

PROCEDURE FOR ROUTINE & EMERGENCY MAINTENANCE OF ANTENNA

1. Antenna Company will contact Dominion Energy to provide a scheduled maintenance plan whenever qualified personnel are working within or above any Dominion Energy distribution power lines, primary or secondary. **In emergency situations**, contact Dominion Energy commercial customer support directly at: 1-888-272-8085.
2. Joint Use Administrator or Dominion Energy commercial support notifies Dominion Energy Operations of proposed maintenance timelines and site locations.
3. Dominion Energy Operations confirm or provide head-way protection and dates (upgrade/maintenance crew lead must be Dominion Energy headway trained/qualified).
4. Antenna Company crews perform required antenna maintenance.
5. Antenna Company notifies Joint Use Administrator that all work complete (progress associated NJUNS ticket to 'Pending Validate')

PROCEDURE FOR UPGRADE OF ANTENNA

1. Antenna Company will send an NJUNS ticket to the appropriate Dominion Energy Joint Use Administrator notifying Dominion Energy of the upgrade and the change in RF.
2. Antenna Company attaches the new antenna specifications and any riser shield size changes to the associated NJUNS ticket.
3. If there is a change in the RF, a new (PE stamped) third-party RF study is required.
4. Work on the upgrade cannot begin until all approvals are given by Dominion Energy.