

TELEPHONE MAINTENANCE RADIO
ADMINISTRATION OF STATION RECORDS

1. GENERAL

- 1.01 This Section provides guidelines for maintaining station records required by the Federal Communication Commission (FCC) and Southwestern Bell Telephone Co. for the Telephone Maintenance Radio System (TMRS).
- 1.02 This Section is issued to standardize the method for maintaining the TMRS station records at the base station (transmitter), control point and alarm center.
- 1.03 Station records shall be maintained in a standard log binder (Form CU-530).
- 1.04 The Bell System Radio Log Holder No. B-AT7679 is recommended as a holder for Form CU-530.
- 1.05 The outside of the binder should be clearly marked with the station call sign and TMRS.

2. BASE STATION LOG

- 2.01 The following format is recommended for maintaining station records at the base station (transmitter) location.
- (a) Index - Explanation of contents associated with each tab.
 - (b) Tab 1 - Licensed Operator's Register (E5182).
 - (c) Tab 2 - Key Sheet of Abbreviations (Section 400-100-001).
 - (d) Tab 3 - Location and Telephone Number of 24 hour alarm center (required if tower is lit), location of FCC Rules and Regulations.
 - (e) Tab 4 - Antenna Structure Lighting Log (E5176).
 - (f) Tab 5 - Transmitter Technical Log (E3744A). Each transmitter shall be filed under separate alpha tabs.
 - (g) Tab 6 - General Information.

3. CONTROL POINT LOG

- 3.01 The following format is recommended for maintaining station records at the Control Point location.
- (a) Index - Explanation of contents associated with each tab.
 - (b) Tab 1 - Location and telephone number of 24 hour alarm center (required if tower is lit), location of FCC Rules and Regulations.
 - (c) Tab 2 - Current list of users associated with the station. If this is control point for more than one station, then list of users shall be filed under separate alpha tabs for each station.

NOTICE

Not for use or disclosure outside the
Bell System except under written agreement.

- (d) Current list of control operators responsible for overall supervision and control of the system.
- (e) Tab 4 - Current list of dispatch points or operating positions associated with the station along with a copy of the system layout card or word document showing all dispatch and control circuits. If this is control point for more than one station, then this information shall be filed under separate alpha tabs for each station.
- (f) Tab 5 - General Information.

4. ALARM CENTER LOG

4.01 The following format is recommended for maintaining station records at the alarm center (required if tower is lit).

- (a) Index - Explanation of contents associated with each tab.
- (b) Tab 1 - Key Sheet of Abbreviations (Section 400-100-001).
- (c) Tab 2 - Location of FCC Rules and Regulations.
- (d) Tab 3 - Antenna Structure Lighting Log (E5176). The logs shall be filed under separate alpha tabs for each station.
- (e) Tab 4 - Alarm Indication Log (E3870).
- (f) Tab 5 - General Information.

4.02 Section 400-100-003 describes alarm center responsibilities for handling tower light alarms.

5. REQUIRED FCC RULES AND BSP'S

5.01 A current copy (including amendments) of Parts 17 and 90 of the FCC Rules and Regulations and all applicable Bell System Practices in Division 400 shall be maintained at all Facility Work Group (FWG) locations and alarm centers.