POLE-TOP ANTENNA UPGRADE/MAINTENANCE

This document is intended to provide additional clarification regarding antenna upgrade, maintenance, emergency repair activities, and primary point of contacts. It will also detail required notification procedures for routine and emergency activities to all pole-top antennas installed within Dominion Energy's service territory. It is important that all third-party attachments are maintained in good form and safe operating condition. As wireless networks continue to expand, it is important to anticipate and mitigate any potential operational concerns that might adversely affect attached facilities, reliability of Dominion Energy's electric grid, and public safety.

Please supply the following information:

Company Name:

Region of Operation:

Main Point of Contact:

Upgrade/Maintenance Contractor:

Emergency Operations Contact #: _____

Proposed Project Schedule:

Brief description of upgrade or preventative maintenance and methodology:

Signature:

PROCEDURE FOR ROUTINE & EMERGENCY MAINTENANCE OF ANTENNA

- 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 <u>any riser shield size changes</u> 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.