

<b>Wisconsin Public Service Joint Use Manual</b>		
<b>Section:</b>	<b>Joint CATV</b>	
<b>Guidelines for Contractors Doing Make Ready Installations on WPS Poles</b>		<b>504</b>
<b>Revised 09/09/11</b>	<b>Content Owner: Joint Use</b>	<b>Page 1 of 2</b>

Below is a list of items to be aware of when doing installation of communication company facilities and attaching to utility poles. The list is not all encompassing but does cover items that have been missing or incorrect in past Make Ready communication company facility installations. Any questions or comments should be directed to the Joint Use group at WPS. Please contact the local Field Application Engineer and/or WPS Joint Use department for any requests for exceptions or on-site meetings to discuss specific project details.

1. All employees working for a contractor installing overhead facilities on a utility pole must be certified in accordance with the National Electric Safety Code (NESC). At a minimum, all employees need to be aware of all hazards inherent in working on poles with energized facilities. All employees must be able to identify grounded facilities vs. energized facilities, be aware of the voltages of the facilities on the pole, and know the approach distances associated with energized facilities of different voltages. The contractor is responsible for training and providing proof of training.
2. The contractor may not begin construction until all existing code violations have been addressed and WPS has given approval to begin.
3. Communication company facilities shall be installed in accordance with the engineering Make Ready analysis. The Make Ready sheets should be on site and available for checking. The installation must meet all clearances deemed necessary by the NESC, including clearances for service drops and clearances between other communication facilities.
4. The contractor or facility owner will notify WPS when and where they are working on a project, as well as when the project is completed. Contact information for the contractor shall also be provided to WPS local leadership.
5. The contractor is responsible for contacting local governmental authorities for permits and traffic control plan approval.
6. Extreme care shall be taken by the contractor when installing facilities in the vicinity of roadways and driveways. Proper barricading shall be used to prevent damage from vehicles during the installation of communication facilities.
7. Down guys and anchors shall be installed prior to any other facilities. Do not attach to WPS-owned anchors unless prior written approval has been given. All down guys must be insulated.
8. Any place where there is a deadend of a wire or a change in tension, a down guy and anchor shall be installed.
9. For the installation of the messenger strand, the contractor shall use rollers mounted at each pole and use a dynamometer to pull the messenger strand to the proper tension stated in the Make Ready engineering. The contractor shall not install the messenger strand by pulling the strand span-to-span through mounting clamps.
10. Mounting bolts installed in a pole shall not extend more than 2 inches beyond the pole.
11. Mounting holes must be spaced a minimum of 6 inches apart.
12. Extension arms shall not be installed without prior written approval from the local WPS Field Application Engineer.
13. If climbing the pole is necessary, the contractor shall use hooks approved for pole climbing. Use of "tree hooks" is not allowed, and all splinters shall be removed once the work is complete.

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14. Under no circumstances shall a contractor “box in” a pole. All facilities shall be installed on one side of the pole. If there are no other communication facilities attached to the pole, attach the new facilities to the field side of the pole. If there are already communication facilities attached to the pole, attach to the same side as the existing communication facilities.
15. New cable installations shall be marked at least once every 10 spans with the owner of the facility and contact information. Marking at every pole is preferable.
16. WPS does not allow use of the NESC inaccessible rule (no 9½ foot vertical clearances allowed).
17. Slack spans are not allowed without written approval from WPS engineering. All installations need to be pulled to the tension stated by the Make Ready engineering.
18. Communication cable installations on poles other than wood (fiberglass, steel, laminate) shall be installed using pole bands and shall not be drilled for bolts.
19. The contractor shall do any necessary tree trimming prior to the installation of the communication cable. Tree trimmers must be qualified to trim near energized facilities. Tree trimmers will need to consult local arborist and abide by state and local tree trimming ordinances.
20. Any abandoned communication cables shall be removed prior to completing the project.
21. The contractor will be aware of any areas where the pole and facilities will need to be built to NESC grade B construction standards or additional clearance is necessary due to government requirements.