

## BUILDING SERVICE

### DEFINITION AND SCOPE

#### 1. GENERAL

**1.01** Division 770 of the Bell System Practices covers building operations. The 770 Series is divided into four layers: Indexes and Equipment Test Lists (770-0), Building Service (770-1), Building Maintenance (770-2), and Building Fire Protection (770-3).

**1.02** When this section is reissued, the reason for reissue will be given in this paragraph.

**1.03** "Building Service" is the term applied to various phases of maintaining a high level of appearance of all quarters throughout the Bell System.

**1.04** This layer (770-1) covering Building Service has been revised, updated, and rearranged with new sections being added, old sections consolidated with one another as appropriate, and a new numbering scheme applied throughout the layer. See 2.01 of this section for a complete cross-reference of the old numbering scheme against the new.

**1.05** The Building Service layer has been rewritten to further develop a standard of uniformity in the total cleaning process throughout the Bell System. Constantly changing materials and equipment used in building service maintenance demands current orientation of methods and products.

**1.06** Building service objectives in the Bell System are synonymous with objectives pertaining to telephone service itself. The objectives are as follows:

- (a) **Appearance:** To provide an acceptable level of appearance of buildings, inside and outside, at the most reasonable cost.
- (b) **Safety:** No job is so important that we cannot take time to do our work safely.

(c) **Health:** All Company personnel must be cognizant of any conditions that could, in any way, be detrimental to the health of any employee.

(d) **Training:** Meeting the objectives of building service makes training in this phase of our business as important as any other phase. Quality job performance in building service work begins with employees who have been well trained in their responsibilities.

**1.07** For the convenience of ready reference, it is recommended that supervisors responsible for building service obtain copies of the 770 Series Bell System Practices for personal use and maintain them in a separate binder. A new style binder, suitable for this purpose, is available with rings mounted on the back cover that are round on one side for smooth page flipping and flat on the other to keep pages neatly stacked. This binder is listed in the Bell System Standards as follows: Binder, Ring, 4182, White with Bell Stripes, 1"—3 ring, LB1004.

**1.08** Further information regarding building operations are given in the "Administrative Guide for Building Operations". This publication may be ordered from Western Electric Co., Inc, Indiana Publications Center, P. O. Box 26205, Indianapolis, Indiana 46226.

#### 2. CROSS-REFERENCE OF NEW AND OLD NUMBERING SYSTEMS FOR THE 770-1 LAYER

**2.01** The following table gives a cross-reference of formerly used numbers and titles and the new numbering scheme introduced with this revision to the Building Service 770-1 layer of the 770 Division.

**SECTION 770-120-000**

NEW NUMBER	TITLE	OLD NUMBER	TITLE
770-120	ADMINISTRATION		
770-120-000	Building Service, Definition and Scope	None	
770-120-002	Building Service Work, Forecasting Force and Scheduling	770-120-002	Building Service Work, Forecasting Force and Scheduling
770-120-020	Table of Building Cleaning Procedures and Materials	770-120-300	Table of Building Cleaning Procedures and Materials
770-120-021	Building Service Supplies — Bell System Standards — Descriptions	None	
770-120-030	Building Service Supplies, Requirements and Storing	770-120-001	Building Service Supplies, Ordering and Stocking
770-120-040	Building Service Safety	None	
770-120-050	Building Security — Considerations in the Conduct of Building Service Operations	None	
770-120-060	Performing Building Service Work in Equipment Rooms	None	
770-120-070	House Service Inspection	770-180-301	House Service Inspection
770-120-080	Display of the United States Flag and of the Bell System Flag or Pennant	770-120-302	Display of the United States Flag and of the Bell System Flag or Pennant
770-130	OPERATIONS		
770-130-010	Dusting (Floor Reach)	770-140-301 770-140-302	Dusting, Laundered Type Treated Cloth Method (Floor Reach) Dusting, Disposable Type Treated Cloth Method (Floor Reach)
770-130-020	Maintenance of Carpeting	770-170-310	Selection and Maintenance of Carpeting
770-130-050	Floor Sweeping	770-130-301 770-130-302 770-130-303	Sweeping General Sweeping, Dustless, Laundered Type Treated Cloth Method Sweeping, Dustless, Disposable Type Treated Cloth Method
770-130-055	Floor Mopping and Scrubbing	770-150-302	Floor Mopping and Scrubbing
770-130-060	Resilient Floors — Finishes — Care	770-150-300 770-150-304	Cleaning and Protecting Resilient Floor Coverings Application of Anti-Slip Floor Finish
770-130-070	Floor Waxing	770-150-305	Floor Waxing
770-130-080	Cleaning Hard Floors	770-150-310	Cleaning Hard Floors
770-130-085	Floor Guard Stripping — Use and Installation	None	
770-130-100	Measurement of Slip Resistance of Resilient Floors, Principles and Evaluation	770-150-301	Measurement of Slip Resistance of Resilient Floors, Principles and Evaluation
770-130-150	Concrete Floors — Maintenance	770-150-311 770-265-301	Cleaning Garage Floors Hardening and Dustproofing Concrete Floors
770-130-200	Restroom Maintenance	770-170-301 770-170-307	Dilution of Liquid Toilet Soap and Cleaning of Soap Valves Care of Washrooms
770-130-250	Maintenance of Office Furniture	770-170-302	Cleaning and Polishing Wood and Metal Furniture
770-130-260	Maintenance of Interior and Exterior Metals	770-170-305	Maintenance of Interior and Exterior Metals
770-130-270	Wall and Ceiling Washing	770-160-301 770-160-302	Wall Washing — Painted Wall Washing — Marble and Tile
770-130-300	Trash Disposal	None	
770-140	SPECIALIZED BUILDING SERVICE MAINTENANCE		
770-140-010	Floor Maintenance in ESS Areas	770-170-309	Floor Maintenance in ESS Areas
770-140-050	Telephone Booth Cleaning	770-170-308	Telephone Booth Cleaning
770-140-060	Building Service in Electronic Data Processing Centers	770-170-306	House Service Operations in Electronic Data Processing Centers
770-140-110	Fluorescent Lamps, Handling and Disposal	770-120-301	Fluorescent Lamps
770-140-130	Cleaning Water Bottles (Carafes) Vacuum Type	770-170-304	Cleaning Water Bottles (Carafes) Vacuum Type
770-140-140	Insect Extermination	770-170-320	Insect Extermination