

EXHIBIT L - Improving PHX Contractor Information Packet
AVN RFP 24-0006 Public Address System Replacement

IMPROVING *PHX*

IMPROVING *PHX*

Contractor Information Packet

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A Project Services & Messaging Management Product

The City of Phoenix Aviation Department Improving PHX Program

The Improving PHX Program coordinates activities and communicates information to all airport stakeholders on behalf of the City of Phoenix Aviation Department construction and maintenance projects. The program's mission is to generate clear, concise, recognizable communication and support services to all City of Phoenix Aviation Department Staff, Business Partners, Consultants and Contractors.

Responsibilities

Activity Coordination – Submit all construction project activities to affected Aviation Department division designees to gain approval for contractors to proceed with work activities and associated impacts.

Attend Meetings – Attend various meetings to sift through project details to tailor and adapt communication tools for effective information dissemination.

Dissemination of Information – Communication regarding Aviation Department construction and maintenance activities via the following venues within the minimum notice required:

- Emails
- Flyers
- Website Improvingphx.com
- Hotline Phone (602) 553-0005
- Graphic Maps
- Summaries & Reports

Stanchions & Temporary Partition Walls – Provision of interior stanchions and temporary partition walls utilized by contractors during construction to maintain a consistent look and feel.

Temporary Sign Plans & Sign Production – Development of plans that encompasses all way-finding, regulatory and project identification needs that may be disrupted with construction activities. Plans are routed through designated representatives from various Aviation Divisions for approval prior to implementation. Once approved, the Program produces the signs, manages installation and maintains sign quality.

THE PROGRAM COMMUNICATES TO

- ADOT
- Air Carriers
- Aviation Divisions/Employees & Contract Staff
- City of Phoenix Annual Facility Permits
- City of Phoenix Street Transportation
- Concessions & Retail Tenants
- FAA
- FBOs
- GT Providers
- Onsite Contractors/Active Projects
- Passengers
- Sky Chef
- Swissport
- TSA
- The Public
- US Customs

Improving PHX DVT GYR Contact Information

24/7 Construction Hotline

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Website

Improvingphx.com

Contractor Mandatory Participation Items

The City of Phoenix Aviation Department established the Improving PHX Program to handle internal and external construction communication and stakeholder coordination. The contractor shall be expected to fully cooperate with program regulations and guidelines. Contractor participation includes:

- Comply with Improving PHX Program Activity Scheduling (see [Activity Scheduling Special Considerations Page 8](#) section for scheduling details on various activities)
- Ensure the Improving PHX Project Manager is provided with the date, time and location of all weekly construction progress meetings and any meetings addressing issues affecting stakeholders or other construction impacts
- 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 or necessary coordination items
- Provide a current 24-hour emergency contact list
- Provide plans to the Improving PHX Project Manager a minimum of one week prior to the start of construction to assist in identifying all work areas that will be visible to the public or that will impact Passenger, Tenant, Air Carrier or Employee movement
- Notify Improving PHX Project Manager of any change in schedule/activities no later than 24-hours prior to allow for proper dissemination of information
- Comply with the Improving PHX Program specifications for non-traffic barriers ([See Temporary Construction Wall Specifications Page 19](#)) and signage. Such barriers and any necessary signage shall be coordinated with the Improving PHX Program and approved by the Aviation Project Manager prior to installation
- **Provide a minimum of 72-hours' notice to Improving PHX Project Manager on requests for all Improving PHX provided signage and barriers**
- Install and place all temporary construction signage furnished by the Improving PHX Program as necessary. Contractor shall provide labor to make necessary placement adjustments to existing signage as requested by the Improving PHX Project Manager
- **All signs, stanchions and other barricades provided by the Improving PHX Program shall remain the property of the Improving PHX Program and shall be returned in good condition upon completion of the work by the contractor**

Work Activity Notifications

Improving PHX is responsible for producing work activity notices. This a critical tool is necessary for tracking construction and maintenance activities taking place throughout City of Phoenix managed Airports. When scheduling activities please be sure to include all pertinent information described below:

1. Where:

- Describe in detail all locations that activities will occur
Example: Terminal 4, S4 Concourse (Gates C11-C20), Passenger Level – Panera Bread

2. Date & Time:

- Differentiate between Day & Night shifts
- Ensure shift hours are correctly noted

3. What:

- Provide different activities that will take place
- Define work activities – for example concrete placement must include cubic yards, how many trucks will be necessary to facilitate placement and designated (and approved) haul routes

4. Impacts & Necessary Coordination:

[Please see Approval Process \(Page 7\)](#) for further detail on below listed activities:

- Impacts to Airport tenants – necessary access coordination
- Water/Electrical/Fire System Shutdowns
- Lane Restrictions/Road Closures
- Gate/Restroom Closures
- Crane/Boom Lift/Scissor Lift Activity

5. Why & Corresponding Project:

- Describe why this work is taking place
- Specify the corresponding project name and/or number associated with work
- Name the assigned City of Phoenix Aviation Department Project Manager in charge

6. Who:

- Provide name of primary contractor as well as subcontractors performing work

7. Other Considerations:

- All work **MUST BE APPROVED** by the City of Phoenix Aviation Department Project Manager and Airport Operations prior to beginning any activities
- Available project equipment such as signage, stanchions, and flex screens will be provided as necessary ([See Hardware Classification Page 24](#))

Work Activity Minimum Notice Requirements

The City of Phoenix Aviation Department has an established Improving PHX Program which is responsible for all internal and external construction coordination and notification. To facilitate proper scheduling and mitigation of impacts to airport stakeholders, the contractor shall be expected to fully cooperate with the notification requirements listed below. Notification for the work activities must be submitted to the Aviation Design and Construction Services Project Manager and the Improving PHX Program Project Manager prior to the timeframes listed below. Please see specifications for a detailed description of the Contractor Mandatory Program Participation Items.

48-Hour Notice

- Ceiling Work
- General “No Impact” Work

72-Hour Notice

- Curbside Parking / Staging
- Door Restriction / Closure
- Fire Alarm / Sprinkler System Shutdown / Work
- HVAC / Air Handler Shutdown
- Lane Restriction
- Material Delivery
- Moving Walkway, Elevator and Escalator Shutdown/ Closure
- Restroom Closure
- Weekend Work
- Confined Space Work

96-Hour Notice

- Access Control and Alarm Monitoring System (ACAMS Shutdowns)
- Access Coordination
- Air Carrier Gate Closure
- Airfield Gate Closure / Restriction
- Airside Service Road Closure/Restriction
- Baggage Carousel / Conveyor Shutdown
- Checkpoint Closure
- Ground Transportation Temporary Relocation
- Sidewalk and Crosswalk Restriction/ Closure
- Passenger Information and Paging System (PIPS) Baggage Information Displays (BIDS), and Multi- User flight Information Displays (MUFIDS) Shutdowns
- Runway / Taxi Closure / Restriction

1-Week Notice

- Airport Subsurface Investigation, Excavation, Saw Cutting, Pot Holing, Drilling Construction Activities
- Staging Areas
- Temporary Wall Installation
- Water Shutdown
- Electrical Shutdown
- Any Work During a Moratorium Request
 - Submitted 1-Week Prior to the START of the Moratorium

3-Week Notice

- Parking Space Restriction
- Parking Garage / Lot Restriction
- Road Closure

Notification Approval Process

The Improving PHX Program approval process defines the expectations and actions necessary for contractors to receive approval from the City of Phoenix Aviation Department and all stakeholders in a timely manner.



Internally Initiate Work Activity & Analyze Impacts

- Contractor shall initiate work, gather information and analyze impacts internally by identifying stakeholders and determining level of impact as it pertains to public and tenants.

Impacts

- The Contractor shall request work that meets or exceeds [Work Activities Minimum Notice Requirements \(Page 6\)](#) to the Aviation Design & Construction Services Project Manager and Improving PHX Project Manager. Specific activities require special considerations to allow for a more streamlined approval process. Please refer to subsequent pages for more details regarding these considerations during contractor work activity initiation and impact analysis process.
- After all information has been gathered, the contractor shall send request via email to the Improving PHX Project Manager with the following information:
 - Please see *Work Activity Notifications (Page 6)*.
 - Activities that are scheduled to begin between Friday at 2:30 PM through and including Sunday at 9:00 PM require a [Weekend Work Form](#).

Re-analyze & Confirm Impacts

- The Improving PHX Project Manager will re-analyze/confirm impacts and address special requirements from stakeholder(s) as necessary prior to routing to City of Phoenix Aviation Staff for final approval.

Route Schedule & Impacts/Review Feedback & Track Responses

- Improving PHX Project Manager will route schedule and previously identified impacts to City of Phoenix in a formal “Request” via email and will review feedback, track responses and follow up on pending items as necessary.

Communication Execution

- The contractor and Improving PHX Project Manager share mutual responsibility to maintain bilateral communication throughout the project.
- The Improving PHX Project Manager is responsible for sending work activity notifications to all applicable stakeholders concerning activities that have been coordinated between the Contractor and City of Phoenix.

Activity Scheduling Special Considerations

48 Hours	Ceiling Work <ul style="list-style-type: none">Identify any beam detectors/fire alarm systems within the areaEquipment utilized to access ceiling (lift/ladder)
	General “No Impact” Work <ul style="list-style-type: none">Location, date, time and subcontractor
72 Hours	Curbside Parking / Staging <ul style="list-style-type: none">Call and confirm with Landside Oscar 20 before arrival on siteNumber of expected vehiclesTypes of vehiclesMaterial or equipment being delivered
	Door Restriction / Closure <ul style="list-style-type: none">Identify door number and specific physical locationVerify with fire code that code required egress is still maintained during restrictionIdentify impacts to wayfindingProvide alternative access route
	Fire Alarm / Sprinkler System Shutdown / Work <ul style="list-style-type: none">Fire Impairment Notice Form
	Material Delivery <ul style="list-style-type: none">RouteNumber of expected vehiclesTypes of vehiclesMaterial or equipment being delivered
	Moving Walkway, Elevator & Escalator Shutdown / Closure <ul style="list-style-type: none">Identify location of equipment being impactedIdentify levels of equipment serviceAlternative accessIdentify necessary signage and ensure placement during shutdown
	Restroom Closure <ul style="list-style-type: none">Identify specific location of restroom being impactedProvide location of closest alternative locationIdentify and place necessary signage
	Weekend Work <ul style="list-style-type: none">Submit Request Thursday before work weekendProvide look ahead schedule with Weekend Work Request

Activity Scheduling Special Considerations

96 Hours

Access Coordination

- Specific Location – include map or drawing
- Occupant of space where access is necessary
- Door number if applicable

Air Carrier Gate Closure

- Identify gate number
- Location of area being restricted
- Determine if airline equipment relocation is necessary
- Determine whether an aircraft can remain over night

Airfield Access Gate Closure / Restriction

- Identify gate number being impacted
- Specify impact to exit, entrance or both, or if pedestrian gate
- Provide alternative airfield access location

Airside Service Road Closure / Restriction

- Identify location and section of service road being impacted
- Provide detour or alternative routes – determine if height restrictions are applicable
- Submit barricade plan for review and approval (City of Phoenix)

Baggage Carousel / Conveyor Shutdown

- Identify inbound or outbound carousel
- Identify location of equipment being worked on, or impacted
- Identify user(s) impacted
- Identify panel and related schedule if applicable
- Provide information on pre- & post- shutdown huddles for night of AVN coordination

Checkpoint Closure

- Identify location of checkpoint being impacted
- Identify and place necessary signage

Ground Transportation Temporary Relocation

- Identify providers being impacted
- Identify and place necessary signage for relocation

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

- Ensure localized shutdown of equipment before power source shutdown
- Identify location of equipment being impacted

Runway / Taxiway Closure / Restriction

- Coordinate NOTAM production
- Determine if Operation Escorts are necessary
- Identify Airside Access Gate being utilized

Activity Scheduling Special Considerations

96 Hours	<p>Sidewalk & Crosswalk Closure / Restriction</p> <ul style="list-style-type: none"> • Identify specific location and any services or access points impacted • Provide alternative routes or access • Confirm ADA accessibility maintained • Identify and place signage
	<p>Airport Subsurface Work</p> <ul style="list-style-type: none"> • Includes Investigation, Excavation, Saw cutting • Pot Holing and/or Drilling Activities • Required Subsurface Permit
	<p>Electrical Shutdown</p> <ul style="list-style-type: none"> • Panel Schedule or Impacts • Location of Panel & Physical Work Location
	<p>Moratorium Work</p> <ul style="list-style-type: none"> • Submit Request 1-Week prior to start of moratorium • Provide look ahead schedule with request
1 Week	<p>Staging Areas</p> <ul style="list-style-type: none"> • Satellite map depicting location • Specific room if within airport facility • Route to and from staging area to work location
	<p>Temporary Wall Installation</p> <ul style="list-style-type: none"> • Satellite map depicting location • Specific room if within airport facility • Route to and from staging area to work location
	<p>Water Shutdown</p> <ul style="list-style-type: none"> • Areas Impacted including restrooms, breakrooms or food and beverage tenants • Physical Work Location • Verify Aviation Department or Water Department Line • Note domestic skid impacts
	<p>Parking Garage / Lot Restriction</p> <ul style="list-style-type: none"> • Identify location of parking garage/lot being impacted • Identify entrances or exits being impact • Identify levels or areas of impacted parking facility
	<p>Parking Space Restriction</p> <ul style="list-style-type: none"> • Identify number of spaces being capture • Place 'No Parking' delineators when space becomes available for capture • Confirm ADA parking compliance
<p>Roadway Closure / Lane Restrictions</p> <ul style="list-style-type: none"> • Produce engineered Traffic Control Plan • Identify detour and alternative routes • Identify Ground Transportation Operation Impacts 	

Website Orientation

The Improving PHX Website contains the most up to date construction project information, documents, specifications and forms. When visiting improvingphx.com there are many useful destinations to aide in construction projects occurring at the City of Phoenix Airports.

The information below will provide a brief explanation regarding how these resources shall be utilized by contractors working throughout City of Phoenix Airports:

PHX DVT GYR Tabs: These tabs will redirect users to Airport specific pages. The PHX tab is the homepage, however navigating to GYR & DVT tabs allows users to review ongoing construction projects and retrieve airport specific forms.

Traffic Alerts/NOTAMS/Projects/Specifications/Airport Website/ADOT/Contact Us: These additional tabs each serve a specific purpose. The information provided by each tab is clearly defined by the title. Each will lead to a new page with the corresponding information.

Important Notices: This section emphasizes critical activities or impacts at the Airport.

Construction & Maintenance Scheduling Guidelines: This section is **critical to Airport Contractors**. Please closely review the information provided below for guidance.

Work Activities Minimum Notice Requirements – This document provides critical information concerning work activity scheduling and the minimum amount of time required to properly schedule airport construction activities. This information can also be found within this document on [PAGE #6](#).

Construction & Maintenance Work Moratorium – This document is updated each year to ensure proper moratorium dates are provided. This information is critical to contractors for construction scheduling as it reflects when construction activities will be restricted during peak travel time frames.

Sky Harbor Airport Fire Protection System Impairment Notice – This form is a critical resource for contractors impacting the airport fire prevention system in any way. It must be carefully completed and provided to Improving PHX Project Managers for distribution. A formal request with this information will be distributed to proper authorities for review. Upon approval, notification will be sent.

Weekend Work Request Form – This request form is important to ensure proper distribution of information to DCS Project Managers and Inspectors. This form must be completed and submitted to DCS Project Manager, Inspector Supervisor, Assigned Project Inspector and Improving PHX Project Manager before Thursday at 11:00 AM before weekend work is scheduled to occur. This form will provide all necessary information for review by Inspectors to determine if this work can occur during [the weekend](#).

Airport Subsurface Permit – This document is vital for the approval of any subsurface work at the airport. This form must be compiled and sent to the DCS Project Manager as well as the assigned Project Inspector for review before approval of work.

Request Temporary Wall Standards – This links the user to a separate page that allows contractors to request the standards required for building temporary construction walls.

Construction and Maintenance Work Moratoriums

The City of Phoenix issues moratoriums on construction and maintenance activities during times of increased passenger traffic. The activities below are prohibited during designated work moratorium dates. Restrictions of these activities should be considered during project planning and incorporated into the project schedule. Specific moratorium dates are issued by the City of Phoenix annually. Current moratorium dates can be resourced at ImprovingPHX.com/Moratorium.pdf

Moratorium Work Restrictions:

Following Work will **NOT** be Permitted During Dates Listed Below:

- ✓ No Road Closures or Lane Restrictions
- ✓ No Trenching Excavating, Pot Holing, Drilling, Boring or Like Activities
- ✓ No Work During Holiday Weekends
- ✓ No Utility Outages (power, water, gas, etc.)
- ✓ No System Shutdowns (PIPS, AVI, Fire Protection etc.)
- ✓ No Work in Passenger Areas

The Following Work **MAY** be Permitted on a Case by Case Basis Pending Required Approval:

- ✓ Hauling Operations
- ✓ Demolition Activities
- ✓ Closure of Airport Facilities
- ✓ Restriction of Access

****If you plan to work during the moratorium you must submit a request at a minimum, 1 week prior to the start date of the moratorium to Aviation Design and Construction (DCS) Project Management Team, Improving PHX Program and Aviation Operations. All exceptions will be on a case-by case bases. Times and dates are subject to change at any time.***

Frequently Asked Questions:

- **When should I submit request to work during the moratorium?** In order to work during the moratorium, request must be submitted at least 1 week PRIOR TO THE START of the moratorium. Request must be sent to the Aviation Department Project Manager and Improving PHX Project Manager to be routed for approval.
- **What information do I include when requesting moratorium work?** Information should include a detailed schedule listing work activity, location, work hours and dates.
- **What if the FAA issues a Maintenance Moratorium?** The FAA may issue a Maintenance Moratorium at which time NO access to FAA Manholes or duct banks will be allowed during the specific moratorium.
- **Are moratorium dates subject to change, and how do I plan around this?** During the months of November and December the airport will experience high passenger volumes, therefore please anticipate hard moratoriums to last between and 1 to 2 weeks.

Weekend Work Protocol & Procedures

Form Submission Requirements:

Step 1: Contractors will fill out the [Weekend Work Request Form](#), providing accurate and detailed information.

Step 2: The form will be sent by the contractor (before the deadline) to the Design and Construction Services Project Manager for review. David 'Kato' Warren & Ric Wolf (Chief Construction Inspectors), the Primary Project Inspector as well as the Improving PHX Project Manager will all be included in the email.

Step 3: Following confirmation of approval by the Design and Construction Services Project Manager & Inspector, the Improving PHX Project Manager will send the work notification for the upcoming weekend. If denied, contractor will be notified, weekend work will not take place. Provided below is an example of the [Weekend Work Request Form](#) and directions on how to fill PDF online form.

Please keep in mind:

- As a contractor it is **your responsibility** to ensure your request is properly reviewed and distributed. Informing the Primary Project Inspector during a routine site visit of your intention to work the weekend is a great starting point, verbal approval from inspectors and Design and Construction Services Project Managers will allow for quicker confirmation but does not replace the need for this form to be provided.
- If weekend work has been submitted and there has been no formal response confirming the official approval of this work, it is **the contractor's responsibility** to contact Design and Construction Services and ensure they are aware of the work request (prompting a confirmation email). Follow up should take place before the end of business Thursday afternoon.
- Improving PHX Project Managers will only issue notification once they have seen proof that both the Design and Construction Services Project Managers and the Chief Construction Inspector are aware and approved the work taking place.
- Issuing weekend work notification will officially schedule the work to take place, allowing the contractor to be on site during the scheduled hours.
- If for any reason work will not take place as scheduled, please ensure cancellation is disseminated as soon as possible.

Weekend Work Standards

- Deadline: Submitted **no later than Thursday at 11:00 AM** before the weekend work will be performed.
- Request: Submitted to the City of Phoenix Aviation DCS Project Manager. The Improving PHX Project Manager as well as the Construction Inspector Supervisor (David.warren@phoenix.gov) must be copied.
- Process: All weekend work requests will be submitted by the contractor no later than the deadline. Once approved by the DCS Project Manager, the Improving PHX Project Manager will issue notification for the weekend work, including all pertinent parties involved.
 - The (below) completed 'Weekend Work' form must be attached for review.
 - Approval/denial will be provided to the contractor in a timely manner after the request is sent.

Weekend Work

1. Project Name/TI Number/AV Number: _____
2. City of Phoenix Aviation DCS Project Manager: _____
3. Weekend Work Dates: _____
(Weekend Work is defined as any activity that will begin between Fridays @ 2:30 PM – Sundays @ 9:00 PM)
4. Shift Hours: _____
5. Work Location/Level/Area: _____
6. Activities Being Performed: _____
7. Contractor/Subcontractor Performing Work On Site: _____
8. Name/Number of On Site Contact in charge: _____
9. Contractor Requesting Work: _____
10. Weekend Work Coordinator Name/Number: _____

IMPROVING *PHX DVT BYR*

Construction Hotline: 602-553-0005
improvingphx.com

Fire Impairment Form Detail

Form Submission Requirements:

Step 1: Contractor will fill out the Fire Protection System Impairment Notice Form, providing accurate and detailed information.

Step 2: The form will be sent by the contractor before the **72-Hour Minimum Notice Requirement** to the DCS Project Manager for review. The Primary Project Inspector, as well as the Improving PHX Project Manager will all be included in the email.

Step 3: Following confirmation of approval by the DCS Project Manager, the Improving PHX Project Manager will send the work notification. If denied, no notification will be sent and contractor will need to resubmit another request.

Provided below is an example of the [Fire Impairment Form](#) for directions to fillable PDF online.

Please Keep in Mind:

- As a contractor it is **your responsibility** to ensure your request is properly reviewed and distributed. Providing at least 72-hours for the request to be routed through to the appropriate parties for review and approval.
- Fire Impairments are used only for Alarm/Sprinkler/Beam Detectors/Downloads
- If there are any dust causing activities or ceiling work, you will be required to obtain confirmation from Energy System that the Fire System will not be impacted.
- If you are planning to impair the system for multiple days, you are required to submit a form for each individual day that the system will be impaired.
- You are responsible for ensuring that Facilities and the Communication Center are both contacted before you begin and again after your complete work. (602) 527-7213
- If for any reason work will not take place as scheduled, please ensure cancellation is disseminated as soon as possible.

Commonly Asked Questions:

- **What do I put for Notice Number?** This will be assigned by the PHX Project Manager.
- **Do I need a Fire Department Permit Number?** Only if there will be modification made to the system. If this applies to your project you would have received via your submittals.
- **What does level mean?** It is important to keep in mind that there are different levels as it pertains to each Terminal Building for example:
 - Basement Level/Service Level: Utilities are often routed, and the location of baggage conveyors.
 - Apron Level (Tarmac): Loading and unloading cargo, refueling, parking or maintenance then the level is defined as the
 - Baggage: Baggage claim and passenger pick up.
 - Ticketing Level: Ticketing Counters and passenger drop off.
 - Passenger Level: Located on this level you will find gates, shops and restaurants.
 - Mezzanine Level: Offices, conference rooms, and airline clubs.

Is there a difference between contractor, representative and impairment coordinator? The contractor will be the company that is performing the work. Representative will be the on-site person who will be responsible for the work being performed. Impairment coordinator is the person responsible for notifying the building occupants of the impairment. Examples of impairment coordinators being the building owner, contractor project manager, general contractor, etc.

Fire Impairment Form Detail

SKY HARBOR AIRPORT FIRE PROTECTION SYSTEM IMPAIRMENT NOTICE

Notice # 1. *For PSM² Use Only*

Fire Dept. Permit # 2. *The permit # received from your submittals*

DATE: 3. *Current Date*

IMPAIRMENT DURATION – Date: 4. *Start Date* Time: 5. *Start Time*
through Date: 6. *Stop Date* Time: 7. *Stop Time*

LOCATION OF IMPAIRMENT –

Location: 8. *Building Name and Address*

Level: 9. *Example: Level 1; Passenger Level; etc* Area: 10. *Ex: Tenant Spaces; Areas on Level; etc*

List of equipment being impaired:

11. *Equipment or types of systems affected*

Activity causing the impairment:

12. *Type of work being performed*

CONTRACTOR – 13. *Company performing the work*

Representative (*on site*): 14. *On-site person responsible*

Phone Number: 15. *Contact number of on-site representative*

IMPAIRMENT COORDINATOR –

Name: 16. *Example: Name of Building Owner; Project Manager; General Contractor; etc* Contact Number: 17. *Contact number of coordinator*

Per Phoenix Fire Code Section 901.7.3, the tag shall be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and fire command center.

Fire Impairment Form Detail

Fire Protection System Impairment Notice Form

1. **Notice #:** Improving PHX team will generate a notice # once they received work request.
2. **Fire Dept. Permit #:** Provide your Fire Department Permit # from your submittals.
3. **Date:** Provide the current date.

IMPAIRMENT DURATION

4. **Date:** Provide the date the work begins.
5. **Time:** Provide the time the work is set to begin.
6. **Date:** Provide the date the work is to end.
7. **Time:** Provide the time the work is set to end.

LOCATION OF IMPAIRMENT

8. **Location:** Provide the building name and address.
9. **Level:** Example: Level 1; Passenger Level; Main Terminal; North Concourse; Etc.
10. **Area:** Example: Tenant Space
11. **List of equipment being impaired:** List all equipment and/or types of systems that will be affected.
12. **Activity causing the impairment:** Provide the type of working being performed.

On Site Representative

13. **Contractor:** Provide the name of the company performing the work.
14. **Representative (on site):** Provide the name of the on-site person who is responsible for the work being performed.
15. **Phone Number:** Provide the phone of the on-site representative.

IMPAIRMENT COORDINATOR

16. **Name:** Provide the name of the person responsible for notifying the building occupants of the impairment. Example: building owner; general contractor; project manager.

Fire Impairment Form Detail

17. Contact Number: Provide the phone number of the Impairment Coordinator.

Fire Protection System Shutdown/Work Procedure

Pre-construction Procedure	1. COMPLETE FORM	Complete the <i>Fire Protection System Impairment Notice</i> for PHX , DVT or GYR and submit via email to the City of Phoenix Project Manager and Improving PHX Program Representative 72-Hours prior (business days only). – See <i>form instructions</i>
	2. REQUEST ISSUED	Request for Impairment will be routed by the Improving PHX Program Representative via email to various stakeholders for approval 48-hours prior (business days only).
	3. ADDED TO FIRE CALENDAR	Approved system shutdown/work will be added to the Fire Alarm and Sprinkler System Work Activity Calendar to reserve date and time for the shutdown/work. This calendar is electronically updated daily as system work is approved and scheduled. *Contractors are required to consult the calendar prior to submitting a shutdown/work request.
	4. NOTICE ISSUED WITH FINAL FORM COPY	Once approved, the Improving PHX Program Representative will issue official notice via email with the complete <i>Fire Protection System Impairment Notice</i> attached.
Construction Procedure	5. POST FORM	Contractor must print copies of the completed <i>Fire Protection System Impairment Notice</i> and post at all affected Fire Prevention Equipment during impairment. <u>Necessary Post Locations May Include (IF IMPAIRED):</u> <ul style="list-style-type: none"> • Fire Command • Main Fire Panels • Fire Pumps • Fire Control Valves • Kitchen Hoods • Fire Alarm Panels • Fire Alarm Circuit
	6. PROTECT DEVICES	All fire alarm detection devices in the vicinity of the work area must be protected against dust, dirt, smoke and/or any other contaminant. This procedure includes the “bagging” of the device and effective sealing of the bag with tape or other approved means. * Do not place tape directly on devices
	7. CALL-IN TO SHUTDOWN SYSTEM	Immediately prior to the actual work being performed, contractor will call the Aviation Command Center and ask the dispatcher for the Mechanical Maintenance or the Energy Systems and request personnel to disable the area affected.

Fire Impairment Form Detail

Construction Procedure		<p>The following information will be required:</p> <ul style="list-style-type: none"> • Name • Company Name • Responsible onsite contact phone number of actual persons performing the work • Expected time frame/work shift and specific work area • The area in which the work is to be performed and whether it will require any part of the Fire Alarm System to be DISABLED. • Impairment Form Shutdown Number
	8. FIRE WATCH	While the fire/life safety systems are disabled the party responsible for the work being done is required to perform a fire watch.
	9. APPROVAL TO PROCEED	When the Mechanical Maintenance and/or Safety/Security 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.
	10. ACCIDENTAL ALARM OCCURANCE	Should an actual alarm occur the person in the field must immediately call the Communications Center to report the alarms.
	11. IMPAIRMENT/WORK COMPLETION	<p>When the impairment is over, the contractor is to make sure that all systems/valves/safety equipment have been restored to proper, fully functional condition.</p> <p>Once verified, the contractor must call the Aviation Command Center and ask the dispatcher for the Mechanical Maintenance or the Energy Systems and request personnel to enable all parts of the fire prevention system that were shutdown for work activities. The consequences of not following this procedure will be that the contractor receive a Notice of Violation from the Aviation Department.</p>
	12. REMOVE FORM	Once impairment is complete, all posted <i>Fire Protection System Impairment Notices</i> must be removed.

ALL SYSTEM WORK IS SUBJECT TO DELAY AND/OR CANCELLATION TO ACCOMMODATE LATE FLIGHTS/AIRPORT OPERATIONS.

Construction Wall Standards

A. Wall Height: The wall will be constructed to the top of the ceiling within the area whenever applicable. Due to the full height wall, fire sprinkler modifications may be required per the Aviation Fire Marshall.

B. Wall Protrusion: The wall will protrude a maximum of 6-Foot from the leasehold/construction area when installed within a passenger area and protrusion is deemed necessary by the Design and Construction Service Project Manager. Temporary walls used during remodel of concession and retail spaces will protrude a maximum of 1-Foot upon approval from the Design and Construction Service Project Manager.

C. Wall Bracing: Bracing shall be sufficient to withstand a five pound per square foot force. Penetrations on terrazzo flooring are NOT permitted. High strength double-sided tape must be used when securing the bottom of temporary walls to terrazzo flooring. Penetrations into the ceiling grid or tiles are NOT permitted. The top of the temporary walls must be secured to the unistrut or beams with similar strength within the ceiling. When installing a temporary wall in a carpeted area, penetrations into the carpet is permitted. Upon removal of the temporary wall the carpet must be restored to preexisting condition.

D. Framing: 4" Metal Studs spaced out 16" on center.

E. Drywall (Gypsum Board) Thickness: 1 Layer/1/2" (Drywall is only required on the exterior face of the wall).

F. Drywall (Gypsum Board) Finish:

- Metal drywall corner bead will be utilized for all outside and inside corners
- L-Metal trim will be utilized on the tops and sides of the walls
- Level 4 Drywall Finish Required: All joints and interior angles shall have tape embedded in joint compound and shall be immediately wiped with a joint knife leaving a thin coating of joint compound over all joints and interior angles. Two separate coats of joint compound shall be applied over all flat joints and one separate coat of joint compound shall be applied over interior angles. Fastener heads and accessories shall be covered with three separate coats of joint compound. All joint compound shall be smooth and free of tool marks and ridges. It is recommended that the prepared surface be coated with a drywall primer prior to the application of final finishes.

G. Wall Base: 4 Inch rubber cove base molding (Black or Grey) will be installed at the bottom of the full length of the wall

H. Construction Doors:

- All construction doors are required to be installed with case trim and must be self-closing and locking.
- All construction doors will swing open into construction areas to avoid protrusion into passenger areas.
- All construction doors will require the placement of "Construction Area Do Not Enter" signage.

Construction Wall Standards

I. Painting:

- Gypsum board shall be painted within 48-hours of installation with two coats of semi-gloss
- Color: Dunn Edwards DE6366 Silver Spoon (Paint Swatches Available to Color Match Upon Request).

J. Temporary Wall Maintenance: Temporary walls will be patched and painted as deemed necessary by the Aviation Department to maintain the wall condition of when it was first constructed.

K. Construction Area Walk-Off/Tack Paper: Tack paper will be installed on the floor in front of the construction door within the construction area to mitigate debris from entering passenger areas

L. Fire/Life Safety System Obstruction: Construction walls are prohibited from obstructing the devices below per the Aviation Fire Marshall. Relocations of these devices will be determined on a case by case basis by the Aviation Fire Marshall and Project Manager.

- Fire Sprinklers
- Smoke Detectors
- Audible & Visual Alarms
- Automated External Defibrillator's (AEDs)

M. Security Camera Obstruction: Construction walls are prohibited from obstructing the view of security cameras. If obstruction of security cameras is deemed necessary for construction, the contractor will work with Aviation staff for the relocation of the camera(s).

N. HVAC Registers/Vents Obstruction: Construction walls are prohibited from obstructing HVAC registers and vents. If obstruction of the registers or vents is deemed necessary for construction, modifications to the temporary wall to extend the registers or vents through the wall may be required.

O. Light Fixture Obstruction: Construction walls are prohibited from obstructing light fixtures whenever possible.

P. Signage Obstruction: Construction walls are prohibited from obstructing existing signage whenever possible. If obstruction of signage is deemed necessary for construction, the Improving PHX Program will develop a temporary signage plan that will be submitted for Aviation review prior to implementation. Contractors are responsible for notifying the Aviation Department Design & Construction Services Project Manager and the Improving PHX Program when/if signs will be obstructed.

Temporary Construction Sign Standards

All signage placed at Phoenix Sky Harbor International Airport associated with a construction project must follow the following specifications maintained by the Improving PHX Program in collaboration with Aviation Design and Construction Services.

A. When Signage is Required: Improving PHX Program fabricated signage is required at all non-traffic construction areas and facility closures/detours as decided by the contractor, Aviation Project Manager, Aviation Inspector and/or Improving PHX Project Manager.

B. Roadway Traffic Control Signage: The Improving PHX Program does NOT provide signage for vehicle traffic control on the public roadways. The signage required by the approved traffic control plan must be provided by the contractor.

C. Paper Signage: No handwritten or paper signage is permitted.

D. Company Identifying/Branding Signage: No company-identifying or branding signage or materials is permitted.

E. Exterior Project Identification Signage:

- Sign will be furnished by the Improving PHX Program.
- Sign will only be provided for exterior (Not within any building, concourse or terminal) projects.
- Sign will be installed by the contractor prior to the start of construction.
- The contractor will be responsible for all mounting hardware and drilling of holes unless otherwise specified by the Improving PHX Project Manager.
- Sign will be fabricated on 1/8" thick aluminum composite material.
- Sign will have a white background with black letter and will contain the Improving PHX Program branding.

Example:



Temporary Construction Sign Standards

F. Exterior Construction Jobsite Signage:

- Sign will be furnished by the Improving PHX Program.
- Sign will only be provided for exterior (Not within any building, concourse or terminal) projects.
- Sign will be installed by the contractor prior to the start of construction.
- The contractor will be responsible for all mounting hardware and drilling of holes unless otherwise specified by the Improving PHX Project Manager.
- Sign will be fabricated on 1/8" thick aluminum composite material.
- Sign will have a white background with black letter and will contain the Improving PHX Program branding.

Single Prime Contractor Within Jobsite/Laydown Area Example:



Multiple Prime Contractor Within Jobsite/Laydown Area Example:



Temporary Construction Sign Standards

G. Dust Control & Storm Water Pollution Prevention Plan (SWPPP) Permit Signage: All projects required to obtain a Maricopa County Dust Permit with a jobsite of five acres or larger must have a Dust Permit Sign. The sign can also include the SWPPP permit number is applicable and will be fabricated to meet the Maricopa Country Standards. All projects required to obtain a Maricopa County SWPPP Permit with a jobsite of 1 acre or larger must have a SWPPP Permit Sign.

- The Improving PHX Program will provide the Dust Permit Sign for the contractor to post at the permitted jobsite.
- Sign will be installed by the contractor prior to the start of construction and will be located on the exterior of the project limits (Not within any building, concourse or terminal).
- The contractor will be responsible for all mounting hardware and drilling of holes unless otherwise specified by the Improving PHX Project Manager.
- Sign will be fabricated on 1/8” thick aluminum composite material or 9oz vinyl mesh banner.
- The contractor will be solely responsible for requesting a new sign or vinyl patches prior to the permit expiration date.

Contractor will provide the Improving PHX Program Project Manager with the following information:

Dust and SWPPP Combined Sign Permit Example:

PHX SKY HARBOR AIRPORT	← Project Name
TERMINAL 3 MODERNIZATION PROJECT	← Company Name
HUNTAUSTIN JOINT VENTURE	← Dust Permit Number & Expiration Date
PERMIT #E150351 EXPIRATION: 2-20-16	← Contractor Project Specific Contact Name & Number (Responsible Party)
CONTACT: MICHAEL HUGHES 480-286-5429	← SWPPP Permit Number
DUST COMPLAINTS? AZCON-87931	
CALL MARICOPA COUNTY AIR QUALITY DEPARTMENT	
(602) 506-6010 OR (602) 372-2703	

SWPPP Sign Permit Example:

STORMWATER POLLUTION PREVENTION	
DEER VALLEY AIRPORT	← Project Name
NORTH APRON RECONSTRUCTION	← Company Name
BANICKI CONSTRUCTION INC	← SWPPP Permit Number
AZCON #538285	← Contractor Project Specific Contact Name & Number (Responsible Party)
AARON HICKMAN 602-615-3873	

Hardware Classification

The following equipment is available to assist contractors maintain City of Phoenix standards during temporary construction conditions. Hardware items must be requested 1-2 Business Days in advance and will be allocated at the Improving PHX Project Managers discretion. Upon completion, the contractor is responsible for ensuring the equipment is returned to the Improving PHX team in the same condition in which it was provided.



White Plastic A-Frame

Holds 22" x 28" PVC Foam

Usage: interior, wayfinding, passenger levels



Black Plastic A-Frame

Holds 24" x 36" PVC Foam

Usage: exterior, wayfinding, curbs, garages



Stanchion Frame

Holds 22" x 28" PVC Foam

Usage: interior, wayfinding, passenger levels

Hardware Classification



“Yeti” Post & Base

Holds 24” x 24” up to 30” x 36” Aluminum Composite Board
Usage: exterior, apron level, roadways/service roadways



Stanchion with Red & White Ribbon Cassettes

Spaced up to 10’ apart
Usage: interior or exterior, delineation from public, cordon work area



Portable Partition

Comes in two sizes: 15’ or 25’ when fully extended
Usage: interior, delineation from public, cordon work area, temporary construction barrier work



Open Top Delineator

Usage: exterior, capture parking stalls, barricade