



**Division 10** **Logistics and Supply**

**Chapter 06 – Telephone Installation**

January 2009

**POLICY**

This General Order shall ensure that telephone installations, relocations, and removals are coordinated through the Fire/EMS Operations Center.

- Name and telephone number of contact person
- Specific location for installation of new equipment
- Detailed justification for why the new equipment is necessary

**DEFINITIONS**

N/A

**Approval**

Once the Fire/EMS Operations Center has received a telephone request:

**PROCEDURES**

**1. General Provisions**

**Fire/EMS Station**

All Fire/EMS stations will be approved for three telephone lines, per facility. No facsimile lines will be installed in any Fire/EMS station.

- The Fire/EMS Operations Center will complete a Prince George's Telephone Request, Form 1047
- Upon completion, the Form 1047 shall be forwarded to the Manager at Logistics and Supply for funding approval
- Once funding has been approved, the telephone request will be forwarded to OITC/ Communications Division

**Fire/EMS Office**

All offices will be charged for any work other than routine maintenance.

**Installation Time**

Installation time is determined by how many jobs are ahead of your request.

**2. Repair/Work Requests**

All Fire/EMS offices must request additional telephone service, lines and/or equipment in writing or by email through the Fire/EMS Operations Center. This request will be made by the office manager or his/her designee.

**REFERENCES**

N/A

The following information shall be included on the request:

**FORMS/ATTACHMENTS**

Prince George's County Telephone Request (Form 1047)

- Office name and address where is to be performed

# PRINCE GEORGE'S COUNTY TELEPHONE REQUEST

***Please complete this form in full.***

TO: **OITC/Communications Division**  
**7911 Anchor Street**  
**Landover, Maryland 20785**

FROM: (INCLUDE PRESENT ADDRESS)

New Address:

Directory Listing Information:

Name, location & telephone no. of persons to contact:

Description of Work:

  
  
  
  
  
  
  
  
  
  
  

Justification:

<b>MANDATORY:</b>		
Funds are available for this work order under:		
FUND	ACCOUNT	CENTER
<u>Billing address should be:</u>		
<u>Billing contact name and telephone number:</u>		
<u>Circle type of line requested:</u>		
POTS Line		
CENTREX Line		

The articles or services requested are necessary to properly conduct the activities of this agency and have been provided for in the budget.

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Signature of record Date

**FOR USE BY COMMUNICATIONS OFFICE**

Work Order No.	Due Date	Date Issued	Request returned for the following reason(s):
			<input type="checkbox"/>

REMARKS

DATE COMPLETED	<u>Distribution:</u> Communications: Three Copies Department: One Copy	SIGNATURE:
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