



Erik Hopkins &lt;erik.hopkins@empowerdigital.com&gt;

**161929764 10/05/2022 8:00 AM-8:00 AM Portland Public Schools (Hayhurst**

1 message

TEZELL@granitenet.com &lt;TEZELL@granitenet.com&gt;

Tue, Sep 27, 2022 at 1:13 PM

To: erik.hopkins@empowerdigital.com

Cc: TEZELL@granitenet.com, tezell@granitenet.com

**Designated Partner Priority: P3****Granite Ticket # : 161929764**

THE ATTACHED FORMS AND ALL PICTURES MUST BE FAXED BACK TO N/A OR EMAILED TO N/A WITHIN 24 HOURS OF COMPLETING THE SERVICE ORDER.

\*\*\*\*\*FAILURE TO DO SO MAY RESULT IN NON-PAYMENT\*\*\*\*\*

Please acknowledge receipt of this work order by providing: Assigned tech's name and contact number, tech's estimated time of arrival.

REQUIRED: Call Granite Contacts to LOG IN (upon arrival), LOG OUT (before leaving site), and to provide any updates during the dispatch.

**Granite Primary Contact: N/A****Granite Primary Contact Number: N/A****Granite Secondary Contact: TYLER EZELL****Granite Secondary Contact Number: 617-837-5500****You may also LOG IN via SMS/MMS TEXT @: 617-744-4790***(standard text message rates may apply)***Dispatch Date: 10/05/2022****Access Hours: 8:00 AM-8:00 AM****Customer Name: Portland Public Schools (Hayhurst****Customer Address:****5037 SW IOWA ST,  
PORTLAND, OR 97221****On Site Contact: Kurt Franzen****On Site Contact Number: 503-916-3996****Scope of Work:** 1. Upon arrival, check in with the EPIK Technical Coordination Team at (929) 229-2436; Access Code: 595-816-994#

2. Open laptop &amp; complete survey deliverables form via link below:

a. <https://app.smartsheet.com/b/form/40bc4abe49174bb7bb7a4e53895f21ff>

3. Locate the following Granite-provided Equipment:

i. Epik Edge Part Number: (GRT-G3-4S20 – 3rd Gen 4 Port or GRT-G3-8S20 – 3rd Gen 8 Port)

ii. Other Part #s:

1. M1-50R (66 Block)

2. 25-3-PC-10-GY (Amphenol Cable)

iii. 304422 (External antenna) (if shipped, delete if not shipped to site)

iv. LMR-400-50-NMSM (Low loss cable for antenna) (if shipped, delete if not shipped to site)

4. Install EPIK Edge based upon site survey results

5. Call into EPIK Activations Team @ 833-719-8378 option 5 prior to completing cutover

a. Work with EPIK Activations Team to cross connect and test numbers on SOW

b. If pre-existing wiring is in use, do NOT disconnect existing equipment without first checking in with the EPIK Activations Team

- c. Complete Inbound and Outbound testing for each device: phones, fax, fire, burglar, etc
- d. Troubleshoot if required and as requested by Activations Team

6. Call EPIK Technical Coordination Team to check out & upload deliverables to the SmartSheet link below:

a. <https://app.smartsheet.com/b/form/40bc4abe49174bb7bb7a4e53895f21ff>

**TNs to be Wired:** "5039162000

5039162348

5039166301

2 Fires and 1 Red Phone"

New DID's

**Additional Instructions:** New DID's can be any available 503 area code number that is a local call from 503-916-XXXX

**Special Materials/Tools Required:** Laptop with ability to create hotspot, Smartphone, Punch Tool Punch Tool (66 & 110) Electrician Scissors, Step Ladder, Flashlight and/or Headlamp Toner and Wand, RJ11/RJ45 Crimper, Ethernet Cable Tester, Masonry Bits (if mounting backboard), Impact Drill (if mounting backboard), Pencil and/or Marker, Level, Philips Driver Bits and Screwdriver Cordless Drill, Analog phone/test-set, Needle-Nose Pliers, Label-Maker, All-Purpose Screws (drywall, masonry, wood), Cable-Ties and Mountings, Cat3 or Cat5 cable (for analog devices), Cat6 Ethernet Cable (for data connections), Cross-Connect Wire, Gel-Crimp Connectors, Label-Tape, RJ11 & Cat6 Ethernet Keystone Jacks, RJ11 & RJ45 Modular Plugs, Lineman's Telephony Handset/butt-set

\*\*\*\* Tech must notify Granite Contact (as provided in Work Order above) upon arrival to site, and must call Granite Contact BEFORE leaving site with closeouts and for testing. Failure to do so will result in non-payment \*\*\*\*

\*\*\*\* Please fax the Job Sign Out/Customer Verification form and all photographs of completed work to **N/A** or email to **N/A** \*\*\*\*

\*\*\*\*\* ALL GRANITE JOBS ARE APPROVED FOR ONLY 1 TECHNICIAN, ANY PARTNER THAT SENDS OUT MORE THAN 1 TECHNICIAN W/O PRIOR APPROVAL WILL RESULT IN DISPUTE FOR PAYMENT OF 2ND TECHNICIAN \*\*\*\*\*

\*\*\*\*Tech must represent themselves as a Granite Technician to the customer. \*\*\*\*

Department Hours: Monday-Friday 8am-7pm and Saturday 8am-4pm

#### Granite Authorized Technician Badge Page

	Your Granite Technician is: <b>TECH NAME</b>
	<i>Affiliated with Granite Telecommunications</i>
Granite Partner/Customer FeedBack Line#:	1-877-745-5183
Granite Website:	<a href="http://www.granitenet.com">www.granitenet.com</a>
• Granite Telecommunications 2022•	

#### Partner Code of Conduct

1. Technician going on site; not just the supervisor must review scope of work from Granite in advance of arriving on site.
2. Technician must represent himself as a Granite tech, have a granite ID, and wear long pants and a collared shirt (polo OK). Jeans are acceptable as long as they are tidy looking
3. Technician must treat the customer and those around your work environment with dignity and respect.
4. Technician must be prepared to complete service call without having to return to vehicle
5. Technician must report back to Granite estimated length of time for the service call

6. Technician must be awake, alert and ready to complete scope of work.
7. Technician must report any scope of work deviations to Granite for approval before proceeding.
8. Technician must explain to site contact what work they completed and the materials used.
9. Cable test results utilizing a level 3 certified cable tester are required for cat5e and above.
10. Technician must consider safety precautions for customer + themselves
11. Technician must report back to Granite before leaving site.
12. Technician must use a label making devise not a sharpie or pen
13. Technician must take clear close up photos of labeling and cabling
14. Technician is not to solicit additional work from customer.
15. Required deliverables including certified test results, as built diagrams and signed documents are to be returned to Granite the day the work completes.



**Granite \_JOB SIGN OUT.xlsx**

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