

ACCESS CONTROL

ACCESS CONTROL When attending to a repeater ,or pop these are the steps to follow;

1. Contact **NOC or Support** and sign up for keys.
2. Carry a valid **Company Identification**
3. If the site contacts are available the Engineer should ask **NOC / SUPPORT** to inform the building management of the pending visit and its purpose. (Some buildings require a letter before allowing Access, the technical coordinator will prepare it on request) ;
4. Visit the site with a car clearly to identify the company.
5. On arrival to the site the engineer should present the relevant particulars (Letters /ID) to the building management and security officers for approval.
6. When Access is granted , proceed with the work.

Completion of tasks

1. Make sure the door is shut and locked up..
2. Surrender the keys to **NOC/SUPPORT**
3. Sign out of the log book.

HOUSEKEEPING

EVERYDAY HOUSEKEEPING

- REPEATER - internal**
1. **COOLING** - Make sure the repeater is cool (ceiling fan and/or air conditioner working). If not escalate to **SUPPORT /NOC** to follow up.
 2. **LABELLING** - After installation of radio or indoor units. Make sure all cables are clearly labelled.(patch cables, power cables, power units).
 3. **CLEANSINESS** - always leave place in tidy manner, better than you found it (throw away all trash and all unwanted components).

REPEATER - Tower TBA

SCHEDULE MAINTENANCE

SCHEDULE MAINTENANCE Scheduled maintenance is to be carried out at regular periods , at least once every year for each **REPEATER OR POP**.

TASK SHEET

- REPEATER / POP**
1. **Dust** -Blow the dust from all active components.
 2. **Labelling** - labelling all components.
 3. **Sweeping** - The floor area should always clear of any particles and objects.

- ELECTRICALS**
1. **AIR CONDITIONER** - Cleaning of the Air conditioner by qualified technicians.
 2. **BATTERY** - Maintenance and measurement of the output.
 3. **INVERTER** - conditional check

TOWERS 1. All towers to be regularly assessed for rust and painted if condition necessitates

TROUBLESHOOTING

SCENARIO 1

POWER MONITOR If the power monitor is **DOWN** for more than 6 hours

SOLUTION

Contact the building management send an engineer to attend

CHECK

1. Electricity source (Tanesco)
2. **MCB** for a Tripped Circuit.
3. Faulty **AVS/AVR**.
4. **FAULTY** power monitor (router) if everything else ok.

If problem is found with the above escalate to electrician

SCENARIO 2

GENERAL POWER FAILURE In the case of a general power failure.

1. Check the power source for the switch and the state of switch.
2. Check status of **UPS** plugged into the switch.



TROUBLESHOOTING (cont)

3. Check the **INVERTER** functionality. (**LED**)

4. Check the **BATTERY** source.

5. Check the **AVS/AVR**

6. Check the power availability.

IF any problem is found with any of the above escalate to the electrician or NOC/SUPPORT

SCENARIO 3

POWER

Fluctuations

1. Check the **UPS**

2. Check the **INVERTER**.

3. Check the **BATTERY** source.

4. Check the **POWER SOURCE** for low voltage.

WIMAX

If the WIMAX BsdU goes down. check power supply unit.

BSDU

and replace.



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