

ACTION AND CHECK SHEET 1

APPLICATION FOR TELEPHONE SERVICE

SCHOOL:

Address:

Stage: Construction

1 Action by Contractor

Required No of Telephone Lines (as per Design Standard)

N^o: _____

Initial contact with Carrier (e.g. Telstra), necessary application forms obtained and relevant details entered.

Date: _____

Carrier Reference No. (if available)

Copies of Application forms for required Services attached

Yes ☐

Date Services required

Date: _____

Submit to Project Manager

Signed: _____

2 Action by Project Manager

Project Manager name:

Project Manager email:

Please submit the action sheet to the Asset Management Project Director (AMU) to order the telephone lines:

AMU Project Director Name:

AMU Project Director Email:

Signed (AMU Project Director):

Date:

3 Action by AMU

Application for telephone services submitted to Carrier

Date: _____

Application No: _____.

Completed Action Sheet returned to Project Manager's Site Representative

Date: _____