



Erik Hopkins <erik.hopkins@empowerdigital.com>

162414261 01/27/2023 8:00 AM-8:00 AM Portland Public School (Maplewood Elementary)

1 message

WGARNER@granitenet.com <WGARNER@granitenet.com>

Mon, Jan 23, 2023 at 10:54 AM

To: erik.hopkins@empowerdigital.com

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

Designated Partner Priority: P3**Granite Ticket # : 162414261**

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.

****YOU MAY ALSO LOG IN AND OUT BY CLICKING THE BELOW LINKS****[Login Link](#)[Logout Link](#)**Granite Primary Contact: N/A****Granite Primary Contact Number: N/A****Granite Secondary Contact: WILL GARNER****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: 01/27/2023****Access Hours: 8:00 AM-8:00 AM****Customer Name: Portland Public School (Maplewood Elementary)****Customer Address:**7452 SW 52nd Ave,
Portland, OR 97219**On Site Contact: Kurt Franzen****On Site Contact Number: 503-916-3996****Scope of Work: 1) TECH MUST CALL LCON, 30 MINUTES BEFORE ARRIVAL.**

2) Upon arrival, departure, and for questions during the survey, check in with the EPIK Technical Coordination (TC) Team at:

a) Bridge: +1 929-229-2436

b) Access Code: 595816994#

3) Complete survey for analog to LTE conversion using the "Granite-EpiK Conversion Survey Form" (hard copy) & upload deliverables to link below:

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

4) Be sure to include details below:

- a) Telephone Numbers (TNs) on site and function (Fire, Security, Elevator, Fax, Voice, Intercom, Gate, etc)
- b) Include a photo of tags lines onsite
- c) Presence of customer network (broadband modem, routers, etc)
- i) Distance between proposed EPIK install location to network switch with port availability
- ii) Port # if customer provides specific port to plug into
- d) Location of MPOE or DMARC

e) LTE coverage & speed test – Verizon preferred with TMobile as secondary – EPIK should always be installed in the best location with LTE coverage (Not always the DMARC or MPOE)

i) Detail location of the proposed location EPIK will be installed

ii) If Speedtest results are below 20mb download, survey for a sufficient location to install a Remote Antenna within 100ft of the proposed Epik installation location and complete the table on the survey form. Interior locations are preferred

f) Backboard Space (2x2 required), AC Power Availability (Outlet, PDU, UPS).

i) If no AC power within 5 ft of proposed install location, denote the length to nearest electrical outlet

g) If no room on existing Backboard, note proposed location for EPIK device installation and distance to current Cross Connect field for EPIK and cabling connections

5) Identify location and Make/Model of existing Modem, Firewall, Fire Alarm Panel, Security Alarm Panel, Elevators, and record the monitoring company contact information

6) Complete survey for analog to LTE conversion using the “Granite-Epik Survey Form” & upload deliverables to link below:

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

7) Before departure check out with the EPIK Technical Coordination (TC) Team to review deliverables at:

a) Bridge: +1 929-229-2436

b) Access Code: 595816994#

TNs to be Wired: 2 Fire

1 Red phone

1 Elevator

Special Materials/Tools Required: Laptop with ability to create hotspot, Smart Phone, Tone Generator and Wand, Punch Tool (66 & 110) Electrician Scissors, Step Ladder, Flashlight and/or Headlamp, RJ11&RJ45 Crimper, Ethernet Cable Tester, Masonry Bits, Impact Drill, Pencil and/or Marker, Level, Philips Driver Bits and Screwdriver Cordless Drill, Needle-Nose Pliers, Label-Maker, All-Purpose Screws (drywall, masonry, wood), Cable-Ties and Mountings, Cat3 or Better Cable (for analog devices), Cat6 Ethernet Cable (for data connections), Cross-Connect Wire, Gel-Crimp Connecters, Label-Tape, RJ11 & Cat6 Ethernet Keystone Jacks, RJ11 & RJ45 Modular Plugs, Lineman’s Telephony Handset/Butt-Set

Granite-Epik Conversion Survey Form V5.docx;

**** 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: TECH NAME
	<i>Affiliated with</i>

	<i>Granite Telecommunications</i>
Granite Partner/Customer FeedBack Line#:	1-877-745-5183
Granite Website:	www.granitenet.com
• Granite Telecommunications 2023•	

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.

2 attachments



Granite _JOB SIGN OUT.xlsx
31K



Granite-Epik Conversion Survey Form V5.docx
184K