

## CONTRACTOR WORK ORDER

## Site Information

WORK ORDER # 513709

<b>SITE NAME</b>	SOCIAL SECURITY ADMINISTRATION (SSA) FIELD OFFICE
<b>STREET ADDRESS</b>	1551 JULIETTE ROAD
<b>STREET ADDRESS 2</b>	
<b>CITY, STATE, ZIP</b>	Stone Mountain,GA,30083
<b>SITE CONTACT NAME</b>	MARK RHETTA
<b>SCHEDULED DATE&amp;TIME</b>	10/25/2021 9:30 AM
<b>SITE SURVEY DATE</b>	Does Not Apply

## Circuits

CIRCUIT TYPE	LEC ID#	ID1	ID2	ID4	DEMARC	END USER
NOT GIVEN	NA	NA	NA		DECOM	DECOM

## Equipment &amp; Material (Confirm which are Contractor Provided with your Project Facilitator)

DESCRIPTION	QTY	FEET

## Scope of Work

**WORK ORDER # 513709**

Contractor must contact **Sam Barber** at **304-901-1070** 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.

Please dispatch (1) tech to support the following:

Date: 10/25/2021

Arrival Time: 9:30 AM

POC: – MARK RHETTA- Number will be provided upon arrival

SOW:

\*\*\*VACCINATED TECH OR PROOF OF NEGATIVE TEST REQUIRED WITHIN 3 DAYS OF SCHEDULED DATE\*\*\*

PLEASE SCHEDULE 1 TECH TO ARRIVE ON Oct 25TH, 2021 AT 9:30 A.M. EASTERN TIME

SOW: Decommission All 3750x Services switches at site

We will be decommissioning/uninstalling all of the 3750X services switches from the rack and setting them aside.

Tech Must not perform any tasks until he has been directed by the engineer on the conf call.

CONFERENCE BRIDGE # AND PASS:

Dial-in number: 1-877-304-9269

Passcode: 363779

Time tech needs to join: 10 A.M. EST

Tech info for the tech must be provided to Concert AND SENT TO PM Matt Chittenden no later than 1 week prior to the install date.

\*\*\*\*\*TECH MUST BE DRESSED IN A WORKING PROFESSIONAL ATTIRE or BUSINESS CASUAL\*\*\*\*\*

\*\*\*All Installers need driver's license, proof of registration and proof of insurance.\*\*\*

\*\*\* TECH MUST ARRIVE WITH VALID PHOTO ID AS THIS IS A GOVERNMENT SITE \*\*\*

\*\*\*TECH MUST BE DRESSED IN A WORKING PROFESSIONAL ATTIRE\*\*\*

\*\*\*TECH MUST NOT TELL POC THEY DO NOT KNOW- CALL PF, go over SOW before job begins\*\*\*

Make sure to bring all tools / materials needed to complete the install/ Testing IE: laptop, console cables, hotspot, camera, cat5e/Cat6 cable, butt set, jacks, screwdrivers, crimpers, cable tester, photo ID, ladder, etc.

\*\*\*All Cabling must be secured using Velcro, not tie wraps.\*\*\*

\*Important Info\*

1. When installing the power supplies, please note that the 3850 Switch takes the 715 Watt power supply, and the 9300 Switch takes the 1100 Watt power supply. This must not be mixed up.
2. When installing the Cisco Stacking cables, the cables must be inserted with the Cisco Label facing up and the notch on the bottom.

Requirements:

This information is for the contractor's use only in conjunction with this service order.  
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1. Must be on time!
  2. Don't ask POC any technical details – Introduce yourself as representing Northrop Grumman.
  3. Once on site, meet the customer, get familiar with the site and locate equipment previously shipped for installation. The tech can unbox the equipment and prep it with the mounting ears prior to joining the conf bridge. The mounting brackets and rack screws are in the box for each switch.
  4. Install per Engineers instructions. Do not do anything outside of instructions given. Certain cables are moved first before any others.
  5. Install switch(s) above or below the current service switch (yellow or green label) DO not power it on until directed by the engineer.
  6. Once engineer is complete; the site will need to ensure they are still up and can access their systems.
- Clean up - if the Engineer is complete and needs nothing further, tech may be released from site.
- Tech will be required to check in with PF "Samantha Barber" immediately upon arrival, if any questions arise, and at time of completion.

Thank you,  
Samantha "Sam" Barber

Project Facilitator, CONCERT TECHNOLOGIES

t: 304.901.1070 f: 888.979.8845

e: sbarber@concerttech.com w: www.concerttech.com  
a: 205 E King Street, Martinsburg, WV, 25401

## 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.