

## DISPOSITION OF DISCONNECTED WIRE AND CABLE

### 1. GENERAL

1.01 This section covers the general methods for disconnecting inside wire and cable.

1.02 Station wires or cables in good condition should not be removed unless specifically requested by customer or building owner, or as stated on the order or local instructions not involved with dedicated outside plant.

1.03 Remove wiring on temporary structures, on temporary installations, and where it obviously will not be reused or where it is improperly run or in poor condition.

1.04 When requested to remove good wire runs, do so carefully and remove only specified amounts.

1.05 When removing wire and cable, cut off bare ends; remove fasteners; coil and tie in usable lengths according to color, type, and size; and tag coils to show size and type.



*Do not use friction tape to hold coil of wire together. Chemical reaction between friction tape and jacket of wire or cable may cause a stain.*

1.06 The disposition of drop wire in connection with discontinuance of service is covered in Plant Series Section entitled Disposition of Wire on Discontinuance of Service.

1.07 When wires or cable conductors are disconnected from terminal screws or locknuts, finger-tighten the unused screws or locknuts.

### 2. DISPOSITION AT THE POINT WHERE EQUIPMENT IS CONNECTED

2.01 When wires left in place are terminated directly on equipment, disconnect at equipment end, fasten slack, and terminate on a connecting block.

2.02 In large buildings, note location of disconnected pairs on a tag at protector, distributing terminal, or service entrance.

2.03 Where wire is run in a wire distribution system such as raceways, conduits, ducts, etc, turn wires back into outlets and tag location at terminal. Always cut off bare ends of wire before turning it back.

2.04 Cable or wire should be removed from under floor systems unless immediate reuse is in sight. Arrangements should be made with building people to cap hole after proper disposition of wire or cable.

2.05 Where cable is terminated, it should be removed and properly recovered unless there is reasonable indication that it will be reused.

2.06 When inside wiring cable is to be reused, turn back the unsheathed end (remove lacing if necessary), tape with two layers of friction tape half lapped and reversed, and fasten to supporting surface. In a damp location, tape with two layers of rubber tape before using friction tape.

### 3. DISPOSITION OF WIRING AT CONNECTING BLOCKS

3.01 Leave wires connected to connecting block at point of entrance.

**3.02** When a partial disconnect is made, such as a bedroom station bridged to the main station at a connecting block, the wires to the disconnected station should be removed at the bridging connecting block and fastened down securely.

**3.03** Concealed wiring and connecting blocks in a desk or other movable object should be left securely fastened unless removal is requested.

**3.04** When wiring and connecting blocks are exposed on a desk or other movable object, they should be removed. Also remove all other equipment such as EIA ringers, pushbuttons, and buzzers, etc.

#### **4. DISPOSITION OF WIRING AT PROTECTORS**

**4.01** When it appears that the station protector will be reused, leave it in place with all wires attached and check to be sure protector is properly grounded.

**4.02** Remove protector if it will not be reused or if its removal is requested.

**4.03** When removing protector, turn back and securely fasten inside wires and ground wires, and *remove drop wire*.

**4.04** When a partial disconnect is made, such as a bedroom station bridged with a main station at the protector, the wires to the disconnected station shall be removed at the protector, taped, and securely fastened.

**4.05** Where service cable or buried wire is used and the protector is to be removed, turn back and tape line wires, and disconnect at terminal.

**4.06** To avoid breaking, do not straighten out ends of line wires.

#### **5. DISPOSITION OF WIRES AT INSIDE CROSS-CONNECTING BOX OR DISTRIBUTING CABLE TERMINAL**

**5.01** Remove cross connections at inside cross-connecting box or distributing cable terminal.

**5.02** Leave fuses in place and remove protector blocks.

**5.03** Turn free end of station wire back on itself beyond first distributing ring; tape in place; and tag to show location of other end.

**5.04** Where station wire is permanently terminated and then cross-connected, remove cross connections but do not lift station wires off their respective terminals.

#### **6. DISPOSITION OF WIRES BETWEEN POINTS OF TERMINATION**

**6.01** Remove wire if specifically requested to do so by customer.

**6.02** When wire is to be left in, remove slack and fasten securely to supporting surface.

**6.03** Where wire is in rubber floor molding or baseboard metal raceway:

- (1) Remove wire between desk and baseboard.
- (2) Remove molding and fittings unless they will be reused immediately.
- (3) Terminate ends of wire on connecting block attached to baseboard or other surface.