

Paging Work Order Sign Off



Upon arrival onsite please:

- 1) Check in with the Bailiwick Service Desk. 2) REFER to your SOW to determine if materials were shipped.
- 3) Complete the scope of work from your Technician Field Copy Work Order.
- 4) Check out with the Bailiwick Service Desk. 5) Upload deliverables Bailiwick vendor portal within 24hrs of work completion.

Purchase Requisition #		Site #		City/ State	
Bailiwick Contact	Service Desk: 866-777-3227		Email: servicehomedepot@bailiwick.com		

Site Acceptance

The Home Depot Customer Signature _____ Date _____

Please Print the Home Depot Customer Name _____

Scope Completion verified by (*Home Depot or Cisco Contact Name*) _____

Technician Name #1 (printed) _____ Date _____

Technician #1 Signature and phone # _____ (_____) _____

Technician Name #2 - *if approved* (printed) _____ Date _____

Technician #2 Signature and phone # _____ (_____) _____

Total # Of Techs: _____

Tech #1 Time In: _____ AM/PM (*circle*) Tech #1 Time Out: _____ AM/PM (*circle*)

Tech #2 Time In: _____ AM/PM (*circle*) Tech #2 Time Out: _____ AM/PM (*circle*)

Tech hours on site: _____

Out of Scope time (including site access/delays): _____

Total Travel Time: _____

Total Tech Hours: _____

Description Of Work (be descriptive): _____

Description of Out of Scope/Delays (explain reasons for delays or out of scope work): _____

Description of **ALL** Materials **Used** (VP Provided and Bailiwick): _____

Record your ATR# given to you by Service and the description of **ALL** Materials being **returned** - _____ **ATR#**

IMPORTANT: Refer to your SOW to ensure you take all unused materials back with you for return!

List network connections installed or serviced (if applicable):

Jack ID	Device Type Voice/Data	Network Switch ID	Network Switch Port#

Cable test results certified and saved?: Yes _____ No _____



Upon arrival to site, please fill in this survey PRIOR to calling the Bailiwick Service Desk . Once completed, call Bailiwick Service Desk at 866-777-3227 with findings. Circle one for each question.

*** See Pages 4 thru 8 of the Bailiwick Manual for equipment descriptions ***

- 1.) What kind of amplifier is installed? Bogen, PagePac Plus or Avaya (Lucent)
- 2.) What type of controller is installed? PCM Group, PagePac Plus or None
- 3.) Is there a Call Stacker installed? Yes or No
- 4.) What type of interface is installed? UPAM, UTI or UTI/VAR
- 5.) Is there a WMT1As currently installed? Yes or No
- 6.) What type of Music Source is installed? Prism/Diamond JM, LE2 or CM1
- 7.) Is there a 1-watt amp for the MOH installed? Yes or No
- 8.) What type of speaker cabling is installed? UTP (Cat5 or similar) or 18/2

*** See pages 9 and 11 of the Bailiwick Manual for testing instructions ***

- 1.) Is the BGM (Background Music) working? Yes or No
 Does the BGM mute when a page is being made? Yes or No
 How is the volume of the BGM? Low, Normal or Loud
 How is the quality of the BGM? Good, Static, Muffled, Intermittent or Humming
- 2.) To test the MOH (Music on Hold), utilize a store phone to call your cell phone, and then place the store phone on hold.
 Does MOH work? Yes or No
 How is the volume of the MOH? Low, Normal or Loud
 How is the quality of the MOH? Good, Static, Muffled, Intermittent or Humming
- 3.) Is Override Paging working? Yes or No
 What extension is the Override Paging? 676 or other _____
 How is the volume of the Override Paging? Low, Normal or Loud
 How is the sound quality of the Override Paging? Good, Static, Muffled, Intermittent or Humming
- 4.) Is the Delayed Paging working? Yes, No or Not Applicable (No Call Stacker)
 What extension is the Delayed Page? 7 or other _____ Zone Code _____
 How is the volume of the Delayed Paging? Low, Normal or Loud
 How is the sound quality of the Delayed Page? Good, Static, Muffled, Intermittent or Humming
- 5.) Is the Night Bell Working? Yes or No
 What is the Night Bell extension? 304 or other _____
 How is the volume of the Night Bell? Low, Normal or Loud

REMINDER: contact Bailiwick Service Desk at 866-777-3227 with findings before being given further instructions. DO NOT INSTALL any new equipment unless instructed by Bailiwick L2 Support.

Required Materials:

- Small 70V paging horn with adjustable tap settings for testing paging systems
- Cell phone with charger, phone must work in the store
- Digital camera with extra batteries
- Standard communications trade tools
- Cordless drill with fully charged battery along with Philips/flat head bits
- Punch tool with 66 and 110 blades
- Mod Crimp tool(s) capable of terminating RJ11, RJ12 & RJ45 mod ends
- Modular Connectors RJ11 (4 pin) RJ12 (6 pin) & RJ45 (8 pin) min 6 of each
- Butt Set with breakout (banjo) clip
- Toner and inductive amplifier (Wand)
- Volt Ohm Meter
- Small flat head screw driver



Deliverables Information:

All work order deliverables (digital pictures, test results, sign off forms, etc.) must be received by Bailiwick within 24 hrs. upon the completion of this work order. Deliverables must be submitted via the Vendor Partner Portal at <https://upload.bailiwick.com> unless specifically instructed otherwise by the Bailiwick Project Contact. The Site # and PO # from this work order are required to access the Portal. Below is a description of each photo that is required of the Paging System. Each photo **must** be taken, labeled as they are listed below and submitted to Bailiwick for approval upon the completion of work performed. Deliverables must be complete and accurate and are required before the invoice for this site will be paid.

Please initial next to the photo after it has been taken.

- | | <u>Initials</u> |
|---|------------------------|
| 1.) Photo of the Paging Equipment on the wall (from afar) | _____ |
| 2.) Photo of the Paging Equipment in the data racks (if any) | _____ |
| 3.) Photo of attenuator's | _____ |
| 4.) Photo of the speaker cable blocks | _____ |
| 5.) Close up of the Amplifier | _____ |
| 6.) Close up of the PCM Group | _____ |
| 7.) Close up of the UPAM or UTI | _____ |
| 8.) Photo of the Call Stacker (if present) | _____ |
| 9.) Photo of the Muzak equipment (front) | _____ |
| 10.) Photo of the Muzak equipment (back) | _____ |
| 11.) Photo of the WMT1As (if installed) | _____ |
| 12.) Photo of the 1-Watt Amplifier for the MOH (if installed) | _____ |

**Everyone here at Bailiwick thanks you for your hard work and effort to complete this work order.
If you have any questions, feel free to contact the Service Desk.**