



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

TO: Telecommunications Coordinators

FROM: William M. Vetter, Manager
Bureau of Communication and Computer Services

DATE: January 29, 1999

RE: New Policy Requiring Floor Plans

Effective immediately, CMS requires a floor plan to be included with your TSR for any order involving five stations or more. This will be of significant help for us to install your service to meet your expectations.

When you submit a TSR for new service or a move, and the order involves five or more stations, please include either a hand drawn floor plan or blueprint. The rooms should be marked with symbols for both data and voice stations. Please use the following legend to indicate which symbol indicates data and which indicates voice: use a triangle for voice, a circle for data, and a circle and triangle together for both. In addition, please include all appropriate telephone numbers, and indicate whether or not programming needs to be changed. Please insure that the TSR and floor plan match as far as type of telephone, the room number and the telephone numbers.

Should you have any questions about this new policy, please contact your agency CSS.

WMV:dw