

Site Name	Novartis Norcross	Ticket	645880
Site Contact	Shaun Downton	Scheduled Date/Time	11/05/21 9:00:00 AM
Site Address	2221 Northmont Pkwy	OSBT Contact	Esteban Gonzales
Site Address	Suite 100	Work Order Sent	November 04, 2021 03:05 PM
City	Duluth	Site Phone:	678 575 1704
State, Zip	Georgia 30096	Please confirm scheduled date and time within 24 hours of receipt.	

OSBT Ticket #: 645880 OSBT Customer: NCR – Small Projects

Customer Reference

Technician MUST call the OSBT Call Center @ (713) 895-1799 Upon Arrival, and Completion. If you are going to be late to this service call for any reason, you must call the OSBT Call Center to notify prior to the scheduled arrival time. Failure to abide by this instruction will result in a deduction from pay awarded for this service call.

OSBT is now using an automated confirmations system (ACS) to confirm your service appointments 24-48 hours in advance. Please save as a contact and answer calls from (256) 827-8918 to confirm your events and avoid duplicate phone calls.

By accepting this work order as a contractor of OneSource Building Technologies you are agreeing to the following list of assumptions. Your failure to comply with these items may result in reduction in payment or non-payment.

- You will arrive on site on the correct date and time specified above.
- You will be qualified to complete the work described in the scope of work below
- You will all of the tools listed on this work order to complete the scope of work.
- You will submit all collateral required for this service within 24 hours
- After completion of this service call you will receive a billing receipt that you may approve for payment.

Scope of Work:

Scheduled for:

Check in/out with OSBT call center 713-895-1799 or (866) 333-3475 (toll free)

IMPORTANT NOTES:

1. If there are any issues causing delays, please report them immediately to OneSource by calling the callcenter at 888-787-8324
2. Note that any out of scope work MUST be approved beforehand by a OneSource Project Coordinator. If the out of scope work is not preapproved it may be non-billable.
3. Do not rent or purchase any material or equipment without approval from a OneSource Project Coordinator. Doing so without approval may result in denial of reimbursement for costs incurred.
*****. note that the onsite customer and customer phone support are not authorized to give approval, the approval MUST come from OneSource. *****
4. You must follow the scope and timeline for this work. If anything falls outside of the quoted cost or the expected timeframe onsite it MUST be escalated immediately to OneSource for approval.
5. If there are any safety concerns, please escalate immediately to OneSource before proceeding.

Scope Details

- SOW: - • FE to bring ID Card, Data Card 3G internet dongle, Laptop (with comm port to connect console cable) fully charged with power adapter, Console converter, Console cable / all equipment for providing console access to device, DB9-DB9 console cable
- Contact LPOC
 - FE Responsibilities
 - o To be on time
 - o To bring all necessary tools to rack and install the routers
 - o To stay on site until the activities have been completed or until the Novartis Engineer has told so
 - o To connect to the meeting where the BT/Novartis engineers will be (The call details will be shared in advance)
 - o To stay connected and provide support as requested to BT/Novartis engineers

- Working with the local point of contact, gain access to the Customer's telco equipment room.
- Verify all services are up and running.
Clean up workspace and dispose of all debris into proper bins.
See manager and obtain signature before leaving site.
Call into OSBT Call Center to Check Out

Product: Router
Current Model: 2 x ASR 1001-X

IF YOU HAVE ANY QUESTIONS OR ANY ISSUES ONSITE PLEASE CALL YOUR PC: PC Raymond Wannamaker 832-782-6165, PC Esteban Gonzalez 832-782-6112, PC Jessica Brandon 832-782-3416, PC Hamisi Khalfani 281-902-3408, OM Latasha Williams 832-782-6132

Collateral Tab:
Signed Work Order
Photos of before/after work
Inspection form
Tolls/Parking receipts

Additional Material:

- Laptop
- Console Cable
- o Fully Charged Laptop with power cord
- Ethernet cable for laptop
- Small bladed screwdriver to assist in depressing cable unlock tabs
- Cable snips, Cable Velcro
- Sharpie, cable labels to label port specific cables
- Double sided tape and Tie wraps to secure Meraki/Skyus Modem install
- Optional Paperclip, for resetting the Meraki

Collateral Requirement:

- Before and after install photos
- Signed OSBT sign off sheet.

All collateral must be submitted within 24 hours of completing the service call.

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The following must be completed and email to collateral@osbt.com before leaving site.
All additional collateral must be submitted to collateral@osbt.com

Technician Name:	FST Marlon	Travel Time:		Arrival Time:	
Technician Phone:		Miles Driven:		Departure Time:	

Please describe work completed onsite:

***For Emergencies please contact the
OSBT Safety Team at:
713-895-1799***

Technician Signature:

Customer Name:	Customer Signature:	Date:
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Stop Work Clause:

- If, while onsite, it is requested that you do anything outside of the original scope, contact your coordinator immediately or risk not being compensated for the job. All direction must come from OSBT, unless explicitly stated in the work order.
 - If you are unreachable during the reconfirmation window causing OSBT to exhaust time and resources to recover and/or reschedule a service ticket, the ticket is non-payable.
 - If you did not speak with anyone at OSBT, and were NOT asked to proceed to site, you may not show up and expect to complete the work or be paid.

Fit for Duty/Fatigue Management Policy:

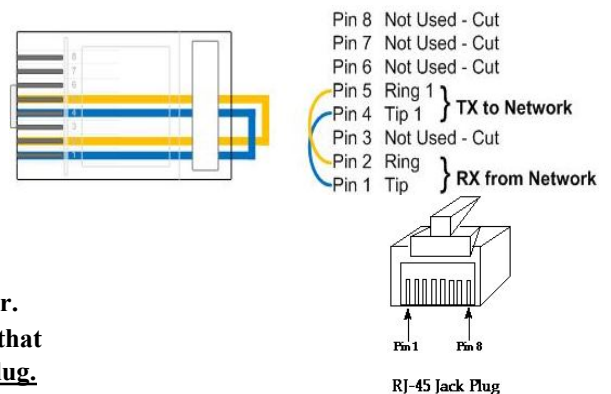
- Any employee (or contractor) working 8+ hours should be allotted a 1-hour lunch break – this is not required and can be used at your discretion with proper communication with your PC/PM.
- Per OSBT's Fit for Duty SP-035-02:
 - Fatigue management is always a requirement whenever working on client sites. Worker fatigue can be a factor in incidents or risk to personnel. Therefore, we must ensure that:
 - Contractors report to work rested to prevent fatigue during a planned work schedule for that day.
 - Work shall be planned such that no one is scheduled to work for more than 14 continuous hours, including breaks and meal times (two consecutive shifts), and travel to/from the site.
 - As soon a subcontractor recognizes that they may exceed 14 continuous hours of work, you must request an extension from your assigned PC or PM.
 - OSBT and its subcontractors monitor activities, pay close attention to critical tasks and behavior to determine if an employee/subcontractor should be removed from the work site to obtain rest, or should be given a rest period upon arriving at the work site before beginning work.

Incident Reporting | Proper Protocol Reminder:

- Please do not forget that any incident resulting in injury, illness, and/or damage to OSBT, equipment vendor or customer tools/equipment while in the office or on a customer site, must be reported. This is especially true for any incident where medical treatment is required. By law, we are required to complete and file incident reports for these instances.
- If you experience any of the above while onsite, please complete the [OSBT Incident Reporting Form](#) and immediately engage your assigned PC/PM.

T1 Loopback Plug:

- **Materials**
 - Unused RJ45 male mod plug
 - Two strands (one pair) of category 5 wire (approximately two inches in length)
 - RJ45 crimp tool
- **Method**
 - Insert one end of wire 1 into **Pin 1** of the RJ45 connector.
 - Note: To ensure a good connection, make sure that each wire goes all the way into the end of the plug.
 - Refer to drawing on the left for RJ45 pin layout.
 - Insert the other end of wire 1 into **Pin 4** of the RJ45 connector.
 - Insert one end of wire 2 into **Pin 2** of the RJ45 connector.
 - Insert the other end of wire 2 into **Pin 5** of the RJ45 connector.
 - Crimp the connector.



Firearms Policy:

- OSBT prohibits the possession of ANY weapons, whether open carry or concealed, while on customer premises. This includes firearms, location-restricted knives (box-cutters are allowed), clubs, and other weapons, regardless of whether a license is held.

COVID-19 Safety Measures:

- OSBT partners are required to follow any local guidelines regarding safety precautions.
- All OSBT partners (contractors, subcontractors, helpers, company employees, etc.) must confirm that you will be prepared with PPE (Personal Protective Equipment) supplies and wear the required PPE (if required by customer), for the entire time on site. PPE is defined as (Face mask to cover mouth and nose as well as latex or vinyl gloves).
- Please ensure to cover your noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available)
- Please wash your hands with soap and water as frequently as possible / reasonable.
- Use Purell and other alcohol-based hand sanitizers and/or wipes as a substitute
- Make use of disinfectant wipes on tools, electronics, cell phones and steering wheels.
- Some customer sites may require, upon arrival, temperature checks to verify a temperature of 100.4 or lower.
- Practice SOCIAL DISTANCING while on-site:
 - Refrain from shaking hands or touching others, greet verbally, with a wave, head nod, or some other appropriate professional gesture
 - Be mindful of physical space – attempt to maintain at least 6 feet away from others
- TRAVEL GUIDELINES
When traveling, all field technicians will follow these guidelines to help ensure that they do not come contract COVID-19 while on the way to, or returning from work locations:
 - All field technicians are encouraged to a face cloth mask while in airports, hotel lobbies, or Uber/public transportation
 - All field technicians are required to wash hands or apply hand sanitizer when entering new public transit spaces
 - Field Technicians, when possible, will maintain social distance a minimum of 6ft
 - Field Technicians are encouraged to stay in their own hotel rooms or at least keep 6ft away from each other if, not possible

Sincerely,
OSBT Management