

MONTANA DEPARTMENT OF TRANSPORTATION
HELENA, MONTANA 59620-1001

MEMORANDUM

TO: District Construction Engineers

FROM: Kevin Christensen,
Construction Engineer

DATE: June 14, 2007

SUBJECT: Construction Memo: Trailer Move Procedures

The following procedures have been developed to assist in the preparation of moving construction trailers in order to ensure connectivity needs are met in a timely manner. These procedures cover network/phone connectivity, power, security, and water/sewer.

1. Disconnect only
 - a. Notify MDT ISD Systems and MDT Radio Outlook distribution lists 30 days prior to the disconnect date.
 - b. Provide contact name, contact phone number, physical address, and network or DSL connections to be disconnected.
 - c. Notify the local district office personnel responsible for phone and fax numbers, of disconnect needs.

2. Disconnect and Reconnect in a new location OR Reconnect Only
 - a. Schedule a meeting and/or phone conference with DOA, ITSD & MDT personnel 60 days in advance to discuss options for network and phone connectivity. This research will assist in determining the best location to meet connectivity needs. Individuals to include in the meeting are the DOA ITSD & MDT Networking Team Outlook distribution list and appropriate district personnel.
 - b. Once the new location is determined, notify MDT ISD Systems and MDT Radio Outlook distribution lists 60-90 days prior to the disconnect/reconnect date. (Includes research time, circuit order and disconnect/reconnect service).
 - c. Provide contact name, phone number, disconnect physical address (old location), network or DSL connections to be disconnected, date trailer will be relocated, reconnect physical address (new location), phone number (new location), network and/or DSL connections to be installed and legal description (in some cases township, range and section is needed).
 - d. Notify local office personnel responsible for phone and fax numbers, of disconnect or re-connect needs.

- e. If a phone connection does not exist in the new location, contact the local office personnel to order the phone service. If personnel do not have authority in their area to request the new phone service, contact Kevin Bruski or Gary Vauthier in MDT Communications for assistance.
- f. Miscellaneous installation items can be requested by the District Financial Officer or the AAA Area Admin Assistant:
 - i. Power pedestals – hooking up and hiring an electrician if needed.
 - ii. Security fence and gate.
 - iii. Propane tank.
 - iv. Sewer and/or water hookup.