

CONTRACTOR WORK ORDER

Site Information

WORK ORDER # 510845

SITE NAME	HITACHI AUTOMOTIVE SYSTEMS AMERICAS, INC.
STREET ADDRESS	34500 GRAND RIVER AVE
STREET ADDRESS 2	NA
CITY, STATE, ZIP	Farmington,MI,48335
SITE CONTACT NAME	Hai Le
SCHEDULED DATE&TIME	9/28/2021 7:30 PM
SITE SURVEY DATE	Does Not Apply

Circuits

CIRCUIT TYPE	LEC ID#	ID1	ID2	ID4	DEMARC	END USER
NOT GIVEN	340135990			None	1st floor, demarc/phone room, south wall mounted rack. rmu 3, on device FMHLMIGAZG001, Port 4, CID: 340135990/ 443281464	

Equipment & Material (Confirm which are Contractor Provided with your Project Facilitator)

DESCRIPTION	QTY	FEET

Scope of Work

WORK ORDER # 510845

Contractor must contact **Brandon Neven** at **304-724-9714** upon arrival to the site, upon encountering any issues, for circuit testing, and prior to departure from site. This is a Concert Technologies requirement for all work orders. Failure to follow this guideline may result in billing discrepancies.

Scope of Work: Install Managed Router and test out with NOC engineer

LEC ID: 340135990

Circuit Copper

1. Find equipment (should be boxed up) if open notify facilitator and do an inventory check.
2. Find our circuit that is listed in this work packet.
3. Install equipment at customers preferred location. *Call me if extension is required. *
4. Please use the mounting kit provided. (if one is not provided please alert Concert Facilitator ASAP.

5. Join bridge at scheduled testing time: 8:00pm ET

1-800-240-9303, Pass Code: 1755390#

6. Take photos of installed equipment. 1 Wide Angle and 1 Close up. Equipment must be labeled.

7. ***Per Concert Contract we do not extend any circuit past 20 feet***

*If you have any questions about this at all, please contact me prior to our scheduled visit. *

Tools REQUIRED to complete Installation. Network/ Computer SAVVY technician required – This is a requirement!

- Laptop w/ Windows 10 or better *****MUST HAVE Ethernet Port on Laptop*****
- Cisco Console Cable (DB9 and Crossover)
- DB9 to USB Adapter
- Emulator Software (Putty or Tera Term)
- Hot-Spot or wireless access (Not the customers)
- Cat6 Ethernet patch cord for PC connection to equipment
- TeamViewer - Remote Access Computer Software
- Label Maker

Please bring cat6, Butt Sett, patch cords, mod ends, testing equipment, tools or hardware etc. that may be needed to complete the job.

Technicians must conform to the following requirements:

1. Must have and be able to produce a State issued Driver's License while onsite for Concert Technologies
2. Must bring the Concert Technologies Work Order/Package to site
3. Must not bring any contraband, weapons, or illegal items to site
4. Must present and maintain a professional manner while onsite for Concert Technologies
5. If you are being shipped materials/equipment, you will be responsible for it until it's installed on site or sent back to the Concert Warehouse

PLEASE WEAR A FACEMASK

The tech MUST agree to wear industry appropriate, professional attire (no T-shirts, shorts, flip flops, etc.). The tech must not display any equipment or wear any clothing with lewd or derogatory remarks, pictures or scenes.

Tech must also call for any reason that may delay prompt arrival.

Upon arrival to site please call Brandon Neven w/ Concert Technologies to check in, if you have any questions and upon completion to check out of site. Facilitator's Contact number is 304-724-9714, email is bneven@concerttech.com

***Please keep in mind you must be released by Concert Technologies, and technician must have these tools to complete this scope. If technician leaves site for any reason or doesn't have these tools to complete the scope. Technician will not be paid for the dispatch. ***

Brandon Neven
Project Facilitator
Concert Technologies
205 E. King Street
Martinsburg, WV 25401
304-724-9714 (direct)
bneven@concerttech.com

****PLEASE NOTE IF CALLING BEFORE 8AM OR AFTER 8PM MONDAY THRU FRIDAY OR ON SATURDAY OR SUNDAY
PLEASE CALL OUR HELPDESK AT 703-651-9141****

Time and Material Confirmation Guidelines:

- Time and Material Confirmations will be **emailed** to the email address on file as soon as the job is completed.
- **Respond** to the confirmation by selecting “Accept” or “Dispute.”
- Automatic acceptance of the confirmation will be recorded if no response after 3 business days.

COVID-19 Expectations for Contractors and Technicians

At a minimum, technicians are expected to practice the following guidelines when performing work for Concert Technologies.

- Technicians will perform a daily health and wellness self-screen confirming they are symptom-free of COVID-19. In doing so, technicians will not have experienced COVID-19 symptoms (fever, cough, shortness of breath, new loss of taste or smell, fatigue, muscle aches, etc.) in the previous 72 hours and will not have a temperature of 100.4 or greater.
- Technicians will not have:
 - been advised to quarantine by a medical professional or public health official;
 - returned from any international travel or any inter-state travel that requires him/her to quarantine upon return; or
 - had close contact (e.g., within 6 feet for more than 10 minutes) with anyone known to have COVID-19.
- Technicians will wear face coverings when entering and moving around a facility. Technicians do not need to wear a face covering when working alone in a confined area unless it is required by the onsite customer.
- If a technician was previously diagnosed with COVID-19, he/she must not present any remaining symptoms, and it must be a minimum of 21 days since the onset of symptoms or since the last positive test, whichever is later.

In addition to these Concert Technologies guidelines, technicians must follow all customer guidelines and expectations while performing onsite work.