

NOTES to the CONSTRUCTION TEAM

Topics are presented in alphabetical order.

1.0 Airfield Response Coordination Center – ‘The ARCC’ Phone 424 646 5292

- Utility Shutdowns / Operational Impacts
 1. Notified 30 minutes before shut-downs.
 2. Notified when changes to expected shutdown... time, scope, impact
 3. Notified when shutdown is complete.
- Handling all non-life threatening emergencies.

2.0 Code Inspection (LADBS or City of Ontario Inspection)

1. All work and request for inspection must conform to the Municipal Code
2. Deviations in the LADBS plan checked and approved project plans and specifications from the Municipal Code may be rejected
3. Off hour inspections require additional permits and fees as outlined in the Municipal Code
4. Re-inspections may incur additional fees and require additional permits as outlined in the Municipal Code
5. LADBS inspects to the Municipal Code.
 - It is the general contractor’s sole responsibility to coordinate inspection of the various and multiple governmental agencies.

3.0 Customs and Border Protection – U.S. Customs and Border Protection (CBP)

All contractors, tenants, site personnel and design stipulations will be subject to the requirements of the CBP Agency as well as the Department of Homeland Security. These regulations are expected to change from time to time. It is incumbent upon the tenant and design agent to be cognizant of the project areas or designs that may require interface with these agencies, and secure any and all approvals that may be necessary.

4.0 Federal Department of Homeland Security (DHS) Standards – For projects impacting Security Screening, Federal Inspection, etc. refer to DHS standards that may be obtained from dhs.gov. All designs or projects including any Homeland Security Facilities, shall be reviewed and approved by local Transportation Security Administration (TSA) Federal Security Director’s office, and local Customs and Border Protection Office.

5.0 Owner’s Representative – LAWA Inspection Services protects the interests of LAWA as the “Owner” or “Landlord” of the final improvements. They are part of LAWA’s construction management team focused on delivering the work described in the approved Construction Documents. In many cases, LAWA review teams will look at your work prior to LADBS or City of Ontario Inspectors. A LAWA inspection review is not an LADBS or City of Ontario approval.

6.0 Temporary Water, Power, and Telephone

6.1 Water. For projects at LAX and VNY, the Contractor shall obtain a permit to draw water from a public fire hydrant from the Los Angeles Department of Water and Power, Telephone (213) 367-6428.

For projects at ONT, if feasible, permission for the use of hydrants located on Airport property may be obtained from the Engineer for hydrants owned and controlled by LAWA. Hydrants will be metered and the cost of water usage will be billed to the Contractor.

6.2 Power. For projects at LAX and VNY, the Contractor shall obtain temporary power from the Los Angeles Department of Water and Power, Telephone (213) 367-0364, for projects at Los Angeles International Airport.

For projects at ONT, please contact Southern California Edison.

6.3 Telephone. The Contractor may inquire about obtaining temporary telephone service from ATT at 1-800-750-2355.

Pre-Construction Conference, Agenda (typical)

Introductions, Circulation of Attendance List

Roles and Responsibilities:

1. Tenant/Concessionaire/Applicant/Permittee representative:
2. Tenant's/Concessionaire's/Applicant's/Permittee's CM:
3. Tenant's/Concessionaire's/Applicant's/Permittee's architect/engineer:
4. Tenant's/Concessionaire's/Applicant's/Permittee's Contractor and subcontractors:
emergency contacts list 24/7 on 8 ½ x 11
5. Project stakeholders and their interests:
6. LAWA ADG project manager:
7. LAWA Inspection Division contact:
8. Other LAWA contacts:
9. Los Angeles Department of Building and Safety contact:

Brief Explanation of Scope of Project Provided by Tenant's/Concessionaire's/Applicant's/Permittee's Architect

Construction Documents

1. Resolve all outstanding design issues:
 - a. All design review comments resolved to LAWA's satisfaction
2. Requested design calculations submitted
3. Issued-for-Construction Drawings and Specifications stamped and signed by the City of Los Angeles Department of Building and Safety
4. ADA and "LAWA Design and Construction Handbook" compliance statement signed
5. Other submittals resolved

Construction Schedule Overview Look-Ahead/Baseline/Update

1. To be provided by Tenant's/Concessionaire's/Applicant's/Permittee's construction manager
2. To include permissible work hours/days

Utility Shutdown Requests / Disruption of Operations Notification Requests

Communications Procedures:

1. Review communications procedures for tenant, contractor, LAWA and other project stakeholders.

Inspection

2. Notification procedure.
3. City of Los Angeles-approved Deputy Inspectors for concrete, field welding, and any specialized inspection.

Security

1. Access badging
2. Door access
3. Key request
4. Post access (with location map)

Job Conference—Weekly or Otherwise

Insurance and Bonds

1. Contractor to submit copy of Contractor's insurance certification to LAWA project manager
2. Contractor to submit bond to LAWA
3. Contractor to file bond for record with the Los Angeles County Recorder.

Permits

1. City of Los Angeles Department of Building and Safety
 - a. Demolition
 - b. Construction
 - c. Signage
2. FAA Form 7460
3. Los Angeles County Department of Public Health

4. Airfield
5. Department of Public Works
6. Other

Barricade Plan, Traffic, Noise, Dust Control

Phasing Plan

1. The phasing plan shall be submitted in both narrative and drawing formats, which includes other Airport tenants/concessionaires/applicants adjacent to the construction area and piping routes.

Site Logistics Plan—Coordinate Timing and Locations with Terminal Operations and Airport Police Division.

2. Haul route/ingress-egress to the construction area
3. Access by elevator, stair, and ACAMS door
4. Construction waste removal
5. Construction staging

Safety

1. "Contractor is solely responsible for accident prevention and job site safety."
2. Contractor to prepare and submit "Detailed Injury and Protection Plan" (IPP)
 - a. Contractor to identify Contractor's safety officer
 - b. Contractor to identify Tenant's/Concessionaire's/Permittee's/Applicant's safety officer
3. Review job site safety/barricade plan
4. Use of construction warning tags
 - a. Lock out and tag out procedures
5. Signed asbestos notification forms

Submittals

1. Changes in scope
2. Changes in design or deviation from requirements/standards
3. Deferred submittals
4. Absent changes, LAWA does not require further technical spec-related submittals

Document Date: April 27, 2012

LOGISTICAL WORK PLAN DOCUMENTS CHECKLIST

(THE COMPLETED CHECKLIST IS REQUIRED ALONG WITH THE 100% LOGISTICAL WORK PLAN SUBMITTAL)

PROJECT NAME :	LAWA PROJECT NUMBER :
TENANT :	DATE :
COMPANY & AUTHOR OF LOGISTICAL WORK PLAN :	

	Items to be addressed with 5% Submittal	Items to be addressed in the Logistical work plan submittal (at a minimum)	Narrative documenting how & where item is addressed in the logistical work plan (provide reasons for non-conformity; attach separate sheet as necessary)
1 COST ESTIMATE (CONCEPT REVIEW FORM)			
2 PROJECT SCHEDULE (CONCEPT REVIEW FORM)			
3 UPDATED COST ESTIMATE (100% SUBMITTAL)			
4 UPDATED PROJECT SCHEDULE (100% SUBMITTAL)			
5 SITE LOGISTICS PLAN - SUBMITTED AS SEPARATE DOCUMENT(S) FROM THE DESIGN DRAWINGS			
a Identify point of entrance locations and traffic routes for movement of the contractor's equipment, materials and workers to the work locations			
b Incorporate escort provisions including conformance with LAWA and TSA regulations regarding allowable number and handling of un-badged personnel.			
c Define alterations to existing facilities/infrastructure			
d Locate on plans - construction zone accommodation of vehicular and aircraft traffic including signage, traffic stripping, flagging, temporary closures, barricades, and detours			
e Locate on plans - provisions and plans for worker parking and routes to and from the work			
f Locate on plans - staging/laydown areas for construction equipment, trash/debris receptacles, and material storage and protection			
g Locate on plans - temporary facilities including trailers, dumpsters, and sanitary facilities			
h Identify locations and related work zones for worker/material handling equipment such as cranes, and lifts.			
i Provide emergency vehicle access			
j Provide emergency evacuation routes			
k Provide protection of private and public properties, including leased properties on site, if applicable			
l Identify security provisions			
m Locate on plans fencing and enclosure provisions			
n Identify location of off-site, project-related facilities			
o Identify on-site parking provisions if applicable			
p Emergency contacts must be posted on plans			
q Define work shifts and corresponding working hours			
r Show routing of temporary utility lines and points of tie-ins			
s Show provisions for reclamation of areas disturbed by the contractor, if applicable			
t Provide plans and actions taken to comply with environmental requirements and permits			
u Identify the means for dust/dirt/debris mitigation			
v Identify the means for construction Noise mitigation			
w Incorporate coordination and accommodation of stakeholders impacted by the work.			
x Incorporate coordination with other contractors impacted by or impacting the work.			
y Identify any other unique conditions applicable to the project			

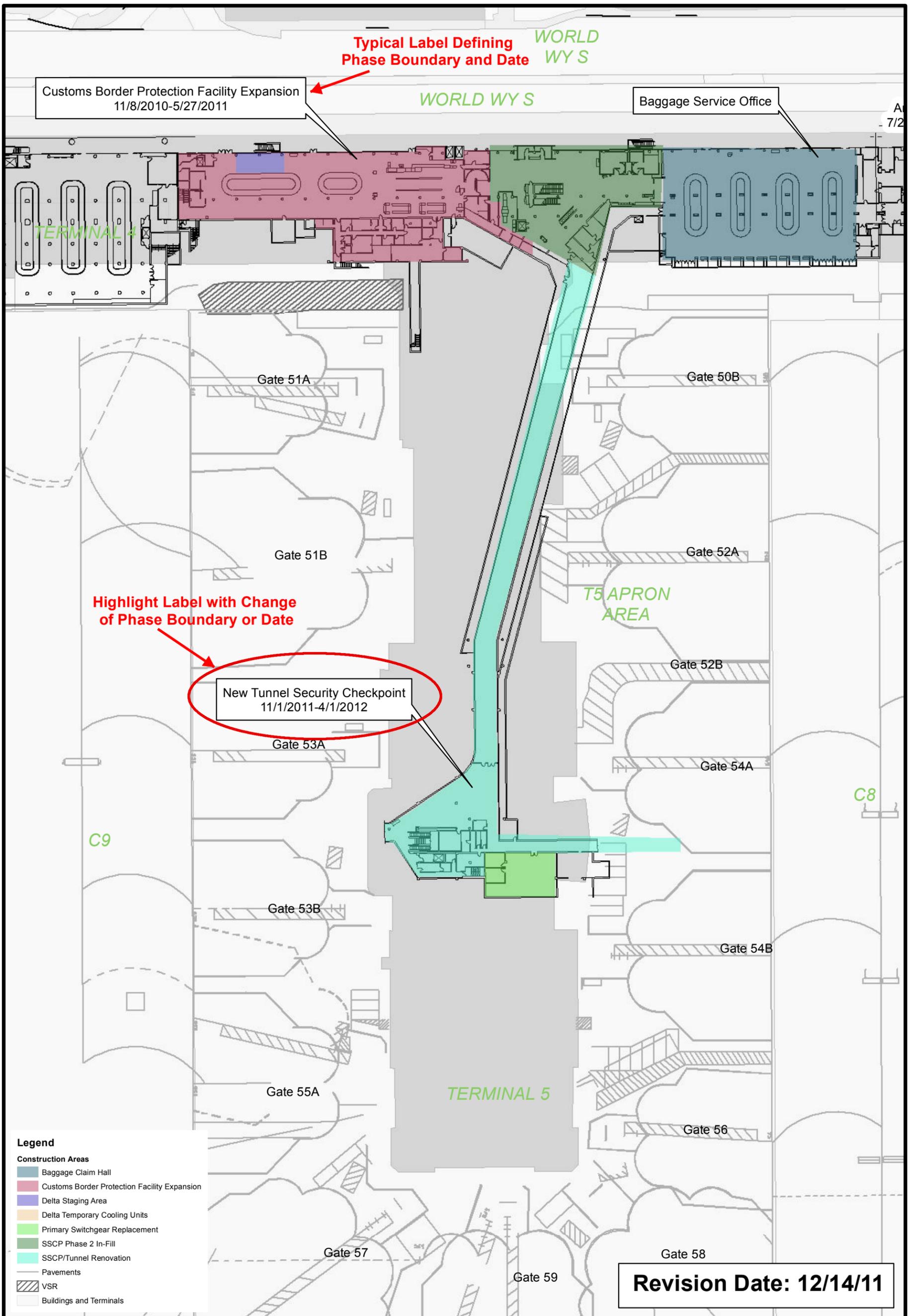
LOGISTICAL WORK PLAN DOCUMENTS CHECKLIST

(THE COMPLETED CHECKLIST IS REQUIRED ALONG WITH THE 100% LOGISTICAL WORK PLAN SUBMITTAL)

PROJECT NAME :	LAWA PROJECT NUMBER :
TENANT :	DATE :
COMPANY & AUTHOR OF LOGISTICAL WORK PLAN :	

6 PROJECT PHASING - SUBMITTED AS SEPARATE DOCUMENT(S) FROM THE DESIGN DRAWINGS

		Items to be addressed with 5% Submittal	Items to be addressed in the Logistical work plan submittal (at a minimum)	Narrative documenting how & where item is addressed in the logistical work plan (provide reasons for non-conformity; attach separate sheet as necessary)
1a	Written description of the work to be accomplished within each phase			
1b	Breakdown the physical elements of the project in maximum thirty (30)-day increments, or less if required to accurately reflect the progression of work, sequenced in accordance with the project schedule.			
1c	Include dates for proposed work, daily work hours, and a written work plan for each phase.			
1d	The document shall be flexible in its ability to describe real-time updates and shall be updated as required to fully ensure stakeholders are fully informed of revisions as they occur.			
1e	The document shall be consistent with the overall Project Schedule.			
2a	Indicate on plans the location of barricades, partitions, covered walkways, stairs, scaffolding, work platforms, etc. which are designed to separate construction activities from ongoing operational areas and mitigate disruptions to passenger and other stakeholder traffic flows. Approval must be obtained for Barricade and Enclosure Plans, temporary signage, and Scaffold and Messaging Concept. Please see "Additional Design Standards and Criteria" for a sample presentation. Full-size mock-ups of these systems may be required and agreed to prior to installation.			
2b	Identify security provisions			
2c	Identify emergency personnel provisions			
2d	Identify emergency evacuation routes			
2e	Identify egress analysis and occupancy Load calculations for each phase of the construction			
2f	Identify the means for public and worker health and safety protection			
2g	Identify any relocation and definition of temporary facilities required to maintain ongoing operations			
2h	State the means for maintenance of fire/life safety systems			
2i	State applicable construction restrictions during special events and holidays			
2j	Identify locations for material stockpiling and staging			
2k	Identify locations and related work zones for worker/material handling equipment			
2l	Identify the plan for rubbish removal, including location of trash bins			
2m	Identify modification and maintenance of existing systems during construction			
2n	Identify temporary signage/way-finding devices			
2o	Identify stakeholder relocations			
2p	Show routing of temporary utilities, lines, and points of tie-in			
2q	Identify temporary facilities			
2r	Identify means of dust/dirt/debris mitigation			
2s	Identify means of construction Noise mitigation			
2t	Identify any other unique conditions applicable to the project			



**DESIGN AND CONSTRUCTION HANDBOOK
PROJECT PHASING - GRAPHICS EXAMPLE**

CONTRACTOR ACCESS REQUEST (CAR) policy

1.0 General Overview

- 1.1 Contractor Access may be necessary when construction or maintenance efforts require access to any LAWA Mechanical, Electrical, Information Technology Rooms, and the Roof to complete work in the rooms, or on the roof. It is important that the LAWA maintain control of these areas.
- 1.2 Contractor Access can affect one or more stakeholders, including tenants, airlines, security personnel, and various departments within LAWA (IMTG, CDG, MSD LAXPD, EFMD, etc.). LAWA has developed procedures and guidelines for contractors, tenants, and maintenance personnel, if required to use when requesting access.
- 1.3 Contractor Requested Access is discretionary on LAWA's part. Not until LAWA has been fully apprised of the schedule, and work to be performed and equipment to be brought on site, will Contractor Access be granted. It shall be the sole responsibility of the Contractor to provide the above information in accordance with the provisions in this section.
- 1.4 Determination of the access needs and whether the Contractor will be assigned a key or provided access will be identified by LAWA Inspections and the Project Manager prior to or during the pre-construction meeting.
- 1.5 The procedures and guidelines provided herein may be changed at any time by LAWA for the purpose security, safety, and other operational reasons.
- 1.6 The only Contractor Access exempt from this process are those emergencies identified by Airport Response Coordination Center (ARCC) or LAWA Engineering and Facilities Management Division (EFMD).
- 1.7 The Contractor is responsible for submitting a look ahead schedule in which they will identify any Access needs. The contractor will submit their Access Request no later than 5 days in advance of the requested access. However, due to the large number of construction projects taking place at the airport, the contractor may be required to submit their request further in advance than 5 days.

2.0 Types of Access

- 2.1 Mechanical, Electrical, Information Technology Room Access: LAWA rooms are locked rooms containing HVAC, plumbing, fire and life safety, electrical equipment, etc. It is important that the contractor completes the Access Request in their entirety to avoid schedule impacts. The Contractor Access Request (CAR) form identifies the time and date of the proposed access, the type of access needed, specific location, the point of contact for the contractor, and all other requested information. The CAR includes required work to be performed by the contractor within locked room. The Contractor Access Request does not permit shutdown or disruption of any systems or areas.
- 2.2 Roof Access: Due to security and safety, all Roof Access must be coordinated prior to the start of work. The Contractor Access Request (CAR) form identifies the time and date of the proposed access, the type of access needed, specific location, the point of contact for the contractor, and all other requested information. The CAR includes required work to be performed by the contractor on the roof. The Contractor shall contact the ARCC (424-646-5292) 30-minutes prior to accessing the roof.
- 2.3 Clarification: If a utility or area shutdown is involved, a Utility Shutdown Request (USR) or an Area Shutdown Request (ASR) is required. For example, if a plumbing, electrical or communications tie-in is necessary, this is considered a Utility Shutdown. If Room Access disrupts public and/or LAWA employee access, this is considered an Area Shutdown.
- 2.4 Mechanical Room Keys: LAWA Engineering and Facilities Management Group (EFMD) controls access to all Mechanical, Electrical and Roof areas. Once the CAR is approved by the LAWA PM, the LAWA ADG Access Unit (AAU) will transmit completed form to EFMD. EFMD will issue the key to the LAWA AAU who will then transmit the key to the Contractor.

- 2.5 Information Technology Room Keys:** LAWA Information Technology Management Group (IMTG) controls access to all Communication Rooms. The CAR form shall be submitted to IT Service Desk (itservicedesk@lawa.org) for LAWA IMTG PM Assignment. The LAWA IMTG PM will review the CAR and obtain approval from the Chief Technology Officer (CTO). The contractor will be notified once the CTO approves the CAR. The contractor's Airport Authorized Signer shall send an email with the completed approved CAR form attached to saau@lawa.org, with a copy to the LAWA AAU requesting access to the IT room(s) with a minimum of 5-days prior to access being needed. Contractor will coordinate with LAWA PM for room access or final key issuance, whichever is applicable.
- 2.6 Openings in Building (Perimeter Breach) i.e., Concrete Panels, Windows, etc.:** When access through a building window or other non-traditional means is necessary the Contractor shall complete the CAR form and submit to the LAWA PM with a drawing(s) depicting location, barricades, and logistics for Stakeholder approval. The LAWA PM shall submit drawing(s) and the CAR to LAXPD. LAXPD will review and if approved provide the lock and cyber key to the LAWA PM for installation on the barricades. The contractor must contact LAXPD (424.646.8228) prior to unlocking the door and again when locking the door each time this access is utilized.
- 2.7 Perimeter Access Keys:** When requesting perimeter key access, a memorandum addressed to the Airport Police – Vulnerability Assessment and Analysis Unit (VAAU) shall be attached to the completed and LAWA approved CAR. The memorandum shall include the work to be performed, approximate time frame the access is needed, the gate number(s) and location of the access point(s). Tenants are allowed five Cyberkeys for each facility. If the Cyberkeys are signed out on a daily basis, then a Sign In/Out log must be kept and completely filled out to ensure 100% accountability.
- LAWA will conduct periodical spot inspections to ensure the Cyberkeys are all accounted for. If this is a shared or commonly used perimeter access point between tenants a Cyberkey Sign In/Out Log must be used. If this perimeter key is lost or stolen then a police report must be filed for a replacement key. However, a new Cyberkey may not be issued which may reduce the amount of access keys for your daily operations.
- 2.8 Contractor:** As used herein, the Contractor is the entity with overall responsibility for executing the scope of work necessitating the Access. This could be the General Contractor for a specific capital construction project, a tenant improvement contractor, concessionaire, or LAWA.

3.0 Protocols

- 3.1** As stated in Paragraph 1.4 above, the access needs will be discussed prior to or at the preconstruction meeting with the Contractor, the LAWA Project Manager and the LAWA Inspector. The Contractor will discuss in detail the access necessary for the project, including specific locations (Location Example: Terminal 1, Departures Level, West End, Door T1-2345) and the durations, day(s) of the week and hours of work. Several options for access are available and include but are not limited to: short term access as determined by the Project Manager, access by LAWA Inspection, LAWA Maintenance or if LAWA staff is unavailable, the Contractor will coordinate with the tenant for tenant provided access. During the discussion, the LAWA Project Manager may determine that the access needs are such that a LAWA key will be assigned to the Contractor for the length of the project. All access requests including short term (if LAWA provided) and beyond will require the Contractor Access Request process to be followed, as outlined below.
- 3.2** CARs are submitted electronically to the LAWA Project Manager (PM).
- 3.3** The Contractor Access Request (CAR) is confined to the schedule (date and work hours) defined on the CAR form. If additional hours and/or days are needed to complete the work, the Contractor is responsible for completing a new CAR form and submitting it to the LAWA PM for approval.
- 3.4** Generally, NO CARs will be allowed during periods deemed by LAWA as Holiday Construction Restriction Periods. These periods are typically from the Friday before the week of Thanksgiving through the Monday after Thanksgiving (nine calendar days), and the Friday before the week of the Christmas holiday through the Monday after New Year's Day. The contractor will verify the Holiday Construction Periods with LAWA prior to beginning construction.
- 3.5** A CAR may be canceled at any time prior to the work within the LAWA room.

- 3.6 If access is canceled for any reason, the LAWA PM shall be contacted immediately. The LAWA PM will then notify the contractor and all stakeholders of the cancellation.

4.0 LAWA Roles and Responsibilities

- 4.1 LAWA EFMD: LAWA EFMD is a division within the Facilities Management Group (FMG) and shall be made aware of, and may participate in, all LAWA Mechanical and Electrical Room access requests. The role of EFMD at LAWA is to provide maintenance of the overall facility.
- 4.2 LAWA Inspection (participates on ALL Contractor Access Requests): LAWA Inspectors will periodically check the work within the room, review scheduled work activities, check the condition of the roof, inspect the work to ensure conformance with approved plans and specifications. The Inspection staff will verify the Contractor left the room in safe, secure and clean condition, removing all tools, materials and equipment.
- 4.3 LAWA PM (monitors in ALL Contractor Access Requests): The designated LAWA PM is the single point of contact for the Tenants/Contractors. The LAWA PM will verify badging, insurance and bonding requirements are met prior to any work taking place.
- 4.4 The PM is responsible to approve and/or reject the CAR and oversees the Contractor in the implementation of the Access Request and work to be performed.

5.0 Contractor Responsibility

- 5.1 The Contractor is responsible for submitting a CAR for every proposed LAWA Room necessary for their construction a minimum of 5 calendar days prior to the requested access date.
- 5.2 After LAWA's approval of the CAR, the Contractor shall perform a Room Analysis prior to the start of work. The Room Analysis shall include the specific location of the room, documentation of field forensic investigations to verify current conditions, identify all parties that may be affected by the requested access and a specific work plan for providing contractor personnel and equipment access to the LAWA Room. The Room Analysis shall identify the LAWA personnel required to be present while the Contractor is working inside the room and until the work is completed. All other resources necessary for successful work completion within a LAWA Room shall be provided by the Contractor. The Contractor must meet Cal OSHA requirements for providing a safe working environment of employees. If during the Room Analysis a non-imminent safety hazard is identified the Contractor shall submit in writing a work plan to ensure a safe working environment. If an imminent hazard is discovered during the room analysis, the Contractor shall avoid room access and notify the LAWA PM immediately for further investigation and notification to the appropriate LAWA staff. No work shall proceed until the LAWA PM re-instates access to the room through the CAR process.
- 5.3 The Contractor is responsible for implementation of the approved CAR including all supporting elements and required contingencies within the designated schedule.
- 5.4 For all work performed within a LAWA room, the Contractor is responsible for updating documentation and submitting as-built drawings to the LAWA PM.
- 5.5 The Contractor is responsible for contacting the ARCC (424-646-5292) 1-hour prior to accessing the LAWA Room. The approved CAR and all associated documents must be with the contractor while the scope of work is being performed. If the contractor does not have the approved CAR they will be subject to a stop of work by the LAWA Inspection Division, Airport Operations, EFMD, LAXPD, or the LAWA PM.
- 5.6 Contractor shall maintain all insurance, badging and bonding requirements during the project, and should report any changes to the LAWA PM.
- 5.7 The Contractor shall remove all trash and debris from the room on a daily basis. No doors shall be propped open during work hours within the LAWA rooms. No equipment or supplies shall be stored in the rooms.
- 5.8 The Contractor shall report lost or stolen key(s) to LAXPD and the LAWA PM. A copy of the police report shall be submitted by the Contractor to the PM within 24-hours of the missing key.

6.0 Process and Procedures for Submitting CARs

- 6.1 The Contractor electronically submits the CAR, including the Room Analysis (mandatory) and a memorandum on company letterhead (if a key is to be assigned) addressed to the LAWA Project Manager (PM) or the LAWA Business Relationship Manager (BRM) for tenant access requirements. The CAR must be completed for both LAWA Assisted Access and Key issuance. The memorandum shall include the work to be performed, duration of work, and the names of each applicant requesting access or a key. For key request a memorandum is required for each contractor tier, listing each key requestor by name. One CAR shall be completed for issuance of each key requested. **Keys will only be issued to a Superintendent or above.** LAWA assisted access (no key issued) also requires the completion of the CAR. Once all paperwork has been submitted to the PM or the BRM, the 5-calendar day period allowed for processing the CAR begins. Any revisions or additions to the submitted CAR, necessitating the re-submittal of the CAR, will result in the restart of the 5-calendar day period.
- 6.2 The LAWA PM or the BRM will review the submitted CAR for need, completeness of the CAR form (including the mandatory Room Analysis), memorandum, and compliance with the 5-calendar day notification period. This review will include coordination with Stakeholders impacted by the CAR. Any required changes to the CAR or Room Analysis along with any requirement for a contingency plan will be transmitted to the Contractor from the LAWA PM or the BRM.
- 6.3 Upon a satisfactory review of the CAR, including the Room Analysis, the LAWA AAU will submit the CAR to the appropriate LAWA Department, (IMTG, EFMD, LAXPD, MSD, Inspections, etc.). The Department issues keys to AAU, which in turns contacts the contractor for key turnover.
- 6.4 At the completion of the project, the Contractor will return the key(s) to the LAWA PM or BRM to ensure complete closeout of the project. If the key(s) are not returned at the completion of the project, the Contractor's Bond will be held open until the key(s) are returned.

7.0 Form and Example Letters (see attached)

- 7.1 Includes
 - 7.1.1 Contractor Access Request Example Letter
 - 7.1.2 Contractor Access Request Form
 - 7.1.3 Example Request Letter on Company Letterhead



Date: February 8, 2011
To: Ralph Morones,
Director of Construction & Maintenance
From: Ross Vitale, Sr. MA I 
Airports Development Group
Subject: Key Request for Hensel Phelps employees

Please see attached request for keys for the following Hensel Phelps Construction Co. employees who are installing a new BHS in Terminal 6 for a complete terminal solution. Hensel Phelps is requesting one A2, 917, 1181 (new) and 1181 (old) key for each of the individuals listed below:

Despain, Rob-Superintendent	Badge # A1213066	SS# XXX-XX-2792
Knapp, Ryan-Area Superintendent	Badge # A1211743	SS# XXX-XX-1624
Dunstan, Dave-Superintendent	Badge # A1216865	SS# XXX-XX-5983
Hung Nguyen, Arnold-Area Superintendent	Badge # A1211744	SS# XXX-XX-1007

This request has been logged into the ADG key inventory database.

Please contact me at (424) 646-7561 or via email at rvitale@lawa.org if you have any questions or need additional information. Thank you.

Attachments:
Hensel Phelps Key Request Letter

Cc: Dan Campbell
Genny Santiesteban

**Los Angeles World Airports
Mechanical - Electrical - Communications - Roof
Contractor Access Request (CAR)**



Project Title:

Applicant Information

IT Room Electrical Room Mechanical Room Roof Access

Applicant (print):

Company Name:	SIDA Badge #: _____ Driver's License #: _____
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Position Title:	Applicant Phone:
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Applicant Email:	Last 4 Digits of SSN:
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Signature:	Date:
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Applicants signature confirms that they have read and will comply with the policies regarding the Mechanical Room Access Privilege and Standard Operating Procedure and the penalties for non-compliance to these policies.

Supervisor Information

Supervisor Name (print):	Supervisor Phone:
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Organization:	Supervisor Email:
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Signature:	Date:
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General Contractor Name:	Phone Number:
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Signature:	Date:
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Reason for Request

Project Title:	Airport Project Number:
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Access Start Date and Time:	Access End Date and Time:
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Work To Be Performed:

Building(s) Where Access Is Needed:	Room Number(s) Where Access Is Needed:
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Project Extension:	New End Date:
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**Los Angeles World Airports
Mechanical - Electrical - Communications - Roof
Contractor Access Request (CAR)**



Department Use Only

Airport Inspections (initial) _____ EFMD (initial) _____ IMTG (initial) _____ APVAAU (initial) _____

Authorized LAWA Representative (Project Manager or Business Relationship Manager):

Signature: _____	Date: _____
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Badge Approved _____ Escort Required _____ Denied Access _____

Key Issued _____ No Key Issued _____

Key Number(s) _____

Key Return Date:

ADG Transmittal to MSD Initial: _____ Date: _____	Date Rec'd from MSD Initial: _____ Date: _____
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Comments:

To Be Completed Upon Key Distribution

Please Return Completed Form To:

I have read the Contractor Access Request and agree to the responsibilities as stated herein.

Signature: _____ Date: _____

1. I will not leave the room unattended.
2. I will not leave the door propped open.
3. I am responsible for the activities while working in this room.
4. I will remove all excess material, tools, and leave the room in clean condition when I leave for the day.
5. I will perform work as authorized on my LAWA approved plans and specifications.
6. I will remove all trash when I leave.
7. I will return the key at the completion of the project, as defined by the above dates.



Hensel Phelps Construction Co.

SOUTHERN CALIFORNIA DISTRICT
18850 Von Karman Ave, Suite 100
Irvine, California 92612
(949) 852-0111
(949) 852-0218

Jobsite Office
600 World Way
Los Angeles, California 90045
(310) 216-6500

February 8, 2011

Construction and Maintenance
7411 World Way West
Los Angeles, CA 90045

Subject: Keys for Terminal 6 doors

Dear C & M:

Hensel Phelps Construction Co. has been hired by Alaska Airlines to move their operations from Terminal 3 to Terminal 6. In addition we are installing a new BHS in Terminal 6 for a complete terminal solution. As you are aware access to terminal doors is important to the designing and planning of the project. We are requesting four keys:

1. A2 key
2. 917 key
3. 1181 new (elevator/ escalator machine rooms T6)
4. 1181 old (elevator/ escalator machine rooms T6)

The engineer assigned to our project is Jignasha Pandya and the inspector assigned to the project is Mike Mikane. I am requesting one set of above keys for each individual:

Name	Title	Last four SS#	LAX badge number	Company
Rob Despain	Superintendent	2792	A1213066	Hensel Phelps
Ryan Knapp	Area Superintendent	1624	A1211743	Hensel Phelps
Dave Dunstan	Superintendent	5983	A1216865	Hensel Phelps
Arnold Hung Nyugen	Area Superintendent	1007	A1211744	Hensel Phelps

Respectfully,
HENSEL PHELPS CONSTRUCTION CO.

Kevin Gravning
Area Superintendent
Kevin.gravning@henselphelps.com
(310) 216-6500 office
(714) 353-0894 cell

Performance!

Submittals, During Construction

This section is under development.