



VENDOR W/O #
120990-01

Service Date 6/29/21 04:00 PM
Client PO #
Priority Regular
Order Type Rollout

Telaid
13 West Main Street
Niantic, CT 06357
Phone # 800-205-5556 Fax #

Contact Information Service Desk (866) 566-4295

SERVICE LOCATION

CVS - Loc # S05621 - ATLANTA, GA
3030 HEADLAND DR SW
null
ATLANTA, GA 30311
Phone # Fax #

VENDOR # 380129

Intellicomm
1048 Chase Creek Ct
Lawrenceville, GA 30044
Phone # 405-802-1262 Fax #

SERVICE DESCRIPTION

Photo Lab Survey for adding Printers

CVS ServiceNow number :

Follow steps in the CVS Redbook. This is a requirement for payment. Failure to follow the redbook may result in delays or penalties in payment.

SITE SURVEY LINK:

<https://forms.office.com/r/FMNY7XysRP>

- Call the ROC to check in as soon as arriving on CVS property.
- Survey the Photo Lab for placement of a CX3240 Duplex Printer, P6000 Poster Printer or both printers. Validate there is enough space for the printer. Tape off floor where printer(s) will sit with floor marking tape. (Painters tape or masking tape required)
- **SURVEY HYPERLINK IN THE INSTRUCTIONS**
- Confirm if there is a network connection for the printer(s). If none is available call the ROC and work with them for placement of a new data cable or extended patch cord. Run a new cable if needed. Cat5e Blue Plenum
- Confirm if there is power for the printer(s). If none is available call the ROC and work with them for placement of a new power extension.
- Take picture of taped off floor space, network connection and power receptacle. Send them to the ROC and upload to Telaid.
- Call the ROC to checkout and obtain a release code.

In the event there is no data cable/jack available, a cable will need ran from the proposed printer location to the switch in the photo lab. We do not run a cable to the office switch unless otherwise directed. Cables will be terminated to orange Ortronics jacks and housed in a 2 port SMB or 6 gang face plate with blanks. These materials will be onsite or prearranged to be in your possession. If you are uncertain if a cable needs ran please contact a Project Manager.

Please make sure you have all of the appropriate paperwork with you which includes:

- Telaid work order
- CVS Redbook (updated version)
- CVS LOA (Letter of Authorization)
- Telaid shirt and badge
- Cell phone with ability to send photos from site and to take Survey
- Cat5e Plenum Cable in color Blue
- Cabling Tools



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Tech will need to check in via Labor Platform App and Call into CVS ROC

• CVS ROC 1-888-401-4601 (Opt 5, Opt 1) to check in and out of site. ***VERY IMPORTANT*** Time onsite is determined by checkin and out times with the ROC as well as Telaid. Please call both if you want to get paid.

If any questions other than Tech Support. Contact Anthony Farrell at 860-439-7335 or email cvspt@telaid.com

• You will need a ROC code in order to be released from site. The release code is provided to you from the CVS ROC only. Please do not call Telaid to check out until you have your ROC code given to you by the CVS ROC. Please also write down the name of the ROC employee who checks you out. Technicain cannot be paid without a release code.

Photo deliverables must be submitted to Vendor Platform.

Required Photos:

Photo 1 - Wide angle picture of taped off floor space for future printer(s)

Photo 2 - Wide angle picture of network connection(s)

Photo 3 - Wide angle picture of power receptacle(s)

Photo 4 - Picture of ROC code

Photo 5 - Screenshot of Completion Page on Site Survey Link

Doc Type	Required Count	Description
Photo 1	1	Wide angle picture of network connection(s)
Photo 2	1	Wide angle picture of power receptacle(s)
Photo 3	1	Picture of release code
Photo 4	1	Wide angle picture of taped off floor space for future printer(s)
Photo 5	1	Photo survey form



SIGN OFF SHEET

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Store Manager's Signature

Print Name

Date

Time In

Time Out