

## CONTRACTOR WORK ORDER

### Site Information

**WORK ORDER # 494499**

<b>SITE NAME</b>	INGENIUM GROUP/NORR
<b>STREET ADDRESS</b>	150 W JEFFERSON AVE
<b>STREET ADDRESS 2</b>	
<b>CITY, STATE, ZIP</b>	Detroit,MI,48226
<b>SITE CONTACT NAME</b>	Sandy Kowalski
<b>SCHEDULED DATE&amp;TIME</b>	5/24/2021 9:00 AM
<b>SITE SURVEY DATE</b>	05/11/2021

### Circuits

<b>CIRCUIT TYPE</b>	<b>LEC ID#</b>	<b>ID1</b>	<b>ID2</b>	<b>ID4</b>	<b>DEMARC</b>	<b>END USER</b>
Ethernet - 1 G	Unknown	MI/KXFN/573202/LVLC		Cat6	1st floor, telco room, DTRTMIMPW2001 (Cisco ME 3600)	13th floor, suite 1300, server room

**Equipment & Material** (Confirm which are Contractor Provided with your Project Facilitator)

DESCRIPTION	QTY	FEET
CNE - Electrical - LUG - 1 Hole - #6 Awg - 1/4 in Bolt - Std Shrt Brl - Blue	2	0
CNE - Fiber - Grounding - Armored Fiber Cable Grnd Kit - (w/Grnd Clip and Strap) - Corning	1	0
CNE - Fiber - SM - 6 Strand - INDOOR - Armored - Plenum - IntrLck - TB - (Per Ft) - OS2 - CORNING	1	200
CNE - Fiber - SM - LC to LC - Patch Cord - 3 Meter - 2 Strand - PVC/RSR - OS2	1	0
CNE - Fiber - SM - LC to SC - Patch Cord - 5 Meter - 2 Strand - PVC/RSR - OS2	1	0
CNE - Fiber - SM - Termination End - LC - Ceramic - OS2/HP	3	0
CNE - LIU - Corning - Fiber - Closet (SPH) - 1 Panel - 3-24 Port - Wall Mount - (Use CCH Panels)	1	0
CNE - LIU - Corning - Fiber - Panel CCH - LC/SM - (3) Duplex - (Loaded) - OS2	1	0
CNE - SHIPPING FEE - ISP	1	0

## Scope of Work

WORK ORDER # 494499

Contractor must contact **Raquel Bowman** at **681-238-4217** upon arrival to the site, upon encountering any issues, for circuit testing, and prior to departure from site. This is a Concert Technologies requirement for all work orders. Failure to follow this guideline may result in billing discrepancies.

Date and time: 5/24 at 9am

Any changes to the date or time must be coordinated with Concert, do not call the site directly.

\*Techs are required to bring and wear PPE while they are onsite. Failure to comply may result in non-payment.

\*Tech time does not start until I receive the call.

\*Tech MUST check out before leaving site.

Please dispatch 2 technicians to extend an Ethernet circuit from the 1st floor, telco room to the 13th floor, suite 1300, server room. The extension will utilize existing CenturyLink fiber from the 1st floor, telco room to the 8th floor riser closet. New fiber will extend to the 13th floor, suite 1300, server room. Please ensure fiber is grounded in either the demarc or end user locations. Grounding is needed on only one side. Technician is to only terminate 3 strands of the newly run fiber.

Technician is responsible for making all connections between the demarc and end user (not to circuit demarc or customer). Tech must test fiber from end to end, including the existing CenturyLink fiber & provide the information included below regarding which strands/ports of CenturyLink's fiber were used. THIS IS INFORMATION IS A REQUIREMENT BEFORE THE JOB CAN BE SET TO BILL.

Job paid per quote.

Please ensure the following is also brought to site:

10' #6 grounding wire

2 – 10' – cat6 patch cords

12' innerduct

Labeling info-

-circuit ID MI/KXFN/573202/LVLC

Demarc: customer name, customer location & the circuit ID

End user: other end of the extension & the circuit ID)

\*\*\* Tech must take pictures of the MPOE location as well as the customer suite along with both ends of the extension showing they are labeled with the CenturyLink circuit ID (ID1- on page 1) and provide results and test data. PICTURES ARE TO BE SENT WHILE THE TECHNICIAN IS ON SITE\*\*\*

TECH MUST ,TEST THE CABLE & SHOW Db LOSS TEST RESULTS EITHER BY PDF OR PICTURE OF THE TESTER. INVOICE WILL NOT BE APPROVED FOR PAYMENT UNTIL THIS IS RECEIVED.

Tech will need to call me upon arrival, if any delays or issues arise & prior to leaving site. A smartphone is required to email photos while on site.

Technician should never rack mount in CenturyLink rack and by doing so, will need to be corrected at contractor's own expense

Any jumper that is 4M or longer, must be ran through innerduct. Tech must supply the innerduct.

Upon completion, please provide the following information below:

POP Address:

This information is for the contractor's use only in conjunction with this service order.  
Any duplication or transfer of this information without Concert Technologies' written permission is prohibited.

Lumen POP INFO:

Floor:

Room:

Aisle-Wall Mount (WM) / Rack Aisle:

Bay-Wall Mount (WM) / Rack Bay:

Rack Size 19 or 23 inch

MPOE ports:

Riser Strands:

Lumen Rack INFO:

RMU location of riser FDP in rack or WM location:

Label (if any):

Total RMU size of panel or WM:

How many total ports:

Connector type :

RISER INFO:

Lumen A location :

Lumen A location ports:

CUSTOMER Address (if different from POP address above):

Customer Z location - Suite#:

Ports used:

CUSTOMER IT ROOM INFO:

Floor:

Room:

Aisle-Wall Mount (WM) / Rack Aisle:

Bay-Wall Mount (WM) / Rack Bay:

Rack Size 19 or 23 inch

RMU location of customer FDP in rack:

Total RMU size of panel:

How many total ports:

Connector type :

Should AH assistance be required, please call our After Hours Maintenance Line at 703-651-9141

POC: Jason Obioha

Thanks,

Raquel Bowman

Project Facilitator, CONCERT TECHNOLOGIES

t: 681.238.4217 f: 888.560.5329

e: [rbowman@concerttech.com](mailto:rbowman@concerttech.com) w: [www.concerttech.com](http://www.concerttech.com)

a: 205 E King Street, Martinsburg, WV, 25401

***Time and Material Confirmation Guidelines:***

- Time and Material Confirmations will be **emailed** to the email address on file as soon as the job is completed.
- **Respond** to the confirmation by selecting “Accept” or “Dispute.”
- Automatic acceptance of the confirmation will be recorded if no response after 3 business days.

***Invoicing Guidelines:***

- Click here to view the [New Invoice and Submission Requirements](#).

## COVID-19 Expectations for Contractors and Technicians

At a minimum, technicians are expected to practice the following guidelines when performing work for Concert Technologies.

- Technicians will perform a daily health and wellness self-screen confirming they are symptom-free of COVID-19. In doing so, technicians will not have experienced COVID-19 symptoms (fever, cough, shortness of breath, new loss of taste or smell, fatigue, muscle aches, etc.) in the previous 72 hours and will not have a temperature of 100.4 or greater.
- Technicians will not have:
  - been advised to quarantine by a medical professional or public health official;
  - returned from any international travel or any inter-state travel that requires him/her to quarantine upon return; or
  - had close contact (e.g., within 6 feet for more than 10 minutes) with anyone known to have COVID-19.
- Technicians will wear face coverings when entering and moving around a facility. Technicians do not need to wear a face covering when working alone in a confined area unless it is required by the onsite customer.
- If a technician was previously diagnosed with COVID-19, he/she must not present any remaining symptoms, and it must be a minimum of 21 days since the onset of symptoms or since the last positive test, whichever is later.

In addition to these Concert Technologies guidelines, technicians must follow all customer guidelines and expectations while performing onsite work.