

GETTING YOUR TELCO ROOM READY

By now, your site survey has completed, and you have reviewed your site requirement documents with your Project Coordinator. Below is general information that you should be aware of so that your order does not get delayed or cancelled.

1. Pay close attention to the due date.
 - a. Many local access vendors will provide you with a due date that should be kept in mind while working on your site requirements.
 - b. The due date is forecasted by the amount and complexity of your site requirements.
2. All questions that you have about your site requirements should first be address with the site visit tech and then your Project Coordinator.
 - a. While your Project Coordinator will always be your go-to person during the installation of your services, the site visit tech is most familiar with your site, as they were the ones who were physically on site.
3. If you find that you need assistance with completing the site requirements, please inform your Project Coordinator so that they can engage additional resources or recommend third party organizations to assist.
 - a. Please keep in mind that if you choose to utilize a third-party vendor, the coordination, payment, discussions and any other interaction will be strictly between the third-party vendor and your team.
4. Your Project Coordinator will check in with you along the way to make sure that the site requirements are progressing.
 - a. Please make sure that you communicate all progress to your Project Coordinator during these conversations so that we can pass on the updates to the local access vendor.

Lastly, and most importantly

5. If there are extraneous delays with the completion of your site requirements, your order could be placed on hold until the site requirements are complete.
 - a. Once the site requirements are complete, your order will be taken off hold, your install intervals will start over and another site visit will take place to confirm that the site requirements have been completed.
 - b. We understand that there are those delays that are unforeseen so please make sure you are communicating with your Project Coordinator.

Once all site requirements have been completed in full, please inform your Project Coordinator so that the local access vendor can log the update and schedule your site for circuit installation.