

SHUTDOWN CONTROL CENTER



Mission:

Deliver the best customer service for managing, coordinating and facilitating the safe performance of utility and area shutdown requests. Minimize disruptions to the Guest Experience and Airport Operations.

Overview:

The Shutdown Control Center (SCC) was established in May 2011 within the Los Angeles World Airports (LAWA) Facilities Management Group (FMG). The purpose of the SCC is to centralize, manage, coordinate, and facilitate all aspects of utility and area shutdowns at LAX given the numerous planned construction and maintenance projects taking place throughout LAX. The SCC provides a key role in coordinating with the various stakeholders that may be impacted by and/or have a specific role in executing a successful shutdown; thereby relieving the contractor of this task. By establishing the SCC and associated procedures, a logical and uniform process was established to plan, coordinate, and control utility and area shutdowns allowing needed construction to take place in an orderly fashion while minimizing impacts to the daily operations at LAWA and the traveling public. The procedures developed by the SCC provide contractors with a defined process for planning, scheduling, coordinating, and executing necessary utility and area shutdowns to successfully complete their project.

Utility Shutdowns cover the following systems:

1. Electrical
2. Water
3. Natural Gas
4. Fuel
5. Fire Alarm
6. Security/ACAMS
7. Sewer
8. Communications/ IT
9. HVAC
10. Sprinklers

Area Shutdowns include:

1. Landside traffic closures
2. Airside traffic closures (vehicle or aircraft)
3. Terminal Area road closures
4. Restrictions to Public Access (i.e. walkways, public access doors)
5. Elevator/Escalator
6. Restroom Closures
7. Gate Closures

Definitions:

- **Utility Shutdown: (USR)**

A utility shutdown is any disruption or disconnection of a utility (including abandonment) of any system, subsystem, or branch for any length of time. This includes electrical, water, natural gas, fuel, fire alarm, security/ACAMS, sewer, communications, HVAC, and sprinkler. A utility shutdown is defined as a singular event; one turn off/one turn on.

Note: A USR may also require an ASR. See attached submittal requirements and examples.

- **Area Shutdown: (ASR)**

Area shutdown is the closure of an area preventing normal activity for a set period of time. This includes all landside, airside, and terminal areas and is generally associated with the disruption of normal vehicle, pedestrian, and aircraft use or flow. Area shutdown is defined as a singular event; one shutdown of operation / one restoration of operation.

- **Contractor Access Request: (CAR)** A request to acquire access to any LAWA Mechanical, Electrical, and/or limited Roof access, normally limited to authorized personnel, necessitated by construction or maintenance activities. Access request is defined as a **singular event**; access to one specified room or roof for a set period of time. The contractor is required to provide a 3-business day notification for scheduling. Please be advised that all access requests are coordinated and approved by LAWA FTSD. The SCC also handles all contractor requests to access specific secured areas under LAWA control.

Note: The SCC does not provide ACAMs or IT access. Please contact the IT department at (424) 646-9000 for IT room access. For ACAMS, please contact the Badge Office at (424) 646-5500.

The SCC and its role are depicted in the attached, Shutdown Control Center (SCC). The SCC is responsible for processing Area Shutdown Requests (ASR), Utility Shutdown Requests (USR), and Contractor Access Requests (CAR). The development of the ASR, USR, or CAR is by the contractor in consultation with the LAWA PM and applicable stakeholders. The major effort occurs within the SCC and supporting groups which includes a technical review, coordination with stakeholders, identification and resolution with any impact issues, personnel scheduling to support the shutdown, and obtaining applicable final approvals. This effort can be time consuming - 30 days being the reasonable commitment for accomplishment from the time of submission by the contractor to the proposed Start date.

Contractor Schedule Responsibility:

The Contractor is responsible to submit a new request 30 days in advance of proposed start date. This will identify any impacts to Airport Operations including Utility Shutdowns and Area Shutdowns. This will allow the Shutdown Control Center (SCC) the time needed to review and coordinate the requests with the Primary Stakeholders. Incomplete documentation will delay the approval process of the USR/ASR and potentially impact the requested date(s).

Utility Shutdown Request (USR)

1. General

- a. Utility Shutdowns have become increasingly complex at LAX due to the increase in construction activity and the age of the facility. By nature, utility shutdowns affect a variety of stakeholders, including tenants, airlines, security personnel, and various departments within LAWA (IT, CDG, FTSD) as well as the traveling public. Impacts to life safety and security systems are particularly critical when considering utility shutdowns. To minimize negative impacts, LAWA has established the Shutdown Control Center (SCC) to assist with the process.
- b. Contractor requested Utility shutdowns are discretionary on LAWA's part. A USR will be granted only after LAWA has been fully informed of the potential risks and impacts, and has received necessary contingency plans. It shall be the sole responsibility of the Contractor to provide the above information in accordance with the provisions in this section.
- c. The procedures and guidelines provided herein may be changed at any time by LAWA for security, safety, and other operational reasons.
- d. The only utility shutdowns exempt from this process are those emergency shutdowns identified by ARCC or LAWA Facilities and Technical Services Division FTSD.

2. Definitions

- a. **Contingency Plan**: Based upon the findings identified in the Impact Analysis a Contingency Plan may be required. It will identify those actions necessary to mitigate disruptions and maintain operational readiness during a utility shutdown. The Contractor shall provide all necessary management and material to execute the plan.
- b. **Contractor**: As used herein, the Contractor is the entity with overall responsibility for executing the scope of work necessitating the utility shutdown. This responsibility applies to LAWA Projects (General Contractor and Subcontractor), LAWA Tenants and LAWA Divisions.
- c. **Impact Analysis**: The Impact Analysis identifies all systems, operation, and parties that will be affected by the proposed shutdown of the utility with detailed description of specific impacts. The analysis shall include sufficient field forensic investigation(s) to verify "as-built" conditions with all systems and parties identified by the proposed shutdown. Drawings shall be developed to convey current field conditions and affected physical areas and/or infrastructure of the facility. This research shall also identify the affected stakeholders and the resulting impacts to their operations. This Impact Analysis will be used by LAWA to determine the need for development of a contingency plan.

Shutdown Control Center (SCC): is the central repository of all USR's generated at LAWA and is responsible for coordinating the review and approval process of all USR's at LAWA.

3. USR Development and Approval Process (Flow Chart)

The overall USR development and approval process is shown in the attached Utility Shutdown Request (USR) – Development and Approval Process flow chart. Upon development of the USR by the contractor in consultation with the LAWA PM and applicable stakeholders, the major effort occurs within the SCC and supporting groups. This effort includes a technical review, coordination with stakeholders, identification and resolution with any impact issues, personnel scheduling to support the shutdown, and obtaining applicable final approvals.

4. Protocols

- a. Generally, shutdowns should occur during a maximum of a 4-hour window during the hours of 12 am and 4am within a 24-hour period, unless otherwise approved by LAWA. Operational constraints will govern specific timeframes of shutdowns. Please note that most Electrical shutdowns will be limited to a 2-hour timeframe within the 12 am to 4 am window.
- b. A USR application is required for shutting down a single utility. If by shutting down one utility causes loss of other systems or utilities, those other systems and utilities are identified and addressed in the Impact Analysis. For example, a shutdown of electrical may cause the loss of the Fire Alarm. The loss of the Fire Alarm is addressed as an impact.
- c. ***A USR is required for the physical shutdown of each utility even when occurring during the same time period.*** For example, if both electrical and water are proposed to be shut down during a given period, two USR forms are required. Each utility shutdown will result in different impacts, likely independent of the other, and therefore will undergo independent evaluations and approvals.
- d. The contractor will be able to review the USR/ASR status through Connect2LAWA website at <http://Connect2LAWA.org> . The LAWA Project Manager can refer to the LAWA SharePoint site for status on all USRs/ASRs.
- e. No interruption to Airport Operations 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 Restriction Periods with LAWA prior to beginning construction.
- f. Only LAWA Facilities and Technical Services Division (FTSD) personnel are permitted to disrupt or disconnect any utility system for an approved shutdown.
- g. Contractor shall perform shutdowns in conformance with FTSD standard operating procedures (SOP's) attached.

- h. LAWA personnel required to be at all shutdowns include the FTSD personnel conducting the shutdown and LAWA inspectors. In addition, some shutdowns require LAWA ITG, LAX Police Department, and LAWA subcontractors. All other resources necessary for the successful shutdowns and restoration are provided by the contractor.
- i. **A utility shutdown may be canceled by the ARCC and/or LAWA Operations at any time for any of the following reasons:**
 - i. All elements identified in contingency plan are not in place.
 - ii. Security and operational readiness issues identified by ARCC.
 - iii. Airline flight delays.
 - iv. Contractor is not following FTSD safety requirements of standard operating procedures.
- j. If a shutdown is canceled for any reason, the ARCC (424.646.5292) and the Shutdown Control Center shall be contacted immediately. The SCC shall also be advised of the impact to any concurrent shutdown request. The SCC will then notify all stakeholders of the cancelation.

5. LAWA Roles and Responsibilities:

- a. LAWA FTSD (performs ALL approved shutdowns): LAWA FTSD is a division within the Facilities Management Group (FMG) and is the ONLY party allowed to physically disrupt or disconnect any utility system. The role of FTSD at LAX is to provide maintenance of the overall facility. Utility shutdowns are therefore resource constrained, and will be scheduled based on availability of those resources.
- b. LAWA Inspection may participate on shutdowns. Inspection will certify that the service has been re-established satisfactorily and will document the same. Inspection staff will verify circuit directories have been updated when required by code.
- c. The designated LAWA Project Manager is the primary point of contact for the contractor for all utility shutdowns. The PM has the initial responsibility to approve and/or reject the USR, oversee the Contractor in the development of the Contingency Plan and the utility shutdown request.
- d. LAWA Shutdown Control Center: The SCC is responsible for coordinating and managing the review and approval process of all USR's. Included in this process is the verification of the Contractor's Impact Analysis and coordination with all stakeholders.

6. Contractor Responsibility:

- a. Contractor is responsible for performing an Impact Analysis to be included with the USR. The Impact Analysis must include the specific location of the utility shutdown, documentation of field forensic investigations to verify as-built conditions, all systems and parties affected by the shutdown, the specific impact to each system and each party affected. Documentation can include written narrative, diagrams, sketches, and photos as appropriate. The Impact Analysis must also

identify the need for support from other entities such as LAWA ITG , CBP IT, Airline IT, TSA, LAWA PD, FTSD and other subcontractors as required to re-start Airline specialty equipment.

- b. The development and implementation of a contingency plan, if requested by LAWA, to mitigate specific impacts during the shutdown. Any and all resources, including equipment and manpower, required for the execution of the contingency plan are the responsibility of the contractor. This includes, but is not limited to, temporary signage, temporary power, clean-up of collateral damage, operational work-around, etc. This may include all areas and systems impacted by the shutdown.
- c. The contractor is responsible for submitting a 30-day look-ahead schedule to the LAWA PM that includes the identification of all projected USR's. If modifications are needed, the schedule shall be submitted to the LAWA PM within 24 hours of identification of the change.
- d. The contractor is responsible for implementation of the approved USR including all supporting elements and required contingencies within the designated schedule.
- e. When implementing a shutdown the contractor shall have on site, at the location of the shutdown activities, a copy of the approved USR and supporting documents. Contractor shall provide the documents for inspection if challenged by Police, Operations, or LAWA personnel.
- f. During the utility shutdown, the contractor is responsible for documenting previously unknown conditions and their inclusion on record drawings.
- g. The contractor is responsible for contacting ARCC 30 minutes prior to the actual utility shutdown and immediately following the utility restart. If there is any delay in the shutdown or restart from the approved schedule, the Contractor is responsible for notifying the ARCC as soon as that information is known.

7. **Process and Procedures for Submitting USR's - Reference attached Utility Shutdown Request Process Flow Diagram**

- a. The Contractor shall meet with the LAWA PM to discuss the utility shutdowns needed to complete the project; identify potential impacts of each shutdown; identify any potential scheduling issues; and review the process and documentation required for obtaining approval of the shutdowns. This initial meeting will facilitate development of complete USR documents and LAWA PM Approval. This meeting will also facilitate identification of any Contingency Plans that may be required for a particular utility shutdown.
- b. The Contractor shall prepare documentation for each utility shutdown to include the USR form, required Impact Analysis, and a Contingency Plan, if required.
- c. The Contractor electronically submits the USR, including the Impact Analysis and Impact Analysis Checklist (mandatory) to the Shutdown Control Center <http://www.Connect2LAWA.org>. This starts the 30 calendar day period allowed for processing the USR. Any revisions or additions to the submitted USR, necessitating the re-submittal of the USR, will result in the restart of the 30 calendar day period.
- d. The LAWA PM will review the submitted USR for need, completeness of the USR forms and compliance with the 30-day notification period. Any required changes to the USR forms along

with any requirement for or modifications of a submitted Contingency Plan will be transmitted to the Contractor from the LAWA PM. The LAWA PM will provide the initial approval of the USR.

- e. Following the approval of the LAWA PM, the USR, Impact Analysis, and Contingency Plan, if required, will be reviewed by the Shutdown Control Center. This review will include a technical review of the Impact Analysis, coordination with stakeholders impacted by the USR, and coordination of schedule with LAWA FTSD personnel for the utility shutdown.
- f. The Shutdown Control Center will return the approved USR to the Contractor with copies to the LAWA PM and all stakeholders identified in the USR as well as other parties identified by the SCC.
- g. Following approval of a USR, if the USR is cancelled for any reason, the Shutdown Control Center will immediately notify all stakeholders. The SCC shall also be advised of the impact to any congruent shutdown request.
- h. The Contractor, in conjunction with the LAWA PM and applicable LAWA personnel, shall coordinate the implementation of and execute the shutdown.
- i. The Contractor shall document the shutdown and restart; note any previously unknown conditions on the as-built drawings; document maintenance and repair needs as may be identified by the participating LAWA personnel and contractors; and document lessons learned during the event.

Utility Shutdown Request Application and Instructions

- a. **Provide LAX Project Number and Construction Project Name** that is consistent with your NTP. Please verify with your LAWA Project Manager if a T-LAX - # was assigned to your project.
- b. **Create your own Contractor Tracking #** The contractor is to use their own Tracking number for their own reference.
- c. **Provide correct Day/Date/Time** On your application use military time in increments of 0015.
- d. **Type of Utility:** Select the applicable utility. If the utility is not listed, select other and specify the utility.
- e. **Place to Meet:** Specify the location where you are going to meet with LAWA personnel before the shutdown.
- f. **Affected Building Systems:** Summarize in one sentence what building/system or part thereof is being impacted by the shutdown. Provide additional detail on page 2 Impact Analysis.

- g. **Purpose:** Summarize in one sentence the purpose of the shutdown and what is to be accomplished during the shutdown.
- h. **Airfield, Terminal, Floor/Level, Landside:** Specify the area that the shutdown will impact.
- i. **Specific Location:** The actual place of the shut down is required for a Mechanical Shutdown however, an electrical shut down requires a sentence describing the LOTO (Lock-Out, Tag-Out) example: LOTO Panel X fed from DIST Board Y.
- j. **Include all Impacted Facilities/System and Parties Yes or No:** For each Facility indicate whether it is or is not impacted by the shutdown. If a known Party is not listed, specify that Party under Other. If a Party is impacted, describe in detail what the impact is. For each System, indicate whether it is or is not impacted by the shutdown. If a known System is not listed, specify that System under Other. If a System is impacted, describe in detail what the impact is.
- k. **Provide the Field Contact Information:** The Field contact person is the individual who will be at the site during the shutdown.
- l. **Provide Contact Information:** The Contact person is the individual who is filling out the application. The Technical working group will contact this person with questions.
- m. **File Names:** cannot contain the following characters: ~ # % & * { } \ : < > ? / | "
- n. **Comments:** If contractor has additional pertinent information related to the shutdown not covered elsewhere in this application, insert it in the comments section.



Electrical:

- Provide a single line diagram.
- Provide panel schedules for each impacted panel (clear picture with visible date stamp).
- Provide a picture of each panel showing all the breakers. (clear picture with visible date stamp).



Mechanical:

- Provide pictures of any fire sprinkler riser, valve control tag, flow switch, tamper switch. (clear picture with visible date stamp).
- Provide a mitigation plan and signage in case the elevator/escalators will be out of service. (clear picture with visible date stamp).

Before you submit your information through the Connect2LAWA website, double check all ***mandatory** fields are filled out and your information is correct.

Once your information is submitted to the SCC you can no longer make any changes to your application. To make changes, request extensions, or cancellations contact the SCC@LAWA.org

Frequently Asked Questions for Utility Shutdown Requests

Question: How far in advance do I have to submit an extension request for one day only?

Answer: Within 24 hours of the USR expiring, email the SCC@LAWA.org to request a one-day extension. If your request is received on the same day of it expiring, you will need to enter in a new USR Form.

Question: Do I need to create a new request to extend the completion date of an existing USR?

Answer: No, you do not need to submit a new USR for an extension request. Email the Shutdown Control Center (SCC) at SCC@LAWA.org and request your extension for your USR. Your USR will be extended if received within 7 business days prior to it expiring.

Question: Do I need to notify the LAWA Project Manager about the USR being submitted?

Answer: No, the LAWA PM will receive an automatic email notification of your application. Please ensure you select the correct LAWA PM for your USR.

Question: How can I have access to the online application?

Answer: You will need to contact the SCC at SCC@LAWA.org to request a training presentation in order to setup an online account.

Question: How do I access my online account?

Answer: Log on to <http://www.Connect2.LAWA.org> and enter your email and password. If you forget your password, select Forgot Password on the registration page.

Question: Whom should I enter on the Application as the ‘Contact Person’?

Answer: Enter the person’s name, phone number and email address of the person who can answer any technical questions on the USR.

Question: If my request needs special consideration or RUSH – who do I talk to for expediting?

Answer: USR’s need to be submitted to the SCC a minimum of 30 days prior to the shutdown to adequately review details and impacts of the shutdown. No provisions are in place for expediting USR’s. Contact your LAWA PM.

Question: Do I need to carry any documents with me during the shutdown?

Answer: Yes, you will need a copy of the approved USR. The ARCC, Operations, Police or LAWA employee may request to see the approved USR. If a vehicle is needed on the premises place a copy of the approved USR on the dashboard.

Question: Do I need to notify anyone before I start my shutdown?

Answer: Call the ARCC at (424) 646 - LAWA (5292), 30 minutes prior to the start of the shutdown and upon completion.

Area Shutdown Request (ASR)

1. General

- a. An Area Shutdown is considered to be a shutdown of the facility's normal operating space for a set period of time. Shutdowns have increased significantly at LAX due to the increase in construction activity and will continue to occur over the life of the facility as future maintenance and construction are performed.
- b. By nature, a Shutdown can affect one or more stakeholders, including tenants, airlines, security personnel, and various departments within LAWA (ITMG, CDG, and MSD & FTSD) as well as the traveling public. Impacts to life safety and security are particularly critical when considering a Shutdown. To minimize negative impacts, LAWA has established the Shutdown Control Center (SCC) and developed a process and procedures for contractors to use when requesting an area shutdown.
- c. Contractor requested Shutdowns are discretionary on LAWA's part. Not until LAWA has been fully apprised of the potential risks and impacts, and received necessary contingency plans, will the Shutdown be granted. It shall be the sole responsibility of the Contractor to provide the above information, in accordance with the provisions in this section.
- d. The procedures and guidelines provided herein may be changed at any time by LAWA for the purpose of security, safety, and other operational reasons.
- e. The only Shutdowns exempt from this process are those emergency shutdowns identified by Airport Response Coordination Center (ARCC) or Facilities and Technical Services Division (FTSD).

2. Definitions

- a. Area Shutdown: An Area Shutdown addresses the shutdown of space for a given length of time. Note: A USR may be required along with an ASR. (See attached example). This includes, but is not limited to all Landside, Airside and Terminal elements that would be impacted due to construction activities. For example, an Area Shutdown Request (ASR) is required for any traffic lane closures or restrictions, restrictions to public access and customer flow, impacts to the Terminals due to construction barricades from multiple phasing of construction projects, construction cranes, airline and airfield access gate closures, taxiway closures, apron disruptions, taxi lane closures or disruptions, restroom closures, escalators, stairs, elevators, etc.
- b. Area Shutdown Request (ASR): The ASR form identifies the time, date and duration of the proposed shutdown, the type of shutdown, specific location, work area, affected buildings, point of contact for the contractor, and all other requested information. The ASR includes a required Impact Analysis to be performed by the contractor. An Impact Analysis checklist is attached to the form to assist the contractor in addressing the impacts.

- c. Contingency Plan: Based upon the findings identified in the Impact Analysis a Contingency Plan may be required. It will identify those actions necessary to mitigate disruptions and maintain operational readiness during a shutdown. The Contractor shall provide all necessary management and material to execute the plan.
- d. Contractor: As used herein, the Contractor is the entity with overall responsibility for executing the scope of work necessitating the shutdown. This could be the General Contractor for a specific capital construction project, a tenant improvement contractor, concessionaire, or LAWA.
- e. Impact Analysis: The Impact Analysis identifies all operations and parties that will be affected by the proposed shutdown and specifically what the impact is. It shall include sufficient field forensic investigations to verify existing conditions and identification of all parties affected by the shutdown. Drawings and work plans shall be developed to convey actual field conditions and affected physical areas and infrastructure of the facility. This research shall also identify the affected stakeholders and the resulting impacts to their operations. The Impact Analysis will be used by SCC to determine the need for development of a Contingency Plan.
- f. Shutdown Control Center (SCC): is the central repository of all ASR's generated at LAWA and is responsible for coordinating the review and approval process of all ASR's at LAWA.

ASR Development and Approval Process

- a. The overall ASR development and approval process is shown in the attached Area Shutdown Request (ASR) – Development and Approval Process flow chart. Upon development of the ASR by the contractor in consultation with the LAWA PM and applicable stakeholders, the major effort occurs with LAWA Operations, and supporting groups. This effort includes a technical review, coordination with stakeholders, identification and resolution with any impact issues, personnel scheduling to support the shutdown, and obtaining applicable final approvals. This effort can be time consuming; 30 days being the reasonable commitment for accomplishment from the time of submission from the contractor to the response back to the contractor.

Protocols:

- a. Area Shutdown is defined as a singular event; one shutdown of operation/one restoration of operation.
- b. An Area Shutdown should occur over the shortest period of time required to perform the work necessitating the shutdown. Ideally, the Area Shutdown should occur during the hours of 12:00 am and 5:00 am within a 24-hour period, unless otherwise approved by LAWA.
- c. The ASR must be submitted 30 calendar days prior to the proposed shutdown.
- d. Status of ASR is available through the applicants account on Connect2LAWA.org. For those with a LAWA account, please refer to the USR SharePoint site.

- e. No interruption to Airport Operations 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.
- f. In addition, some shutdowns require, LAX Police Department, and LAWA Operations. All other resources necessary for the successful shutdowns and restoration are provided by the Contractor.
- g. A shutdown may be canceled at any time prior to the shutdown for any of the following reasons.
 - i. All elements identified in contingency plan are not in place
 - ii. Contractor is not ready within 30 minutes of scheduled shutdown
 - iii. Security and operational readiness issues identified by ARCC
- h. If a shutdown is canceled for any reason, the ARCC (424.646.5292) and the SCC shall be contacted immediately. The SCC shall also be advised of the impact to any congruent shutdown request. The SCC will then notify all stakeholders of the cancelation.

LAWA Roles and Responsibilities:

- a. LAWA FTSD is a division within the Facilities Management Group (FMG) and shall be made aware of, and may participate in, all operational shutdowns. The role of FTSD at LAX is to provide maintenance of the overall facility.
- b. LAWA Inspectors may be present at the beginning and end of all shutdowns.
- c. LAWA PM (participates in ALL shutdowns): The designated LAWA PM is the single point of contact for the contractor for all shutdowns. The PM oversees and coordinates with the Contractor during the ASR development phase prior to submission, through the acceptance phase. The PM has the initial responsibility to approve and/or reject the ASR and oversees the Contractor in the implementation of the Contingency Plan and execution of the shutdown.
- d. LAWA Shutdown Control Center: The SCC is responsible for coordinating and managing the review process and of all ASR's. Included in this process is the verification of the Contractor's Impact Analysis and coordination with the stakeholders.

Contractor Responsibility:

- a. The Contractor is responsible for submitting an ASR for every proposed shutdown a minimum of 30 calendar days prior to the requested shutdown date. If the ASR requires the filing of FAA Form 7460, the FAA approval process is up to 45 days. It is the Contractor's

responsibility to prepare and file the FAA Form 7460. Approval is required from the FAA prior to SCC approving the associated ASR.

- b. The Contractor is responsible for performing an Impact Analysis to be included with the ASR. The Impact Analysis must include the specific location of the shutdown, documentation of field forensic investigations to verify conditions and all parties affected by the shutdown, and the specific impact to each party affected. Documentation can include written narrative, diagrams, sketches, photos, traffic control plans, and signage as appropriate. The Impact Analysis must include a specific work plan for providing contractor personnel and equipment to support the shutdown, including requirements generated by the impacts to other parties. The Impact Analysis must also identify the need for support from other entities such as the LAX Police Department, and other LAWA Divisions, i.e.; Facilities and Technical Services Division (FTSD).
- c. The Contractor is responsible for the development and implementation of a contingency plan, if requested by SCC, to mitigate specific impacts during the shutdown. Any and all resources, including equipment and manpower, required for the execution of the contingency plan are the responsibility of the contractor. This includes, but is not limited to, temporary signage, clean-up of collateral damage, operational work-around, etc. This may include all areas impacted by the shutdown.
- d. The Contractor is responsible for issuing a rolling 30 day look ahead calendar that includes the identification of all projected ASRs. The calendar shall be submitted weekly to the LAWA PM and shall identify the ASR number and the date and type of the proposed shutdown. If modifications are necessary, the updated schedule shall be submitted to the LAWA PM within 24-hours of identification of the change.
- e. The Contractor is responsible for implementation of the approved ASR including all supporting elements and required contingencies within the designated schedule.
- f. The Contractor is responsible for contacting the ARCC 30 minutes prior to the Actual shutdown and immediately following the restoration of operations.
- g. An emergency contact list shall be provided to the SCC and the ARCC. If there is any delay in the shutdown or restoration from the approved schedule, the Contractor is responsible for notifying the ARCC as soon as that information is known. The approved ASR and all associated documents must be with the contractor during the implementation of the shutdown. If the contractor does not have the approved ASR they will be subject to a stop of work by the LAWA Inspection Division, Airport Operations, FTSD, LAPD or the PM.

Process and Procedures for Submitting ASRs:

- a. The LAWA PM and/ or the contractor shall meet with LAWA Operations, CALM team, stakeholders, and other contractors as necessary to discuss the area shutdowns needed to complete the project; identify potential impacts of each shutdown; identify any potential scheduling issues; and review the process and documentation required for obtaining approval of the shutdowns. This initial meeting will facilitate development of complete ASR documents and LAWA PM Approval. This meeting will also facilitate identification of any Contingency Plans that may be required for a particular area shutdown.
- b. The Contractor shall prepare documentation for each area shutdown to include the ASR form, required Impact Analysis, and a Contingency Plan, if required.
- c. The Contractor electronically submits the ASR, at <http://Connect2LAWA.org>, including the Impact Analysis (mandatory) to the SCC. This starts the 30 calendar day period allowed for processing the ASR. Any revisions or additions to the submitted ASR, necessitating the re-submittal of the ASR, will result in the restart of the 30 calendar day period.
- d. The SCC will forward the pending ASR to LAWA Operations, CALM Group and SME's for review of safety, contingency plans, impact analysis, and coordination with stakeholders, traffic control plans, signage, diagrams, and sketches as required executing the area shutdown.
- e. Following approval of an ASR, if the ASR is cancelled for any reason, the ARCC (424.646.5292), and the SCC shall be notified immediately. The SCC will notify all Stakeholders.
- f. Upon satisfactory review and approval of the ASR by LAWA Operations, the SCC will notify, impacted stakeholders and contractors by email.

Area Shutdown Request Application and Instructions

- a. **Provide LAX Project Number and Construction Project Name** that is consistent with your NTP. Please verify with your LAWA Project Manager if a T-LAX - # was assigned to your project
- b. **Create your own Contractor Tracking #:** The contractor is to use their own Tracking number for their own reference.
- c. **Provide correct Day/Date/Time:** On your application use military time in increments of 0015.
- d. **Affected Areas:** Summarize in one sentence what areas will be impacted.
- e. **Proposed Work Plan** for implementing the Shutdown: Provide a summary of the Work Plan for implementing the shutdown sufficient to demonstrate the requirements for shutdown of the area, how it will be achieved, and how public safety will be maintained. Reference to an attached detailed Work Plan is not an acceptable substitution for this summary.
- f. **Impact of Work on Facilities/Stakeholders/Operations:** Specify in details the facilities, stakeholders, and operations impacted by the shutdown and what the impact is.
- g. **Purpose:** Summarize in one sentence the purpose of the shutdown and what is to be accomplished during the shutdown.
- h. **Airfield, Terminal, Floor/Level, Landside:** Specify the area that the shutdown will impact.
- i. **Include all Impacted Facilities and Parties and Systems Yes or No:** For each Facility indicate whether it is or is not impacted by the shutdown. If a known Party is not listed, specify that Party under Other. If Facilities or other Parties are impacted describe in detail what the impact is.
- j. **Traffic Control Plan:** If traffic will be impacted attach to your application a Traffic Control Plan outlining your plan.
- k. **Provide the Field Contact Information:** The Field contact person is the individual who will be at the site during the shutdown.
- l. **Provide Contact Information:** The Contact person is the individual who is filling out the application. The Technical working group will contact this person with questions.
- m. **File Names:** cannot contain the following characters: ~ # % & * { } \ : < > ? / | "
- n. **Comments:** If contractor has additional pertinent information related to the shutdown not covered elsewhere in this application, insert it in the comments section.

Before you submit your information through the Connect2LAWA website, double check all ***mandatory** fields are filled out and your information is correct.

Once your information is submitted to the SCC you can no longer make any changes to your application. To make changes, request extensions or cancellations contact the SCC@LAWA.org

FAQ for Area Shutdown Request Form (ASR)

Question: Do I need to create a new request to extend the completion date of an existing ASR?

Answer: No new application is required for requesting an extension. Email the SCC with your ASR number and request the new extension date.

Question: Do I need to have a Traffic Control Plan to block a lane of traffic at night?

Answer: Yes, all ASR's that impact traffic must have a Traffic Control Plan. Please review your impacts with your LAWA PM or Project Team before submitting an ASR to the SCC.

Question: As a Contractor – Whom should I submit the ASR to?

Answer: Submit the ASR to the LAWA Project Manager for his/her review. Once approved submit your application through your online account for processing.

Question: How early should I submit the ASR before I want to start working?

Answer: The earlier the better or a minimum of 30 days for Operations to review and approve. If submitted earlier your application may be rejected and given a new start date.

Question: Who should I place on the Application as the 'Contact Person' and Field Contact?

Answer: The contact person is the person who is filling out the application who can answer any questions Operations may have. The Field Contact person is the individual who will be onsite during the shutdown.

Question: If my request needs special consideration or RUSH – who do I talk to for Expediting?

Answer: ASR's need to be submitted to the SCC a minimum of 30 days prior to the shutdown to adequately review details and impacts of the shutdown. No provisions are in place for expediting ASR's. Contact your LAWA PM.

Question: Do I need to notify anyone before I start my shutdown?

Answer: Yes, you need to contact the ARCC 30 minutes before you start your shutdown and after the work has been completed.

Question: Do I need to carry a copy of the ASR approval?

Answer: Yes, you need a copy of the approved ASR because ARCC, OPS, Police or LAWA employee may request to see the approval. Please make sure if a vehicle is needed on the premises that a copy of the approved ASR is left on the dashboard.

Question: What happens if I complete my work prior to the proposed ending date?

Answer: Please notify the SCC with the date and time of when the job was completed, that way the SCC can notify all the impacted parties.

Contractor Access Request:

1. General

- a. Contractor Access may be necessary when construction or maintenance activities require access to any LAWA Mechanical, Electrical, and/or the Roof normally limited to specialized authorized personnel. Contractor Access to these rooms and/or roof can affect one or more stakeholders, including tenants, airlines, security personnel, and various groups within LAWA (IMTG, CDG, MSD LAXPD, FTSD, etc.). It is important that the LAWA maintain control of these areas. LAWA, through the Shutdown Control Center (SCC) has developed a process and procedures for contractors, tenants, and maintenance personnel, to use when requesting access to Mechanical, Electrical, , and/or the Roof to control and coordinate activities in these areas. The procedures are not applicable to Contractor access of general work areas, but only to those specific controlled areas identified in these procedures.
- b. 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.
- c. The procedures and guidelines provided herein may be changed at any time by LAWA for the purpose of security, safety, and other operational reasons.
- d. The only Contractor access exempt from this process are those emergencies identified by LAWA Airport Response Coordination Center (ARCC) or Engineering and Facilities Technical Service Division (FTSD).

2. Definitions

- a. 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, maintenance contractor, concessionaire, or LAWA. Requested access by a subcontractor must be submitted through the General Contractor.
- b. Contractor Access Request (CAR): The CAR form identifies the individual requesting access, the specific location to be accessed, the duration of access, and the work to be performed.
- c. Company Memorandum: A memorandum on company letterhead addressed to the LAWA PM from the Contractor. The memorandum shall include the work to be performed, duration of work, and the names of each applicant requesting a key. A memorandum is required for each contractor tier, listing each key requestor by name.
- d. Mechanical, Electrical, LAWA rooms containing HVAC, plumbing, fire and life safety, electrical equipment, systems equipment etc. These rooms are locked and under controlled access to authorized personnel.

3. **Protocols:**

- a. Access needs will be discussed at the preconstruction meeting in conjunction with the Contractor's CPM schedule of work. The discussion will include the Contractor, the LAWA Project Manager (PM), the LAWA Inspector and any other stakeholders determined by the PM.
- b. The PM will advise the contractor to coordinate with the appropriate tenant for tenant provided access not requiring a CAR.
- c. CAR's applications are submitted to the SCC@LAWA.org after review by the LAWA PM.
- d. 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.
- e. If access is canceled for any reason, the SCC shall be contacted immediately. The SCC will then notify the contractor and all stakeholders of the cancellation. If access is canceled during non-business hours, ARCC shall be contacted immediately.

4. **LAWA Roles and Responsibilities:**

- a. LAWA FTSD: LAWA FTSD is a division within the Facilities Technical Service Division (FTSD) and is responsible for maintenance of the overall facility. FTSD will be informed by the PM and may participate in, all LAWA Mechanical and Electrical Room access requests.
- b. 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.
- c. LAWA Project Manager (PM) (participates in ALL Contractor Access Requests): The designated LAWA PM is the single point of contact for the Contractor for all access requests. FTSD 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. The PM will arrange for an escort for needed access to enable the Contractor to perform field investigations required in support of the CAR.
- d. LAWA Shutdown Control Center: The SCC is responsible for coordinating and managing the review and processing of all CAR's

5. Contractor Responsibility:

- a. It is important that the contractor completes the Contractor Access Request (CAR) form in its entirety to avoid schedule impacts. The 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 other requested information. The CAR includes a description of the required work to be performed by the contractor within the room accessed. The Contractor Access Request does not permit shutdown or disruption of any systems or areas.
- b. The Contractor is responsible for submitting a CAR to the LAWA PM for every proposed LAWA Room or roof access necessary for their construction a minimum of 10 calendar days prior to the requested access date. However, due to the large number of construction projects taking place at the airport, the contractor may be required, by the LAWA PM, to submit their request further in advance than 10 days.
- c. The Contractor is responsible for performing a Room Analysis to be included with the CAR. The Room Analysis shall include the specific location of the room, documentation of field forensic investigations to verify current conditions and the identification of all parties affected by access to this room, if any. The Room Analysis shall include a specific work plan for providing contractor personnel and equipment access to the LAWA Room or roof.
- d. The Contractor is responsible for coordinating with the LAWA PM for any needed escort to complete field investigations to enable accurate completion of the CAR application.
- e. All resources necessary for successful work within a LAWA Room or roof are 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 identify, the Contractor shall submit a written plan to provide a safe working environment. If an imminent hazard is discovered during the Room Analysis, do not allow access; notify the PM immediately for further investigation and notification to the appropriate LAWA staff. No work shall proceed until the PM re-instates access to the room.
- f. 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 stop of work by LAWA.

6. Process and Procedures for Submitting CARs:

- a. The Contractor shall meet with the LAWA PM to discuss the access needed to complete the project; identify any potential scheduling issues; and review the process and documentation required for obtaining approval of access. This initial meeting will facilitate development of complete CAR documents and LAWA PM approval.

The Contractor submits the CAR application to the LAWA PM for review. The LAWA PM will then submit the CAR application to the SCC (SCC@LAWA.org). The CAR application must be received 3 days prior to the proposed start date.

Instructions for CAR Application Form

Project:

The project name should be the same as issued on your NTP along with your LAWA PM's name

LAWA USR Tracking #:

The LAWA USR Tracking number will be assigned by the SCC.

Access Request Type:

Select the type of access needed. Electrical Room, Mechanical Room or Roof.

Applicant Information:

Completely fill out the CAR application with the contact requested information. Signature attests that applicant has read and will comply with all the policies. The signature also attests the applicant assures all contractor personnel associated with the Access Request will comply with all policies regarding Access Privilege and Standard Operating Procedures

Supervisor/Tenant/Contractor Information:

Provide the name and contact information for the Supervisor who will actually be on site and in charge of the work within the requested access area.

Provide the name and contact information for the General Contractor's on site Project Manager responsible for the work within the requested access area.

Reason for Request:

Describe the work to be performed within the requested access area. Provide the start date and end date for the requested access. Specify the building and room(s) where the access is needed.

In the space provided for Room Number(s) Where Access is needed; include a specific location to meet LAWA Personnel

FAQ for Contractor Access Request (CAR)

Question: What is the difference between Applicant, Contractor, and Supervisor?

Answer: The applicant is the person who requires access to the room and will be on site. The contractor is the person in charge of the project. The Supervisor is the secondary contact person.


Question: What is the turn-around time on this type of request?

Answer: The Contractor is required to submit the CAR a minimum of 3 business days prior to the requested access date.

Question: When is an approval not granted?

Answer: When the access is not under LAWA's control.

CAR Application

	<p>CONTRACTOR ACCESS REQUEST Application</p> <p>LAWA CAR Tracking # </p>													
<p>Project: <u>Terminal 1 New Electrical Work</u> Date: <u>Jul 29, 2016</u></p>														
<p>Authorized LAWA Representative: <u>Mr. LAWA PM</u></p>														
<p><i>One CAR Form is required for each room access. Incomplete Forms will be returned.</i></p>														
<p>ACCESS REQUEST TYPE</p> <p> <input checked="" type="checkbox"/> Electrical Room <input type="checkbox"/> Mechanical Room <input type="checkbox"/> Roof Access <input type="checkbox"/> Other </p>														
<p>APPLICANT INFORMATION</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name <u>John Doe</u></td> <td style="width: 50%;">LAWA ID # <u>A1458967</u></td> </tr> <tr> <td>E-mail <u>JDoe@LAE.com</u></td> <td>Driver's License <u>C1112222</u></td> </tr> <tr> <td>Phone <u>310-444-5555</u></td> <td>Position/Title <u>Foreman</u></td> </tr> <tr> <td>Company <u>Los Angeles Electrical</u></td> <td>Last 4 Digits of SSN <u>1444</u></td> </tr> </table>			Name <u>John Doe</u>	LAWA ID # <u>A1458967</u>	E-mail <u>JDoe@LAE.com</u>	Driver's License <u>C1112222</u>	Phone <u>310-444-5555</u>	Position/Title <u>Foreman</u>	Company <u>Los Angeles Electrical</u>	Last 4 Digits of SSN <u>1444</u>				
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E-mail <u>LAE@.com</u>	Signature _____													
	Date <u>07/29/2016</u>													
<p>REASON FOR REQUEST</p> <p>Work to be performed: <u>Take pictures of existing panels for future work.</u></p>														
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;"> <p>Access Start Date</p> <p>Day: <u>Thursday</u> Date: <u>08/04/2016</u> Time: <u>0000</u></p> </td> <td style="width: 50%; text-align: center;"> <p>Access End Date</p> <p>Day: <u>Friday</u> Date: <u>08/05/2016</u> Time: <u>0300</u></p> </td> </tr> </table> <p>Building/Room Where Access is Needed: <u>Terminal 1 Electrical Room</u></p> <p>Specify Location To Meet at Starbucks at arrivals level.</p> <p>Meet LAWA Personnel</p> <p>Comments: <u>Access is needed for investigation work.</u></p>			<p>Access Start Date</p> <p>Day: <u>Thursday</u> Date: <u>08/04/2016</u> Time: <u>0000</u></p>	<p>Access End Date</p> <p>Day: <u>Friday</u> Date: <u>08/05/2016</u> Time: <u>0300</u></p>										
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<p>In Case of Emergency call 310-646-7911 at LAX</p>														
<p>Room Access</p> <ol style="list-style-type: none"> 1. Contractor must submit a <u>CAR Form</u> for each room. 2. All contractors requesting access must have an active LAX Badge. 3. Email the Form to the Shutdown Control Center (SCC) at SCC@LAWA.org. 4. The Form must be received a minimum of 3 business days in advance. (See Note below) 5. SCC does not provide ACAMS or IT Room Access. 6. LAWA personnel will wait no more than 15 minutes at meeting location for contractor. <p>NOTE: Access Requests received on Saturday and Sunday or after 1:00 p.m. (1300) Monday through Friday will be marked as "RECEIVED" on the following business day.</p>														
<p>DO NOT WRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY</p> <p>SCC Approved: <input type="checkbox"/></p> <p>Date: _____</p>														
<p>LAWA CAR Rev 3.0.03_Rev</p>														

Instructions for Key Requests

Key Requests:

Fill out a Key Form for each individual you are requesting keys. Provide on Company Letterhead what type of work your company is performing, for whom, and list the keys you are requesting. Provide one letter from the General Contractor and one letter from the Subcontractor. Keys will only be issued to a Superintendent or above. Save your Key Form as a writable PDF and email your key request to the Shutdown Control Center at SCC@LAWA.org. Contractors will be notified via email when their keys are ready for pickup and when to be returned.

Lost or Stolen Keys:

If a key is lost or stolen, the individual must immediately notify police at (310) 646-4268 and file a claim at the Airport Police Station at 6320 West 96th Street, Los Angeles, CA 90045. The authorized signer must submit the police report along with a key request to the Shutdown Control Center for replacement keys.

Non-Transferable Keys:

Keys cannot be transferred from one employee to another or duplicated.

Key Return:

Fill out the Key Return Receipt with date, employee name, company name, key name and serial number. Call the SCC to schedule an appointment to drop off the keys. *Do not drop off keys without notification.


ACAM Access:

Contact the Security Badge Office at (424) 646-5500 or Security Badge Office 7333 World Way West, Los Angeles, CA 90045 <http://SBO.LAWA.org/>

ROOF Access:

If the keys are being used to access the roof and or escort the sub-contractor to the roof then you **MUST** contact the ARCC (Airport Response Coordination Center) and ask for the police desk, 30 minutes prior and upon completion. (ARCC) 424-646-LAWA (5292).

Key Application



LAWA KEY Tracking #

KEY REQUEST Application

Project Terminal 1 New Electrical Work

Date 07/29/2016

Authorized LAWA Representative: Mr. LAWA PM

One KEY Form is required for each individual. Incomplete Forms will be returned.

ACCESS REQUEST TYPE

Electrical Room
 Mechanical Room
 Roof Access
 Other

APPLICANT INFORMATION

Name John Doe Phone 310-444-555 LAWA ID # A1458967

E-mail JDoe@LAE.com Driver's License C1112222

Company Los Angeles Electrical Position/Title Foreman Last 4 Digits of SSN 4 4 1 4

SUPERVISOR/TENANT/CONTRACTOR INFORMATION

Supervisor Name John Smith E-mail JSmith@LAE.com

Organization Los Angeles Electrical Phone 310 555-8888 Date Jul 29, 2016

General Contractor Los Angeles Electrical E-mail LAE.com

Phone 310 555-7777 Signature _____ Date 07/29/2016

REASON FOR REQUEST

Work to be performed: Need Key (name) to do work in Terminal 1 Electrical Room for new project

<p style="text-align: center; font-size: small;">Start Date</p> <p style="text-align: center;">Date: <u>07/29/2016</u></p>	<p style="text-align: center; font-size: small;">End Date</p> <p style="text-align: center;">Date: <u>12/31/2016</u></p>
---	---

Comments: Keys are needed to do work in Electrical Work for the duration of the project.

FOR SHUTDOWN CONTROL CENTER USE ONLY

FTSD (initial) _____ Signature _____ Date _____

BADGE APPROVED
 ESCORT REQUIRED
 ACCESS DENIED

Key Issued
 No Key Issued
 Key # _____
 Key Return Date: _____

In Case of Emergency call 310-646-7911 at LAX

1. Each contractor is required to submit a Key Form for each individual they are requesting keys for, along with a letter from the General Contractor and Sub Contractor.
2. Keys will only be issued to a Superintendent or above.
3. All contractors requesting keys must have an active LAX Badge and will be required to sign for the key(s) issued.
4. Email the KEY Form along with the letter(s) from Contractor and/or Sub-Contractor to the **Shutdown Control Center (SCC)** at SCC@LAWA.org.
5. The review and approval process for the key request can take up to 30 days.
6. SCC does not provide ACAMS or IT Room Access.
7. All contractors are required to return the key(s) upon completion of work or termination of employment to the SCC.
8. If the keys are being used to access the roof and or escort the sub-contractor to the roof then you **MUST** contact the ARCC (Airport Response Coordination Center) and ask for the police desk, 30 minutes prior and upon completion. (ARCC) 424-646-LAWA (5292).

LAWA KEY Rev 1.1-1_Rev

Contractor Key Request Letter



Los Angeles Electrical
100 South Main St.
Los Angeles, CA 90045

Date: July 29, 2016
To: Ralph Morones
7411 World Way West
Los Angeles, CA 90045
Subject: Key Request for Terminal 1 New Electrical Work

Please see the attached request for keys for Los Angeles Electrical who has been contracted by Los Angeles World Airport to install new electrical work for Terminal 1.

Keys are needed to access the electrical room to install new wiring

Key Description

1. XXX
- 2.

We are requesting keys for the following employees:


Name	Title	Last Four SS#	LAX Badge #	Company
John Doe	Foreman	4414	A1544422	Los Angeles Electrical

Please contact us at (xxx) xxx-xxxx, or via email at xxxxxxxxxxxx if you have any questions or need additional information.


Thank you,

Signature Name

USR Mechanical Application

	<h2 style="margin: 0;">UTILITY SHUTDOWN REQUEST</h2> <p style="margin: 0;">APPLICATION</p> <p style="margin: 0; font-size: small;">Associated with ASR: <u>None</u></p>
LAX Project No. <u>T-LAX 11111</u> Contractor Tracking # <u>ABCD-1</u> LAWA Tracking # <u>T7DWS0718 - 14412</u>	
Construction Project: <u>United Airlines Terminal Redevelopment Program</u> LAWA Project Manager: <u>Pete Dial</u>	
IN CASE OF EMERGENCY CALL 310-646-7911 AT LAX	
<ol style="list-style-type: none"> 1. A separate form is required for each utility to be shutdown. NOTE: An ASR may be required to coincide with the USR. 2. Request must be received 30 days prior to the utility shutdown time – NO EXCEPTIONS. 3. Please complete the form in its entirety and attach any backup documentation. INCOMPLETE FORMS WILL BE RETURNED. 4. Utilities will be shutdown and restored by LAWA personnel ONLY. 5. The shutdown and restore will NOT occur unless the Field Contractor is present at the "Specific Location" noted on the form. 6. Submit the completed form to the Shutdown Control Center (SCC) at SCC@LAWA.org. 7. The Contractor is RESPONSIBLE FOR CONTACTING the ARCC (Airport Response Coordination Center), 30 minutes prior and upon completion. (ARCC) 424-646-LAWA (5292), at prompt enter #4-shutdown, #1-shutdown. NOTE: Unexpected work that may delay restore time shall be reported immediately to the ARCC 8. LAWA personnel will wait no more than 15 minutes at the meeting location for contractor. 9. Shutdown times may change without notice due to airport operational priorities. 10. Requests received on Saturday and Sunday or after 1:00 p.m. Monday through Friday will be marked as "RECEIVED" on the following business day. 	
AIRLINE IMPACT: <input checked="" type="checkbox"/> Yes PANEL SCHEDULE CHANGE REQUIRED: <input type="checkbox"/> No	
Type of Utility: <u>Domestic Water System</u> Description of Place to Meet: <u>Mechanical Room 211B at FIS Customs Corridor</u>	
Specific Location: <u>Entire Terminal</u>	
Affected Buildings/Systems: <u>Terminal 7 Domestic Cold and Hot Water</u>	
Purpose: <u>Domestic Cold Water Tie-In for New United Club.</u>	
Airfield: <input type="checkbox"/> No Terminal: <u>Terminal 7</u> Floor/Level: <u>Arrivals</u> Landside: <input type="checkbox"/> No (Roadways and Parking Structures)	
FIELD CONTACT INFORMATION:	
Field Contractor: <u>ACC Construction</u> Field Contact Name: <u>John Doe</u>	
Phone: <u>310-555-8888</u> Email: <u>jd@accconstruction.com</u>	
SHUTDOWN INFORMATION: RESTORE INFORMATION: <input type="checkbox"/> No Restore <input type="checkbox"/> Restore Only	
Day: <u>Thursday</u> Date: <u>07/21/2016</u> Time: <u>0000</u> Day: <u>Thursday</u> Date: <u>07/21/2016</u> Time: <u>0400</u>	
Comments: <u>NOTE-Please Notify the following personnel with UAL about this Shutdown After the domestic water is restored the Contractor is responsible for checking that all the restrooms are in working order.</u>	
General Contractor: <u>DEF Construction</u> Contractor Requester's Name: <u>Mark Smith</u>	
Phone: <u>310-666-7777</u> Email: <u>msmith@DEFConstruction.com</u> Date Submitted: <u>07/08/2016</u>	
DO NOT WRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY	
Date Received: <u>07/08/2016</u> <input type="checkbox"/> Extension Only <input checked="" type="checkbox"/> Yes FTSD/LAWA Shop Required <input checked="" type="checkbox"/> APPROVED	
Comments:	
SCC Select: _____ <u>John J. Mitchell</u> <u>07/15/2016</u> Shutdown Control Center Manager Date	
LAWA USR Rev 7.0 Online Page 1 of 4	


USR Mechanical Application (cont.)

	UTILITY SHUTDOWN REQUEST <i>IMPACT ANALYSIS</i>
NOTE: CONTRACTOR IS REQUIRED TO COMPLETE AND DOCUMENT FIELD FORENSIC INVESTIGATIONS TO VERIFY AS-BUILT CONDITIONS	
Impacted Parties:	
<u>Airline:</u> Yes All Restrooms and Break rooms	
<u>Concessions:</u> Yes All Restrooms and Kitchens	
<u>Other Contractors:</u> No	
<u>CBP:</u> Yes All Restrooms and Break rooms	
<u>LAWA:</u> Yes All Restrooms and Break rooms	
<u>TSA:</u> Yes All Restrooms and Break rooms	
<u>Other (Specify):</u> No	


Example

LAWA USR Rev 7.0 Online Page 2 of 4


USR Mechanical Application (cont.)

	UTILITY SHUTDOWN REQUEST IMPACT ANALYSIS
Impacted Systems:	
<u>Water:</u> Yes Domestic Hot and Cold Water Systems	Example
<u>Sewer:</u> No	
<u>Electrical:</u> No	
<u>Panel Schedule Change Required:</u> No	
<u>Fire Sprinkler:</u> No	
<u>Fire Alarm:</u> No	
<u>Fire Suppression/CO2/FM-200:</u> No	
<u>Gas:</u> No	
<u>Communications:</u> No	
<u>HVAC:</u> No	
<u>Security/ACAMS:</u> No	
<u>Elevator:</u> No	
<u>Escalator:</u> No	
<u>Other (Specify):</u> No	
LAWA USR Rev 7.0 Online	Page 3 of 4

USR Electrical Application

	<h2 style="margin: 0;">UTILITY SHUTDOWN REQUEST</h2> <p style="margin: 0;">APPLICATION</p> <p style="margin: 0; font-size: small;">Associated with ASR: None</p>
LAX Project No. <u>T-LAX 1111</u> Contractor Tracking # <u>ABCD-222</u> LAWA Tracking # <u>T7ELE0718 - 14409</u>	
Construction Project: <u>United Airlines LAX Terminal Redevelopment</u> LAWA Project Manager: <u>Pete Dial</u>	
IN CASE OF EMERGENCY CALL 310-646-7911 AT LAX	
<ol style="list-style-type: none"> 1. A separate form is required for each utility to be shutdown. NOTE: An ASR may be required to coincide with the USR. 2. Request must be received 30 days prior to the utility shutdown time – NO EXCEPTIONS. 3. Please complete the form in its entirety and attach any backup documentation. INCOMPLETE FORMS WILL BE RETURNED. 4. Utilities will be shutdown and restored by LAWA personnel ONLY. 5. The shutdown and restore will NOT occur unless the Field Contractor is present at the "Specific Location" noted on the form. 6. Submit the completed form to the Shutdown Control Center (SCC) at SCC@LAWA.org. 7. The Contractor is RESPONSIBLE FOR CONTACTING the ARCC (Airport Response Coordination Center), 30 minutes prior and upon completion. (ARCC) 424-646-LAWA (5292), at prompt enter #4-shutdown, #1-shutdown. NOTE: Unexpected work that may delay restore time shall be reported immediately to the ARCC 8. LAWA personnel will wait no more than 15 minutes at the meeting location for contractor. 9. Shutdown times may change without notice due to airport operational priorities. 10. Requests received on Saturday and Sunday or after 1:00 p.m. Monday through Friday will be marked as "RECEIVED" on the following business day. 	
AIRLINE IMPACT: <input checked="" type="checkbox"/> Yes PANEL SCHEDULE CHANGE REQUIRED: <input type="checkbox"/> No	
Type of Utility: <u>Electrical</u> Description of Place to Meet: <u>Electrical room 05</u>	
Specific Location: <u>LOTO H1DPA fed from DP1-DOA</u>	
Affected Buildings/Systems: <u>Terminal 7 Ticketing lobby, AC-7 controls, Pits</u>	
Purpose: <u>De-energize to tie temp power to H1DPA-37,39,41 relocate TACP power from L1DPA-31 to L1DPA-29 install a 3 pole breaker at L1DPA-31,33,35 for temp power.</u>	
Airfield: <input type="checkbox"/> No Terminal: <u>Terminal 7</u> Floor/Level: <u>Arrivals</u> Landside: <input type="checkbox"/> No (Roadways and Parking Structures)	
FIELD CONTACT INFORMATION:	
Field Contractor: <u>ACC Construction</u> Field Contact Name: <u>John Doe</u>	
Phone: <u>310-555-8888</u> Email: <u>jd@ACCConstruction.com</u>	
SHUTDOWN INFORMATION: RESTORE INFORMATION: <input type="checkbox"/> No Restore <input type="checkbox"/> Restore Only	
Day: <u>Wednesday</u> Date: <u>07/20/2016</u> Time: <u>0000</u> Day: <u>Thursday</u> Date: <u>07/21/2016</u> Time: <u>0430</u>	
Comments: _____	
General Contractor: <u>DEF Construction</u> Contractor Requester's Name: <u>Mark Smith</u>	
Phone: <u>310-555-7777</u> Email: <u>msmith@DEFConstruction.com</u> Date Submitted: <u>07/08/2016</u>	
DO NOT WRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY	
Date Received: <u>07/08/2016</u> <input type="checkbox"/> Extension Only <input checked="" type="checkbox"/> Yes FTSD/LAWA Shop Required <input checked="" type="checkbox"/> APPROVED	
Comments: _____	
SCC Select: _____ <u>John J. Mitchell</u> <u>07/15/2016</u> Shutdown Control Center Manager Date	
LAWA USR Rev 7.0 Online Page 1 of 4	

USR Electrical Application (cont.)

	UTILITY SHUTDOWN REQUEST IMPACT ANALYSIS
NOTE: CONTRACTOR IS REQUIRED TO COMPLETE AND DOCUMENT FIELD FORENSIC INVESTIGATIONS TO VERIFY AS-BUILT CONDITIONS	
<p>Impacted Parties:</p> <p><u>Airline:</u> Yes United Airlines- Bridge FIDS</p> <p><u>Concessions:</u> No</p> <p><u>Other Contractors:</u> No</p> <p><u>CBP:</u> No</p> <p><u>LAWA:</u> Yes Power, Lighting: TICKET LOBBY & ROOMS, PASSENGER CONCOURSE ROOMS</p> <p><u>ISA:</u> No</p> <p><u>Other (Specify):</u> No</p>	
LAWA USR Rev 7.0 Online	Page 2 of 4

Example

USR Electrical Application (cont.)



UTILITY SHUTDOWN REQUEST
IMPACT ANALYSIS

Impacted Systems:

Water: No

Sewer: No

Electrical: Yes

H1DPA (fed from DP1-DOA), L1DPA (fed from H1DPA) & E1DPA (fed from H1DPA)

Panel Schedule Change Required: No

H1DPA-37,39,41 Temp Construction Power

L1DPA-39 FACP Power

L1DPA-31,33,35 Temp Construction Power

Fire Sprinkler: No

Fire Alarm: No

Fire Suppression/C02/FM-200: No

Gas: No

Communications: No

HVAC: Yes

Gate Tower Cond. Unit, A/C Unit Elect. Room, EF-29, A/C7 Controls & ...
DING BAT A/C ROOMS 3100 & 320

Security/ACAMS: No

Elevator: No


Escalator: Yes

Pits 7 & 8 lighting and maint recept.


Other (Specify): No

Example


ASR Application

		<h2 style="margin: 0;">AREA SHUTDOWN REQUEST</h2> <p style="margin: 0;">APPLICATION</p> <p style="margin: 0;">Associated with USR: <u>None</u></p>			
LAX Project No.	<u>T-LAX 11111</u>	Contractor ASR Tracking #	<u>ABC - 123</u>	LAWA ASR Tracking #	<u>T7AOA0616 - 3879</u>
Project:	<u>T7 United Redevelopment Program</u>		LAWA Project Manager:	<u>Pete Dial</u>	
<p>IN CASE OF EMERGENCY CALL 310-646-7911 AT LAX</p> <ol style="list-style-type: none"> 1. A separate form is required for each area to be shutdown. NOTE: A USR may be required to coincide with the ASR 2. Request must be received 30 days prior to the area shutdown time. NO EXCEPTIONS. 3. Please complete the form in its entirety and attach any backup documentation. INCOMPLETE FORMS WILL BE RETURNED. 4. Submit the completed form to the Shutdown Control Center (SCC) at SCC@LAWA.org. 5. The Contractor is RESPONSIBLE FOR CONTACTING the ARCC (Airport Response Coordination Center), 30 minutes prior and upon completion. (ARCC) 424-646-LAWA (5292), at prompt enter #4-shutdown, #1-shutdown. <p>NOTE: Unexpected work that may delay restore time shall be reported immediately to the ARCC</p> <ol style="list-style-type: none"> 6. Shutdown times may change without notice due to airport operational priorities. 7. Requests received on Saturday and Sunday or after 1:00 p.m. Monday through Friday will be marked as "RECEIVED" on the following business day. 					
<p>SHUTDOWN TIMES MAY CHANGE WITHOUT NOTICE DUE TO AIRPORT OPERATIONAL PRIORITIES</p>					
AIRLINE IMPACT:	<u>Yes</u>				
Affected Areas:	<u>Customer Flow; AOA;</u>				
Operational Zone:	<u>C (T4-T8);</u>				
Affected Buildings/Systems:	<u>Terminal 7: Apron / Ramp Level, Concourse</u>				
Purpose:	<u>Redevelop gate 70B holdroom and PLB</u>				
Airfield:	<u>Gate 70B Only</u>	Terminal:	<u>Terminal 7</u>	Floor/Level:	<u>T7 Apron Ramp Concourse</u>
				Landside:	<u>No</u>
(Roadways and Parking Structures)					
FIELD CONTACT INFORMATION:					
Field Contractor:	<u>ACC Construction</u>		Field Contact Name:	<u>John Doe</u>	
Phone:	<u>310-555-8888</u>		Email:	<u>jdoe@ACCConstruction.com</u>	
SHUTDOWN INFORMATION:			RESTORE INFORMATION:		
Day:	<u>Wednesday</u>	Date:	<u>06/08/2016</u>	Time:	<u>0000</u>
Day:	<u>Friday</u>	Date:	<u>10/28/2016</u>	Time:	<u>0000</u>
Comments: <u>Locks will be placed on doors going into public areas.</u>					
General Contractor:	<u>FCC Construction</u>		Contractor Requester's Name:	<u>Mike Smith</u>	
Phone:	<u>310-555-7777</u>	Email:	<u>msmith@FCCConstruction.com</u>	Date Submitted:	<u>05/06/2016</u>
DO NOT WRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY					
Date Received:	<u>05/06/2016</u>	<input checked="" type="checkbox"/> APPROVED			
Comments: <u></u>					
				<u>John J. Mitchell</u>	<u>06/01/2016</u>
				Shutdown Control Center Manager	Date
LAWA ASR Rev 3			Page 1 of 5		

ASR Application (cont.)

	AREA SHUTDOWN REQUEST	
<i>IMPACT ANALYSIS</i>		
LAX Project No. <u>T-LAX 11111</u>	Contractor ASR Tracking # <u>ABC - 123</u>	LAWA ASR Tracking # <u>T7AOA0818 - 3879</u>
Project: <u>T7 United Redevelopment Program</u>		
Area to be Shutdown / Specific Location		
T7 - Apron/Ramp - Gate 70B - K-Rail with fencing and FAA light barricades for closure of gate. Please see attached site logistic plan. T7 - Concourse - Holdroom 70B - Barricades extending 1'-6" below existing ceiling will be put in place to encapsulate holdroom. Additional overhead work extending beyond barricade area will be enclosed in temporary poly plastic and will be completed during the night shift. Please see the attached site logistics and phasing plan.		
Impact of Work on Systems/Equipment/Stakeholders		
None		
Impact of Work on Fire Alarm Systems		
None		
Proposed Work Plan for Protecting Fire Alarm System		
None		
A. Smoke detectors located within active construction areas must be protected at the start of the shift and removed at the end of the shift. B. Merv 8 filters are required over return air duct openings during construction per LA City green Bldg. code section 5.504.1.1.		
Proposed Work Plan for Implementing the Shutdown		
All work that will impact passengers will be completed on 3rd shift (22:00-6:00). Poly plastic will be used to reduce dust impact on passengers. All work not being completed during 3rd shift will be done behind the barricade.		
ATTACH DOCUMENTATION OF FIELD FORENSIC INVESTIGATION, SKETCHES, DIAGRAMS, PHOTOS, AND ADDITIONAL NARRATIVE EXPLANATION AS APPROPRIATE. PROVIDE NAMES OF SPECIFIC STAKEHOLDERS IMPACTED.		
LAWA ASR Rev 3 Page 2 of 5		

ASR Application (cont.)


		<h2 style="margin: 0;">AREA SHUTDOWN REQUEST</h2> <p style="margin: 0;"><i>IMPACT ANALYSIS CHECK LIST</i></p>			
LAX Project No.	T-LAX 11111	Contractor ASR Tracking #	ABC - 123	LAWA ASR Tracking #	T7AOA0616 - 3879
Construction Project: T7 United Redevelopment Program					
<input type="checkbox"/>	Field Forensic Investigations and Documentation Complete		Date: _____		
<p>NOTE: CONTRACTOR IS REQUIRED TO COMPLETE AND DOCUMENT FIELD FORENSIC INVESTIGATIONS TO VERIFY AS-BUILT CONDITIONS</p>					
Impacted Facilities:					
<hr/>					
Terminal: Yes Barriade protrude into concourse walkway 2'.					
<hr/>					
Parking Structure: No					
<hr/>					
Other Buildings: No					
<hr/>					
Roads: No					
<hr/>					
Airfield: Yes Gate 70B. K Rail and FAA barricades will be put in place to ensure no aircraft access.					
<hr/>					
Other (Specify): No					
<hr/>					
Impacted Parties:					
<hr/>					
Airlines: Yes Only impact United Airlines. Plan has been approved by United.					
<hr/>					
Concessions: No					
<hr/>					
Passengers: Yes Barriades protrude into concourse walkway. Impact to passengers in minimal.					
<hr/>					
Other Contractors: No					
<hr/>					
FAA: No					
<hr/>					
LAWA: No					
<hr/>					
ISA: No					
<hr/>					
Other (Specify): No					
<hr/>					
LAWA ASR Rev 3 Page 3 of 5					

ASR Application (cont.)

<p>Impacted Operations:</p> <p><u>Traffic:</u> No</p> <p><u>Pedestrian Flow - Stairs, Sidewalks:</u> No</p> <p><u>Area Access:</u> No</p> <p><u>Restrooms:</u> No</p> <p><u>Baggage Handling:</u> No</p> <p><u>Gates:</u> Yes Gate 70B will be closed. Work coordinated with United.</p> <p><u>Elevator:</u> No</p> <p><u>Escalator:</u> No</p> <p><u>Parking Lots and Structures:</u> No</p> <p><u>Other (Specify):</u> No</p>
<p>Work Plan Requirements:</p> <p><u>Security:</u> No</p> <p><u>ACAMS:</u> No</p> <p><u>Police:</u> No</p> <p><u>Traffic Control:</u> No</p> <p><u>Barricades:</u> Yes Please see attached site logistics and phasing plans.</p> <p><u>Temporary Signage:</u> No</p> <p><u>Other (Specify):</u> No</p>

LAWA ASR Rev 3 Page 4 of 5

ASR Application (cont.)

	AREA SHUTDOWN REQUEST				
<i>IMPACT ANALYSIS CHECK LIST</i>					
LAX Project No.	T-LAX 11111	Contractor ASR Tracking #	ABC - 123	LAWA ASR Tracking #	T7AOA0816 - 3879
Construction Project:	T7 United Redevelopment Program				
Additional Comments:					
Ops Final Comments:					
Airport Operations and The Subject Matter Experts will place there comments here.					

Example

LAWA ASR Rev 3 Page 5 of 5

SCC Approval Notification

Once the USR or ASR has been reviewed, scheduled and approved, the SCC will send out an approved notification with all the attachments that are applicable. The contractor, tenants, stakeholders and all impacted parties will receive the approval by email.

All,

The following **Utility Shutdown Request** has been **APPROVED**:

LAWA USR No:	T7ELE071614366
CUSR No:	ABC-123
Associated with ASR:	None
Construction Project:	United Airlines LAX Terminal Redevelopment
Utility:	Electrical – Panel DOA-DH1
Location:	Terminal 7
Airline Impact:	Yes
Scheduled Shutdown:	Thursday 07/07/16 Time: 0100
Scheduled Restart:	Friday 07/08/16 Time: 0500
SCC Impact Rating:	2 (for ARCC use only)
FTSD/LAWA Shop Required:	Yes

The Contractor is responsible for contacting the **ARCC (424-646-5292)** 30 minutes prior to the actual utility shutdown and immediately following the utility restart. If there is a delay in the shutdown or restart from the approved schedule, the contractor is responsible for contacting the ARCC as soon as that information is known. Please see attached for more details

Thank You,

Shutdown Control Center (SCC)

8100 Westchester Parkway #9, Los Angeles, CA 90045

Tel: 424-646-5977 (office) | Tel: 424-646-5995 (direct)

LAWA Standard Operating Procedures (SOP)

1. LAWA FTSD follows Standard Operating Procedures for the shutdown of specific mechanical systems. A copy of the applicable SOP will be attached to an approved USR. Listed are the SOPs and a sample of a SOP. Chill Water, Secondary Hot Water, Low Temp Hot Water, Domestic Water, Fire Sprinkler, LAFD Fire Watch, and Natural Gas.

FACILITIES AND TECHNICAL SERVICES DIVISION STANDARD OPERATING PROCEDURE (SOP) SHUTDOWN AND RESTORE

The following SOP as related to the Shutdown and Restore of Electrical.

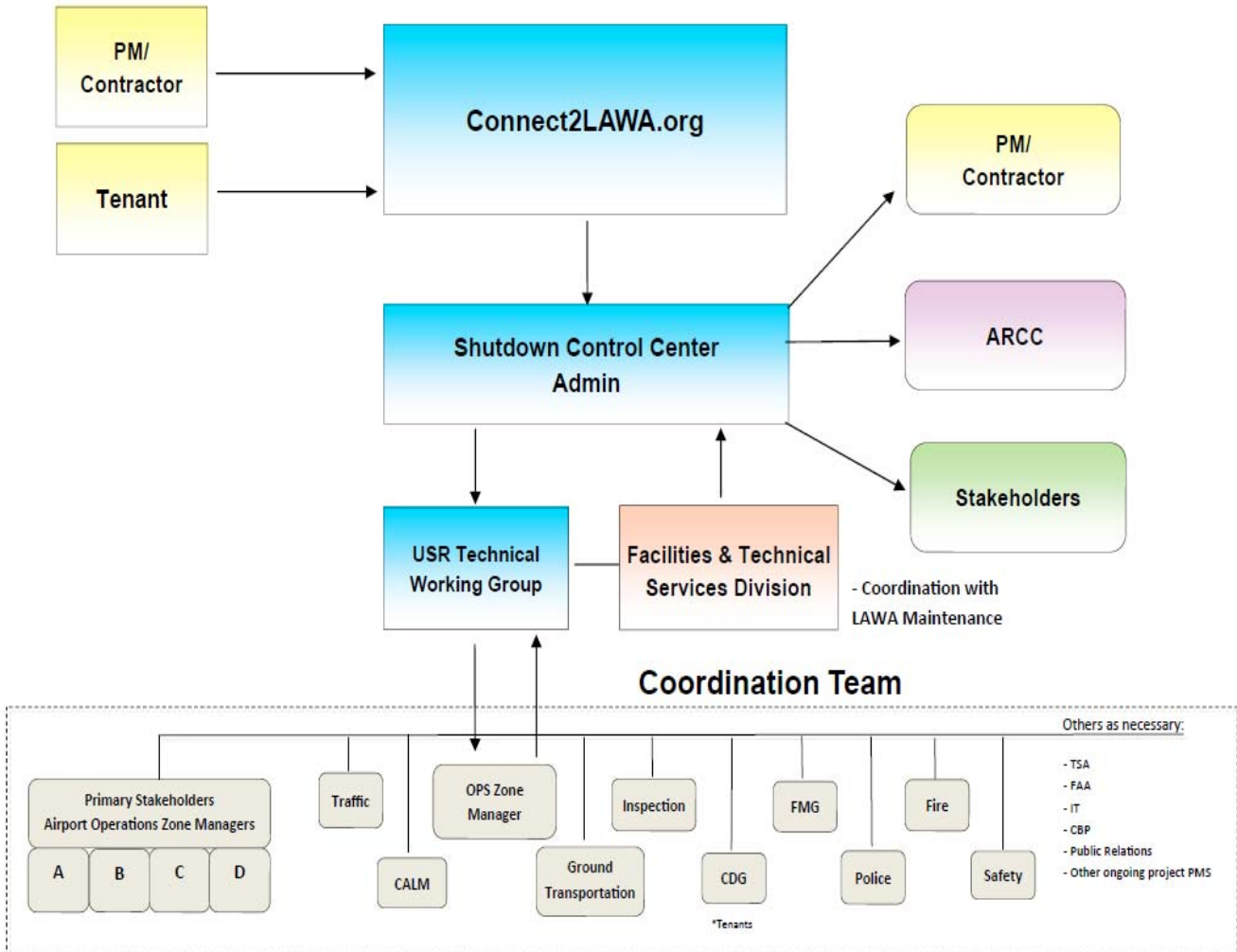
SHUT DOWN

1. Each Contractor/Subcontractor requiring a shutdown shall have an Approved USR for all shutdown of utilities.
2. Contractor/Subcontractor shall notify the ARCC of a pending shut down 30 minutes prior to securing the utility and update the ARCC of any difficulties encountered during shut down. In the event the shutdown exceeds allotted time, the ARCC shall be notified.
3. It is required a representative from the contractor/subcontractor requesting the shutdown be present at the location of the shutdown.
4. LAWA Electrician and responsible contractor/subcontractor to verify with all impacted disciplines per the USR that all equipment is isolated and secured if required.
5. LAWA Electrician will perform the shutdown and the contractor/subcontractors representative will install LOTO device (contractor to provide LOTO Device, this device to accept multiple locks and shall meet NFPA 70E requirements) and a tag with name, date, phone number and USR number. Tags and Locks must be installed by all parties involved with the shutdown- LAWA, Contractor, etc.
6. In the event that the contractor does not arrive at the "Description of Place to Meet" defined on the USR at the scheduled time or does not have the proper LOTO Items, LAWA will stand by for 15 minutes. Following the 15 minute standby, the USR will be canceled and documented as a No Show.

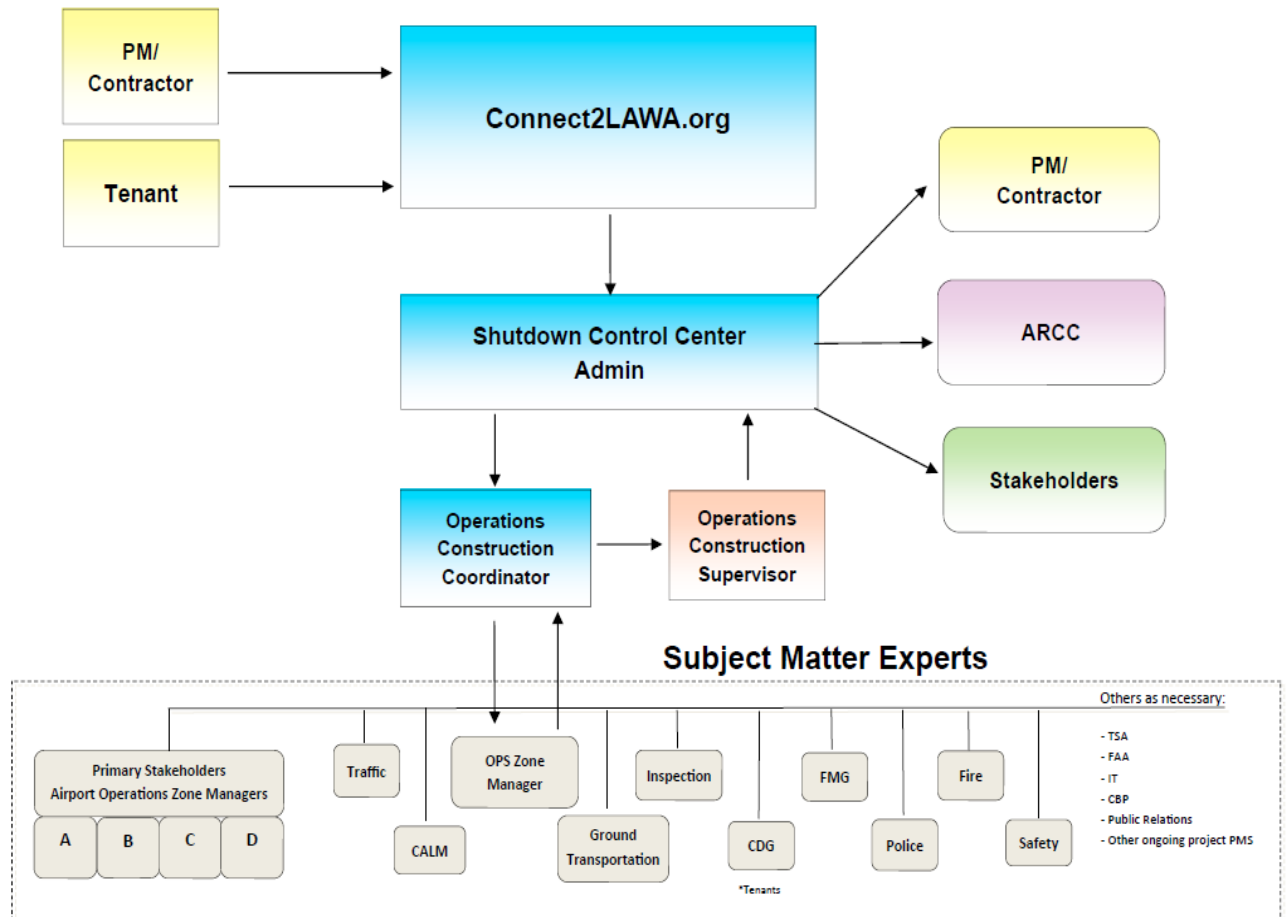
RE-ENERGIZE SYSTEM

1. Upon completion of work, both LAWA Electrician and responsible contractor/subcontractor will be present to remove their LOTO device, tags and locks. (System will not be re-energized until all parties are present).
2. LAWA Electrician to re-energize system
3. LAWA Electrician and responsible contractor/subcontractor will notify other impacted disciplines that power has been restored.
4. After the requirements above are completed, the Contractor shall notify the ARCC and inform them that the system is back in service.
5. It is the Contractors' responsibility to ensure that the re-energized systems and or equipment are operating normally, and there is no impact to airport operations.

Utility Shutdown Request (USR) Flowchart



Area Shutdown Request (ASR) Flowchart



SHUTDOWN CONTROL CENTER EMPLOYEE DIRECTORY

John Mitchell—SCC Manager



Office: 424-646-5806
Cell: 310-561-2191
Email: jmitchell@lawa.org

8100 WESTCHESTER PARKWAY
TRAILER #9, LOS ANGELES, CA 90045
424-646-5977—SCC@LAWA.ORG

Coordinators

Paulette Cote — Office Manager



Office: 424-646-5995
Email: pcote@lawa.org

Donna Thompson —Shutdown Coordinator



Office: 424-646-6526
Email: dthompson@lawa.org

Amparo Lomas —Shutdown Coordinator



Office: 424-646-7363
Email: alomas@lawa.org

Samantha Lustado —GIS Specialist



Office: 424-646-5778
Email: slustado@lawa.org

Electrical Team

Jeff McRae — Electrical Manager



Office: 424-646-7364
Cell: 213-268-9473
Email: jmcrave@lawa.org

Tim Austill — Electrical Technician



Office: 424-646-7161
Cell: 424-789-9342
Email: taustill2@lawa.org

Jimmy Rios — Electrical Technician



Office: 424-646-8294
Cell: 424-207-7882
Email: jrios@lawa.org

Steve Roquemore — Electrical Technician



Office: 424-646-8318
Cell: 424-789-2353
Email: sroquemore@lawa.org

Mike Sullivan —Electrical Technician



Office: 424-646-7545
Cell: 310-722-0219
Email: msullivan@lawa.org

Mechanical Team

Tom Wall — Mechanical Manager



Office: 424-646-5368
Cell: 424-230-9378
Email: twall@lawa.org

John Dever — Mechanical Technician



Office: 424-646-7361
Cell: 562-508-9049
Email: jdever2@lawa.org

Steve Wagoner —Mechanical Technician



Office: 424-646-7353
Cell: 424-207-7970
Email: swagoner@lawa.org

EMERGENCY PHONE NUMBERS:
ARCC 424-646-5292
Airport Police 424-646-7911
Lost & Found 424-646-5678