

APPENDIX 4

INSTRUCTIONS FOR PREPARATION OF FORM HUD-505,
REQUEST FOR TELECOMMUNICATIONS SERVICES

PART I - GENERAL

Form HUD-505 shall be used for requesting telephone installations, moves, removals, or other changes. (Complete Blocks as explained under Parts II and III below), and for major changes and installations requiring approval by the Director, Office of Administrative Services. (Complete Blocks as explained under Parts I and IV, below.)

The Headquarters Facilities Operations Division (OAS) or the Regional Administrative Services Divisions will assist in planning and ordering changes and installations. The Communications and Space Management Division (OAS) will assist in defining technical requirements for major changes and installations,

Retain last copy for reference and forward the remaining copies to the office checked in Block 2.

PART II - COMPLETE FOR ALL REQUESTS

Block 1 - Enter requisitioners internal control number.

Block 2 - Self-explanatory.

Block 3 - Actual Date.

Block 4 - Desired Date (If service date is critical, indicate urgency on first line in Block 15.)

Block 5 - Enter name, organization, location,
Block 6 - room and telephone number of person
Block 7 - requesting service.

Block 8 Use Only if contract is other than originator in Block 5.

Block 9 Use Only if contract is other than originator in Block 5.

Block 10 Use Only if contract is other than originator in Block 5.

Block 11 - Check appropriate block for services desired.

Block 16 - Self-explanatory.

Block 17 - Self-explanatory.

PART III - COMPLETE FOR REQUESTS INVOLVING EXISTING SERVICES

Block 12 - Enter telephone number (Listed on DIAL).

Block 13 - Enter alphabetic station code (Listed on DIAL).

Block 14 - Enter appropriate action desired, e.g.,

Move - List "from" and "to" location, if move is not within room.

Install - List lines, buzzers, etc., for instruments as they should appear after installation.
Remove - List all lines, buzzers, etc., on each instrument to be removed.
Feature Change - Write "out" and list all lines, buzzers, etc., on each instrument as it appears. Write "in" and show lines, buzzers, etc., on each instrument as it should appear after change.

Block 15 - Show a description of desired services as described above for 14. Use as many lines as necessary for Blocks 14 and 15. If additional space is needed, use separate sheet of paper and mark "continued" showing control number from Block 1.

PART IV - COMPLETE FOR NEW SERVICES AND FOR
MAJOR CHANGES OR INSTALLATIONS
(See Handbook 2241.1.)

Block 15 - Provide a complete description and justification of the services desired. If additional space is needed, use separate sheet of paper and mark "continued" showing control number from Block 1.

HUD-505 (8-80)

Previous Edition May Be Used

HUD-21D (10-68)