Network Engineering Technologies
3140 Deming Way
Middleton, WI 53562
www.nettechnology.com

Site Location Information	Technician Information
Customer: Costco, Inc.	**Technician Name:**
Site Number: 188	**Technician Phone:**
Location: Perimeter Warehouse	**Techs Manager:**
6350 PEACHTREE DUNWOODY ATLANTA, GA 30328-4527	
(770) 352-8660	**Manager Phone:** 4058021262
Site Contact: Manager	

*** MUST CALL UPON ARRIVAL AND BEFORE SITE DEPARTURE ***

NET Contact Info: Please Call: 608-827-2282 *Your call will be handled in the order received* The following Login information is needed: your name, Company Name, work order#, callback number(mobile#)

Scheduling
1 billable technician required Arrival Time: 10/7/2021 5:00 AM
Scope of Work

Admin Data drop move

Confirmed with: AGM Doug

Manager on Duty for ETA: RCV Manager Kim
Lift: tech will need to bring a 7-10ft ladder
Techs: 1 Data Tech
Materials: white cat6 non plenum, green jacks, faceplate, 5ft yellow patch cords, tester, toner, labeler

PPE requirement: Use of Face Masks or Cloth Face Covers

Logging in, out, reporting delays/issues: 608-827-2282. No work outside SOW without approval from office.

Photos: Before and After Network Racks/IDF, Work Areas, Jack/Circuit Labeling, Signed Work Order

Review Costco SOW for details

Per AGM Doug, partner up with RCV Manager Kim for drops and new placement

There are admin data drop that needs to be moved due to the remodel. they are labeled (edp 6.15, edp 6.16, edp 6.17, edp 6.18).
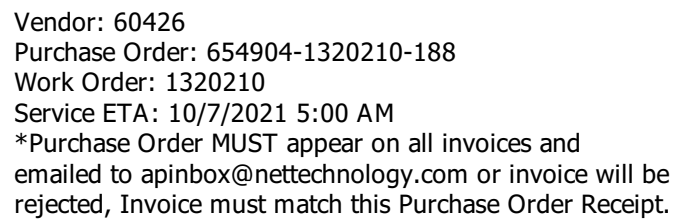
Need cables relocated to different location

- Tech MUST grab switch ports for each device for NET HD to ping.
- Record and Note down all labels/switch ports for each device on the Device inventory sheet (this MUST be sent to NET DSS before log out)

Send all documents/photos to dss@nettechnology.com. Use work order in brackets for Subject. Example: [765432]
Signed work order must be received before leaving. Fax to 888-548-0576 if necessary.

Jack/Faceplate Labeling Standard:
- Top should read 'NET' followed by MM/YYYY of install. Example: NET 07/2015
- Each jack to be labeled with Room or IDF followed by panel number then port number. Example: EDP 3.21

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Vendor: 60426
Purchase Order: 654904-1320210-188
Work Order: 1320210
Service ETA: 10/7/2021 5:00 AM
*Purchase Order MUST appear on all invoices and emailed to apinbox@nettechnology.com or invoice will be rejected, Invoice must match this Purchase Order Receipt.

NOTE: Incomplete or failed visit must have NET Costco Team approval before leaving site.

Resolution

Customer - Managers Name (PRINT)	Customer - Managers Name (SIGN)	Date Time

Technicians Name (PRINT)	Technicians Name (SIGN)	Date Time

MANDATORY SIGN OFF OF TECHNICIAN AND CUSTOMER CONTACT MANAGER

Sign Off does not release tech from the job site. Any questions need to be directed to NET Tech Support.