Southwestern Bell | | <input checked="" type="checkbox"/> KEEP COST ORDER <input type="checkbox"/> ROUTINE ORDER | | FA Form SN-446A (Rev. 4-80) | |
| Joint Practice 46 790-100-310SW | | AUTHORIZATION - NUMBER <u>3700007</u> | | | |
| Disbursement Office North | | District A11 | | Location Various North Houston | |
| Associated Order Number | | Prepared By | | Date | |
| Reference | | Work Units | | Approved Cust. Svc. Staff Supv.-Bldg Engr | |
| | | Pl. | Sp. | Other | Total |
| Gross Additions 0 | | Facility Service Date | | Approved Staff Manager-Bldg. Engr. | |
| Cost of Removal 0 | | Work Started | | Approved District Staff Mgr.-Arch. | |
| Gross Expenditure 0 | | Work Completed | | Approved | |
| Plant Retired 0 | | Completed By | | Approved | |
| Expense 58,000 | | Prepost No | Yes No | Drafted By | Approved |
| F.C.C. Authorization Required | | <input type="checkbox"/> Yes * <input checked="" type="checkbox"/> No | | F.T. Initials | |
| | | | | Responsibility Code- Originating S8A251200 | |
| | | | | Group ID 11 | |

* "YES" Requires Keep Cost Order

This Keep Cost Order is for expense tracking purposes and is required to accumulate expenditures associated with the Building Energy Management and Redesign Retrofit (BEMARR) Program. This is a system wide program as approved for implementation in Southwestern Bell in a letter from the Vice President-Operations dated August 19, 1977.

This authorization shall be used to accumulate costs for the program during 1982. Building locations are enumerated on the attached list.

Responsibility Code: S8A251000
 Location Code: WW0000
 Field Reporting Codes: 110M, 210M, 310M, 710M, 810M, 910M

Send ledgers to:
 District Staff Manager-Architecture
 3100 Main, Room 609
 Houston, Texas 77002

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