

PHX DVT BYR

CITY OF PHOENIX AVIATION DEPARTMENT

AIRPORT SUBSURFACE INVESTIGATION, EXCAVATION, SAW CUTTING, POT HOLING, DRILLING CONSTRUCTION ACTIVITY NOTIFICATION PERMIT PROCEDURES

- I. Before beginning any subsurface investigation, excavation, saw cutting, pot holing or drilling construction activity the contractor is required to request an Aviation Department Permit. NOTE: The activity may affect any of the following systems or components listed below. This list is NOT all-inclusive.
 - a. Electrical (Conduits, Vaults, Cables, Normal, Low Voltage and Emergency Power)
 - b. Domestic Water Supply
 - c. Sanitary Waste/Sewage
 - d. Fire Sprinkler
 - e. Fire Standpipe
 - f. Natural Gas or Fuel Supply
 - g. Interior Fire Alarm
 - h. Public Address System and CCTV
 - i. HVAC
 - j. Automated Guideway Transit (Sky Train)
 - k. Elevators/Escalators/Moving Walks
 - l. Walkways
 - m. Roadways
 - n. Foundations and Post Tension Structures
 - o. FAA Infrastructure
- II. The Permit Application Form is to be submitted by the Prime Contractor Representative to the on site City of Phoenix Aviation Project Manager or delegated proxy, i.e., Aviation Department Special Projects Administrator or Program Manager.
- III. Detailed work plan information is to be provided, especially with regard to the work area(s) depth and location of the subsurface investigation, excavation, saw cutting, pot holing or drilling construction activity. The plan shall include the Area(s), stakeholders and tenants affected by the planned work and specific identification of equipment to be used.
- IV. The COP Aviation Project Manager will coordinate with the PSM2 Pardon Our Dust Representative to provide notice to all Airport Divisions, Stakeholders, Areas and/or Tenants when the excavation, saw cutting or drilling construction activity is scheduled.
- V. The COP Aviation Project Manager will ensure that ALL impacted Airport Divisions, Program Managers, Stakeholders and Tenants are notified of the planned outage. Notification will be accomplished via e-mail and for high impact areas flyers will be distributed thru POD. **It is the responsibility of the Project Manager or delegated approving entity to ensure the proper notification distribution is made.**
- VI. A signed approved copy of the Permit will be provided to the Prime Contractor prior to the requested shutdown date. Permit must be on site prior to the start of work as part of the Contractor Pre-Activity Check list.

PHX DVT GYR

CITY OF PHOENIX AVIATION DEPARTMENT

AIRPORT SUBSURFACE INVESTIGATION, EXCAVATION, SAW CUTTING, POT HOLING, DRILLING CONSTRUCTION ACTIVITY PERMIT FIELD CHECKLIST

Project Name: _____ Airport: PHX
 Date: _____ GYR
 Time: _____ DVT Project Type: Capital
 JOA
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Prime Contractor Representative present? (Name): _____ Y N
 Aviation Project Manager present? (Name): _____ Y N
 Aviation Inspector present? (Name): _____ Y N

Verify the work location is per design documents.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Verify "Blue-Stake" or GPR been performed.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Verify the PSM ² email Notice was sent for this work.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Verify Equipment is as specified in the Permit Work Plan.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Verify Emergency Procedure is in place.	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If applicable, has the Airside Operations Supervisor been notified?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If applicable, has the Landside Operations Supervisor been notified?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If applicable, has the Terminal Operations Supervisor been notified?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If applicable, has the Ground Transportation Operations Supervisor been notified?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
If applicable, has the Parking Operations Supervisor been notified?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Has required FAA coordination taken place on Construction Activities?	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

Comments/Notes: