



Site Name	MADERA, CA #836	Ticket	592200
Site Contact	MOD	Scheduled Date/Time	09/02/20 1:00:00 PM
Site Address	2140 W CLEVELAND AVE STE 112	OSBT Contact	Jessica Brandon
Site Address		Work Order Sent	August 19, 2020 10:10 AM
City	MADERA	Site Phone:	(559) 674-4345
State, Zip	California 93637	Please confirm scheduled date and time within 24 hours of receipt.	

OSBT Ticket #: 592200

OSBT Customer: Windstream Pro Services- Leslie's Poolmart

Customer Reference # PSRR-5724

Technician MUST call the OSBT Call Center @ 713-895-1794 or 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 832-782-6177 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:

Scheduled for: 00/00/0000 00:00 AM

Check in/out with OSBT call center 713-895-1799 or (866) 333-3475 (toll free)

IMPORTANT NOTES:

1. If there are any issues causing delays please report them immediately to OneSource by calling the callcenter at 888-787-8324, ****WE MUST BE INFORMED OF DELAYS AFTER 15 MINUTES*****
2. Note that any out of scope work MUST be approved beforehand by a OneSource Project Coordinator. If the out of scope work is not preapproved it may be non-billable.
3. Do not rent or purchase any material or equipment without approval from a OneSource Project Coordinator. Doing so without approval may result in denial of reimbursement for costs incurred.
 - A. note that the onsite customer and customer phone support are not authorized to give approval, the approval MUST come from OneSource.
4. You must follow the scope and timeline for this work. If anything falls outside of the quoted cost or the expected timeframe onsite it MUST be escalated immediately to OneSource for approval.
5. If there are any safety concerns please escalate immediately to OneSource before proceeding.

***** Note that the onsite customer and customer phone support are not authorized to give approval, the approval MUST come from OneSource*****

****Scope Details****

SOW: Site Survey for new cabling and AP Install

- Validate/Photograph Demarc information—document circuit ID
- Photograph of Backer Board/punch downs

- Document/Photograph Port map for network hardware
- Document Cable type (Cat 3, Cat5, etc.)
- Document/Photograph Network equipment list (Equipment make/model—no serial numbers)
- Document probable Wireless Access Point Mounting location for one Access Point
- Document/Photograph Point of Sale Area
- Document/Photograph phones and type of cable
- * Document/Photograph Managers office
- * Document/Photograph Water Test Area
- Document/Photograph phones and type of cable

*****THE BROADBAND CIRCUIT IS CURRENTLY IINSTALLED WE NEED TO KNOW WHERE IT IS LOCATED*****

Once the site survey is complete the client is looking for the following deliverables back:

1. Photographs and site survey template
2. Proposed rack location (photos labeled)
3. Proposed AP location (photos labeled)

Please see and complete attached survey document

Completed Surveys Must be emailed to Windstream ProServices @osbt.com within 24 hours.

- Working with the local point of contact, gain access to the Customer's telco equipment room.

Verify all services are up and running.

Clean up workspace and dispose of all debris into proper bins.

See manager and obtain signature before leaving site.

Call into OSBT Call Center to Check Out

Collateral:

Labeled Photos

Completed Survey Document

Signed Work Order

Technician must introduce himself as a representative of Windstream Business to end users on site.

*****VERY IMPORTANT*****

IT IS IMPERATIVE THAT YOU MAINTAIN THE HIGHEST LEVEL OF PROFESSIONALISM AND PATIENCE WHILE WORKING WITH WINDSTREAM AND THE END USERS. IF THERE ARE ANY ISSUES ONSITE WITH THE CUSTOMER STOP AND ESCALATE TO YOUR OSBT PC IMMEDIATELY.

Time reported to Windstream NOC as onsite and completion time MUST MATCH time reported to OneSource call center. Windstream will dispute any time discrepancies in 15 min increments. Allocate time to clean up and make final closing calls when reporting completion time to Windstream Standard business hours are 8am to 6pm local time.

Escalation path:

(713) 895-1794 for OSBT Call Center (must call to check in/out on all orders)

(866) 333-3475 for OSBT Call Center (toll free)

Review service order notes of the Windstream work order for CPE, circuit, and demarc information.

Technician should NOT remove any de-installed customer premise equipment from site without authorization from Windstream/OSBT. Customer sends RMA labels direct to site. On CPE replacement orders technician should box up old unit in new box, affix return sticker, and leave with manager on duty.

If customer premise equipment to install/service is not onsite or tech cannot access the site, the technician must immediately escalate to OSBT.

MATERIAL/TOOL LIST:

- Mobile Hotspot
- Digital Camera /High end Smartphone
- Survey Document

Collateral Requirement: Before and post install photos (LABELED), and OSBT sign off sheet All collateral must be submitted within 24 hours of completing the service call

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State Zip	California	93637	Please confirm scheduled date and time within 24 hours of receipt.

**The following must be completed and faxed to 832-782-6199 (US and International)
or 888-482-6199 (US Only) before leaving site.
All additional collateral must be submitted to collateral@osbt.com**

Technician Name:		Travel Time:		Arrival Time:	
Technician Phone:		Miles Driven:		Departure Time:	

Please describe work completed onsite:

***For Emergencies please contact the
OSBT Safety Team at:
1-866-648-3949***

Technician Signature:

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:

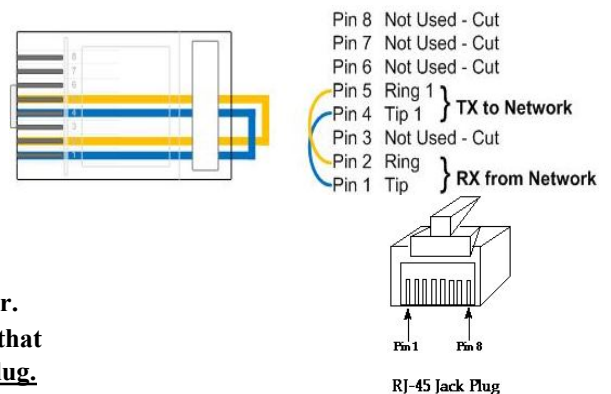
- Any employee (or contractor) working 8+ hours should be allotted a 1-hour lunch break – this is not required and can be used at your discretion with proper communication with your PC/PM.
- Per OSBT's Fit for Duty SP-035-02:
 - Fatigue management is always a requirement whenever working on client sites.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



COVID-19 Safety Measures:

- If you have traveled internationally within the last 28 days, please make us aware of this prior to accepting this assignment
- If anyone living in your home including housemates, family members, or friends have traveled internationally within the last 28 days please make us aware of this prior to accepting this assignment
- If you, or anyone you've come in contact with, has a respiratory illness or a fever greater than 100.4° F please refrain from work and remain home until cleared by a medical doctor
- 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
- Purell and other alcohol-based hand sanitizers are not 100% effective at killing viruses, specifically COVID-19
- Make use of disinfectant wipes on tools, electronics, cell phones and steering wheels.
- It is recommended that all partners do everything they can to limit the touching of their faces.
- Bleach and chlorinated wipes are effective at killing viruses including COVID-19
- Travel with gloves and face masks, in case asked by a customer to wear these items
- 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
- PROPER FACE COVERING - CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - Published by the CDC and reviews:
 - How to Wear/Remove a Cloth Face Covering
 - How to Clean/Sterilize a Cloth Face Covering
 - How to Make a Suitable Cloth Face Covering
- PROPER FACE COVERING – Fabrics Which are Most Effective for DIY Face Masks
 - <https://www.marketwatch.com/story/some-fabrics-are-more-effective-than-others-for-making-diy-face-masks-heres-which-ones-are-best-2020-04-07>
 - Includes a video by the Surgeon General on how to create a cloth face coverings and the most effective fabrics to use.
- 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 will wear 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

