



Site Name	VCA Sandy Springs Animal Hospital	Ticket	665440
Site Contact		Scheduled Date/Time	06/17/22 10:00:00 AM
Site Address	350 Northridge Rd.	OSBT Contact	Kimberly Lam
Site Address		Work Order Sent	June 07, 2022 07:25 AM
City	Sandy Springs	Site Phone:	
State, Zip	Georgia 30350	Please confirm scheduled date and time within 24 hours of receipt.	

**OSBT Ticket #: 665440 OSBT Customer: Insight**

### 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:

SOW: Onsite Survey with Ekahau and WAN/LAN assessment

\*Site survey will cover a full inventory of the network devices and Wi-Fi Coverage

PLEASE CHARGE LAPTOP BEFORE GOING ONSITE AND MUST HAVE TEAM VIEWER INSTALL

THIS IS A LIVE SITE. TECH MUST NOT DISTURB ANY PRE-EXISTING CIRCUITS OR EQUIPMENT

IF YOU ARE GOING TO BE LATE FOR ANY REASON, YOU MUST CONTACT THE COMMAND AND CONTROL CENTER @ (713) 895-1799

Technician MUST call OneSource BT Operations @ (713) 895-1799. Upon Arrival to check in and before departure to log off and give Close-Out Notes

### Scope of work:

A Passive Wireless survey to identify existing coverage and design new coverage with wireless access points.

Before the Installation of the Access Points we will conduct Wireless LAN (WLAN) site surveys sites in order to provide the following deliverables:

- Passive heatmap of existing Wireless Coverage
- Take appropriate photos, label each photo taken, please ref the list of photos needed and also a video of the LAN room
- Technicians must complete the template survey

### Deliverables

1. Original Ekahau source data
2. WAN/LAN completed survey Template
3. Photos of MDF/IDF/RACKS/POWER etc.

PLEASE CHARGE LAPTOP BEFORE GOING ONSITE AND MUST HAVE TEAM VIEWER INSTALL

EQUIPMENT: Ekahau will be sent to you, with a Return label as well.

BEFORE DOING Ekahau: There will be a TeamViewer conference call with OSBT engineer to configure your laptop, to make sure you have the correct settings for the customer

CHECK IN:

- Technician(s) must call OneSource BT Operations @ 888-787-8324 or 713-895-1799 upon arrival.
- Immediately report all obstacles to completion to OneSource Project Coordinator.
- Perform ONLY this work. Explain to LCON and Users that you are equipped only to do wireless survey.  
Notify the OSBT PM of any other requests.

IMPORTANT:

- Send file to OSBT engineer for review before leaving site. Confirm all data results are correct and complete.
- Ekahau Survey Kit will ship to a near Fedex location or to your home
- Take Air Magnet kit to Fedex and drop off once the entire project is completed.
- If you are doing multiple sites, Charge the kit in between visits.

FORMS: Floor Plan

COLLATERAL REQUIREMENTS:

1. Original Ekahau source data
2. WAN/LAN completed survey Template
3. Photos of MDF/IDF/RACKS/POWER etc.

\*\*\*ALL SENT BACK TO ONESOURCE BEFORE LEAVING SITE. Email: [collateral@osbt.com](mailto:collateral@osbt.com)

CHECK OUT: Call OneSource at 888-787-8324 or 713-895-1799 before leaving site.

Techs must carry the following materials:

- Laptop
- Cell Phone with camera enable to take photos
- have any desk install or any remote support software
- Ekahau kit (OSBT will provide)

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The following must be completed and email to [collateral@osbt.com](mailto:collateral@osbt.com) before leaving site.  
All additional collateral must be submitted to [collateral@osbt.com](mailto:collateral@osbt.com)

Technician Name:	FST Marlon Baine	Travel Time:		Arrival Time:	
Technician Phone:	(405) 802-1262	Miles Driven:		Departure Time:	

**Please describe work completed onsite:**

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

Technician Signature:
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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:

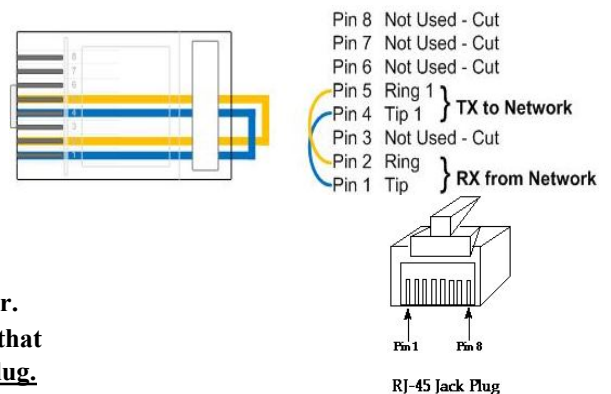
- Any employee (or contractor) working 8+ hours should be allotted a 1-hour lunch break – this is not required and can be used at your discretion with proper communication with your PC/PM.
- Per OSBT's Fit for Duty SP-035-02:
  - Fatigue management is always a requirement whenever working on client sites. 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