



# SIERRA TELEPHONE

## REQUIREMENTS FOR NEW TELEPHONE INSTALLATION

### ENGINEERING:

It may be necessary for a telephone company Engineer to field check the building site. The following information will be required prior to the Engineer's visit:

1. A valid street address, and APN or subdivision lot number or mobile park space number.
2. Directions to the building site.
3. Street number, name or lot number posted at the site.
4. "Can be reached" telephone number.

### OPEN TRENCH:

Where applicable a sketch will be provided by the Engineering Department with instructions for burying the service drop wire. (May be discussed in field with customer.)

1. A trench 24" minimum in depth is required. Responsibility for opening the trench will be determined by the engineer and the customer.
2. Dial 811 or call 800-227-2600 for a cable location at least two working days prior to trench excavation.
3. Call 559-642-0250 for Service drop wire to be delivered. Service drop wire will be delivered and trench inspected within 24 hours of notification. If notification is received after 4:00 PM the wire will be delivered on the 2nd working day after notification.
4. Trench must be backfilled prior to installation date.
5. Customer will assume all liability for any trench they excavate on their property. Sierra Telephone will be responsible for all work performed by its crews on the customer's premises.
6. If placing conduit, please contact Sierra Telephone Engineering Department at 559-683-5410 for size specifications prior to placing.

### PREWIRE:

A building under construction will be scheduled for prewire if the telephone company is notified before the walls are closed. You will be responsible for extending all inside wire from the network interface device to the individual jack outlets within the structure. You will retain ownership of all wire and telephone jacks inside the structure. Sierra Telephone's responsibility stops at and includes the network interface device, also known as a subscriber interface device.

1. There will be a charge for time and materials for each outlet wired (minimum charge is applicable). Any charges will be billed on customer's telephone bill or will be invoiced.
2. Indicate the total number of outlets required.
3. It is imperative that plaster rings or outlet boxes be mounted on studs where outlets are desired. (Plaster rings may be purchased at most hardware stores.)
4. Conduit is required for prewire of all businesses, and for adobe, brick and log buildings.

### INSTALLATION:

Advise Sierra Telephone 10 to 14 working days prior to your estimated installation date. Installation will be scheduled when the following have been completed:

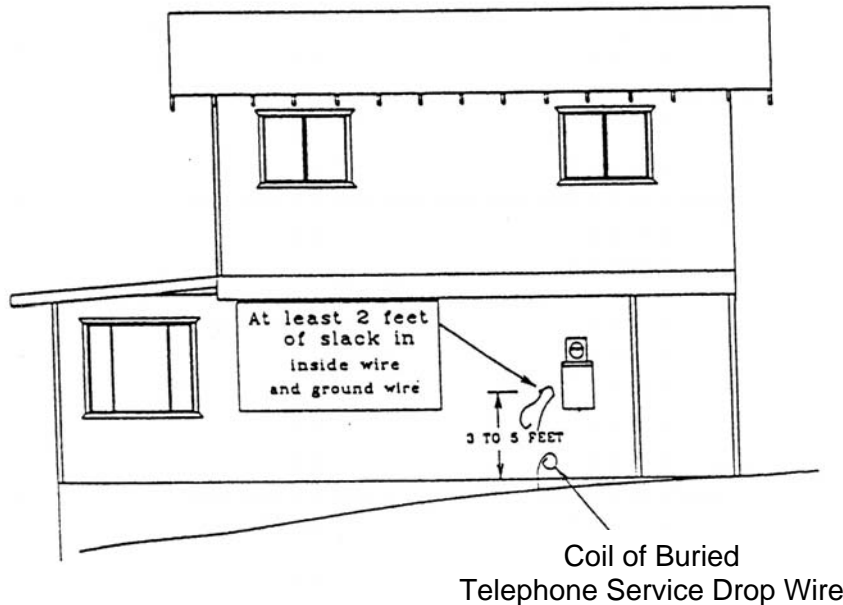
1. **A valid street address is furnished.**
2. Service drop wire is buried and/or Sierra Telephone's portion of construction is completed.
3. **Application for service is completed and fees are paid.**
4. Construction of building should be completed.

**NOTE:** Customer installed wiring must be connected to the Network Interface by customer.

## PROCEDURE FOR CUSTOMER OR CONTRACTOR'S INSTALLATION OF TELEPHONE WIRING

Telephone inside wire and ground wire should be brought to the same termination point as the buried telephone drop wire. The telephone inside wire and ground wire should be three to five feet above ground level with at least two feet of slack.

The telephone ground wire shall be connected to a ground electrode that is approved by the National Electrical Code Article 250. The ground wire shall be copper and 6 AWG OR LARGER.



Telephone Inside Wire & Ground Wire Placement: (Protector/Interface will be placed by Sierra Telephone at location of drop wire).

### INFORMATION REGARDING GROUNDING

Customers are required to provide a National Electric Code (NEC) - approved ground at the point of the telephone service termination at the building.

If water or power connections **are not present** at the building site, an 8-foot ground rod is required.

**Mobile Home:** Mobile home frame will be used as ground if power connection present. If no power connection, a ground rod is required.

Ground rod specifications and installation procedures are as follows:

- Rod must be 8 feet long -- galvanized iron or copper
  - Rod must be located within 10 feet of the service termination point
  - Rod must be placed into the ground to a depth of seven feet six inches
- Rods and clamps are available at local electrical supply houses