

CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

Pardon Our Dust Program Specifications



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Pardon Our Dust Program Services and Responsibilities

The Pardon Our Dust Program provides internal and external communication, coordination and support for the City of Phoenix Aviation Department planning, design, construction and maintenance projects. The program's mission is to generate clear, concise, recognizable construction communication and support services to all City of Phoenix Aviation Department Divisions, Business Partners and Consultants/ Contractors. Program functions consist of the following services:

Communication

- Provide a single point of contact for construction communication as a coordination link among all airport construction, maintenance, custodial and other like activities
- Maintain coordination and communication with Aviation Department Divisions, Business Partners, Construction Contractors and others as identified by the Aviation Department staff
- Produce and distribute notification to all parties affected by construction activities at least 24 hours prior to and at least 72 hours prior for parking, airfield, roadway, electrical and water impacts – see attached *Activities Scheduling Procedures* section for detailed information
- Provide communication and staffing for security and other airport emergencies and activities as requested by Aviation Department staff
- Maintain a 24-hour multi-lingual Aviation Construction Hotline (602) 553-0005 to answer concerns and provide information
- Maintain the real time, bi-lingual Pardon Our Dust Website www.pardonourdust.com which provides general information on current projects and maintain a secure SIDA badge members only website reporting information on all notifications. Please refer to the Secure Website section for information on how to access the secure website
- Maintain a list of emergency contact numbers for all construction, maintenance, activities and projects
- Produce and distribute the *City of Phoenix Aviation Department Design and Construction Division Weekly Report* containing information on all active design and construction projects

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- Participate in the training and information dissemination about the program for contractors, navigators, outside agencies and all Aviation Divisions
- Communicate with outside agencies as necessary to accomplish the Pardon Our Dust objectives

Coordination and Support Services

- Attend all regularly scheduled project progress meetings in effort to collaborate the necessary communication, signage and coordination needs
- Provide an overview of all construction activities to support coordination activities and prevent conflicts
- Design, implement and facilitate construction outreach and/or coordination meetings
- Coordination of Aviation Project Manager approved activities with Aviation Divisions and Business Partners for approval and scheduling at request of the contractor and/or Aviation Project Manager
- Identify all divisions and stakeholders who should be included in coordination of construction activities for project personnel
- Provide coordination for access within tenants, airlines, TSA and FAA spaces for Aviation Project Manager approved construction at request of the contractor and/or Aviation Project Manager
- Maintain communication and coordination with air carriers, tenants and employees to minimize inconvenience to their operations by providing a liaison between them and the construction team
- Coordinate with ADOT for restrictions and use of freeway variable message boards
- Provide communication and coordination services with outside agencies and for outside events affecting Sky Harbor International Airport such as the Rock and Roll Marathon, Metro Light Rail Project and ADOT restrictions affecting airport access
- Communicate and coordinate with outside agencies as necessary to accomplish the Pardon Our Dust objectives
- Provide onsite staffing during high impact construction activities and/or when requested by Aviation Department personnel
- Provide all above mentioned services to all Aviation Department Divisions



Signage and Stanchioning

- Furnishing temporary signage for construction and maintenance activities to provide clear and consistent information to the traveler for navigation within the terminals and parking areas
- Provide security or emergency signage as requested
- Provide construction stanchions for the contractor to use when necessary
- Provide and maintain stanchioning for all checkpoints
- Inspect signage and stanchions daily for condition, placement and additional needs
- Promote the safety of the airport community with signage, stanchioning and reporting of any identified safety issues
- Work with staff responsible for permanent signage to avoid conflicts of message or confusion for passengers, greeters and staff



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Pardon Our Dust Program Contractor Mandatory Program Participation Items

The City of Phoenix Aviation Department has an established **Pardon Our Dust (POD) Program** which is responsible for all internal and external construction communication and stakeholder coordination (see attachment *Pardon Our Dust Program Service and Responsibilities* section for Program specifics). The contractor shall be expected to fully cooperate with Program regulations and guidelines. Contractor Program participation includes:

- Comply with the POD Program Activities Scheduling Procedures unless otherwise directed and approved by the Aviation Project Manager (PM) (please see *Activities Scheduling Procedures* section for scheduling details on various activities)
- Inform the POD Project Manager of the date, time and location of all weekly construction progress meetings and other meetings which address issues affecting stakeholders
- Attend coordination meetings with other Aviation Divisions, Tenants, Air Carriers, Contractors and POD Staff working on concurrent projects
- Provide up-to-date construction schedules (including revisions and weekly "look ahead summaries") to allow the required notifications to stakeholders and identification of possible conflicts with other scheduled activities
- Provide a current 24 hour emergency contact list
- Provide phasing plans (with graphics as necessary) to the POD Project Manager a minimum of two weeks prior to start of construction. This plan will identify all work areas that will be visible to the public or that will impact Passenger, Tenant, Air Carrier or Employee movement
- Notify POD Project Manager of any change in schedule/activities no later than 24 hours prior unless approved by Aviation PM
- Provide updated construction information as requested by the POD Project Manager for newsletters, website, information cards or hotline calls

- Comply with the POD Program specifications for use and type of non-traffic barriers and signage (see attachment *Temporary Non-Traffic Barriers and Signage Specifications*). Such barriers and signage shall be coordinated with the POD Program and approved by the Aviation Project Manager prior to installation
- Provide a minimum of 72 hours notice to POD Project Manager on requests for all POD provided signage, barriers and need for access and/or activity coordination with Stakeholders
- Install and place all temporary construction signage furnished by the POD Program. Contractor shall provide labor to make necessary placement adjustments to existing signage as requested by the POD Project Manager
- All signs, stanchions and other barricades provided by the POD Program shall remain the property of the POD Program and shall be returned in good condition upon completion of the work by the contractor
- Provide protection to surrounding area and its contents during work. Contractor is expected to leave all areas of work clean and in the same condition in which they found it. All ceiling tiles must be placed back. If a ceiling tile is broken, contractor must contact their Aviation Inspector to arrange for ceiling tile replacement
- Contractor is responsible for securing their work area and construction site at all times. All doors leading into construction areas and build outs must be self closing and self locking
- Due to the ongoing effort of pest management at Sky Harbor, contractor is required to designate a limited area where employees will eat and break. These areas will contain sufficient trash receptacles. Contractor must notify project team of the designated areas



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Activity Scheduling Procedures

Airport Subsurface Investigation, Excavation, Saw Cutting, Pot Holing, Drilling Construction Activities

- Contractor will request approval of the necessary subsurface investigation, excavation, saw cutting, pot holing, and/or drilling construction activity to the Aviation Project Manager (PM) and request the Aviation Subsurface Investigation Permit which is to be filled out and returned to the PM for Aviation Department approval prior to work
- Contractor must allow 72 hours for the permit process
- Once the permit process is complete and permit has been issued, the Contractor will provide notice of the PM approved work and work permit, details regarding the impact of the work as determined with Aviation Staff support, and the emergency onsite contact to the project team
- Notification of work to the project team must be given 24 hours prior for minimal impact work and up to 72 hours prior for higher impact work
- Contractor must allow enough time for both the Aviation Subsurface Investigation Permit process and the Project Team Notification process prior to work
- The Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and Stakeholders for approval. Depending on the impact of the work a Stakeholders meeting may be required
- POD will disseminate prior notification to all Stakeholders of the Aviation PM approved work
- POD will provide temporary signage and stanchions as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center and the on-duty OSCAR 20/OSCAR 30 Supervisor along with any additional appointed contacts once onsite prior to the work

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Access Control and Alarm Monitoring System (ACAMS) Shutdowns

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown. Details regarding the impact of the shutdown as determined with Aviation Staff support, activity, and emergency onsite contact to the project team 72 hours prior to shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (DCS Inspectors, Security Operations, Airside Operations and Technology) and Stakeholders for approval. Depending on the impact of the shutdown a Stakeholders meeting may be required
- POD will disseminate prior notification to all Stakeholders of the Aviation PM approved shutdown
- POD will provide temporary signage and stanchions as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- Contractor will coordinate with Aviation Security and Airside Operations for staffing of personnel at each airside/landside portal affected by the shutdown to ensure security prior to shutdown
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center and OSCAR 30 of any additional appointed contacts once onsite prior to the shutdown

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Access Coordination

- Contractor will provide the following information to the project team 72 hours prior:
 - Notice of the Aviation Project Manager (PM) approved needed access
 - Detailed description of the location of the requested access area
 - Identify owner (tenant)
 - Door number
 - Necessary work activity
 - Emergency onsite contact

Contractor must have exact access date prior to scheduling. If a change in schedule occurs, contractor must contact the project team immediately to ensure proper arrangements are made with area owner

- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and stakeholders for approval and method of access (key, onsite owner contact, code, badge access etc). Depending on the impact of the shutdown, a Stakeholders meeting may be required
 - POD will disseminate prior notification to all stakeholders of the Aviation PM approved access and work
 - POD will provide temporary signage and stanchions as needed
 - Contractor will coordinate with POD for temporary signage placement and pickup
 - Contractor is responsible for the security of the accessed area and its contents
 - Contractor will be held responsible for any mess or damaged left as a result of contractor access and work
 - POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
 - Contractor will call and alert the Aviation Communications Center and the on-duty OSCAR 20/OSCAR 30 Supervisor once onsite just prior to the acces/work
-
- Request for **Aviation Technology Telecommunication Areas (i.e. IDF and MDF Rooms)** access: Contractor must request a Telecommunications Closet Access Request Form – Standard Operating Procedure Number 5.00.06 from the PM, to be filled out by the Contractor and returned to the PM for submittal to Aviation for final access approval.



Airfield Gate Closure/Restriction

- Contractor will provide notice of Aviation Project Manager (PM) approved AOA Gate closure/restriction, details of activity, Traffic Control Plan for approval and emergency onsite contact to the project team 72 hours prior to the closure/restriction
 - * Traffic Control devices must be equipped with red lights (not amber) per the FAA on the airfield side of the gate
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (Airside Operations, Landside Operations, Security Operations and DCS Inspectors) for AOA Gate closure/restriction approval, allotted closure date and time, and possible conflicts with other closures/restrictions and alternate route plan for traffic
- Contractor will be expected to submit revised Traffic Control Plan if requested by Aviation Divisions
- POD will provide coordination and notification to all stakeholders of approved closure/restriction, impacts and suggested detour
- Contractor will provide all Traffic Control devices and will be responsible for placement and pick-up. Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations
- Removal must be completed prior to the Aviation Operations approved closure completion time
- If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above
- Contractor is advised to consider the possibility of other barricade responsibilities that their company may have throughout the airport. This will not influence the pick-up and removal deadlines
- POD will provide any non-traffic related signage
- Contractor and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will call and alert the Aviation Communications Center, DCS Inspector and the on-duty OSCAR 20/OSCAR 30 Supervisor once onsite prior to AOA Gate closure/restriction set-up
 - *Depending on the impact of the AOA Gate closure/restriction, a Stakeholders meeting may be required

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Air Carrier Gate Closure

- Contractor will provide notice of Aviation Project Manager (PM) approved closure, activity, and emergency onsite contact to the project team 72 hours prior to Air Carrier Gate Closure
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and Air Carriers for closure approval, allotted closure date and time, and possible conflicts with other closures/restrictions. Depending on the impact of the Air Carrier Gate Closure, a Stakeholders meeting may be required
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved closure date, time and possible relocation of gate operation
- POD will provide temporary signage as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Airside Service Road Closure/Restriction

- Contractor will provide notice of Aviation Project Manager (PM) approved Airside Service Road closure/restriction, details of activity, Traffic Control Plan for approval and emergency onsite contact to the project team 72 hours prior to the closure/restriction
- Traffic Control devices must be equipped with red lights (not amber) per the FAA
- Pardon Our Dust Program (POD) will assist contractor with coordination with Aviation Divisions for airside service road closure/restriction approval, allotted closure date and time, and possible conflicts with other closures/restrictions
- POD will provide coordination and notification to all stakeholders of approved closure and impacts – following approval from Operations Airside (OSCAR 20)
- Contractor will provide all Traffic Control Devices and will be responsible for placement and pick-up. Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations. Additionally, removal must be completed prior to the Aviation Operations approved closure completion time. If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above. Contractor is advised to consider the possibility of other barricade responsibilities that their company may have throughout the airport. This will not influence the pick-up and removal deadlines
- POD will provide any non-traffic related signage
- Contractor and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will coordinate with the on-duty OSCAR 30 and DCS Inspector prior to airside service road closure/restriction set-up. Depending on the impact of the airside service road closure/restriction, a Stakeholders meeting maybe required
- Contractor will be required to remain onsite until work area is inspected and approved by the on-duty OSCAR 30

Scheduled closures are subject to delay or cancellation to meet the needs of Airport Operations



Baggage Carousel/Conveyor Shutdown

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown, activity, and emergency onsite contact to the project team 72 hours prior to Baggage Carousel/Conveyor Shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions TSA and Air Carriers for shutdown approval, allotted shutdown date and time, and possible conflicts with other shutdowns/closures/restrictions. Depending on the impact of the Baggage Carousel Shutdown, a Stakeholders meeting may be required
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown date, time and possible carousel alternatives
- POD will provide temporary signage as needed
- Contractor will coordinate with POD and Aviation Operations for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center, Facilities Baggage Handling System Supervisor and the on-duty OSCAR 20/OSCAR 30 Supervisor once onsite prior to the shutdown and startup

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Ceiling Work

- Contractor will provide notice of the Aviation Project Manager (PM) approved work activity, and emergency onsite contact to the project team 24 hours prior to ceiling work activities
- Contractor must also contact Aviation Facilities and Service Energy Systems Maintenance no later than 24 hours prior to work located in the following areas to schedule “Fire Alarm Beam Detector Shutdown”
 - o Terminal 2, Ticketing
 - o Terminal 2, Baggage Claim
 - o Terminal 2, Mezzanine
 - o Terminal 2, Concourse, Apron Level
 - o Terminal 3, Level 1 (Baggage Claim)
 - o Terminal 3, Service Level, Mechanical Rooms
 - o Terminal 4, Level 3 (Passenger Level)
- Contractor must notify the Comm Center prior to start of work in the above mentioned areas to confirm the Fire Alarm Beam Detectors have been disabled
- Contractor must again notify the Comm Center once work in the above mentioned areas is completed for the day/night and confirm the Fire Alarm Beam Detectors will be restored
- Pardon Our Dust Program (POD) will disseminate notification to all stakeholders of the Aviation PM approved work and schedule for completion or “date and time of shutdown”
- Any work activities taking place within public areas at any time must be secured with POD issued stanchions. Once stanchions are issued to the contractor, they will be responsible for placement, pickup and security of stanchions
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items



Checkpoint Closure

- Contractor will provide notice of the Aviation Project Manager (PM) approved closure, activity, and emergency onsite contact to the project team 72 hours prior to Checkpoint Closure
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions, TSA and Air Carriers for closure approval, allotted closure date and time, and possible conflicts with other shutdowns/closures/restrictions. Depending on the impact of the Checkpoint Closure a Stakeholders meeting may be required
- Contractor may be requested to provide additional security
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved closure location of alternative checkpoint access to all stakeholders
- POD will provide temporary signage as needed
- Contractor will coordinate with POD and Operations for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor must contact the Aviation Communication Center at shutdown and opening of checkpoint

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Door Restriction/Closure

- Contractor will provide notice of the Aviation Project Manager (PM) approved Door Restriction/Closure, details of activity, and emergency onsite contact to the project team 48 hours prior to shutdown/closure
- Contractor will verify with Fire Code that code required egress is still maintained with Door Restriction/Closure
- Contractor and Pardon Our Dust (POD) will work on alternate path/door for pedestrian access
- POD will coordinate with Aviation Divisions (DCS, Facilities and Services and Operations) for restriction/closure approval, allotted closure date and time, and possible conflicts with other closures/restrictions
- POD will supply any temporary signage needed during restriction to direct pedestrians to other areas and mark door as restricted
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will supply construction stanchions
- Contractor will coordinate with POD for stanchion placement and pickup
- POD will disseminate necessary notification of date, time and impact of restriction(s) to all stakeholders
- POD will provide support to the contractor and Project Manager in fulfilling any of the above items
- Contractor will coordinate with Aviation Security and Airside Operations for staffing of personnel at each airside/landside portal affected by the shutdown to ensure security prior to shutdown
- Contractor will coordinate with Aviation Security and Airside Operations for staffing of personnel if necessary to ensure security is upheld during these restrictions/closures
- Contractor will notify Communication Center and Facilities Doors and Conveyors Supervisor on-duty the night of scheduled restriction/closure prior to start

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Electrical Shutdown

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown, including details regarding the impact of the shutdown as determined with Aviation Staff support, activity, and emergency onsite contact to the project team one week prior to shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and stakeholders for approval
- Depending on the impact of the Electrical Shutdown a Stakeholders meeting may be required
- Contractor will provide Method of Procedure (MOP) to Aviation PM (PM) who will then distribute to appropriate staff
 - *MOP will include backup plan and emergency onsite contact
- Contractor will be expected to provide the following resources when requested by the Aviation PM:
 - Temporary lighting
 - Temporary power/generator
 - Additional staffing and/or security
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown
- POD will provide temporary signage as needed. Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center the on-duty Facilities Electrical Supervisor just prior to the shutdown and startup

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Fire Alarm/Sprinkler System Shutdown/Work

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown including details regarding the impact of the shutdown as determined with Aviation Staff support, activity, and emergency onsite contact to the project team 48 hours prior to shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (DCS Inspectors, Facilities Energy Systems and Facilities Mechanical Maintenance and the City of Phoenix Fire Inspector) and stakeholders for approval. Depending on the impact of the Fire Alarm/Sprinkler System Shutdown/Work a Stakeholders meeting may be required
- Contractor will provide Method of Procedure (MOP) to Aviation PM who will then distribute to appropriate staff. *MOP will include backup plan and emergency onsite contact
- Approved system shutdown/work within Terminal 4 will be added by POD to the “Fire Alarm and Sprinkler System Work Activity” calendar to reserve date and time for the shutdown/work. This calendar is sent weekly and as work items are approved and added by POD to all Terminal 4 Contractors, Aviation Project Managers, Aviation Inspections, Honeywell and Facilities and Services. The calendar has been created to help mitigate and work conflict and contractors are urged to consult the calendar prior to submitting a shutdown/work request
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown
- Immediately prior to the actual work being performed contractor will contact the Mechanical Building Equipment Supervisor and/or Energy Systems to disable the area affected if required via:
 - The Work Order Center (Monday – Friday, 0600-1730):
Ask the Work Order Center dispatcher to notify the person performing trouble calls for Mechanical Maintenance and the Energy Systems group (Daily, 0500 – 0100)
 - Communications Center (Non Work Order Center Times):
Ask to speak to the dispatcher that is currently monitoring the fire alarm system
 - The following information will be required:
 - Name
 - Company name
 - Responsible onsite contact phone number
 - The area in which the work is to be performed and whether or not it will require any part of the Fire Alarm System to be DISABLED
 - When the Mechanical Maintenance or Energy Systems Maintenance personnel have disabled the portions of the fire alarm system to be worked on they will inform the contractor that it is safe to proceed with the planned work



- Should an actual alarm occur, the person in the field must immediately call the Communication Center to report the alarms
- When the work has been completed, contact the same parties mentioned above and request that the portions of the fire alarm system be enabled

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



General “No Impact” Work

- Contractor will provide notice of the Aviation Project Manager (PM) approved work activity, and emergency onsite contact to the project team 24 hours prior to general work activities
- Pardon Our Dust Program (POD) will disseminate notification to all stakeholders of the Aviation PM approved work date and time
- Any work activities taking place within public areas at any time must be secured with POD issued stanchions. Once stanchions are issued to the contractor, they will be responsible for placement, pickup and security of stanchions
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items



Ground Transportation Temporary Relocation

- Contractor will provide notice of the Aviation Project Manager (PM) approved Ground Transportation Temporary Relocation, details of activity, Traffic Control Plan for approval and emergency onsite contact to the project team 72 hours prior to the relocation
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (Landside Operations, Ground Transportation Operations and DCS Inspectors) for Traffic Control Plan approval, allotted closure date and time, and possible conflicts with other closures/restrictions
- Contractor will be expected to submit revised Traffic Control Plan if requested by Aviation Divisions
- POD will provide coordination and notification to all stakeholders of approved relocation location and impacts
- Contractor will work with the POD Program on temporary relocation signage and will be responsible for placement and pick-up. Placement of signage and any addition barricade devices will not be permitted prior to the relocation start time approved by Aviation Operations. Additionally, removal must be completed prior to the Aviation Operations approved relocation completion time
- POD will provide any non-traffic related signage and stanchions
- Contractor, Operations and POD will coordinate placement and pick-up of the POD supplied signage and stanchions
- Contractor will coordinate with the on-duty OSCAR 20 prior to temporary location set-up. Depending on the impact of the relocation a Stakeholders meeting may be required

For traffic control plan and device guidelines, please consult the latest revision of the *City of Phoenix Traffic Barricade Manual*.

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



HVAC/Air Handler Shutdown

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown, details regarding the implications of the shutdown as determined with Aviation Staff support, activity, and emergency onsite contact to the project team 48 hours prior to the HVAC/Air Handler Shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (Facilities and Services and Operations) and stakeholders for approval *Depending on the impact of the shutdown a Stakeholders meeting may be required
- Contractor will provide Method of Procedure (MOP) to Aviation PM who will then distribute to appropriate staff. *MOP will include backup plan and emergency onsite contact
- Contractor will also be expected to provide the following resources when requested by the Aviation PM:
 - Back-up/temporary cooling
 - Back-up/temporary heating
 - Fans
 - Other when requested by the Aviation PM
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown
- POD will provide temporary signage as needed. Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center and any additional appointed contacts just prior to the shutdown
- Contractor will provide personnel at equipment start-up

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Lane Restriction

- Contractor will provide notice of the Aviation Project Manager (PM) approved lane restriction, details of activity, Traffic Control Plan for approval and emergency onsite contact to the project team 48 hours prior to lane restriction. Traffic Control Plan must be provided by the contractor for all roadway closures/restrictions
If lane restriction request is submitted later than the required 48 hours, the contractor must email the request to the Aviation PM, Pardon Our Dust (POD) Project Manager, Operations Landside Supervisor and Design and Construction Head/Project Assigned Inspector for approval.
- POD will coordinate with Aviation Divisions for Traffic Control Plan approval, allotted closure date and time, and possible conflicts with other closures/restrictions
 - Aviation Operations will review the Traffic Control Plan for approval of closure impacts, date and times
 - Aviation DCS Inspectors will review the Traffic Control Plan for approval of traffic control device set-up
- Contractor will be expected to submit revised Traffic Control Plan if requested by Aviation Divisions
- POD will provide coordination and notification to all stakeholders of approved closure and impacts
- Contractor will provide all Traffic Control Devices and will be responsible for placement and pick-up – Traffic Control Devices must be compliant with the City of Phoenix Traffic Barricade Manual 2007
- A Variable Message Board (VMB) may be required to ensure customer service is upheld during restrictions
- Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations
- Removal must be completed prior to the Aviation Operations approved closure completion time
- If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above
- Contractor must provide adequate resources and staffing to ensure device placement and pickup deadlines are met daily
- POD will provide any non-traffic related signage
- Contractor and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will coordinate with the on-duty OSCAR 20 and DCS Inspector prior to traffic control device set-up. At this time, the on-duty OSCAR 20 will evaluate traffic conditions, other lane restrictions and



project and flight activity to ensure the needed restriction will not negatively impact traffic, customers and airport operations

*Depending on the impact of lane restriction, a Stakeholders meeting may be required

- For traffic control plan and device guidelines, please consult the latest revision of the *City of Phoenix Traffic Barricade Manual 2007*

Please note, a Road Closure is the closure of an entire road impacting access to an area, i.e. Terminal 3 Inner Eastbound Lanes Closure, all traffic being directed through the Terminal 3 Eastbound Outer Lanes only. A Lane Restriction is the restriction of one or more lanes while maintaining access through an area, i.e. Eastbound Sky Harbor Boulevard, Terminal 4, Left Outer Lane

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Material Delivery

Landside:

- Contractor will provide delivery company with delivery location and company contact name
- Contractor will notify Aviation Project Manager (PM), Communication Center and Pardon Our Dust (POD) 48 hours prior of approximate delivery date, delivery contents, company, location, contractor contact – if delivery will affect traffic, prior coordination with Aviation Landside Operations will be necessary with possible night time scheduled delivery
 - Notification of the above listed entities is not only beneficial for Aviation but for the contractor as well in case of delivery company confusion – to ensure material is received

Airside:

- Contractor will provide delivery company with delivery location and company contact name
- Contractor will notify Aviation PM, Communication Center, Aviation Operations – OSCAR 30 (Escort) and Pardon Our Dust (POD) 48 hours prior of approximate delivery date, delivery contents, company, location, contractor contact
 - Notification of the above listed entities is not only beneficial for Aviation but for the contractor as well incase of delivery company confusion – to ensure material is received

High Profile Delivery Vehicles:

- Please keep in mind the various height restrictions that are implemented throughout the airport. All deliveries, airside or landside, necessitating delivery vehicles exceeding any height limitations are required to access delivery point via airside
 - *Common airside access points are Gate 141 (North of Terminal 3) and Gate 220 (West of Terminal 2 and North of the West Economy Parking Lot)
- Contractor must follow the above *Landside* and/or *Airside* delivery instructions



Moving Walkway, Elevator and Escalator Shutdown/Closure

- Contractor will provide notice of the Aviation Project Manager (PM) approved Moving Walkway, Elevator and Escalator Shutdown/Closure, details of activity and emergency onsite contact to the project team 48 hours prior to shutdown/closure
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (DCS, Facilities and Services, and Operations) for shutdown/closure approval, allotted closure date and time, and possible conflicts with other closures/restrictions
- Contractor will work with the POD PM on necessary barricades (stanchions) and signage to be posted at any restricted Moving Walkway, Elevator and Escalator
- POD will provide notification of shutdown/closure to all stakeholders no later than 24 hours prior, depending on impact
- Contractor will notify Communication Center and Facilities Mechanical Maintenance Supervisor on-duty the night of scheduled shutdown/closure prior to start and completion of work. Equipment will be shutdown and restored by Facilities Mechanical Maintenance Personnel only

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Parking Garage/Lot Restriction

- Contractor will provide notice of the restriction, traffic control plan, detail of impact and emergency onsite contract to the project team 3 weeks' notice prior to implementation
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions for Traffic Control Plan approval, allotted restriction date and time, and possible conflicts with other closures/restrictions
 - Aviation Operations and ACE Parking will review the Traffic Control Plan for approval of closure impacts, date and time
 - Aviation Design and Construction Inspectors will review the Traffic Control Plan(s) for approval of traffic control device set-up
- Contractor will be expected to submit revised Traffic Control Plan if requested by Aviation Divisions
- POD will provide coordination and notification to all stakeholders of approved closure and impacts
- Contractor will provide all Traffic Control Devices and will be responsible for placement and pick-up. Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations. Additionally, removal must be completed prior to the Aviation Operations approved closure completion time. If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above. Contractor is advised to consider the possibility of other barricade responsibilities that their company may have throughout the airport. This will not influence the pick-up and removal deadlines
- POD will provide any non-traffic related signage
- Contractor, Operations Parking and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will coordinate with the Operations Construction Coordinator (or the on-duty OSCAR 20 during non-business hours), Ace Parking Supervisor and DCS Inspector prior to traffic control device set-up. Depending on the impact of the Parking Garage Restriction, a Stakeholders meeting may be required

For traffic control plan and device guidelines, please consult the latest revision of the *City of Phoenix Traffic Barricade Manual*

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Parking Space Restriction

- Contractor will provide notice of the Aviation Project Manager (PM) approved restriction, detail of impact, and emergency onsite contact to the project team 2 weeks prior to implementation
2-weeks notification is necessary to ensure vacancy of needed parking area
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions for restriction approval, allotted date and time, and possible conflicts with other closures/restrictions
- Once requested restriction is approved by the Aviation PM and Aviation Parking Operations, POD will provide coordination and notification to all stakeholders of approved restriction and impacts *Depending on the impact of the Parking Space Restriction a Stakeholders meeting may be required
- POD will provide signage to be placed immediately at parking space for future restrictions warning drivers of the upcoming restriction to ensure space is vacant for restriction implementation
- POD will coordinate placement and pick-up of the POD supplied signage

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Passenger Information and Paging System (PIPS), Baggage Information Displays (BIDS), and Multi-User Flight Information Displays (MUFIDS) Shutdowns

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown including details regarding the impact of the shutdown (as determined with Aviation Staff support), activity, and emergency onsite contact to the project team 72 hours prior to shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (DCS Inspectors, Terminal Operations, and Technology) and Stakeholders for approval. Depending on the impact of the shutdown, a Stakeholders meeting may be required
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown
- POD will provide temporary signage and stanchions as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communication Center and any additional appointed contacts just prior to the shutdown

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Restroom Closure

- Contractor will provide notice of the Aviation Project Manager (PM) approved restroom closure, details of the activity(s), location of closest alternate available restroom and emergency onsite contact to the project team 48 hours prior to Restroom Closure
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and stakeholders for approval. Depending on the impact of the closure a Stakeholders meeting may be required
- Contractor will be expected to provide Portable Restroom if requested by the Aviation PM
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved closure date, time and location of closest alternate restroom
- POD will provide temporary signage as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations

*Please see Water Shutdown page for additional information if Restroom Closure involves affects to water operations



Road Closure

- Contractor will provide notice of Program Manager approved road closure, details of activity, detour plan and Traffic Control Plan for approval and emergency onsite contact to the project team **3 weeks' notice prior** to Road Closure
If road closure request is submitted later than the required 72-hours, the contractor must email the request to the Aviation Project Manager (PM), Pardon Our Dust (POD) Project Manager, Operations Landside Supervisor and Design and Construction Head/Project Assigned Inspector for approval
* Traffic Control Plan must be provided by the contractor for all road closures
- POD will coordinate with Aviation Divisions for Traffic Control Plan approval, allotted closure date and time, and possible conflicts with other closures/restrictions
 - Aviation Operations will review the Traffic Control Plan for approval of closure impacts, date and times
 - Aviation DCS Inspectors will review the Traffic Control Plan for approval of traffic control device set-up
- Contractor will be expected to submit a revised Traffic Control Plan if requested by Aviation Divisions
- POD will provide coordination and notification to all stakeholders of approved closure and impacts
- Contractor will provide all Traffic Control Devices and will be responsible for placement and pick-up – Traffic Control Devices must be compliant with the *City of Phoenix Traffic Barricade Manual*
- A Variable Message Board (VMB) may be required to ensure customer service is upheld during restrictions
- Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations
- Removal must be completed prior to the Aviation Operations approved closure completion time
- If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above
- Contractor must provide adequate resources and staffing to ensure device placement and pickup deadlines are met daily
- POD will provide any non-traffic related signage
- Contractor and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will coordinate with the on-duty OSCAR 20 and DCS Inspector prior to traffic control device set-up. At this time, the on-duty



OSCAR 20 will evaluate traffic conditions, other lane restrictions and project and flight activity to ensure the needed restriction will not negatively impact traffic, customers and airport operations

*Depending on the impact of the Road Closure a Stakeholders meeting may be required

For traffic control plan and device guidelines, please consult the latest revision of the *City of Phoenix Traffic Barricade Manual*

Please note, a Road Closure is the closure of an entire road impacting access to an area, i.e. Terminal 3 Inner Eastbound Lanes Closure, all traffic being directed through the Terminal 3 Eastbound Outer Lanes only. A Lane Restriction is the restriction of one or more lanes while maintaining access through an area, i.e. Eastbound Sky Harbor Boulevard, Terminal 4, Left Outer Lane

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Runway/Taxiway Closure/Restriction

- Contractor will provide notice of Aviation Project Manager (PM) approved work and Operations Airside (OSCAR 30) approved Runway/Taxiway closure/restriction, details of activity, Traffic Control Plan for approval and emergency onsite contact to the project team 72 hours prior to Runway/Taxiway closure/restriction
 - * Traffic Control devices must be equipped with red lights (not amber) as per the FAA
- Pardon Our Dust Program (POD) will assist contractor with coordination with Aviation Divisions (Airside Operation and DCS Inspectors) for Runway/Taxiway closure/restriction approval, allotted closure date and time, and possible conflicts with other closures/restrictions
- Contractor will be expected to submit revised Traffic Control Plan if requested by Aviation Divisions
- OSCAR 30 will issue at NOTAM of approved closure/restriction
- POD will provide coordination and prior notification to all stakeholders of approved closure/restriction and impacts – following
- Contractor will provide all Traffic Control Devices and will be responsible for placement and pick-up. Placement of devices will not be permitted prior to the closure start time approved by Aviation Operations. Additionally, removal must be completed prior to the Aviation Operations approved closure completion time. If responsibility of placement and pick-up of devices is that of a barricade company hired by the contractor, the contractor must ensure the barricade company complies with the same device set-up and removal regulations stated above. Contractor is advised to consider the possibility of other barricade responsibilities that their company may have throughout the airport. This will not influence the pick-up and removal deadlines
- POD will provide any non-traffic related signage
- Contractor and POD will coordinate placement and pick-up of the POD supplied signage
- Contractor will coordinate with the on-duty OSCAR 30 and DCS Inspector prior to Runway/Taxiway closure/restriction set-up. Depending on the impact of the Runway/Taxiway closure/restriction, a Stakeholders meeting maybe required
- Contractor will be required to remain onsite until work area is inspected and approved by the on-duty OSCAR 30

Scheduled closures are subject to delay or cancellation to meet the needs of Airport Operations



Sidewalk and Crosswalk Restriction/Closure

- Contractor will provide notice of the Aviation Project Manager (PM) approved restriction/closure, detail of impact, detour plan and emergency onsite contract to the project team 72 hours prior to implementation
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions (Landside Operations, Ground Transportation Operations and DCS Inspectors) for restriction approval, allotted date and time, and possible conflicts with other closures/restrictions. Depending on the impact of the closure/restriction, a Stakeholders meeting maybe required
- Once requested restriction is approved by the Aviation PM and Aviation Landside Operations, POD will provide coordination and notification to all stakeholders of approved restriction and impacts *Depending on the impact of the restriction/closure, a Stakeholders meeting may be required
- POD will provide signage to be placed according to contractor's approved detour plan
- POD will provide stanchions as needed
- POD will coordinate placement and pick-up of the POD supplied signage

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations



Staging Areas

- Contractor will work with the Aviation Project Manager (PM) and any additional necessary parties as indicated by the Aviation PM for an approved staging area
- Once an area has been approved by the Aviation PM for contractor staging, contractor must contact the Pardon Our Dust Program (POD) with staging area location, duration and contents
- POD will send notification of contractor staging



Water Shutdown

- Contractor will provide notice of the Aviation Project Manager (PM) approved shutdown, Details regarding the impact of the shutdown (as determined with Aviation Staff support), activity, and emergency onsite contact to the project team one week prior to shutdown
- Pardon Our Dust Program (POD) will coordinate with Aviation Divisions and stakeholders for approval
 - *Depending on the impact of the Water Shutdown, a Stakeholders meeting may be required
- Contractor will provide Method of Procedure (MOP) to PM who will then distribute to appropriate staff. *MOP will include backup plan and emergency onsite contact
 - It is important that contractors turn-off booster pumps prior to any Water Shutdowns to avoid damage. Additionally, contractors must contact the Aviation Facilities Mechanical Maintenance Supervisor on-duty prior to shutdown to ensure booster pumps have been correctly turned-off and at completion of shutdown to verify pumps are operational. The Aviation Facilities Mechanical Maintenance Supervisor on-duty can be reached by calling the Comm Center (273-3300)
- Contractor will be expected to provide the following resources when requested by the Aviation PM:
 - Portable restrooms
 - Drinking water and/or water truck
 - Portable emergency showers
 - Other when requested by the Aviation PM
- POD will disseminate prior notification to all stakeholders of the Aviation PM approved shutdown
- POD will provide temporary signage as needed
- Contractor will coordinate with POD for temporary signage placement and pickup
- POD will provide support to the contractor and Aviation PM in fulfilling any of the above items
- Contractor will call and alert the Aviation Communications Center and any additional appointed contacts just prior to the shutdown

All restrictions and shutdowns are subject to delay and cancellation to accommodate late flights/airport operations

*Please see Restroom Closure page for additional information if water shutdown will affect restrooms



CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

Temporary Barrier Specifications

- All construction activities within public areas are required to be secured by an Aviation Project Manager (PM) approved barrier. The Pardon Our Dust Program (POD) will provide contractors with the following barriers for short-term construction activities:
 - Red/White Tape
 - Red/White Tape with White Post Stanchions
 - Bicycle Barricades
 - Temporary Partition Walls
- Long-term barriers must be approved by the Aviation PM. For specification on temporary construction walls please see the *Temporary Construction Wall Specifications*
- No yellow construction tape, orange cones or other, non-specified barricades are allowed within passenger areas of the Terminals or other public buildings
- Traffic barricades must follow the latest revision of the *City of Phoenix Traffic Barricade Manual*
- Barricades used on the airfield must have red flashers and comply with FAA specifications

CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

Temporary Construction Wall Specifications

- Wall panels shall be 4 feet wide by 8 feet high. Metal studs at 16 inches on center with 5/8-inch gypsum board. Sheathing; bracing shall be sufficient to withstand a five pound per-square-foot force
- Gypsum board shall be painted within 48 hours with two coats of semi-gloss paint; color to match adjacent, existing walls, and approved by Aviation Project Manager (PM)
- Any temporary walls that will be in place longer than three weeks shall be taped and spackled. Panels shall also be bolted together with a minimum of four bolts to ensure stability
- All temporary walls shall have 4 inches high base moldings, color to match adjacent and existing walls
- All doors leading into construction areas and build outs must be self closing and self locking
- Temporary walls shall be patched as necessary and repainted monthly
- Any deviations from these specifications must be approved by the Aviation Department in writing

CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

City of Phoenix Aviation Department Construction Signage Specifications

All signage placed at Phoenix Sky Harbor International Airport associated with a construction project must follow the following specifications maintained by the Pardon Our Dust Program (POD) in collaboration with Aviation Design and Construction Services.

- POD Program fabricated signage is required at all non traffic construction areas and facility closures/detours as decided by the contractor, Aviation Project Manager (PM), Aviation Inspector and/or POD Project Manager.
- Contractor is required to provide a minimum of 24 hours notice to the project appointed POD Project Manager on requests for all provided signage.
- No paper signage is permitted.
- No company identifying signage is permitted.
- Exterior Project Identification Sign:
 - Sign shall be furnished by POD
 - Sign shall be installed by the Contractor prior to start of construction
 - Sign shall be sized to appropriately fit the project jobsite
 - Signs shall be fabricated of .080 aluminum or dibond unless otherwise specified by the POD Project Manager
 - Signs shall be white with black letters and have the Pardon Our Dust logo
 - The sign shall contain:



- Name of the Project
- POD Logo
- Dates of Construction
- Name or Logo of the Primary Contractor
- Construction Hotline Number

- Exterior Construction Jobsite Sign:
 - Sign shall be furnished by Pardon Our Dust Program (POD)
 - Sign shall be installed by the Contractor prior to start of construction
 - Sign shall be 4 feet by 6 feet unless otherwise specified by the POD Project Manager
 - Signs shall be fabricated of .080 aluminum or dibond
 - Signs shall be white with black letters and have the POD Logo
 - Contractor logo or name will be placed in the black box shown on the example sign below
 - If multiple contractors are located within the same area contractors will be listed in alphabetical order



- Dust Control Permit Sign:

All projects required to obtain a Maricopa County Dust Control Permit with a job site of five acres or larger must have a Dust Control Permit Sign. POD will provide the sign per the Maricopa County Air Quality Department specifications. The contractor will provide the POD Project Manager with the following information and install provided sign at the permitted jobsite.

 - Project Name
 - Company Name
 - Maricopa County Dust Permit Number and Expiration Date
 - Company Project Manager must provide a local 24/7 contact name and phone number



For ADEQ questions, please visit www.azdeq.com.

CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

Construction Moratoriums

Due to high passenger flow during holidays and events construction moratoriums are issued. This is especially the case from November through January each year due to the holidays and bowl games. Below is an example of the moratorium schedule:

Road closures:

- No road closures from the Sunday prior to Thanksgiving Day through and including the Monday following Thanksgiving Day
- No road closures from approximately the third Wednesday in December through and including Mid-January
- Some night lane restrictions may be requested if there is a critical scheduling need

Utility outages (power, water, gas, etc.):

- No utility outages from the Sunday prior to Thanksgiving Day through and including the Monday following Thanksgiving Day and from approximately the third Wednesday in December through and including Mid-January

Work in passenger areas:

- No work in public areas from the Sunday prior to Thanksgiving Day through and including the Monday following Thanksgiving Day and from approximately the third Wednesday in December through and including Mid-January. Airlines and tenants may do tenant improvement work behind the scenes and there are not utility outages or road closures

Airside/apron level work:

- Work permitted with advance notification and coordination with airlines
- This is a particularly busy time; please stay out of the way of all airline operations

Airfield work:

- The FAA also issues a Maintenance Moratorium. No access to FAA manholes or duct backs periodically through the months of November, December and January
- No runway closures from:
 - Sunday prior to Thanksgiving Day through and including the Monday following Thanksgiving Day
 - Approximately the third Wednesday in December through and including Mid-January
 - Taxiway closures will be on a case-by-case basis

Exceptions will be on a case-by-case basis. Please contact your Project Manager or the Aviation Construction Hotline (602.553.0005) for exception approvals.

Daylight savings time also affects construction work hours. Please reference table below for daylight savings periods:

Daylight Savings - United States

Year	DST Begins at 2 a.m. (forward an hour)	DST Ends at 2 a.m.
2003	April 6	October 26
2004	April 4	October 31
2005	April 3	October 30
2006	April 2	October 29
2007	March 11	November 4
2008	March 9	November 2
2009	March 8	November 1
2010	March 14	November 7



CONSTRUCTION UPDATE

Aviation Construction Hotline: 602-553-0005
www.pardonourdust.com

Glossary of Terms

Access Control and Alarm Monitoring System (ACAMS)

Security system throughout the airport connecting to SIDA badge card readers stationed at all portals entering in and out of the secure area

ACM

Asbestos-containing material (also see PACM)

ADA

Americans with Disabilities Act

ADAAG

Americans with Disabilities Act Accessibility Guide

Advisory Circular

Publication issued by the FAA to provide guidance and information in its designate subject area or to show an acceptable method for complying with a related Federal Aviation regulation

A/E

Architect/Engineer

AFP

Annual Facilities Permit Program, City of Phoenix Development Services

AHERA

Asbestos Hazard Emergency Response Act

Air Cargo

Terminals and aprons used for handling airfreight

Air Carrier

An aircraft operator granted operating authority by the FAA under FAR Part 121 providing scheduled service with aircraft having 30 or more seats

Air Operations Area (AOA)/Airside/Sterile Area/Secure Area

All areas past the security checkpoints, including the airfield areas that can only be accessed by SIDA badged individuals

Air Traffic Control Tower (ATCT)

Building which overlooks the airport where the Federal Aviation Administration (FAA) personnel control aircraft traffic

Airport Drivers Permit (ADP)

Required for all personnel needing to drive airside without Aviation Operations escort. Permit is issued by Aviation Operations Airside section

Airport Emergency Number – 602-273-3311 Do not call 911**Airport Return**

The section of roadway at Sky Harbor International Airport which takes you to the opposite direction of the boulevard

Airside Service Road

Roadway located airside for all non-aircraft vehicles as a means for traveling around the airport

Apron

The airside paved portion, surrounding buildings and hangars used for parking, loading and unloading of aircraft

Aviation Department

The department of the City of Phoenix who manage/maintain Phoenix Sky Harbor International, Deer Valley General Aviation and Goodyear General Aviation Airports

Aviation Director

Chief Aviation Representative for the City of Phoenix managing the airport network

Automated Vehicle Identification Tracking System (AVITS)

A tracking system for all buses, taxis and limousines traveling from terminal to terminal and parking locations at the airport

Baggage Handling System (BHS)

Conveyor system located within each terminal which transports baggage from ticketing through screening to air carrier loading areas and from the air carrier unloading area to baggage claim. These conveyors are serviced and maintained by Aviation Facilities and Services

Baggage Information Displays (BIDs)

LED monitors throughout the public areas of the airport displaying baggage carousel information

Baggage Service Office (BSO)

A location within the Terminal where air carriers respond to lost baggage and other baggage related concerns

Blast Fence

A barrier placed to divert or dissipate jet blast or propeller wash



Bus Maintenance Facility

A building located on the corner of Buckeye Road and Copperhead Road which services all Rental Car buses

Business and Properties Division (B&P)

The division of the Aviation Department who manage all customer relations (i.e. air carriers)

Cell Phone Lots

Non-revenue lots located on the east and west ends of the airport where vehicles are encouraged to wait for arriving passengers instead of circling the airport until passenger flights have arrived

Communications Center (Comm Center) – 602-273-3300

The facility responsible for handling and controlling the airport communications traffic for various applications including airport personnel radios, passenger paging system, access control and alarm monitoring system, etc.

Concourse

The portion of the terminal, attached to the main terminal area, housing the air carrier gates where the aircraft park to load and unload passengers

Construction Moratoriums

A portion of time mandated by the Aviation Department in which all impact and public construction must cease to allow the airport to operate at full capability for increased passenger flows (usually during holidays and major events)

Core Network Building

A building located airside, south of the Terminal 3 Parking Garage where final terminations of all Main Distribution Facility (MDF)s and the Premises Distribution System (PDS) are located

Deer Valley Airport (DVT)

702 W. Deer Valley Road, Phoenix, AZ 85027
(623) 869-0975

www.deervalleyairport.com

www.pardonourdust.com/dvt/

Design and Construction Services Division (DCS)

The division of the Aviation Department who manage all Capital Improvement, Job Order Contract and Tenant Improvement Construction Projects of Sky Harbor, Deer Valley and Goodyear Airports

DSD

Development Service Department, City of Phoenix

EPA

Environmental Protection Agency



Escort

An individual, meeting security requirements, taking responsibility for another individual not meeting security requirements while on the AOA

Facilities and Services Division (FAC)

The division of the Aviation Department who maintain Sky Harbor, Deer Valley and Goodyear Airports (i.e. electrical, HVAC)

FAR

Federal Aviation Regulation, administrative regulations promulgated by the FAA, includes regulations on aircraft, airmen, airspace, air carriers and airports

FAR 108

The Federal Aviation Regulation that defines the rules and responsibilities of air carriers to maintain airport and aircraft safety and security

FAR 108.33

The Federal Aviation Regulation that defines Access Investigation – this section spells out the specific responsibilities of aircraft operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA)

FAR-Part 77

The Federal Aviation Regulation that defines Objects Affecting Navigable Air Space

Federal Aviation Administration (FAA)

A governmental agency responsible for the management of airspace and ensuring the safe and expeditious flow of air traffic

FHP

Fuel Handlers Permit

Fixed Based Operator (FBO)

Aircraft service center at the airport (i.e. Swift Aviation, Cutter Aviation)

Flex Screen

Temporary movable partition walls used to block the view of a construction site while maintaining a large access area during construction

Foreign Object Debris (FOD)

Airfield debris that can cause damage to an aircraft

General Aviation

Encompasses all aviation excluding scheduled airline flights and military aviation

Goodyear Airport (GYR)

1658 S. Litchfield Road, Executive Terminal, Goodyear, AZ 85338
(623) 932-4550

www.goodyearairport.com

www.pardonourdust/gyr/



Hard Panel

Non-flexible crowd control devices used within checkpoint queuing lines to assist with security

Help Desk – 602-273-3300 option 1, 8

The Aviation Technology call center opened during normal business hours mainly dispatching technology equipment trouble calls

IED

Improvised Explosive Device

In-Line Explosive Detection System (EDS)

A portion of the Baggage Handling System which takes outbound baggage through a machine screening it for possible explosive paraphernalia

Inner and Outer Lanes

Portions of Sky Harbor Boulevard located at Terminal 2, Terminal 3 and Terminal 4 at Sky Harbor International Airport which is sectioned-off by a median. The inner lanes are used by vehicles for access to the curbs for passenger pick-up/drop-off and the outer lanes are used for through traffic and airport authorized ground transportation passenger pick-up/drop-off

Inspectors

City employees responsible for inspecting all construction projects taking place on all city owned property

Intermediate Distribution Facility (IDF)

Various rooms throughout the airport in which the Premises Distribution System terminate to (Communications Rooms)

Jetway/Jetway Bridge

An adjustable and mobile bridge, usually enclosed, allowing passengers to pass from the Airport terminal to the aircraft without being exposed to outside weather climates and conditions

Landside

All public non-secure areas at Sky Harbor International Airport which are monitored by the Landside Aviation Operations Section (OSCAR-20)

Main Distribution Facility (MDF)

Various rooms throughout the airport in which the Intermediate Distribution Facility (IDF) connect to (Communications Rooms)

Movement Area

Area controlled by the FAA ATCT (includes runways & taxiways)

Multi-user Flight Information Displays (MUFIDs)/ Flight Information Displays (FIDs)

LED monitors throughout the public areas of the airport displaying airline arrival and departure information



NAVID

A term used to describe any electrical or visual air navigational aids, lights, signs, and associated supporting equipment (i.e. PAPI, VASI, ILS)

Navigators

Volunteers designated by their purple jackets, who are stationed throughout Sky Harbor Terminals 2, 3 and 4, providing directions, information, and friendly assistance

Non-movement Area

Area not controlled by FAA (aprons, ramps and airside service road)

Non-movement Area Boundary Marking / OFA Line

Single solid and single dashed yellow line separating Movement Area from Non-movement Area

NOTAM (NOTAM)

Issued by Airport Operations or the FAA to inform pilots of new or changed aeronautical facilities, services, procedures, or hazards, temporary or permanent (i.e. runway closures or crane use near the airport)

Notice of Violation (NOV)

Administrative form issued for security and driving infractions

Object Free Area (OFA)

Area where objects are not permitted as they may interfere with taxiing aircraft

Operations Division (OPS)

The division of the Aviation Department who manage the functions of the airport, such as management of Ground Transportation, Passenger Flow, Airfield, and Security

OSCAR 20

Landside Operations Supervisor

OSCAR 30

Airside Operations Supervisor

OSCAR 31

Airside Operations Safety Coordinator on-duty

OSHA

Occupational Safety and Health Administration

PACM

Presumed asbestos containing material



Pardon Our Dust Program (POD)

A section of the Aviation Design and Construction Division staffed by PSM², Inc. providing internal and external communication, coordination and support for the City of Phoenix Aviation Department planning, design, construction and maintenance projects along with special events and security alerts

Passenger Information and Paging System (PIPS)

A communications system carrying Terminal wide audio paging, visual paging, flight and baggage displays (PALs, MUFIDS, BIDS). This system is managed and maintained by the Aviation Technology Division

Passenger Assistance Locations (PALs)

A portion of the Passenger Information and Paging System where passengers can answer audio pages at 30 locations throughout the airport which are managed and maintained by the Aviation Technology Division

Pedestrian Emergency Duress System (PEDS)

Emergency call units (blue kiosk) located in every terminal parking garage and lot throughout the airport for emergency needs or disabled vehicle assistance

Planning and Environmental Division (P & E)

The division of the Aviation Department who handle the planning of all future development and environmental quality for the Phoenix Airports

Premises Distribution System (PDS)

The communication infrastructure throughout Sky Harbor International Airport housing various systems such as Passenger Paging and Baggage Information. This system is managed and maintained by the Aviation Technology Division

Public Relations Division (PR)

The division of the Aviation Department who manage all media relations and customer service

Phoenix Aviation Rules and Regulations

Administrative regulations to provide uniform guidelines for aviation related activities

Remain Over Night (RON)

Aircraft that remain parked on the Apron overnight

Rental Car Center (RCC)

The building located on 16th Street and Buckeye Road which houses all permitted rental car operators

Restricted Area

The area of the airport inside the perimeter fence where personnel must display a security badge

Runway (R/W)

A defined area on an airport prepared for aircraft landing and takeoff. Runways are normally numbered in relation to their magnetic directions (rounded to the nearest 10-degrees). Aircraft can takeoff or land from either end of a runway



Runway Blast Pad

A surface adjacent to the ends of runways provided to reduce the erosive effect of jet blast and propeller wash

Runway Protection Zone (RPZ)

An area off the runway end to enhance the protection of people and property on the ground

Runway Safety Area (RSA)

Area where objects are not permitted as the area is protected for landing and departing aircraft

Safety Area

A clearly defined rectangular area extending beyond runways and taxiways, objects placed in a safety area must be necessary for aircraft operations and be on frangible mounting

Security Checkpoint

Security screening areas staffed by the TSA located at the landside/airside line of each terminal which take permitted individuals through x-ray screening. Individuals permitted to pass through this area must have either a Phoenix Sky Harbor International Airport issued SIDA badge or a valid airline boarding pass

Shoulder

An area adjacent to the edge of paved runways, taxiways or aprons providing a transition between the pavement and the adjacent surface; support for aircraft running off the pavement enhanced drainage; and blast protection. The shoulder does not necessarily need to be paved

Security Identification Display Area (SIDA)

Any area identified in the airport security program as requiring each person to continuously display airport approved identification, unless the person is under airport approved escort

Sky Harbor Boulevard

The main roadway stretching from the east end to the west end of Sky Harbor International Airport

Sky Harbor International Airport (SHIA)

3400 E. Sky Harbor Blvd, Suite 3300, Phoenix, AZ 85034
(602) 273-3300

www.phxskyharbor.com

Stanchion

Posts with ribbon belts used for line delineation in such locations as the security checkpoints and ticket counters. Contractors are required to use Pardon Our Dust Program issued stanchions to contain any construction activity taking place within public areas



Storm Water Pollution Prevention Plan (NPDES)

Federal regulation requiring run off control for outdoor grading or drainage areas greater than 1.0 acre

Taxiway (T/W)

A defined path established for the taxiing of aircraft from one part of the airport to another

Taxiway Safety Area (TSA)

A defined surface alongside the taxiway prepared or suitable for reducing the risk of damage to a craft unintentionally departing the taxiway

Technology Division

The division of the Aviation Department who manage all technology resources (i.e. ACAMS and PDS)

Tenant

Lessee or lesser of property, facility or space owned by the City of Phoenix such as West Air Cargo Bays, Hangar Space, Honeywell Building, Air Carrier spaces, Food and Retail

Tenant Improvement

Any construction, remodel, addition, new building, build-out of shell space, etc, performed by or for any tenant occupying space at any airport operated by the City of Phoenix

Tenant Improvement Coordinator

The city employee responsible for the coordination of all Tenant Improvement Projects

Terminal

A building which houses air carrier operations

Terminal 2 (T2)

The building housing air carriers: Alaska Airlines, Continental Airlines, Great Lakes and United Airlines/Ted with one concourse

Terminal 3 (T3)

The building housing air carriers: American Airlines, Delta Airlines, Frontier Airlines, JetBlue Airways, Hawaiian Airlines, Midwest Airlines, Northwest Airlines, Sun County and AirTran with two concourses

Terminal 3 Bunker

A building located west of the Terminal 3, South Concourse which houses a section of Aviation Technology and other Aviation Division personnel

Terminal 3 Aviation Annex

The building located directly north of the Terminal 3 Parking Garage housing Aviation Design and Construction and Aviation Fiscal Personnel



Terminal 4 (T4)

The building housing air carriers: Southwest Airlines, US Airways, British Airways, ATA, Aeromexico, Air Canada, WestJet and all International Flights. The largest and busiest terminal at Sky Harbor International Airport with seven concourses

Terminal 4 South Vault

A section of building located east of the Terminal 4, S2 Concourse which houses the Southwest Airlines Baggage Conveyors

TRACON – Terminal Radar Approach Control

Controlled by the FAA for flight communications and direction

Transfer Bridge

The portion of the terminal that connects the main terminal to the concourses

Transportation Security Administration (TSA)

Government issued staff handling the screening of all individuals permitted within the secure area and manages all Sky Harbor security checkpoints

TSA 1542

This law defines the rules and responsibilities of airport operators to maintain airport and aircraft safety and security

TSA 1542.209

Access Investigation – The section of the TSA 1542 which spells out the specific responsibilities of airport operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA)

Work Order Center– 602-273-3300, option 1, 7

The Aviation Facilities and Services call center opened during normal business hours mainly dispatching tenant maintenance trouble calls

