

# SUNY New Paltz Telecommunications Repair Order

## Hab 35/845-257-3001

Name: \_\_\_\_\_ Extension: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Explanation of problem: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>FOR USE BY TELECOMMUNICATIONS ONLY</b>					
<b>Administrative Information:</b>					
Date: _____					
Work Order #: _____					
Completed by: _____					
Date Completed: _____					
<b>Cable Records info</b>					
<b>OLD</b>					
Extension: _____					
Node: _____		Dir: _____	Type: _____	Fdr: _____	Cat: _____
Equ: _____		Pair: _____	Hse: _____	Hpr: _____	
Jack: _____		Bldg: _____	Floor: _____	Room: _____	
<b>NEW</b>					
Extension: _____					
Node: _____		Dir: _____	Type: _____	Fdr: _____	Cat: _____
Equ: _____		Pair: _____	Hse: _____	Hpr: _____	
Jack: _____		Bldg: _____	Floor: _____	Room: _____	
Billable: _____		Yes: _____	No: _____	Account: _____	
Switch Programmed: _____		Changes Recorded in Axis			
Charges Recorded in Axis: _____		Cable Records Updated			
<b>Action Taken:</b>					