

**CITY OF NEW ORLEANS  
DEPARTMENT OF PROPERTY MANAGEMENT  
DIRECTOR OF PROPERTY MANAGEMENT – ROOM 5W01 – 565-6040**

**VOICE COMMUNICATIONS TROUBLE REPORT**

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **OF** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**PERSON REPORTING TROUBLE** \_\_\_\_\_

**CONTACT #** \_\_\_\_\_ **COUNSELOR?** (Y/N) \_\_\_\_\_

**\*\*DESCRIPTION OF TROUBLE (ATTACH ADDITIONAL SHEETS IF NECESSARY) \*\***

ITEM	IC/ ESSX #	DESCRIPTION	LOCATION
1			
2			
3			
4			
5			
6			
7			

**FOR COMMUNICATIONS DIV. USE ONLY (DO NOT WRITE BELOW THIS LINE)**

**DATE RECEIVED** \_\_\_\_\_ **TIME** \_\_\_\_\_

**TROUBLE TICKET #('S)** \_\_\_\_\_

**TROUBLE CLEARED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TROUBLE FOUND \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOLLOW UP REQUIRED? (Y/N) \_\_\_\_\_

(CHECK ONE) \_\_\_\_\_ TRAINING \_\_\_\_\_ PROGRAMMING \_\_\_\_\_ OTHER \_\_\_\_\_

**CITY OF NEW ORLEANS  
DEPARTMENT OF PROPERTY MANAGEMENT  
DIRECTOR OF PROPERTY MANAGEMENT – ROOM 5W01 – 565-6040  
VOICE COMMUNICATIONS WORK ORDER**

DATE: \_\_\_\_\_ SECOND REQUEST \_\_\_\_\_

DEPARTMENT REQUESTING WORK: \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ ROOM #/NAME \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME OF PERSON SUBMITTING WORK ORDER: \_\_\_\_\_

IS THIS: (CHECK ONE)      ADDITION (NEW)      MOVE      CHANGE

**INSTRUCTIONS: PROVIDE A BRIEF DESCRIPTION OF WORK REQUESTED. BE SURE TO INCLUDE THE "IC" #'S OF ANY TELEPHONES YOU'RE ASKING US TO MOVE OR MAKE CHANGES TO. IF THE TELEPHONE DOESN'T HAVE AN "IC" #, GIVE US THE NAME OF THE PERSON USING THE TELPHONE, OR SOME DESCRIPTION OF WHERE THE TELEPHONE IS WITHIN THE ROOM OR OFFICE.**

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TELEPHONE #'S TO APPEAR ON SET \_\_\_\_\_  
(WRITE "NEW" IF YOU'RE ASKING FOR A NEW NUMBER)

LONG DISTANCE Y/N) \_\_\_\_\_ DIAL "9" (Y/N) \_\_\_\_\_

PHONE SHOULD WORK LIKE EXISTING IC/ESSX # \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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**DEPARTMENT APPROVAL:**

I, THE UNDERSIGNED, AUTHORIZE THE WORK DESCRIBED ABOVE AND AGREE TO TRANSFER FUNDS TO PAY FOR SAME.

\_\_\_\_\_  
DIRECTOR OR DEPUTY DIRECTOR ONLY

\_\_\_\_\_  
ORG / ACCOUNT

**DO NOT WRITE BELOW THIS LINE PROPERTY MANAGEMENT USE ONLY**

DATE RECEIVED \_\_\_\_\_ WORK ORDER # \_\_\_\_\_

SWITCH \_\_\_\_\_ INST.# \_\_\_\_\_

APPROVED:

DISAPPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

**DIRECTOR OF PROPERTY MANAGEMENT**

REASON DISAPPROVED: \_\_\_\_\_

ACKNOWLEDGMENT DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

LINES INSTALLED \_\_\_\_\_

SETS INSTALLED \_\_\_\_\_

TOTAL DATABASE CHANGES \_\_\_\_\_

PROGRAMMING MANUAL UPDATED? (Y/N) \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_

**COST ALLOCATION**

WIRING \_\_\_\_\_ PROGRAMMING \_\_\_\_\_

EQUIPMENT \_\_\_\_\_ NETWORK \_\_\_\_\_

TOTAL BILLABLE CHARGES \_\_\_\_\_

BILL TO ORG, CODE \_\_\_\_\_ ACCOUNT \_\_\_\_\_