

Closet maintenance agreement

Based on visits to other organization's facilities, there are some things that we as a group can do to better manage the cleanness and orderliness of our closets. Therefore, Cable Plant proposes a policy of maintaining our closet to keep them clean and orderly.

Below is a definition of what Cable Plant will provide. These functions will take place on a monthly basis, managing thirty-six (36) closets a year or three (3) closets every month:

1. General cleaning of floor and walls (up to 7 feet AFF)
2. General cleaning of surface equipment, fan intakes, cover grids, etc.
3. Environmental needs (a/c, lighting, heating, key/lock, etc.)
4. Provide consulting and coordination for disaster recovery issues

Policy for other departments sharing closet space:

It should be agreed that the current pre-existing condition for storage in closet space is not desirable. As a result the following suggestions are made:

1. Additional storage shall not be granted or expanded unless authorized by The Cable Plant Office.
2. Material needed by the different departments must be stored in containers or in a neat order. Anything other than the above will be discarded or services for managing will be charged
 - a. Items such as;
 - i. Patch cords not in use; extension cords not in use; etc.
3. All trash, garbage, waste paper, left over wire trimmings, baluns, extension cords, coffee cups, etc. shall be taken with you when you leave. Any trash related to the other departments after Cable Plant has cleaned the closet shall be evaluated as to ownership and the procedures listed below shall be followed.

Procedure for future issues:

Any problems discovered shall be reported via the following method:

1. If datacom material (including trash) is discovered cluttering closets, email should be sent to
 - a. dc0m; tc-orders; cp-orders
2. If telecom material (including trash) is discovered cluttering closets, email should be sent to
 - a. tc-orders; cp-orders
3. If cable plant materials (including construction trash) resulting from contractors is discovered cluttering closets, email should be sent to
 - a. tc-orders; cp-orders

A work order shall be produced and action taken to rectify the problem as well as provide a record of the work taken and the results. If the work order has not been completed within 2 weeks, Cable Plant shall have the closet cleaned and charge back to the department responsible.