



**TECH SERVICE TODAY LLC**  
 Service: 1-800-973-2022 option 1  
 www.techservicetoday.com

**SERVICE ORDER**

Incident #: 499903

**Client:** Extra Space Storage (Hiram, GA)

**Address:**

5745 Wendy Bagwell Pkwy  
 Hiram, GA 30141

**Schedule Date:** 12/17/2025 **Time:** 11:45 AM

**Must Bring Items:** 6' Ladder, Cat6 Plenum Cable, Laptop, Hotspot, Console Cable, Patch Cables, Jacks, Faceplates, Tester/Toner, Punch Tools, Labeler, Hand Tools Buttset, Hand Held Electric Drill, Zip Ties, Velcro

**Must Bring Documents:** [Site 5127] ESS Asset Inventory [TST TICKET #497077], ESS Network Setup Guide

Technician ID

**\*\*PHOTOS are required on ALL JOBS (to be submitted at Check Out)\*\***

TST recommends capturing installed and/or removed equipment, cable pathways, terminations and/or labels, possible safety issues, test pages, failed hardware components AND part numbers, and anything else that may be useful for work validation or future reference.

Use Form if Provided OR email [Photos@techservicetoday.com](mailto:Photos@techservicetoday.com)

**On-site Procedure:**

<b>Represent:</b> TST	<b># of Techs:</b> 1	<b>Hour Cap:</b> Do not exceed 3 hour(s) without TST approval
<b>Notes:</b> On Arrival and Check-Out (2 calls): #1: Call TST (315-272-4880) - you are working TST 499903. #2: Call ExtraSpace Tech Contact Store Network & Onboarding 801-948-2450- you are working 5127. Any questions, call TST immediately at 315-272-4880.		

**Problem Notes:**

<b>Job Description:</b> Continuation: ESS Onboarding Network Setup	<b>Problem Notes:</b> See Next Page for Problem Notes
<b>Technician Reminder:</b>	
<ul style="list-style-type: none"> <li>- Reach out to TST Service Desk (315) 272-4880 (via call) at ANY POINT throughout the visit, if you have questions or are unsure how to proceed.</li> <li>- Must receive approval from TST Project Manager for any scope changes.</li> <li>- Hour caps: ONLY reach out to TST Service Desk (315) 272-4880 for hour cap approvals. Do not contact ESS for hour cap approvals.</li> <li>- IMPORTANT: Technicians must NEVER, EVER take down ANY EQUIPMENT or devices until explicitly directed to do so by ESS Onboarding Team or TC</li> <li>— This ESPECIALLY applies to:             <ul style="list-style-type: none"> <li>o Gate System Software</li> <li>o PHONES</li> </ul> </li> </ul>	

**Client Acknowledgement Section:**

<b>Technician Name:</b> _____	<b>Date:</b> _____	<b>Time In:</b> _____	<b>Time Out:</b> _____
<b>Client Name:</b> _____	<b>Signature:</b> _____		



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**Problem Notes:**

Technician's MUST understand that if they fail to gather the following documents: Tag & Locate or Asset Management they will be asked to go back to the site at no cost, as this is a requirement that can't be missed on the first visit.

Call the ESS Store Network Team (801) 948-2450 on arrival.

Use your laptop to complete any documents requiring data entry.

- A. HAND WRITTEN SUBMISSIONS ARE NOT ACCEPTED
- B. Verify you have completed and submitted your Asset Inventory prior to leaving site. Failure to submit digital forms WILL result in billing delays or discrepancies.
- C. Form must be completed IN FULL & NO ANSWERS may be blank.
  - 1. Input can be N/A or an explanation of alternate response, when necessary but blank responses are equivalent to incomplete submissions.

Project consists of TWO (2) separate MANDATORY deliverables

- A. \*\*\* TICKET WILL NOT BE BILLABLE UNLESS BOTH OF THE FOLLOWING REQUIREMENTS ARE COMPLETE AND SUBMITTED TO TST \*\*\*
  - 1. ESS Asset Inventory
  - 2. Before and after photos



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**Site Visit Information:**

**Primary Skill Area:** Network/Router

**Service Type:** Project

Complete Applicable Section(s)	Comments	Photo # (send to TST)
<b>Hardware Install/Repair</b>		
Make/model serviced	_____	_____
Serial Number(s)	_____	_____
Location of unit(s)	_____	_____
Condition of unit(s)	_____	_____
Failed Part Number(s)	_____	_____
Additional Info	_____	_____
<b>Cabling Install/Repair</b>		
Type of Cable	_____	_____
Approx Length	_____	_____
Terminations/port(s)	_____	_____
Cable Path/Environment	_____	_____
Additional Info	_____	_____