



**AT&T TOWERS – WIRELINE PORTFOLIO  
 COLOCATION PROCESS STEPS**

**PROJECT START**

TASK	TASK DESCRIPTION	PREDECESSOR TASK(S)	TASK DURATION (expected)
1	CUSTOMER contacts AT&T Towers Program Management Office (AT&T PMO) with interest in modifying an existing site or constructing a new site on AT&T wireline property	-	n/a
2	CUSTOMER submits a completed <b>Site Application</b> to the AT&T PMO for review and project approval	Step 1	<i>CUSTOMER-dependent</i>
3	AT&T PMO sends application approval email and Project # to the CUSTOMER, along with a <b>funding request</b> (called a "Project Approval Letter" ("PAL")) for the Scope Walk (fee varies by Market)	Step 2	1 week
4	CUSTOMER mails <b>application fee</b> with the Project # included on the Company check to: <b>AT&amp;T TOWERS PMO, 5001 Executive Parkway, #3w-050i, San Ramon, CA 94583</b>	Step 3	<i>CUSTOMER-dependent</i>
5	CUSTOMER funds the cost of the Scope Walk via Company check (or internal TIPS transaction for ATTMO) and mails both the check and the signed PAL to the AT&T PMO in San Ramon, CA, and the <b>Scope Walk</b> is scheduled and held with the PMO, CUSTOMER and AT&T internal workgroups	Steps 2,3,4	2 weeks
6	AT&T PMO prepares a <b>funding request PAL</b> for design review which will include the cost to review architectural, for either the preparation or review of structural and electrical documents, and the preparation of the EMF Survey, and forwards to the CUSTOMER for approval/funding	Step 5	1 week
7	<b>CUSTOMER funds</b> the cost of design review via Company check or internal TIPS transaction and forwards both the signed PAL and funding to the AT&T PMO in San Ramon, CA	Step 6	<i>CUSTOMER-dependent</i>
8	CUSTOMER submits its <b>zoning drawings</b> (if applicable)	Step 7	<i>CUSTOMER-dependent</i>
9	AT&T PMO reviews and approves CUSTOMER'S zoning drawings and <b>issues LOA</b> (if applicable), and orders the EMF Survey	Step 8	2 Weeks
10	CUSTOMER submits CD's and structural calculations for review	Step 9	<i>CUSTOMER-dependent</i>
11	AT&T PMO reviews CUSTOMER'S CD's, structural calculations (if applicable), and AT&T EMF Survey, and approves <b>and stamps CDs as approved and returns such to CUSTOMER for countersignature</b>	Step 10	2 weeks per review
12	AT&T PMO prepares draft <b>Site License Agreement (SLA) or Amendment</b> (if applicable)	<b>Step 11</b>	<b>1 week</b>
13	CUSTOMER and AT&T PMO fully execute SLA/Amendment	Step 12	<i>CUSTOMER-dependent</i>
14	<u>Using AT&amp;T-approved (stamped/countersigned) CDs</u> , AT&T GC schedules and conducts <b>bid-walk</b>	Step 13	3 weeks
15	AT&T GC provides construction cost proposal; AT&T PMO prepares <b>funding request PAL for construction</b> and forwards to CUSTOMER for funding	Step 14	2 weeks
16	<b>CUSTOMER funds</b> the construction cost proposal via Company check or internal TIPS transaction and forwards both the signed PAL and funding to the AT&T PMO in San Ramon, CA	Step 15	<i>CUSTOMER-dependent</i>
17	A <b>Notice to Proceed (NTP)</b> is issued once AT&T PMO confirms receipt of construction funds	<b>Steps 10, 11 16</b>	<b>1 week</b>
18	AT&T GC pulls BP, confirms approved plans are the AT&T-approved (stamped/countersigned CDs) and schedules construction	Step 17	2 weeks
19	AT&T GC completes construction; AT&T EMF Vendor installs EMF mitigation (if required) and performs post-construction <b>EMF Survey</b>	Step 18	various depending on complexity
20	AT&T GC schedules and completes <b>punch-walk</b> with CUSTOMER and turns site over to CUSTOMER for integration	Step 19	see above

**PROJECT COMPLETE**

**NOTE:** Some steps *might not be required* in all cases, so please check with your AT&T Towers PM regarding your specific project