Experience Remodels
RT Decom Playbook

RT Vendor Edition
2024

Table of Contents

- **Overview**
  - Preparing for Decommission
  - Day of Decommission
  - IT Equipment Disposition

- **Decom Expectations**
  - Keep Onsite
  - Taz Shipment
  - Convergent Shipment
  - RF/5G Equipment

Overview| Preparing for Decommission

Required actions prior to day of decommissioning

Shipments

- Shipment Distribution — The site tech will be responsible for segmenting equipment into 2 separate groups:
    - "Keep" – Stays Onsite
    - "Taz" – ERI
    - "Media Players" - Convergent

Supplies — The site tech should plan to bring all needed supplies to complete the decommission work on-site:

- Painters Tape
- Sharpie (Thick Black Marker)
- Packing tape
- Bubble wrap
- Straps/Shrink Wrap
- Shipping boxes
    - Refer to the Construction Drawings for the location in T-Builder to identify the quantity of boxes needed
    - General recommendation for boxes: 3x extra large, 2-3 large, and 2-3 medium size boxes. Approximately 20 boxes

Labeling/Taping — The site tech should plan to label the following:

- All sides of all boxes
- Label all power supplies with the name of the equipment it's attached to
- Please tape power supply cords using painter's tape

Overview| Decommission

> **Tech should arrive on the day/time that the GC requires. Tech should expect to remain on site until the full decommission is completed.**

Before Starting Decom

- Tag and Locate!! (see Install Guide)
- Take pictures of all the equipment in place before you begin the decommission process
    - This will serve as a reference of what was on site prior to decommission
- Please notify PM immediately if you notice RF Equipment onsite.
    - Refer to page 8 for examples of RF Equipment

Decom Process

- Decommission scope: unplug, unmount, and disconnect all technology . Pack materials based on the Equipment Disposition on page 5
    1. Label all boxes on all sides with Black marker in accordance with Equipment Disposition to avoid confusion on where boxes are being shipped
    2. "Keep Onsite" equipment to be individually bubble wrapped, boxed up, and placed in Connex
    3. All tech needing to be recycled shall be labeled "ERI/Taz" equipment to be boxed up (no bubble wrap),labeled on all sides with Sharpie, and placed in Connex trailer
    4. Media Players (BrightSign only) need to be mailed out to Convergent

Decom Wrap Up

- Take pictures of the empty store showing that the equipment has been properly removed from all fixtures
- Take pictures of all segmented equipment
    - Keep pile
    - ERI pile
    - Convergent pile
- **NEXT STEPS!** Upload pictures to T-Builder within 24 hours of project complete.

Overview| IT Equipment Disposition

Keep Onsite

- ✓ Network Rack
- ✓ Wireless Access Points
- ✓ BOH TV (+bracket)
- ✓ BOH TV Media Player (Scala)
- ✓ 55" Emerging Products TV
- ✓ 55" DS TV
- ✓ 1850 CradlePoint
- ✓ Mist Wireless Access Points
- ✓ Color Printer
- ✓ BW Printer
- ✓ Cash Drawers
- ✓ Cisco Phones (Model #7941)
- ✓ Manager PC Bundle
- ✓ Training PC Bundle
- ✓ Brother Label Printer
- ✓ Device Health Charger
- ✓ CashMaster
- ✓ Device Wizard (+all cabling)
- ✓ HSI Tablet
- ✓ TFB Tablet

Tazmanian

- ✓ 4331 Router
- ✓ Cisco 9300 Switches
- ✓ CradlePoint CBA850
- ✓ DFWs (TV only)
- ✓ Any legacy Sprint or other legacy tech

Convergent

- ✓ Media Players (Bright Sign)

Decom Expectations| Keep Onsite

Guidelines:

Equipment to be Addressed:

- ✓ Wireless Access Points
- ✓ BOH TV + Bracket
- ✓ 55" Emerging Products TV
- ✓ 55" DS TV
- ✓ 4331 Router
- ✓ 9300 Switch
- ✓ CradlePoint 1850
- ✓ Mist Wireless Access Points
- ✓ Xerox C405 Printer
- ✓ Xerox Phaser 3330
- ✓ Cash Drawers
- ✓ Scala Media Player
- ✓ Cisco Phones (Model #7941)
- ✓ Manager Computer
- ✓ Training Computer
- ✓ Brother Label Printer
- ✓ Device Health Charger
- ✓ CashMaster
- ✓ Device Wizard
- ✓ HSI Tablets
- ✓ TFB Tablets

Equipment Packing Expectations:

- ✓ Bubble wrap individual equipment
- ✓ Label all boxes "KEEP"
- ✓ Label All Power Supplies and keep with equipment.
- ✓ Tape power supplies to equipment when possible

Equipment Placement:

- ✓ All equipment shall be placed in Connex (storage trailer onsite).

Photo Examples:

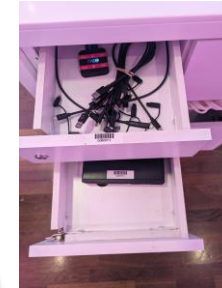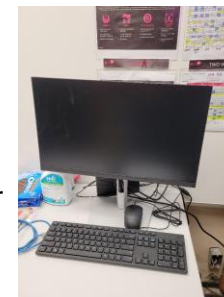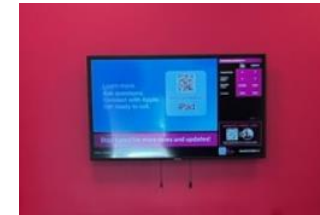BW & Color Printer

CashMaster

Emerging Products TV

Brother Label Printer

Device Wizard

MGR & TRN Computer

BOH TV

Cisco Phones (Model #7941)

Scala

REMO Health Chargers

Decom Expectations| ERI Shipment

Guidelines:

Equipment to be Addressed:

- ✓ 4331 Router
- ✓ Cisco 9300 Switches
- ✓ CradlePoint CBA850
- ✓ DFWs (TVs only)
- ✓ Brand Focal Monitors
- ✓ Bill Pay Kiosks
- ✓ Any legacy Sprint or other legacy tech

Equipment Packing Expectations:

- ✓ Box up equipment
- ✓ Label ALL Sides of boxes with Sharpie (Thick Marker)

Equipment Disposition

- ✓ Tazmanian Freight will pick up boxes the Wednesday after turnover.

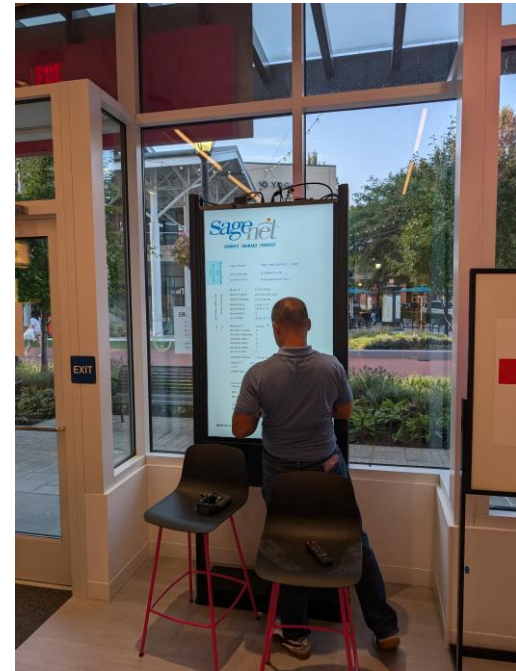## Photo Examples:

Bill Pay Kiosks

Sprint Stack

BFM (Brand Focal Monitor)

DFW TVs

Aruba Equipment

Network Probes

Decom Expectations| Convergent

Guidelines:

Equipment to be Addressed:

✓ All BrightSign media players

Equipment Packing Expectations:

✓ Box up equipment using bubble wrap
✓ Include all power cables

Equipment Disposition

✓ Send to Convergent via GROUND
✓ Address:
  SageNet – T-Mobile Returns
  10221 E 61st St
  Tulsa, OK 74133
  ATTN: James Michelson

Photo Examples:

Bright Sign Media
Players

Bright Sign Media
Players

Decom Expectations| RF Equipment

BE ADVISED: This equipment is owned by Engineering, and no one shall remove without permission
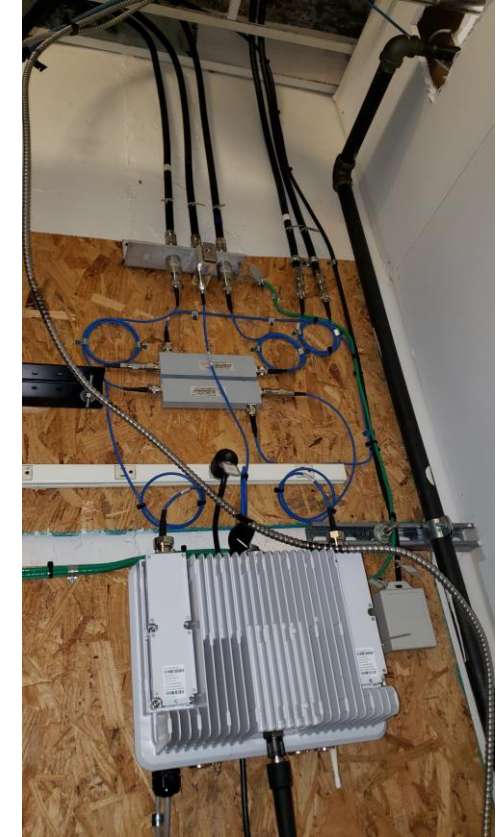
Guidelines:

Equipment to be Addressed:

- ✓ RF Equipment
- ✓ Not all RF Equipment look the same. Please review RF images below

Equipment Packing Expectations:

- ✓ Do Not Remove!
- ✓ Notify PM immediately
- ✓ Do not store equipment in Connex or in store.

Decom Expectations| RF Equipment

BE ADVISED: This equipment is owned by Engineering, and no one shall remove without permission

Guidelines:

Equipment to be Addressed:

- ✓ RF Equipment
- ✓ Not all RF Equipment look the same. Please review RF images below

Equipment Packing Expectations:

- ✓ Do Not Remove!
- ✓ Notify PM immediately
- ✓ Do not store equipment in Connex or in store.