Notification of Maintenance Work

Customer:	<enter customer name>	Service/Location ID:	<enter location number>
Ticket #:	<enter ticket number>	Location:	<country/state/city>

Details of the work

Reason:	<description of the reason for the work>
Maintenance Window:	<enter the date><day, date, month, year | Friday 1, August 2021>
Time Window:	<enter time-frame | 01:00 – 05:00 GMT-3>
Network Link:	<enter description of what service impacted>
Person/Technician in Charge:	<enter name of group or person in charge>
Estimated Duration:	<enter duration of impact | 4 hours>

EXAMPLE

Notification of Maintenance Work

Customer:	XYZ Telecommunications	Service/Location ID:	SEA-001
Ticket #:	ECN-017-2022	Location:	USA/WA

Details of the work

Reason:	Commission new 100gig links installed at SEA-001 Nokia WDM.
Maintenance Window:	Wednesday 21, August 2021
Time Window:	01:00 – 05:00 GMT-3
Network Link:	West bound link – SEA-001 to LA-002
Person/Technician in Charge:	XYZ NOC & ZXY DC Services NOC
Estimated Duration:	4 hours