

SR16707869

##117E11EE32##



NCR Corporation
170 Chastain Meadows Ct
Kennesaw, GA 30144

CTN3102487

SR16707869

Rev 0

Service Request

NCR Helpdesk #: 1-877-777-0855 opt 1**SR Type: Starbucks Cabling Maintenance - EMERGENCY (8)**

Dispatch Type: (TT)

Reference Number: 7115813631

End User Reference: INC1397960

Date: 06/08/2021 Window: 13:00 to 15:00 EDT Expected Duration: 230 PO#:

Site Contact: MatthewAyer MatthewAyer Phone: 2122650658 Alt. Phone:

Company: STARBUCKS #8614 Address: 4 COLUMBUS CIRCLE

City: NEW YORK State: NY Zip: 10019

TAC: 404.536.4721 (AT&T) | 678.332.8358 (Verizon) | 678.460.2530 (Other)

SR DETAILS**Customer Code:** 89635**Model Number:** 7244-0930-9898**Store Number:** S08614**Out of SLA Override:** No**Model Description:** Cabling SPS**Serial Number:** 2304350-0930-0818-1**Does the site require FE information for access?:** No**DESCRIPTION OF WORK**

Starbucks Cabling Maintenance: Troubleshoot network connectivity issues listed on SR. Identify and repair any cabling issues on site. Report the status of the site and any additional work required to Starbucks and TAC.

SR CHECKLIST

1. Call Genesis +1.800.493.0016 to log onsite
2. Refer to the attached install guide for specific installation instructions.
3. Verify all installation areas are clean and that you properly dispose of all trash.
4. Please submit all deliverables
5. Leave site.
6. Submit all Post Visit Completion (PVC) tasks within 24 hours of logging off site.

To be completed by the Field Engineer (FE): 35357

Call Result: <input type="checkbox"/> Successful <input type="checkbox"/> Incomplete	Incomplete Reason:	Installed Equipment: Make/Model Serial Number <table border="1"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>																				
Materials Used: Description Qty <table border="1"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>													Required for all calls: Time at Log-on: ____:____ EDT Time at Log-off: ____:____ EDT Customer Helddesk Rep. Name: _____ Customer Call Closure Code: _____ Onepath TAC Rep. Name: _____ Onepath TAC Closure Code: _____	RMA Equipment: Make/Model Serial Number <table border="1"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>								
FE Initials	End-User Name (Please Print) Title	End-User Signature Date																				

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Description: Resolve cabling issues related to network connectivity loss for all devices reported on your Service Request. Regardless of dispatch outcome, contact Starbucks Helpdesk prior to leaving site.

Required Tools: Standard Telco + Continuity Tester + Facemask (purchased or homemade)

Required Materials: Standard Telco + 200 feet of cat5

Required Skills: Telecom & Networking

RMA Handling: DO NOT REMOVE EQUIPMENT FROM SITE. Neatly pack unused or defective equipment and hand to local contact.

FE Overage Threshold: 2 hours

Last Guide Version: 12/04/2015 00:00

SBUX330 | in-store Cabling | SBUX330 - Cabling | In-House wiring needs troubleshooting, please determine if Wiring or Wall Jack needs replacement. Please call SBUX Helpdesk before closing the call. | Location:Meraki switch, back fo house IT rack | IP Address: | Business open time: 06:00:00, Business close time: 19:00:00 | Comments: Acess point 1 in port 3 is missing please locate access point 1 cable replace cable for accesspoint 1 if unable to locate cabling SBUX330 | in-store Cabling | SBUX330 - Cabling | In-House wiring needs troubleshooting, please determine if Wiring or Wall Jack needs replacement. Please call SBUX Helpdesk before closing the call. | Location:Meraki switch, back fo house IT rack | IP Address: | Business open time: 06:00:00, Business close time: 19:00:00 | Comments: Acess point 1 in port 3 is missing please locate access point 1 cable replace cable for accesspoint 1 if unable to locate cabling

Equipment:



March 11, 2021

Re: COVID 19 - City/County/State/Federal Orders

To whom it may concern:

Please be informed that the bearer of this letter is subcontracted by Genesis Networks, a communications and information technology company providing essential critical infrastructure as outlined by the Cybersecurity and Infrastructure Security Agency (CISA); an agency operating under the Department of Homeland Security.

Under CISA guidelines, these workers must be able to travel to and gain access to infrastructure facilities and offices during curfews and restricted travel periods. CISA identifies the following list as essential to continued critical infrastructure:

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration



Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure
- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

All persons performing critical operations have been instructed to comply with hygiene and social distancing requirements as established by the Centers for Disease Control and Prevention.

Please do not hesitate to contact me should you have any questions regarding this letter or our operations.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Hann", written in a cursive style.

Bryan Hann

Area Vice President – Deployed Services, Genesis Networks





Cybersecurity & Infrastructure
Security Agency
Washington, DC 20528

May 27, 2020

To Whom It May Concern:

The U.S. Department of Homeland Security (DHS) Cybersecurity and Infrastructure Security Agency (CISA) issues this letter to facilitate work in the interest of homeland security by Communications Sector workers identified in the CISA Essential Critical Infrastructure Workers advisory guidance, dated May 19, 2020.¹ CISA requests any courtesy that can be extended to essential workers involved in communications infrastructure operations, maintenance and restoration **in response to the COVID-19 Pandemic and any other regional disasters (e.g., hurricanes, tornadoes, wildfires, earthquakes) that may occur during any COVID-19 response phase.**

CISA developed the **Essential Critical Infrastructure Workers** advisory guidance identifying workers that conduct a range of operations and services deemed essential to continued critical infrastructure viability. This list is intended to support State, local, tribal, and territorial officials' decision-making as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security.

In developing this advisory guidance, CISA determined that essential workers need access to jobsites based on our judgment that organizations affiliated with the Communications Sector engage in activity that could reasonably be included within the scope of "critical infrastructure" as that term is defined in law; and critical communications infrastructure is necessary to ensure first responder, emergency responder, and 911 communications capabilities are functional during this response and recovery period. In the course of providing this support, identified Essential Critical Infrastructure Workers in the Communications Sector should be able to travel to and access necessary critical infrastructure facilities in order to prevent loss of service or restore critical communications services.

CISA greatly appreciates your cooperation. For any questions or concerns related to this request, please contact the CISA at 888-282-0870 or CISAservicedesk@cisa.dhs.gov.

Sincerely,

Christopher C. Krebs
Director
Cybersecurity and Infrastructure Security Agency (CISA)

¹ "Guidance on the Essential Critical Infrastructure Workforce," Cybersecurity and Infrastructure Security Agency, <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>.

Conduct Expectations While Working on Starbucks Service Calls/Equipment Installs

Any Field Engineer (FE) dispatching on behalf of Genesis and representing NCR at any Starbucks location is expected to abide by the following rules while on-site at the customer's location(s):

- FE will check in with the Store Manager, or their designated representative, upon arrival at the customer location.
- FE will provide updates to store management, or their designated representative, as necessary throughout the time on site, and will notify this individual of any issues that arise that may impact a successful installation or resolution of the trouble condition.
- FE will abide by the FE dress code as provided by Genesis.
- FE will not engage in any unsafe work practices (e.g. no horseplay) while on the customer site.
- Under no circumstances will a FE report to the customer's location under the influence of alcohol or drugs. This includes prescription medications that have known side effects that cause drowsiness, dizziness, or impaired judgment. This is a safety issue.
- FE must not have in their possession at any time, while at the customer site, or while on customer property, any firearm(s) or weapon(s) including, but not limited to, guns, knives or other weapon(s) as defined in the respective penal code(s) of the state and/or jurisdiction in which the Starbucks store is located.
- FE will respect and properly treat all customer property and equipment while on site.
- FE will not engage in "non-business or personal conversations" with Starbucks customers, Starbucks employees or with any other vendor(s) on site. All conversation(s) should be limited only to business related topics necessary to complete the work as prescribed in your Service Request, or as directed by NCR, Genesis TAC, or Starbucks IT helpdesk personnel.
- FE will not engage in any conversation or comments about the physical appearance or other characteristics of any Starbucks employees, customers, or vendors on site, or engage in any actions, gestures, or expressions of such inference.
- FE will not request personal information from any Starbucks employee, customer, or vendor including, but not limited to home address, phone numbers, personal email addresses, or family information.
- Any FE dispatching on behalf of Genesis and representing NCR who are found to have acted inappropriately or unprofessionally, or who are found to have engaged in verbal, physical or any other type of harassing behavior(s) including, but not limited to, sexually harassing behavior, will be prosecuted to the fullest extent allowed by law. Further that individual will no longer be allowed on any Starbucks property, in any capacity, and will no longer perform any services on behalf of Genesis or NCR.
- Any FE dispatching on behalf of Genesis and representing NCR will be expected to conduct themselves in accordance with the Code of Conduct as defined in this document. If a FE is found, after thorough investigation by Genesis Field Resource Management, NCR, and/or Starbucks, to have violated the Code of Conduct in any way, or is found to have violated any laws or professional behavioral norms not expressly described in this document, that FE prosecuted to the fullest extent allowed by law. Further that individual will no longer be allowed on any Starbucks property, in any capacity, and will no longer perform any services on behalf of Genesis or NCR.

As a FE dispatching on behalf of Genesis and representing NCR, **you represent the company brand when on-site at any of our customer's locations and are expected to act professionally and appropriately at all times.** Remember that everything you do, while on-site, is being watched by the customer and others who may be present.



Starbucks Covid-19 Requirements

Field Engineer – Please read these requirements thoroughly

1. Due to the current COVID-19 pandemic, you will be required to wear a face mask while performing any work. This mask can be purchased or homemade, but will be a requirement in order to gain access to site.
2. Please comply with any request of the Starbucks store staff for a temperature check
3. Prior to beginning work in Starbucks stores, you should advise the store leader which area of the store you will be working in to allow for proper social distancing.
4. At all times while in Starbucks stores, you should minimize direct contact with store partners and others. This may include:
 - Active social distancing
 - Limiting conversations and non-business-related interactions
 - Halting the practice of requesting a survey from a store partner on your mobile device
5. You are required to wash hands thoroughly with soap and water for at least 20 seconds immediately upon entering the store and prior to starting any work. Continue to wash hands at least every 30 minutes while onsite
6. If you are denied access because of something health check or PPE related, please take the following steps:
 - Leave the store immediately and do not attempt to persuade the store partners that you stay and work. This point is vitally important to Starbucks. Their store partners in many cases will be coming back into their stores to work for the first time during the Covid-19 pandemic. Many will have varying levels of concern and comfort and we want to do everything we can to lift them up and maintain a safe, happy, and healthy working environment for everyone
 - Once you have left the store, please immediately contact the Starbucks Helpdesk, and notify them of the issue and suspend the work order
 - Starbucks will coordinate to work out a plan to revisit the location when all expectations can be met for the store partners
 - Notify the NCR Account Team as necessary for support
 - Close out with TAC

Overview: This is a general service maintenance dispatch where you may be required to troubleshoot and resolve issues with one or more of the sites networking devices. Your job is to isolate any defective physical layer component(s) (patch cables, RJ45 jacks, LAN drops) and make the necessary repair(s) to restore service to the device. It is extremely important to note that we are NOT troubleshooting the actual device on this dispatch. We are responsible for troubleshooting only the physical layer components from the problem device's NIC up to the switch port in the network room (though we will attempt to isolate the device as the problem). All device and service acceptance testing should be completed by the Manager on Duty (MOD) in conjunction with the Starbucks Helpdesk. Please refer to your SR and tech notes for a detailed description of the issue(s) and affected device(s) onsite.

Contact List	Number	Requirements
TAC (logon)	1-800-493-0016 opt 1	Access Hours
TAC (logoff)	1-800-493-0016 opt 2	Specified on your SR
TAC (support)	1-800-493-0016 opt 3	Required Tools
Starbucks Helpdesk	1-877-777-0855	Required Materials
YOU MUST ALWAYS CLOSE WITH STARBUCKS	option 1	Standard Telco
If the MOD Request you return to complete the maintenance dispatch at an alternate time, you MUST contact the SBUX HD to inform them.	1-877-777-0855	Required Skills
	option 1	Telecom & Networking
		Unused Onepath provided materials should be retrieved from site. NO other materials should be retrieved

Note: If the MOD requests you return to complete the maintenance dispatch at an alternate time, you **MUST** contact the SBUX HD to inform them. **Especially if the MOD requests a dispatch after store hours. (Between 10:00pm – 6:00am)**



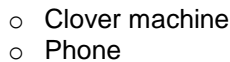
- ❑ 1. Call Onepath TAC upon arrival to login. **Note:** You do NOT have to log in with the Starbucks Helpdesk.
- ❑ 2. Confirm any outstanding issues with the End User PRIOR to beginning work. If the End User reports additional issues beyond the scope listed on your SR, please advise them which devices you have been sent to troubleshoot. Politely advise them to contact the Starbucks Helpdesk for further clarification on the status of the remaining devices. The Starbucks Helpdesk representative will then approve/deny the additional requested work and advise you. If additional devices are approved, please contact TAC to advise which devices have been added to the SOW. Please keep track of the time spent working on each device.
- ❑ 3. If necessary (again, you do not have to call the Starbucks helpdesk at logon), let the Starbucks Helpdesk know if you have any issues gaining access to the site, demarc or installation area.

- 4. Ask the Manager on Duty (MOD) to show you where the existing networking equipment is located. Note: At most locations, the networking equipment will be located in the MOD's office either on a shelf or in an equipment rack.
- 5. Determine the location of the problem device. The problem device could be any of the following device types (This may not be a comprehensive list of devices. Refer to Appendix A for sample photos of each device type):
 - POS terminal
 - Cup Labeler
 - PC (usually in Manager's office)
 - Kitchen Display System ("Drive Thru Monitor")
 - Access Point
 - Timer



Take notes!

[illegible]



- ## Identify Obvious Faults

- ## Inspect Device Side Patch Cable and Termination

- ## Trace Wiring

- 12. Using your tone generator, locate the wiring for the problem device in the network room. Note: Some patch panels/jacks may be labeled for easier tracing, but the labeling may not always be correct.
- 13. Disconnect the patch cable for the device going into the switch and temporarily mark the cable for testing purposes. If previously unlabeled, use an electronic label maker to mark the patch panel and patch cable with the device name for future reference.
- 14. Disconnect your toner from the device end and plug the problem device back in.
- 15. Plug the marked patch cable back in to the same switch port and observe the link light status at both the device end and in the network room.



- 



Take notes!

Determine Requirements for a new cable run

- 27. As directed by TAC or if explicitly directed by your Service Request, determine the optimal cable path from the device to the network equipment. If you can complete the cable run with less than 200' of Cat5e PVC UTP cable, first confirm with the manager that you will not interrupt their business by doing so, and complete the new run.
- 28. If the new run is Out of Scope and cannot be completed, map out the cable run, record any obstacles that would prevent the cable run from being completed on the next dispatch, and record materials that will be required. Be prepared to review the cable path and the time and material requirements with TAC BEFORE leaving site.
- 29. **There should be *no* exposed cabling.** If the run cannot be completed without exposing cabling, contact the Starbucks Helpdesk for authorization to proceed. Record any requirements to hide the cable on a future dispatch (e.g. with wire mold) and report to Starbucks and to TAC at closure.

Milestone 3: Document issue(s) and resolution



- 30. Verify both the problem device and known working device are reconnected correctly and functioning (unless additional materials are needed to restore the problem device).
- 31. You must contact the Starbucks Helpdesk to confirm release from site. Keep the following in mind when speaking with the Starbucks Helpdesk:
 - **Regardless of whether the issue was successfully resolved or not, you MUST confirm release with the Starbucks Helpdesk.**
 - Do NOT mention closing or creating a new work order/ticket/SR at any time.
 - If the Starbucks Helpdesk representative asks for a re-dispatch or your anticipated return date to complete outstanding work do not say things like “I’m not sure” or “I’ll have to get a new work order”. Instead, advise them you will inform Onepath of the additional materials/work required and that a return date will be provided to them through their portal. If the Starbucks Helpdesk representative asks if THEY need to create a new ticket, politely advise them they do NOT have to create a new ticket. The new ticket will be created by Onepath and the return date will show up in their portal when it is scheduled.
 - You must record the name of the helpdesk representative you work with. Record the name below:



i. Rep Name: _____

Clean Up Site



- ☐ 32. Take an after photo as indicated in your Real-time Checklist and upload via the additional images option.
- ☐ 33. Coil any excessive length of the cabling and wrap with a tie-wrap.
- ☐ 34. Clean up wire, plastic, paper or any trash left from install. Dispose of all debris into end-user trash.

Review Installation with End User



- ☐ 35. Review the Project Checklist with the local contact and briefly explain the work you performed.
- ☐ 36. Contact Onepath TAC to log off site.
- ☐ 37. Politely leave with this installation guide (do not leave it onsite).

Appendix A: Example Devices and Cabling Environments

POS terminal



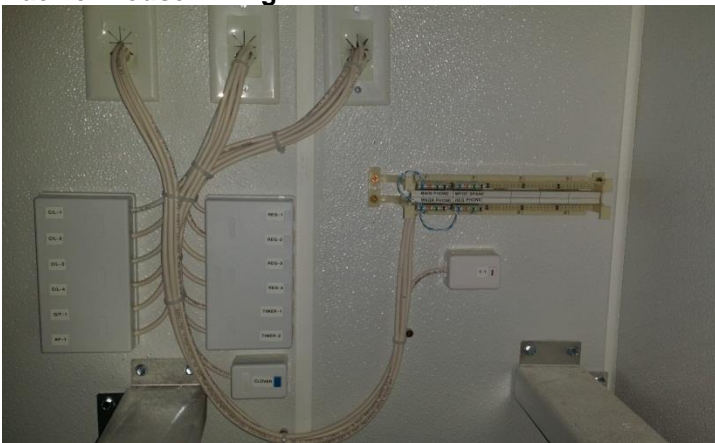
Printer



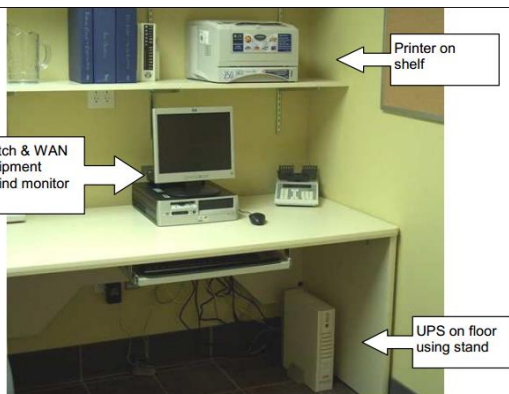
Kitchen Display System (KDS)



Back of House Wiring

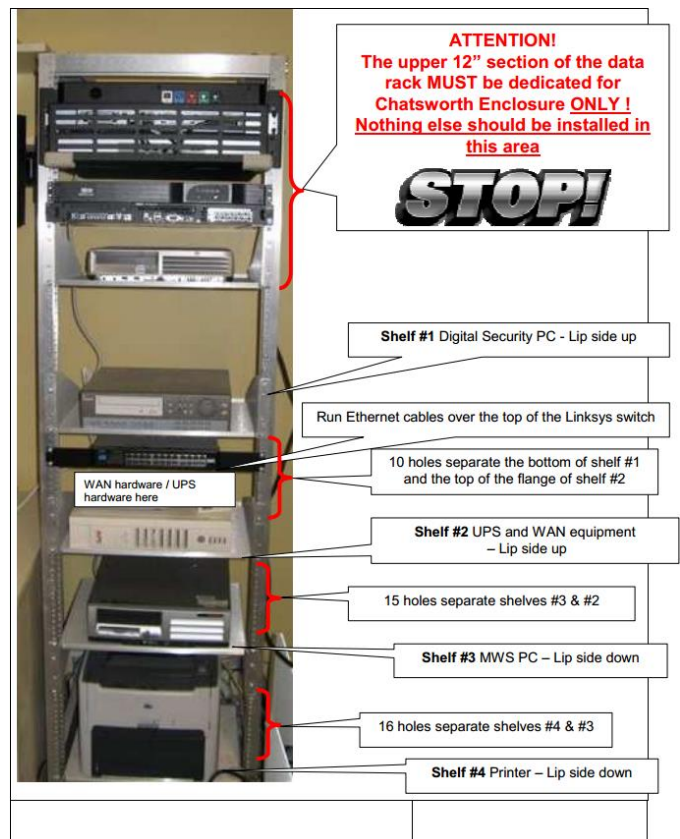


PC



Non-Rack Setup Example

Data Rack



Closure Details

Representative	Group	Closure Code / Hold Time
Ex: Bob Smith	SBUX Helpdesk	BS1115 / 12 min

Milestone	Time
Ex: Time Onsite	10:00
Ex: Time Offsite	11:15
Time Onsite	
Time Offsite	

Time Breakdown	Reason
Example: 10:00-11:00	Arrival onsite, replaced 3ft patch cable at server station #2

Equipment Installed (Make/Model)	Serial Number
Example: Cisco 1941	FTX1254789

Equipment Retrieved	Serial Number	Tracking Number
Example: Cisco 1941	FTX1254789	1275864520100

Materials Used	QTY	FE/Onepath/Customer Provided?
Example: Cat5e UTP	127 ft	FE / Onepath / Customer
Cat5e UTP		FE / Onepath / Customer
RJ-45 jacks		FE / Onepath / Customer
RJ-11 jacks		FE / Onepath / Customer
Other:		FE / Onepath / Customer
Other:		FE / Onepath / Customer
Other:		FE / Onepath / Customer
Other:		FE / Onepath / Customer
Other:		FE / Onepath / Customer