

BUILDING SERVICE SUPPLIES

1. GENERAL

1.01 This section describes the Southwestern Bell Telephone (SWBT) standards required for house service products. High quality products which are safe to use in the telephone environment are necessary for house service in SWBT buildings.

1.02 This section replaces Section 770-120-021. Whenever this section is reissued, the reason for reissue will be listed in this paragraph.

1.03 When building service products are furnished by the contractor as part of the house service contract, ensure that all products are high quality, safe for the employee's health, and safe to use in the telephone environment.

1.04 Any building service products that are not provided by the contractor as part of the contract should be ordered from the Procurement department as outlined in Section 2, Building Service Supplies Ordering Procedures.

2. BUILDING SERVICE SUPPLIES ORDERING PROCEDURES

2.01 The Corporate Purchasing Organization (CPO) is responsible for performing the purchasing functions on a centralized basis for Southwestern Bell Telephone Company.

2.02 Building service supplies which are used in large volume are stocked by the Corporate Purchasing Organization. A list of these products can be found under the House Service section of the latest Supplies and Telecommunications Products Catalog. The items in this catalog can be ordered through normal Touch-Tone ordering procedures outlined in the catalog.

2.03 Building service supplies which are not listed in the Supplies and Telecommunications Products Catalog should be ordered using Form SW-6528. Ordering instructions and a sample of Form SW-6528 are shown in the Corporate Purchasing Catalog. Questions concerning the ordering procedures should be referred to the Local Purchasing Office (LPO).

NOTICE

Not for use or disclosure outside Southwestern Bell Telephone Company except under written agreement.