

DISMANTLING SUBSTATION SERVICES. GENERAL DISMANTLING NOTES.

1. GENERAL.

This Instruction covers the general points to be observed in dismantling substation apparatus. Detailed instructions concerning the dismantling of certain special equipment will be found elsewhere.

2. APPARATUS TO BE DISMANTLED.

When dismantling apparatus for either cancellation or removal, all the items constituting the service must be recovered. For example, when cancelling the extension portion of a Plan No. 4 both the extension equipment as well as the unnecessary items at the main shall be recovered.

When cancelling one or more extensions from a P.M.B.X. service, the Technician shall advise the Senior Technician if, in his opinion, a saving in equipment will result from changing the type of service. This may be a smaller switchboard or substitution of a switchboard by an extension switch. The Senior Technician must investigate the circumstances as the subscriber may be contemplating expansion at an early date.

3. CABLES AND WIRES.

Generally, the cost of recovery of one and two pair cables will exceed their recovered value. Because of this, and also of the possibility of re-use, wiring which is in a tidy condition should be left intact, except when the subscriber asks for it to be dismantled. Bared ends of cables shall be safeguarded and neatly arranged.

Larger sizes of cable, cable boxes and terminal blocks which are solely used for the service being dismantled, for example, a floor pattern P.M.B.X., shall be recovered unless there is definite reason to expect them to be re-used for an equivalent service. Distribution cables containing the service being dismantled as well as others shall not be disturbed.

All wiring connected to a direct lead from an underground cable shall be terminated so that it cannot cause a fault on the cable pair. If a terminal block is fitted at the point of entry, this block shall be left intact, and the internal wiring disconnected from the block and the ends neatly turned back. In some cases, a direct lead from underground cables will be terminated direct on to the Terminal Block 20/4 which forms part of the telephone. It will be necessary, therefore, to re-seal the incoming wires in a Terminal Block No. 1.

4. BUILDING CABLES AND RECORDS.

When dismantling services which are wired through an internal distribution cable system, particular attention shall be given to the following -

- (i) All jumpers on frames and distributing boxes shall be moved and the tags left in a clean condition.
- (ii) Wiring connected to tags or terminals of frames, boxes or blocks shall be left connected providing the internal cable pairs are not multipled.

- (iii) All entries on cable books or cards concerning the jumpering of the service being dismantled shall be erased. Where wiring from the final distributing point is left connected (see (ii) above), the relevant entry for the tags on the vertical concerned shall not be erased but shall have a line drawn through it, to show that it is not in use. This will assist in the re-use of the wiring for a subsequent service as it will show the installing Technician just where the wiring terminates. When being re-used, the original crossed out entry will be erased and the new details inserted. In some cases where the destination of the wiring is not clear the entry for the service being cancelled may be erased and substituted by "Spare wire to room"

5. CARE OF DISMANTLED APPARATUS.

All dismantled items of equipment shall be handled carefully both during the dismantling and the subsequent transport to the store or other destination. Labelled cartons should be used. Where it is necessary to leave dismantled equipment at the premises of a subscriber, awaiting collection by transport or for any other reason, every precaution shall be taken to ensure the safety of the equipment. The Technician shall be directly responsible for following up the collection of all packages left at subscribers' premises. In all unusual cases the Senior Technician shall be advised and he will be responsible to see that the equipment is picked up at the earliest opportunity. In some cases, a Technician, when installing a service, may find another telephone from a previous service and he shall endeavour to find the previous subscriber's name and the exchange number of the service, so that, if necessary it may be cancelled, the final account rendered and all records completed.

6. APPARATUS RECOVERED IN A DAMAGED CONDITION.

Where apparatus to be recovered shows damage or excessive depreciation which cannot be attributed to normal usage, the attention of the subscriber should be drawn to its condition, and the Technician should ask the subscriber to make application for the damage to be repaired on Form Tel. 40.

If the subscriber is not available or refuses to sign the Form Tel. 40, the Senior Technician shall be advised and the relevant Telephone Order endorsed briefly to indicate why no Form Tel. 40 has been attached.

When a Form Tel. 40 has been prepared and signed, the Technician shall endorse it with the number of the Telephone Order and the Form S.7 on which the equipment has been returned to store and then attach it to the Telephone Order. The Form S.7 and Telephone Order should both be marked "Urgent - Cost recoverable from subscriber".

The damaged articles shall be kept separate from other equipment being returned and shall have a label (Form SE.578) attached. To assist the officer in the Sifting Room, the label should be clearly marked with a red cross across the face so that it can be extracted from the general stores and arrangements made for the assessment of damage as soon as possible.

7. CONTROL LOCKS.

When dismantling a telephone equipped with a control lock, the keys should be recovered from the subscriber. The Telephone Order will be endorsed showing the number of keys recovered, and, if additional keys are offered, they shall be securely tied to the instrument to prevent loss while being handled.

8. REFUSAL TO PERMIT RECOVERY OF APPARATUS.

Should the occupant of a premises refuse to permit the recovery of equipment, the circumstances shall be reported to the Senior Technician. Such refusals are often made because the incoming occupant has applied to take over the service intact, or, if the service is being disconnected for non-payment of an account, he may have arranged payment subsequent to the issue of the order. If an incoming tenant or owner has applied for a new service and rental has been paid and telephone order issued, it may be possible to provide the new service immediately. Where a new service is required but no application has been lodged, the recovery of the instrument may be deferred for 14 days and the Technician shall pass all details on to the Senior Technician.

9. RECOVERY OF EQUIPMENT IN COUNTRY DISTRICTS.

A country district Technician should avoid expense in special travelling merely to recover cancelled equipment.

As a general rule, equipment on wholly Departmental services should be recovered by the Technician or Lineman when in the locality on other work. To obviate undue delay in recovering apparatus in isolated districts, or townships which are not visited frequently, and a special trip to recover the telephone would involve a considerable expenditure of time and travelling expenses, the Technician should communicate by telephone with the subscriber, on or about the date the service should be disconnected, and suggest that he dismantle the equipment (including disconnecting the wires from the dry cells (if any)) and return it to the Post Office on his next visit to the township. The subscriber should be advised that the wires at the protector or leading-in point, including the earth wire, should be twisted together securely so that the aerial portion of the service is earthed. If the subscriber does not wish to co-operate, or if in the opinion of the Technician there are special circumstances, he should advise the Engineer before he makes a special trip.

On part privately erected services, it is the responsibility of the subscriber to return the equipment to the nearest Post Office and when cancellations of these services are outstanding due to the subscriber not carrying out his part of the work, the facts must be reported to the Engineer.

10. REPORTING CANCELLATION.

When a service is cancelled, the Technician shall advise the Test Desk giving the details from the Telephone Order and he shall obtain a sequence number. In the case of manual exchanges he shall also ring the Traffic Staff to enable them to advise the telephonists. A sequence number must be obtained for this call and it must be entered on the Telephone Order in the space provided.

END.