PART 1 GENERAL

1.01 DESCRIPTION OF WORK

This project will renew and/or replace existing normal and emergency low voltage (480/277V and 208-120V) electrical distribution equipment within in Concourses B, C and D at the Seattle Tacoma International Airport. Replacement will include but is not limited to panelboards, motor control centers, switchboards, feeders, meters, and transformers. New metering will be provided in all replaced panelboards in accordance with Port of Seattle standard design criteria, along with connection to the STIA metering network. Renewal / replacement of mechanical equipment (HVAC, fire protection systems, etc.) will be included where necessary in order to support new electrical equipment. This project will create new electrical closets for relocated equipment in each project area as well as a new electrical room in Concourse D to support future power demands.

1.02 LOCATION

A. The work area is located within Concourses B, C, and D of Seattle-Tacoma International Airport, 17801 International Boulevard, City of SeaTac, WA 98168.

1.03 PROJECT LOGISTICS

A. The Contractor shall have access to the construction site by city street. Contractor shall conduct all business through gate E45 and/or E125.

B. The access may change during the construction of the Contract work and Contractor shall comply with the changes or if notified by the Engineer.

C. Hours of Work/Closures:

1. Standard Project Work Hours

   a. Standard Day Shift Work Hours: 0700 – 1530 (7:00AM until 3:30PM), Monday through Friday. The Contractor shall limit activities so there is no disruption to Airport Operations. The Contractor must comply with noise, dust and other work restrictions. Refer to specification section 01 50 00.

   b. Standard Night Shift Work Hours: 2030 – 0500 (8:30PM – 5:00AM), Sunday night through Friday morning. All of the work that is considered disruptive to Airport operations shall be performed on night shift. This includes but is not limited to all work throughout tenant offices, conduit routes over and around the baggage systems, equipment and furniture moves and deliveries, and any disruptive work that does not conform to noise, dust and other work restrictions as described in specification section 01 50 00.

2. Port of Seattle Holidays (Non-Standard Project Work Days)

   a. Port of Seattle employees will typically not be working on these days.

   b. Contractor shall not plan any meetings, shutdowns, special inspections, site walks, badging, training, drug testing, etc. that require Port personal or supporting services on these dates if the Contractor requests to work on these dates.

(1) Note that working on holidays may require craft labor be paid at higher holiday pay rates according to Collective Bargaining Agreements and/or other labor contracts.

(2) Separate approval for Force Account (Allowance) work to be performed on a holiday shall be obtained from the Engineer in advance.

c. Port of Seattle Holidays (Observed)

(1) 2024: Sept 2, Nov 28, 29, and Dec 24, 25

(2) 2025: Jan 1, Jan 20, Feb 17, May 26, June 19, July 4, Sept 1, Nov 27, 28 and Dec 24, 25

(3) 2026: Jan 1, Jan 19, Feb 16, May 25, June 19, July 3, Sept 7, Nov 26, 27 and Dec 24, 25

(4) 2027: Jan 1, Jan 18, Feb 15, May 31, June 18, July 5, Sept 6, Nov 25, 26 and Dec 24, 27

3. Work outside of the standard work hours or days, as defined in this specification section, can be requested and may be granted by the Engineer. No work outside of the standard work hours or days, as defined in this section, shall be allowed without written approval by the Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 REQUIREMENTS

A. Work related to this section is in accordance with current Department of Homeland Security / Transportation Security Administration (DHS / TSA) regulations.

B. Failure to comply with TSA rules and the Airport Security Plan may result in a fine from the TSA or the Port.

1. Fines assessed by the TSA or the Port against a Contractor, a Contractor's employee, Supplier or a Subcontractor shall be paid by the Contractor. Reference the following:

a. CFR Title 49

b. SEA Airport Security Violations Handbook

c. SEA Airport Tariff No. 1.

C. Current information, forms, fines and fees associated with badging, custom bond seals and security access and key requests can be found on the Credential Center and Training page on the Port of Seattle public website.

1.02 SECURITY REQUIREMENTS

A. Identification/Access Badges:

1. All Contractor personnel working in restricted areas (including Air Operations Area (AOA), Secured, Security Identification Display Areas (SIDA) and Sterile areas) on this project shall have Port of Seattle airport-issued identification/access badges in accordance with Title 49, Code of Federal Regulations (CFR), Part 1540/1542 and the Airport Security Plan.

2. All or a portion of this Contract requires work to be performed within an area of the Airport controlled for security reasons. That area is defined as the area within the Air Operations Area security fence, and all other restricted areas indicated on applicable drawings, or as posted on the Airport premises ("restricted/secured area"), or otherwise defined under Airport Security Plan (ASP). No Contractor personnel are allowed to work in these restricted areas without a valid identification/access badge.

3. Badges must be worn on the outermost garment above waist height in order to gain access to and remain in restricted areas.

B. Security Identification Display Area (SIDA) Training:

1. All individuals requiring unescorted access to restricted areas (excluding sterile areas) will be required to attend Security Identification Display Area (SIDA) training in accordance with the Airport Security Plan (ASP) and Title 49, CFR, Part 1542.213 (b). This training must be completed prior to the issuance of an approved ID/access badge allowing unescorted access.

2. At a minimum, this training shall consist of a forty-minute session discussing airport security procedures. Training session(s) shall be conducted in the Port's Airport Badge Training Center. Training is Walk-in only; no appointment is required. Security checks must be cleared prior to taking training.

3. Required Training

   a. Initial Training - All Port SIDA badge applicants (either RESTRICTED AREA BADGES or DRIVING BADGES) must successfully complete SIDA training, and if applicable, any required driving training.

   b. Recurrent Training – it is a requirement that all persons renewing Port of Seattle badges successfully complete SIDA training and, if applicable, any required driving training prior to receiving renewed badges.

4. Recurrent Training Requirements:

   a. SIDA and AOA/Driving Training are required every two (2) years and must be completed prior to badge renewal.

   b. If an applicant is authorized to drive on the AMA, known as Air Movement Areas, recurrent training is required annually.

1.03 ISSUANCE OF IDENTIFICATION BADGES

A. New Company Setup:

1. Companies initiating badges with the Port of Seattle, shall complete a New Company setup package (available online or in the Credential Center). A company set-up fee (per company) will be billed on the first statement.

   a. The Contractor shall complete a new company agreement for Contract work.

   b. The Contractor shall complete a new company agreement for Warranty work.

2. The Contractor must complete a New Company Agreement to join the Port of Seattle Authorized Signer Portal. Each company must make an appointment with the Credential Center and have two representatives present at the time of the company setup. Both representatives must complete the badge process and complete the Authorized Signer Training Class. To meet current Transportation Security Administration (TSA) regulations, any Authorized Signatory must hold a current SIDA badge to show proof of clearing all required background checks by the Port of Seattle. All Authorized Signers must attend, at minimum, SIDA training and additional training required by TSA for Authorized Signers. Upon completion of the required training, the representatives will be processed as Authorized Signers and badge holders. Recurrent training is required every two years.

   a. For Contract work, Contractors shall have the Engineer co-sign as Sponsor and enter the Contract start and end dates on Contractor new company agreements before they are submitted to the Credential Center.

   b. For Warranty work, Contractors shall have a Port of Seattle Maintenance representative co-sign as Sponsor and enter start and end dates on Contractor new company agreements before they are submitted to the Credential Center.

c. Companies will be notified by the Credential Center when the company Authorized Signers have been cleared and ID badges are available for pickup.

(1) The two company Authorized Signers must have completed and received their ID badges prior to submittal of badge applications by Contractor employees, Suppliers or Subcontractors.

3. The Contractor shall designate one primary and one secondary point of contact (POC) for all matters pertaining to the badges and keys issued to the Contractor for their company. The Contractor shall provide contact phone numbers where at least one of these POCs can be reached 24 hours a day, seven days a week.

4. New Company Setups apply to the Contractor and its Suppliers and Subcontractors that will need to access restricted areas.

B. Obtaining an ID Badge (each applicant):

1. A properly completed Identification/Access badge application, Disqualifying Crimes Statement and Privacy Act Notice shall be submitted for each employee requiring access to restricted areas.

2. The Company Authorized Signer shall confirm the applicant information is accurate and the authorization document and identification requirements have been met and verified prior to submitting the application to the Credential Center through the Authorized Signer Portal.

3. Applicants must schedule a badging appointment online with the Credential Center and bring two forms of acceptable identification.

4. When applications are completed and required documentation has been supplied, the applicant will be fingerprinted in accordance with Title 49, Code of Federal Regulations (CFR), Part 1542.209. Each applicant will also be submitted for a Security Threat Assessment.

5. Company Authorized Signers will be notified by the Credential Center when their employees have been cleared. Background checks typically take 3-5 business days to process. Applicants may return to the Credential Center to complete their training and then pick up their ID badges after training is complete.

C. Miscellaneous Badge Information

1. Nonrefundable badge fees will be assessed per SEA Airport Tariff No. 1.

2. See Article 1.07 for details pertaining to working in a U.S. Customs and Border Protection restricted or secured areas. Additional time will be required to develop and process credential documents for these areas.

3. Permanent identification/access badges are valid for two years or the term of the Contract, whichever is shorter. At project completion, Contractors must return the badges to the Credential Center or reapply for a new identification/access badge if performing additional work at the Airport.

(1) Prior to Physical Completion, Contractor shall reapply for new identification/access badge(s) to perform Warranty work.

b. The Contractor Authorized Signers are responsible for tracking and ensuring the surrender of all badges issued for purposes of the Work to its employees, Suppliers or Subcontractors.

4. Approval of an Identification/Access Badge Application may be withheld in the event the criminal history records check is found to be unsatisfactory or the applicant is unable to pass any other applicable TSA background checks.

5. Appointments must be scheduled for New Company Setups, issuance of new badges, and renewal of badges. Training is Walk-in only; no appointment required. The Credential Center is closed weekends and holidays. Special scheduling arrangements may be made if necessary. Hours are subject to change. Each applicant may make their own appointment online at:

D. All work and expenses required to obtain identification/access badges or for other activities required in this section shall be borne by the Contractor as part of the Contract.

1.04 RULES AND REGULATIONS REGARDING IDENTIFICATION BADGES

A. Identification/access badges provide access to a default list of security access points. See Appendix 1.

B. Any employee found in a restricted area without an airport-issued identification/access badge will be issued a citation and escorted from that location and not be allowed to return until wearing a proper identification/access badge.

C. Employees shall be allowed access to the restricted areas only as necessary to travel to and from the construction/job site. Any employee found in any portion of the restricted areas other than the construction/job site or the area to and from the construction/job site will immediately have the employee's identification/access badge confiscated and will no longer be permitted to work at the Airport in a restricted area.

D. All vehicles will be inspected as they enter the Airfield Operations Area at the airfield access gates.

E. Employees and their personal items (e.g., backpacks, lunch boxes, and tool boxes) will be inspected as they enter the restricted areas of the Airport. This inspection will either occur:

1. At the airfield access gates and vehicles enter the Airfield Operations Area

2. At the Contractor Parking Lot as employees board the Contractor provided shuttle (refer to Section 01 50 00 – Temporary Facilities and Controls).

F. All identification/access badges issued by the Port of Seattle are the property of the Port of Seattle and must be immediately returned under the following conditions:

1. Upon expiration;

2. Upon separation of employment (for any reason);

3. When job function no longer requires a Port of Seattle airport-issued identification/access badge;
4. Upon Project Completion per Section 01 77 00 – Construction Project Closeout
5. Upon demand by the Port of Seattle.
6. If convicted of, or found not guilty by reason of insanity of, one of the crimes listed in Title 49, CFR, Part 1542.209 (d). A complete list is on the back of the Fingerprint Application.

G. The Contractor shall immediately notify the Port of personnel, Suppliers or Subcontractors whose work is terminated or completed and shall ensure badges are returned within 30 days of notification.

1. Notifications shall be in writing to the Credential Center and copied to the Engineer as a submittal in accordance with Section 01 33 00 Submittals.
2. The Contractor will be charged a fine per non-returned badge.
3. If badges are not returned at Project Completion, the Credential Center will issue an invoice to the Contractor. Non-payment will result in the standard Port collections process.

H. Escorting:

1. Any individual with a Port ID authorized access to a particular door/gate, may escort any individual(s) with an airport approved ID but without access to that particular door/gate; e.g., a badge with a lower access level or an escort badge. THE ESCORT MUST REMAIN WITH THE INDIVIDUAL(S) BEING ESCORTED AT ALL TIMES WHILE IN RESTRICTED AREAS.
    a. Escorts shall be limited to five (5) individuals, or less, depending on the circumstances to ensure positive control is maintained at all times.
    b. A non-badged person can be escorted a maximum of five (5) times in a calendar year, starting the day of the first escort.
        (1) A longer period must be approved by Airport Security Coordinator and coordinated through the Engineer and Aviation Security.
2. Proper escort of another vehicle CANNOT be accomplished with the escort riding in the SAME vehicle as the individual being escorted. The escort must be in a separate vehicle from the individual being escorted and both must meet the requirements as stated in Division 1, Section 01 35 13.13 - Operational Safety on Airports during construction.
    a. Vehicle Signs: Vehicles must have signs of commercial design with lettering at least 2” in height on BOTH sides of the vehicle. Magnetic signs are acceptable. The company name on the driver’s badge <u>MUST</u> match the company name on the vehicle.
3. All badges that are lost, stolen, or otherwise unaccounted for must be <u>immediately</u> reported to the Credential Center at (206) 787-6859 or POS Alarm Response at (206) 787-4022. Any misuse of or willful failure to return a Port of Seattle airport-issued identification/access badge is subject to

criminal prosecution. A fine will be charged for a lost or stolen badge. The fine may be waived if documentation is received and verified from a law enforcement agency specifically indicating the badge was stolen. The Contractor must apply for a replacement identification badge for the employee as provided in Article 1.03; paragraph B, this Section of these specifications. Unsecured Doors: Contractors and their employees will be held accountable for doors located within their work sites that provide direct or indirect access to restricted or secured areas of the airport by unauthorized individuals. Doors that provide such access must NOT under ANY circumstances be left open and unattended. Individuals who have been issued Port of Seattle airport-issued identification are required to challenge any individual attempting unauthorized access to restricted areas.

I. Contractors requiring access through vehicle gates not normally staffed must make arrangements for access through the Airport Communications Center, (206) 787-5229, who will make arrangements for either Access Controller or Senior Access Controller support.

1.05 FAILURE TO COMPLY

A. Compliance with these regulations and TSA directives will be monitored by the Airport Security Coordinator, other Airport Security personnel or other regulatory agencies. Failure on the part of the Contractor to comply may result in fines or other monetary considerations levied against the Port. In the event an action or absence of action, by the Contractor with regard to the TSA directive leads to any damages against the Port, the Contractor shall be liable for, and reimburse the Port for, all costs involved.

1.06 SPECIAL REQUIREMENTS FOR WORK IN AIRPORT TERMINAL

A. Pre-construction meetings with Security

1. The Contractor must schedule a preconstruction meeting with the Engineer and the Security Construction Support Specialist, a week prior to performing the initial erection of any barricades in the terminal to confirm layout and identify the type of keys required on the barricade. Any special situation that may affect the security of the airport shall be identified and discussed in the meeting.

2. As soon as a new barricade installation is completed the Contractor shall schedule a site inspection of the enclosure with the Security Construction Support Specialist to obtain approval to proceed with the construction work at the site.

3. Prior to performing any work that modifies an existing security wall such as the removal of a window in the terminal or a penetration through a security wall shall require that a preconstruction meeting be scheduled with Security a week in advance of the work. Contractor shall describe the work plan to the Engineer and Security. The Port will schedule a Security Construction Support Specialist to be on site when the work is performed. No work shall proceed without first having this meeting.

B. Barricaded sites must be locked except for the delivery of materials, equipment and personnel to the job site. There are two standard locks used in construction barricades:

1. High Profile (High Security Risk) Areas: PG-2 padlock installed on construction doors daisy chained with a unique lock for Contractor use. Self-closing man-doors shall be keyed with a PG-2 core. First responders must be able to have access to the jobsite at all times.

2. Low Profile (Low Security Risk) Areas: AP-2 padlock installed on construction doors daisy chained with a unique lock for Contractor use. Self-closing man-doors shall be keyed with an AP-2 core. First responders must be able to have access to the jobsite at all times.

C. Barricade Security

1. Contractor and its employees will be held accountable for barricade security at their work sites that provide direct or indirect access to restricted or secured areas of the Airport by unauthorized individuals.

2. Openings that provide such access must NOT under ANY circumstances be left open and unattended. Individuals who have been issued Port of Seattle identification badges are required to challenge any individual attempting unauthorized access to restricted areas. If at any time there is a security breach, the Port may require Port-provided security staffing at the opening for the duration of the work. The Contractor will be responsible for all costs associated with additional security requirements.

3. If a violation is found, the work site will immediately be shut down until an appropriate security plan is approved. Penalties and fines for a security breach will be incurred by the Contractor.

D. Leaving Prohibited Items Unattended in a Secured Area

1. When tools or equipment are in a secured sterile area (SIDA), control of them must be maintained 100% of the time.

a. The area shall be secured with a lock. If there is a possibility that someone may gain unauthorized access, take any TSA prohibited items with you.

b. Offenses cited by Security result in penalties and fines that increase after the first offense as defined in SEA Airport Tariff No. 1.

1.07 AIRPORT SECURITY KEYS

A. Contractors that require keys to perform work at a project site shall complete a key application form attached to a Contractor Access Plan (CAP) to request key(s) and provide a reason for the request.

1. All costs for obtaining airport security key(s) shall be at the Contractor's expense, including Lock Shop costs incurred for making keys. Fees for Security/Tracked keys will be per SEA Airport Tariff No.1.

2. The Contractor is responsible for keys provided to its Suppliers and Subcontractors for purposes of the Work identified in the Contract.

B. Security keys are tracked via computer and tied to the employee's identification badge number. Security keys cannot be requested in multiples (no more than one

per person). Keys are only issued to the person making the request. An identification/access badge is required prior to issuance.

C. The Contractor is responsible for tracking and ensuring the surrender of all keys issued for purposes of the Work to its employees, Suppliers or Subcontractors.

D. Upon completion of the Contract, separation of employment or when job function no longer requires use of keys, the Contractor shall ensure they are returned within 14 calendar days of notification.

1. Notifications shall be in writing to the Credential Center and submitted in accordance with Section 01 33 00 - Submittals.

2. No separate or extra payment of any kind will be made to the Contractor for satisfying this requirement.

3. The Contractor is responsible for tracking and returning all keys issued for the project. The Contractor will be charged a fine per non-returned key plus the cost of Airport rekeying if needed. Cost to be determined by the Engineer based on overall impact.

4. If keys are not returned at Project Completion, the Credential Center will issue an invoice for the fines net 30 days. Non-payment will result in the standard Port collections process.

1.08 ACCESS AUTHORIZATION

A. See Section 01 14 13 Appendix 2 for additional information.

B. Companies must submit an Access Request Form with a project-specific CAP to gain or delete access to controlled entry points. An exact description of the point, including location and door number, is required.

1. Contractors shall have the Engineer co-sign as the Port Representative.

1.09 RETURN OF BADGES AND KEYS AND FINES ASSOCIATED WITH THE PROJECT

A. The Contractor is responsible for the return of all badges and keys issued for the project, including those issued to its employees, Suppliers or Subcontractors.

B. All badges, keys and special clearances issued under the requirements of this Section, for this project, must be returned.

C. Unpaid fines assessed by the Port against a Contractor, its employees, Suppliers or Subcontractors will be invoiced to the Contractor for payment.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within

the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

APPENDIX 1: BADGE ISSUANCE CONTRACTOR ACCESS

1. DEFAULT CONTRACTOR ACCESS LIST AND MAPS

The attached list of access points (doors, elevators, AOA perimeter gates) and correlating maps show the access provided when receiving a badge for Work on construction projects.

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
1	CONTRACTOR ONLY	A-3176-B		3	Main Terminal – Bag/Ramp Level
2	CONTRACTOR ONLY	A-3312-B		3	Main Terminal – Bag/Ramp Level
3	CONTRACTOR ONLY	A-3482-B		3	Main Terminal – Bag/Ramp Level
4	CONTRACTOR ONLY	A-3505-B		3	Main Terminal – Bag/Ramp Level
5	CONTRACTOR ONLY	A-5038-C		2	Main Terminal – Concourse Level
6	CONTRACTOR ONLY	A-5108-C		2	Main Terminal – Concourse Level
7	CONTRACTOR ONLY	A-5139-C		2	Main Terminal – Concourse Level
8	CONTRACTOR ONLY	A-5159-C		2	Main Terminal – Concourse Level
9	CONTRACTOR ONLY	A-5171-C		2	Main Terminal – Concourse Level
10	CONTRACTOR ONLY	A-5186-C		2	Main Terminal – Concourse Level
11	CONTRACTOR ONLY	A-5201-C		2	Main Terminal – Concourse Level
12	CONTRACTOR ONLY	A-5220-C		2	Main Terminal – Concourse Level
13	CONTRACTOR ONLY	A-5221-C		2	Main Terminal – Concourse Level
14	CONTRACTOR ONLY	A-5300-C		2	Main Terminal – Concourse Level
15	CONTRACTOR ONLY	A-5311-C ST16			TBD
16	CONTRACTOR ONLY	A-5317-C		2	Main Terminal – Concourse Level
17	CONTRACTOR ONLY	A-5400-C		2	Main Terminal – Concourse Level
18	CONTRACTOR ONLY	A-5419-C		2	Main Terminal – Concourse Level
19	CONTRACTOR ONLY	A-5429-C		2	Main Terminal – Concourse Level
20	CONTRACTOR ONLY	A-5443-C		2	Main Terminal – Concourse Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
21	CONTRACTOR ONLY	A-5446-C	A-5446-C ST13	2	Main Terminal – Concourse Level
22	CONTRACTOR ONLY	A-5482-C		2	Main Terminal – Concourse Level
23	CONTRACTOR ONLY	A-5492-C		2	Main Terminal – Concourse Level
24	CONTRACTOR ONLY	A-6255-M		1	Main Terminal – Mezzanine Level
25	CONTRACTOR ONLY	A-6355-M		1	Main Terminal – Mezzanine Level
26	CONTRACTOR ONLY	A-6375-M		1	Main Terminal – Mezzanine Level
27	CONTRACTOR ONLY	A-7121-IP			TBD
28	CONTRACTOR ONLY	A1-5020-C	A01-5020-C	2	Main Terminal – Concourse Level
29	CONTRACTOR ONLY	A2-5040-C	A02-5040-C	2	Main Terminal – Concourse Level
30	CONTRACTOR ONLY	A3-5110-C	A03-5110-C	2	Main Terminal – Concourse Level
31	CONTRACTOR ONLY	A4-5141-C	A04-5141-C	2	Main Terminal – Concourse Level
32	CONTRACTOR ONLY	A5-5160-C	A05-5160-C	2	Main Terminal – Concourse Level
33	CONTRACTOR ONLY	A6-5200-C	A06-5200-C	2	Main Terminal – Concourse Level
34	CONTRACTOR ONLY	A7-5210-C	A07-5210-C	2	Main Terminal – Concourse Level
35	CONTRACTOR ONLY	A8-5230-C	A08-5230-C	2	Main Terminal – Concourse Level
36	CONTRACTOR ONLY	A9-5310-C	A09-5310-C	2	Main Terminal – Concourse Level
37	CONTRACTOR ONLY	A10-5420-C		2	Main Terminal – Concourse Level
38	CONTRACTOR ONLY	A11-5430-C		2	Main Terminal – Concourse Level
39	CONTRACTOR ONLY	A12-5480-C		2	Main Terminal – Concourse Level
40	CONTRACTOR ONLY	A13-5485-C		2	Main Terminal – Concourse Level
41	CONTRACTOR ONLY	A14-5490-C		2	Main Terminal – Concourse Level
42	CONTRACTOR ONLY	B-5052-C	B-5052-C EE	2	Main Terminal – Concourse Level
43	CONTRACTOR ONLY	B-5055-C		2	Main Terminal – Concourse Level
44	CONTRACTOR ONLY	B-5090-C		2	Main Terminal – Concourse Level
45	CONTRACTOR ONLY	B1-5037-C		2	Main Terminal – Concourse Level
46	CONTRACTOR ONLY	B10-5252-C	B10-5250-C	2	Main Terminal – Concourse Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
47	CONTRACTOR ONLY	B11-5234-C		2	Main Terminal – Concourse Level
48	CONTRACTOR ONLY	B12-5270-C		2	Main Terminal – Concourse Level
49	CONTRACTOR ONLY	B14-5274-C		2	Main Terminal – Concourse Level
50	CONTRACTOR ONLY	B15-5238-C		2	Main Terminal – Concourse Level
51	CONTRACTOR ONLY	B3-5080-C		2	Main Terminal – Concourse Level
52	CONTRACTOR ONLY	B-5115-C	B4-5114-C	2	Main Terminal – Concourse Level
53	CONTRACTOR ONLY	B-5125-C	B4-5125-C	2	Main Terminal – Concourse Level
54	CONTRACTOR ONLY	B5-5132-C		2	Main Terminal – Concourse Level
55	CONTRACTOR ONLY	B5-5132A-C	B5A-5132-C HANDI	2	Main Terminal – Mezzanine Level
56	CONTRACTOR ONLY	B7-5159-C		2	Main Terminal – Concourse Level
57	CONTRACTOR ONLY	B9-5197-C		2	Main Terminal – Concourse Level
58	CONTRACTOR ONLY	C-3157A-R		3	Main Terminal – Bag/Ramp Level
59	CONTRACTOR ONLY	C-3195B-R		3	Main Terminal – Bag Level
60	CONTRACTOR ONLY	C-3198-R		3	Main Terminal – Bag/Ramp Level
61	CONTRACTOR ONLY	C-5136-C	C1-5036-C	2	Main Terminal – Concourse Level
62	CONTRACTOR ONLY	C10-5140-C		2	Main Terminal – Concourse Level
63	CONTRACTOR ONLY	C10A-5159-C		2	Main Terminal – Concourse Level
64	CONTRACTOR ONLY	C10B-5160-C		2	Main Terminal – Concourse Level
65	CONTRACTOR ONLY	C11-5200-C		2	Main Terminal – Concourse Level
66	CONTRACTOR ONLY	C12-5162-C		2	Main Terminal – Concourse Level
67	CONTRACTOR ONLY	C14A-5174-C		2	Main Terminal – Concourse Level
68	CONTRACTOR ONLY	C15-5210-C		2	Main Terminal – Concourse Level
69	CONTRACTOR ONLY	C17-5212-C		2	Main Terminal – Concourse Level
70	CONTRACTOR ONLY	C18-5220-C		2	Main Terminal – Concourse Level
71	CONTRACTOR ONLY	C6-5074-C		2	Main Terminal – Concourse Level
72	CONTRACTOR ONLY	C8/C10-5080-C		2	Main Terminal – Concourse Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
73	CONTRACTOR ONLY	D-3002/3003-R		3	Main Terminal – Bag/Ramp Level
74	CONTRACTOR ONLY	D-5100-C		2	Main Terminal – Concourse Level
75	CONTRACTOR ONLY	D11-5138-C		2	Main Terminal – Concourse Level
76	CONTRACTOR ONLY	D4-5080-C		2	Main Terminal – Concourse Level
77	CONTRACTOR ONLY	D4-5182-C	D4-5082-C	2	Main Terminal – Concourse Level
78	CONTRACTOR ONLY	D6-5110-C		2	Main Terminal – Concourse Level
79	CONTRACTOR ONLY	ELEV 3 CAB 3rd FLOOR - P2000		3	Main Terminal – Bag/Ramp Level
80	CONTRACTOR ONLY	ELEV 3F CAB - P2000		3	Main Terminal – Bag/Ramp Level
81	CONTRACTOR ONLY	ELEVATOR 3F	ELEV 3F CALL BAGGAGE - P2000	3	Main Terminal – Bag/Ramp Level
82	CONTRACTOR ONLY	ELEVATOR 3F	ELEV 3F CALL BAGWELL - P2000	3	Main Terminal – Bag/Ramp Level
83	CONTRACTOR ONLY	ELEV 3F CALL CONVEYOR T - P2000		3	Main Terminal – Bag/Ramp Level
84	CONTRACTOR ONLY	ELEV 3F CALL LOAD DOCK - P2000		3	Main Terminal – Bag/Ramp Level
85	CONTRACTOR ONLY	ELEV 4F CAB 3rd FLOOR - P2000		3	Main Terminal – Bag/Ramp Level
86	CONTRACTOR ONLY	ELEV 4F CAB 4th FLOOR - P2000		2	Main Terminal – Concourse Level
87	CONTRACTOR ONLY	ELEVATOR 4F	ELEV 4F CAB RAMP - P2000	3	Main Terminal – Bag/Ramp Level
88	CONTRACTOR ONLY	ELEV 4F GROUND LEVEL - P2000		3	Main Terminal – Bag/Ramp Level
89	CONTRACTOR ONLY	ELEV B-1 CAB - P2000		2	Main Terminal – Concourse Level
90	CONTRACTOR ONLY	ELEV B-1 RAMP - P2000		3	Main Terminal – Bag/Ramp Level
91	CONTRACTOR ONLY	ELEV C-1 CAB - P2000		2	Main Terminal – Concourse Level
92	CONTRACTOR ONLY	ELEVATOR C1	ELEV C-1 CALL Ramp - P2000	3	Main Terminal – Bag/Ramp Level
93	CONTRACTOR ONLY	ELEV D-1 CAB - P2000		3	Main Terminal – Bag/Ramp Level
94	CONTRACTOR ONLY	ELEV D-1 CAB - P2000 TG		3	Main Terminal – Bag/Ramp Level
95	CONTRACTOR ONLY	ELEVATOR D1	ELEV D-1 RAMP Level - P2000	3	Main Terminal – Bag/Ramp Level
96	CONTRACTOR ONLY	ELEV N SAT A CAB		4	North Satellite – Concourse Level
97	CONTRACTOR ONLY	ELEV N SAT A CAB - P2000			TBD

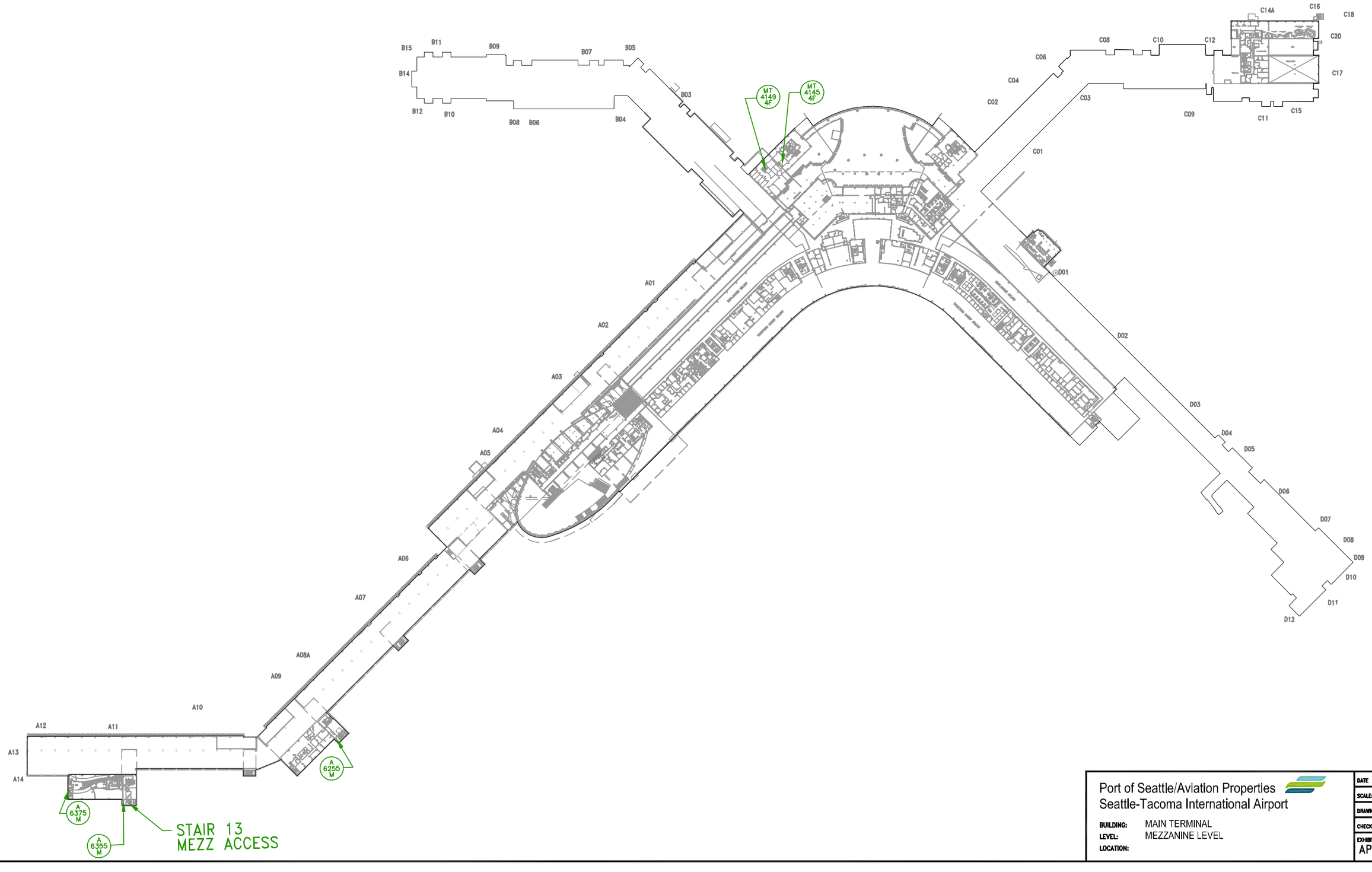
No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
98	CONTRACTOR ONLY	ELEV N SAT B CAB		4	North Satellite – Concourse Level
99	CONTRACTOR ONLY	ELEV N SAT B CAB - P2000		5	Main Terminal – Bag/Ramp Level
100	CONTRACTOR ONLY	ELEV S SAT B CAB - P2000		6	South Satellite – Concourse Level
101	CONTRACTOR ONLY	ELEV S SAT C CAB - P2000		6	South Satellite – Concourse Level
102	CONTRACTOR ONLY	ELEV S SAT C CAB RESTRC - P2000		6	South Satellite – Penthouse Level
103	CONTRACTOR ONLY	ELEVATOR SSB	ELEV SSB CALL RAMP - P2000	6	South Satellite – Concourse Level
104	CONTRACTOR ONLY	ELEV SSC CALL CONC - P2000		6	South Satellite – Concourse Level
105	CONTRACTOR ONLY	ELEV SSC CALL INT COR - P2000		7	South Satellite – FIS Level
106	CONTRACTOR ONLY	ELEV SSC CALL MEZZ - P2000		8	South Satellite – Mezzanine Level
107	CONTRACTOR ONLY	GATE E-100 EGRESS - P2000		10	Security Gate Access Map
108	CONTRACTOR ONLY	GATE E-100 INGRESS - P2000		10	Security Gate Access Map
109	CONTRACTOR ONLY	GATE E-100 VERIFICATION - P2000		10	Security Gate Access Map
110	CONTRACTOR ONLY	GATE E-45 EGRESS - P2000		10	Security Gate Access Map
111	CONTRACTOR ONLY	GATE E-45 INGRESS - P2000		10	Security Gate Access Map
112	CONTRACTOR ONLY	GATE S-15 CONC LEVEL - P2000		6	South Satellite – Concourse Level
113	CONTRACTOR ONLY	GATE S-16 A/B CONC LEVEL - P2000		6	South Satellite – Concourse Level
114	CONTRACTOR ONLY	LOAD DOCK N. DOOR - P2000			TBD
115	CONTRACTOR ONLY	MT-2132-BT		3	Main Terminal – Basement Level
116	CONTRACTOR ONLY	MT-2135-BT		3	Main Terminal – Basement Level
117	CONTRACTOR ONLY	MT-2149-BT		3	Main Terminal – Basement Level
118	CONTRACTOR ONLY	MT-2158-BT		3	Main Terminal – Basement Level
119	CONTRACTOR ONLY	MT-3130-R		3	Main Terminal – Bag/Ramp Level
120	CONTRACTOR ONLY	MT-3133-R		3	Main Terminal – Bag/Ramp Level
121	CONTRACTOR ONLY	MT-3148-R		3	Main Terminal – Bag/Ramp Level
122	CONTRACTOR ONLY	MT-3159-R		3	Main Terminal – Bag/Ramp Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
123	CONTRACTOR ONLY	MT-3446-B		3	Main Terminal – Bag/Ramp Level
124	CONTRACTOR ONLY	MT-3457-B		3	Main Terminal – Bag/Ramp Level
125	CONTRACTOR ONLY	MT-4145-4F		1	Main Terminal – Penthouse Level
126	CONTRACTOR ONLY	MT-4149-4F		1	Main Terminal – Penthouse Level
127	CONTRACTOR ONLY	MT-5128A-T		2	Main Terminal – Concourse Level
128	CONTRACTOR ONLY	MT-5128B-T		2	Main Terminal – Concourse Level
129	CONTRACTOR ONLY	MT-5128C-T		2	Main Terminal – Concourse Level
130	CONTRACTOR ONLY	MT-5139A-T		2	Main Terminal – Concourse Level
131	CONTRACTOR ONLY	MT-5139B-T		2	Main Terminal – Concourse Level
132	CONTRACTOR ONLY	MT-5139C-T		2	Main Terminal – Concourse Level
133	CONTRACTOR ONLY	N-3061-R		5	North Satellite – Bag/Ramp Level
134	CONTRACTOR ONLY	N-3076-R		5	North Satellite – Bag/Ramp Level
135	CONTRACTOR ONLY	N. SAT RAMP ELEV NSA - P2000			TBD
136	CONTRACTOR ONLY	N1-5120-C		4	North Satellite – Concourse
137	CONTRACTOR ONLY	N10-5133-C		4	North Satellite – Concourse
138	CONTRACTOR ONLY	N12-5151-C		4	North Satellite – Concourse
139	CONTRACTOR ONLY	N13-5156-C		4	North Satellite – Concourse
140	CONTRACTOR ONLY	N15-5136-C		4	North Satellite – Concourse
141	CONTRACTOR ONLY	N2-5100-C		4	North Satellite – Concourse
142	CONTRACTOR ONLY	N3-5080-C		4	North Satellite – Concourse
143	CONTRACTOR ONLY	N6-5095-C		4	North Satellite – Concourse
144	CONTRACTOR ONLY	N8-5105-C		4	North Satellite – Concourse
145	CONTRACTOR ONLY	N9-5123-C		4	North Satellite – Concourse
146	CONTRACTOR ONLY	S-1061-TR		9	South Satellite – STS Level
147	CONTRACTOR ONLY	S-1101-TR		9	South Satellite – STS Level
148	CONTRACTOR ONLY	S-1103-TR		9	South Satellite – STS Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
149	CONTRACTOR ONLY	S-1118C-TR		9	South Satellite – STS Level
150	CONTRACTOR ONLY	S-16a/b Exit from Jetway		6	South Satellite – Concourse Level
151	CONTRACTOR ONLY	S-2061-M		7	South Satellite – FIS Level
152	CONTRACTOR ONLY	S-2118-M		7	South Satellite – FIS Level
153	CONTRACTOR ONLY	S-2139-M		7	South Satellite – FIS Level
154	CONTRACTOR ONLY	S-3041-R		8	South Satellite – Ramp Level
155	CONTRACTOR ONLY	S-3069-R		8	South Satellite – Ramp Level
156	CONTRACTOR ONLY	S-3069A-R		8	South Satellite – Ramp Level
157	CONTRACTOR ONLY	S-3094-R		8	South Satellite – Ramp Level
158	CONTRACTOR ONLY	S-3094A-R		8	South Satellite – Ramp Level
159	CONTRACTOR ONLY	S-3096-R		8	South Satellite – Ramp Level
160	CONTRACTOR ONLY	S-3118-R		8	South Satellite – Ramp Level
161	CONTRACTOR ONLY	S-3118A-R		8	South Satellite – Ramp Level
162	CONTRACTOR ONLY	S-3147-R		8	South Satellite – Ramp Level
163	CONTRACTOR ONLY	S-3147A-R RAMP		8	South Satellite – Ramp Level
164	CONTRACTOR ONLY	S. SAT LADDER TO CONVEYOR			TBD
165	CONTRACTOR ONLY	S1-5033-C	S01-5033-C	6	South Satellite – Concourse Level
166	CONTRACTOR ONLY	S1-5034-C	S01-5034-C EMR EX	6	South Satellite – Concourse Level
167	CONTRACTOR ONLY	S2-5028-C	S02-5028-C	6	South Satellite – Concourse Level
168	CONTRACTOR ONLY	S2-5018-C	S03-5018-C	6	South Satellite – Concourse Level
169	CONTRACTOR ONLY	S04-5004-C		6	South Satellite – Concourse Level
170	CONTRACTOR ONLY	S05-5003-C		6	South Satellite – Concourse Level
171	CONTRACTOR ONLY	S06-5002-C		6	South Satellite – Concourse Level
172	CONTRACTOR ONLY	S07-5006-C		6	South Satellite – Concourse Level
173	CONTRACTOR ONLY	S08-5004-C		6	South Satellite – Concourse Level
174	CONTRACTOR ONLY	S09-5014-C		6	South Satellite – Concourse Level

No.	Type	Access Point ID	Alternate Description	AP (1) Sheet #	Map Reference
175	CONTRACTOR ONLY	S09-5016-C		6	South Satellite – Concourse Level
176	CONTRACTOR ONLY	S09-5031-C			TBD
177	CONTRACTOR ONLY	S-5034-C	S10-5034-C	6	South Satellite – Concourse Level
178	CONTRACTOR ONLY	S-5036-C	S10-5036-C	6	South Satellite – Concourse Level
179	CONTRACTOR ONLY	S11-5043-C		6	South Satellite – Concourse Level
180	CONTRACTOR ONLY	S12-5046-C		6	South Satellite – Concourse Level
181	CONTRACTOR ONLY	S16C/D-5035-C	S16-5035-C GATE C/D	6	South Satellite – Concourse Level
182	CONTRACTOR ONLY	S16A-5041-C		6	South Satellite – Concourse Level
183	CONTRACTOR ONLY	SAS TCK ROLL UP 1			TBD
184	CONTRACTOR ONLY	STEP - Elevator G Cab Baggage		3	Main Terminal – Bag/Ramp Level
185	CONTRACTOR ONLY	STEP - Elevator G Cab Ticketing		2	Main Terminal – Concourse Level
186	CONTRACTOR ONLY	STEP - Elevator M Cab		3	Main Terminal – Concourse Level
187	CONTRACTOR ONLY	STEP - Elevator M Cab Ticketing		2	Main Terminal – Concourse Level
188	CONTRACTOR ONLY	STEP - Elevator N Cab		2	Main Terminal – Concourse Level
189	CONTRACTOR ONLY	STEP - Elevator N Cab Baggage		2	Main Terminal – Concourse Level
190	CONTRACTOR ONLY	STEP - Elevator N Cab Ticketing		2	Main Terminal – Concourse Level
191	CONTRACTOR ONLY	STEP - Stairwell 13 Access Mezz		1	Main Terminal – Mezzanine Level

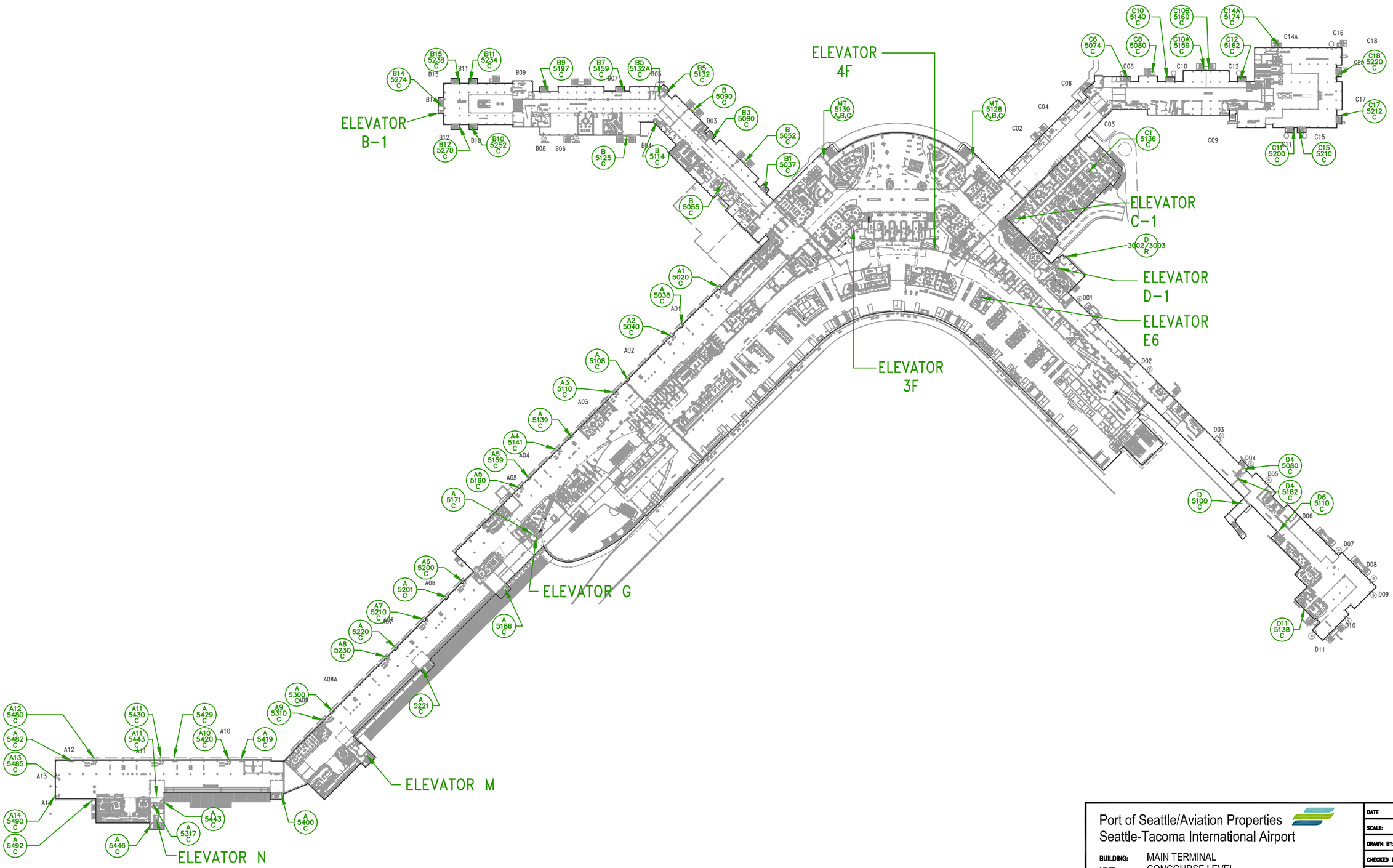
Contractor Access
Mezzanine Level



Port of Seattle/Aviation Properties Seattle-Tacoma International Airport	DATE:
BUILDING: MAIN TERMINAL LEVEL: MEZZANINE LEVEL LOCATION:	SCALE: DRAWN BY: CHECKED BY: EXHIBIT NO. AP(1) 1 OF 10

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\MT-Mezz AP1 1-10.dwg Aug 24, 2012 - 12:43pm

Contractor Access
Concourse Level

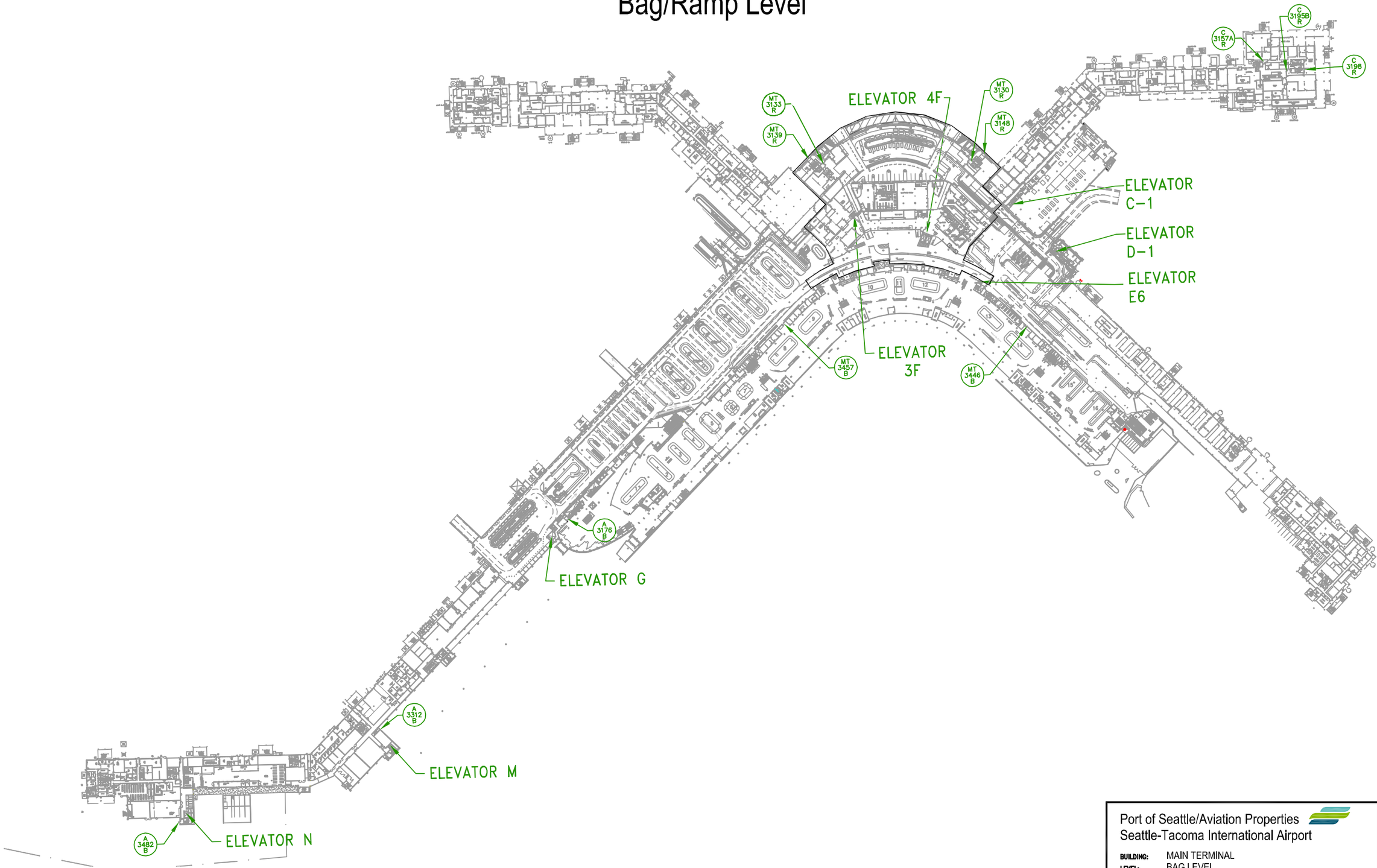


Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: MAIN TERMINAL
LEVEL: CONCOURSE LEVEL
LOCATION:

DATE	
SCALE:	
DRAWN BY:	
CHECKED BY:	
EXHIBIT NO.	AP(1) 2 OF 10

Contractor Access
Bag/Ramp Level



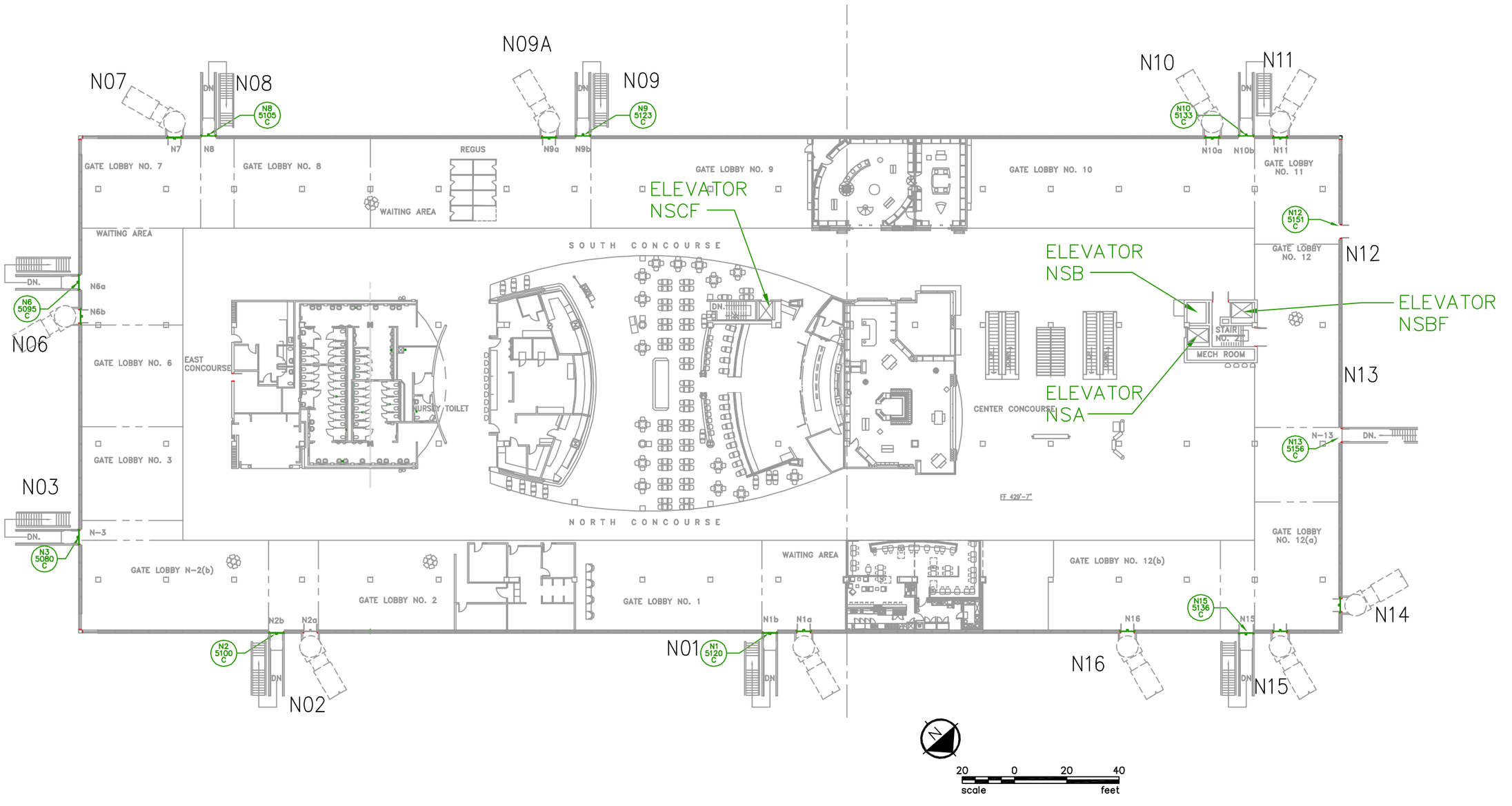
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: MAIN TERMINAL
LEVEL: BAG LEVEL
LOCATION:

DATE	
SCALE:	
DRAWN BY:	
CHECKED BY:	
EXHIBIT NO.	AP(1) 3 OF 10

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\MT-Bag_AP1 3-10.dwg Nov 13, 2014 - 10:44am

Contractor Access
North Satellite
Concourse Level



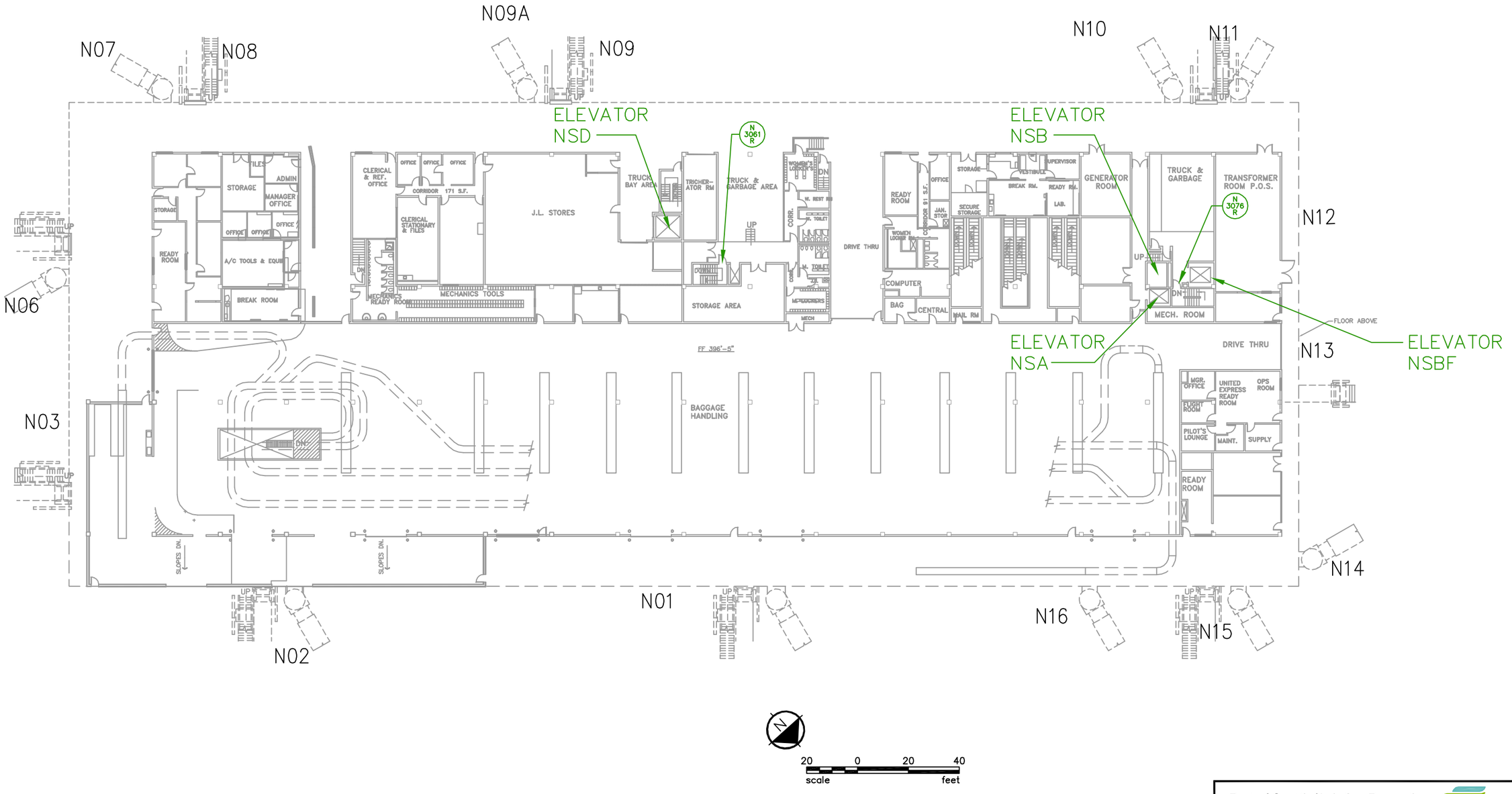
\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\NS-Conc AP1 4-10.dwg Aug 24, 2012 - 12:44pm

Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: NORTH SATELLITE
LEVEL: CONCOURSE
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO. AP(1) 4 OF 10

Contractor Access
North Satellite
Ramp Level

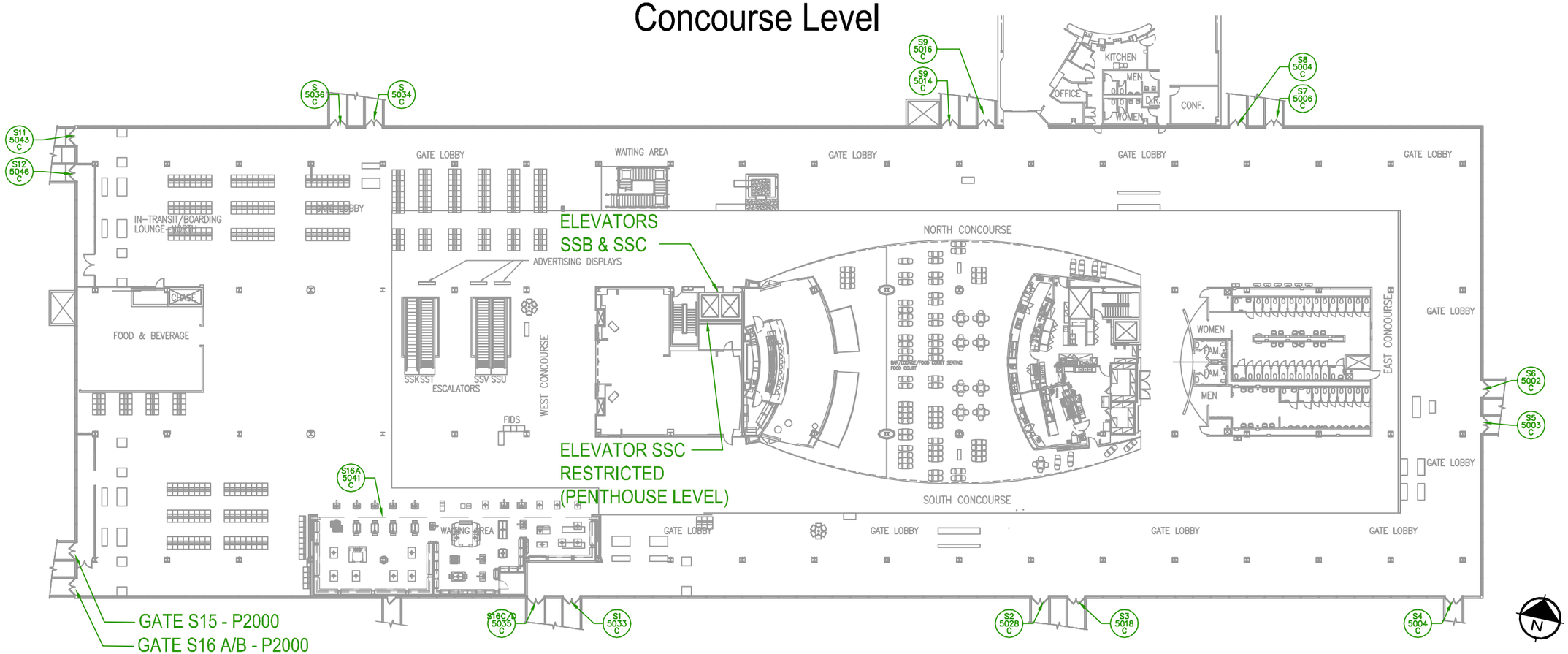


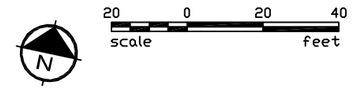
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

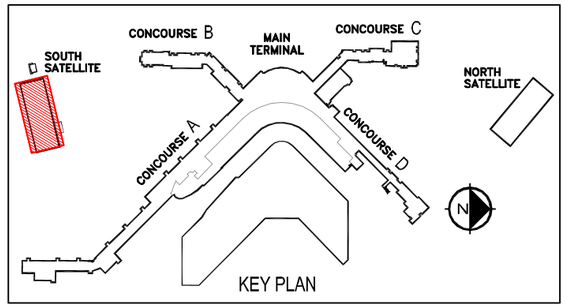
BUILDING: NORTH SATELLITE
LEVEL: RAMP
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO. AP(1) 5 OF 10

Contractor Access
South Satellite
Concourse Level







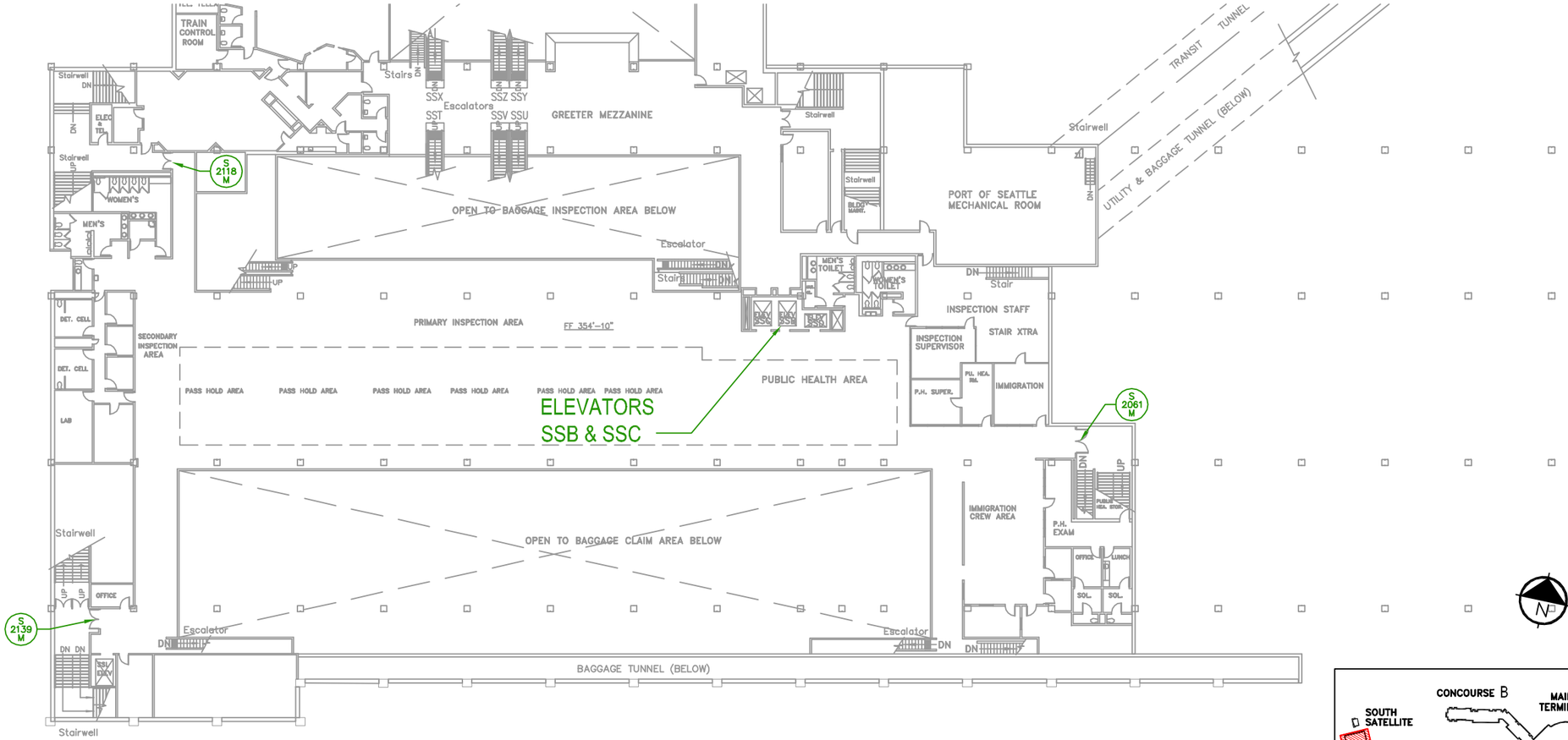
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

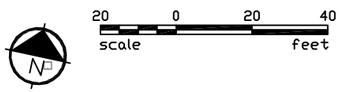
BUILDING: SOUTH SATELLITE
LEVEL: CONCOURSE
LOCATION:

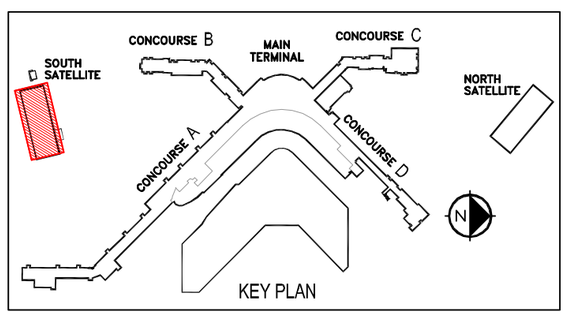
DATE	
SCALE:	
DRAWN BY:	
CHECKED BY:	
EXHIBIT NO.	AP(1) 6 OF 10

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\SS-Conc AP1 6-10.dwg Nov 13, 2014 - 10:49am

Contractor Access
South Satellite
FIS Level





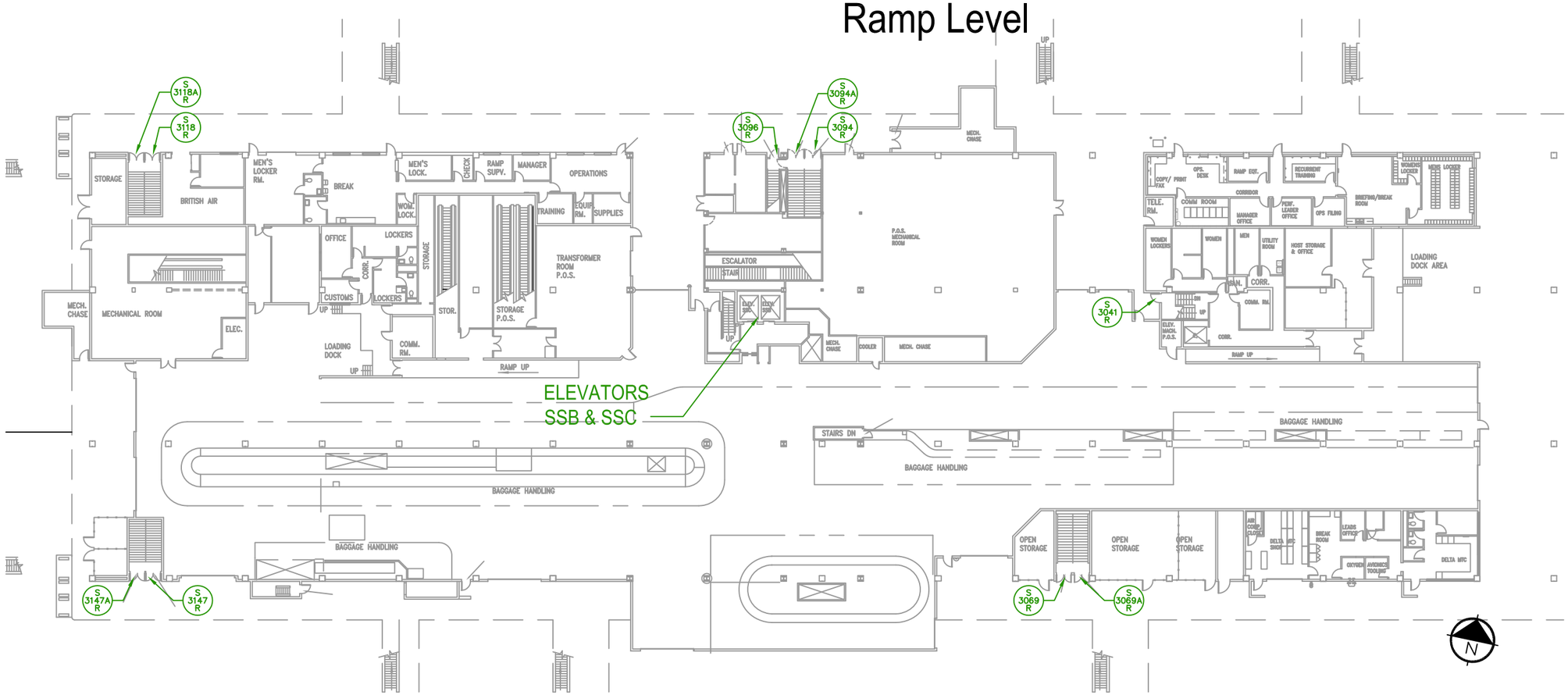


Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: SOUTH SATELLITE
LEVEL: FIS
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO. AP(1) 7 OF 10

Contractor Access
South Satellite
Ramp Level



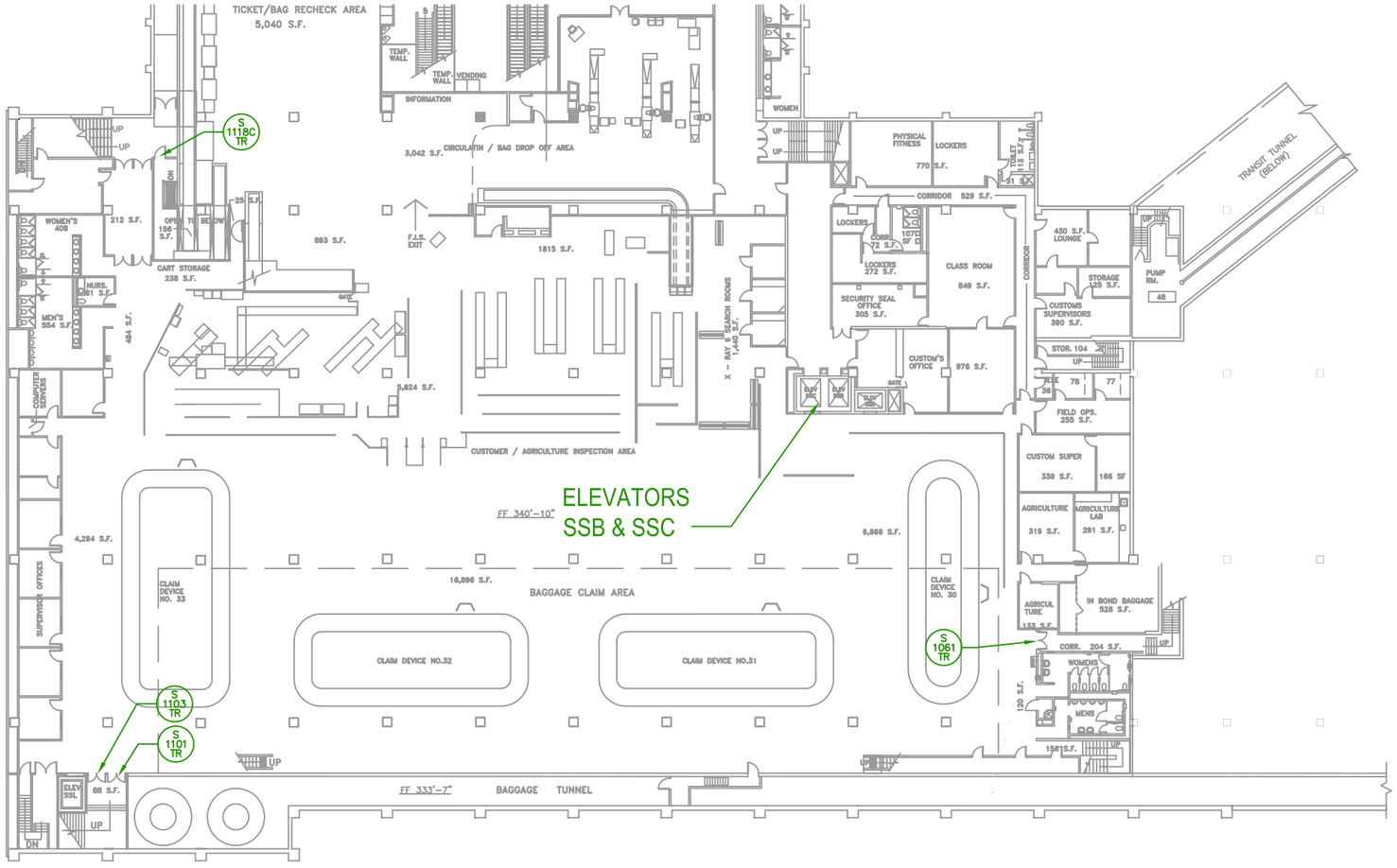
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

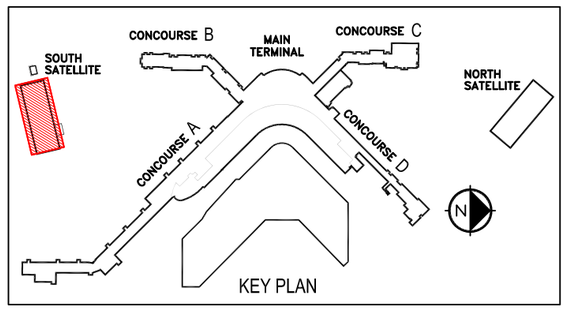
BUILDING: SOUTH SATELLITE
LEVEL: RAMP
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO. AP(1) 8 OF 10

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\SS-Ramp_AP1 8-10.dwg Aug 24, 2012 - 1:09pm

Contractor Access
South Satellite
STS Level



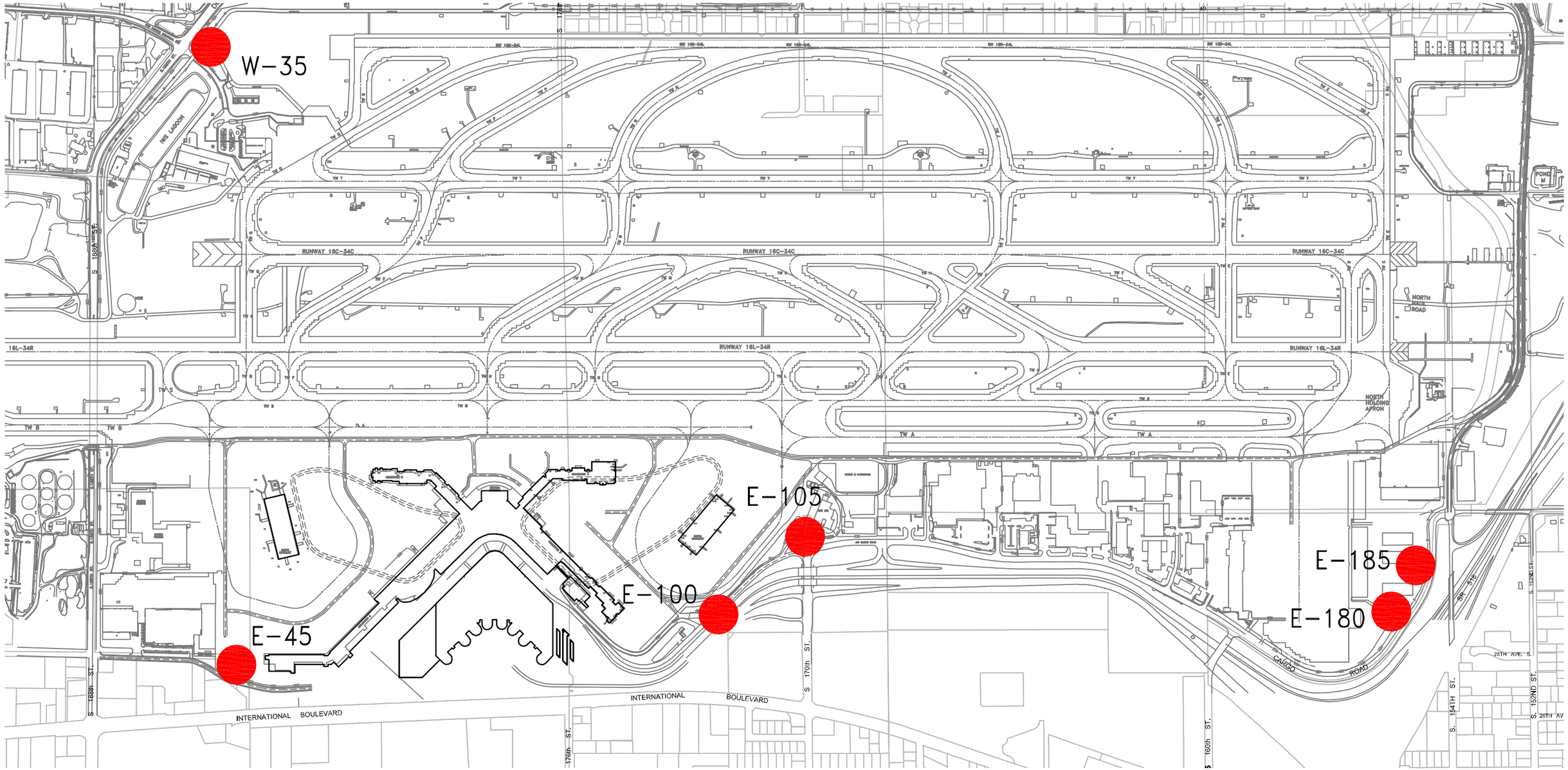


Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: SOUTH SATELLITE
LEVEL: STS
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO.
AP(1) 9 OF 10

Security Gates



Port of Seattle

Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING:
LEVEL:
LOCATION: SECURITY GATES

DATE	
SCALE:	
DRAWN BY:	
CHECKED BY:	
EXHIBIT NO.	AP(1) 10 OF 10

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\01_Doors\Working\Sec Gates AP1 10-10.dwg Aug 24, 2012 - 1:38pm

Sea-Tac International Airport
Main Termial & Satellites
Bag Level

CONCOURSE B

MAIN TERMINAL

CONCOURSE C

C3145R & C3145AR

C3156R

C3183R

C3183R

C13202BH

C3061R & C3056R C3057R

C3163AR

B3155R
B3159R
B3160R

C13200BH
C13173BH

SOUTH SATELLITE

S3120R

S3121R

S3108R
S3105R
S3105AR

NORTH SATELLITE

N3099R & N3084R

CONCOURSE A

CONCOURSE D

D3022R

D3065R
D3064R

A3375B

N

LEGEND:

ELECTRICAL ROOMS

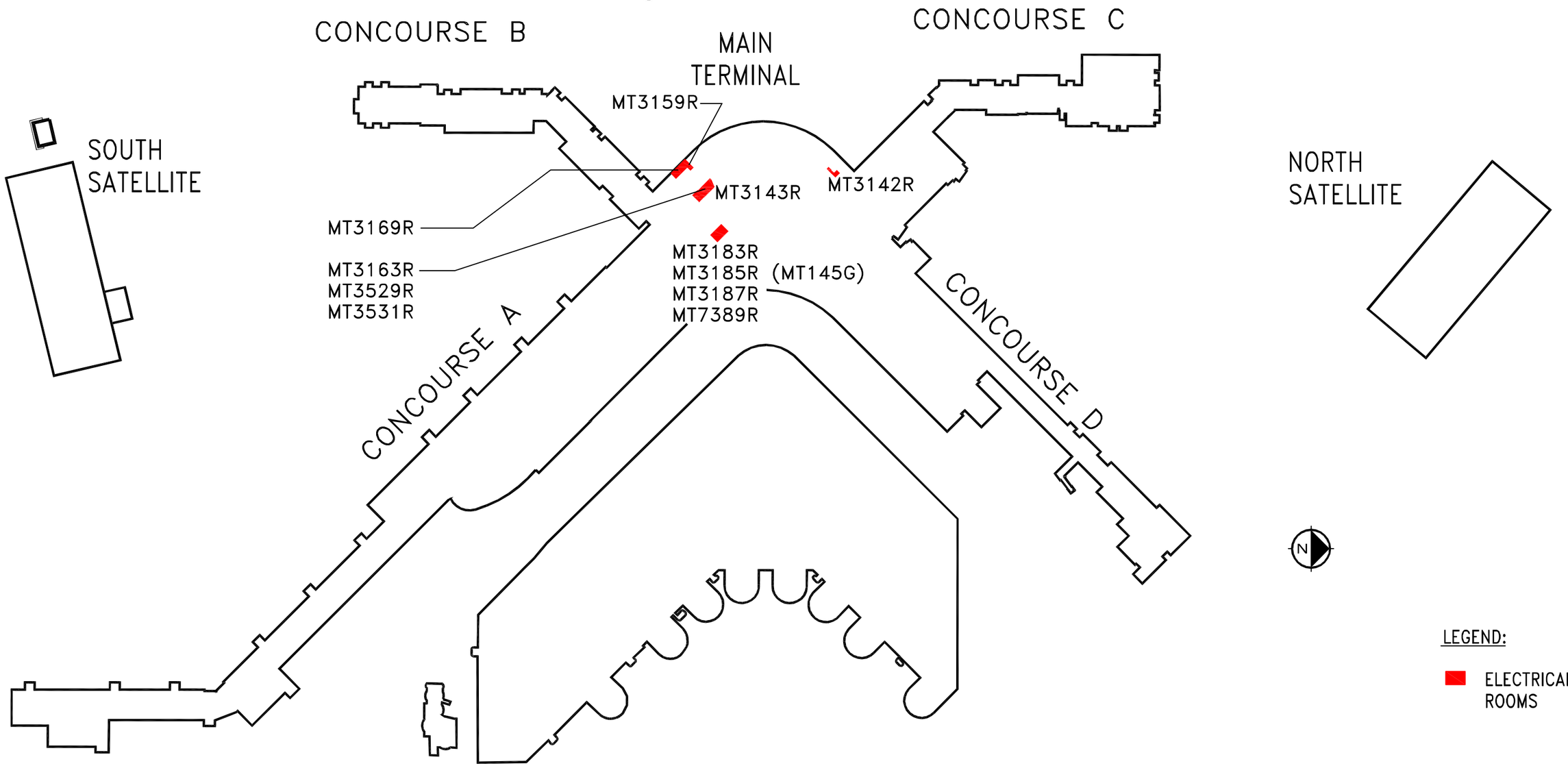
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: MAIN TERMINAL
LEVEL:
LOCATION:

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO.

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\Elec Rms - Secure\Elec Rms Bag-01.dwg Nov 06, 2014 - 10:11am

Sea-Tac International Airport
Main Termial & Satellites
Bridge Level



LEGEND:

ELECTRICAL ROOMS

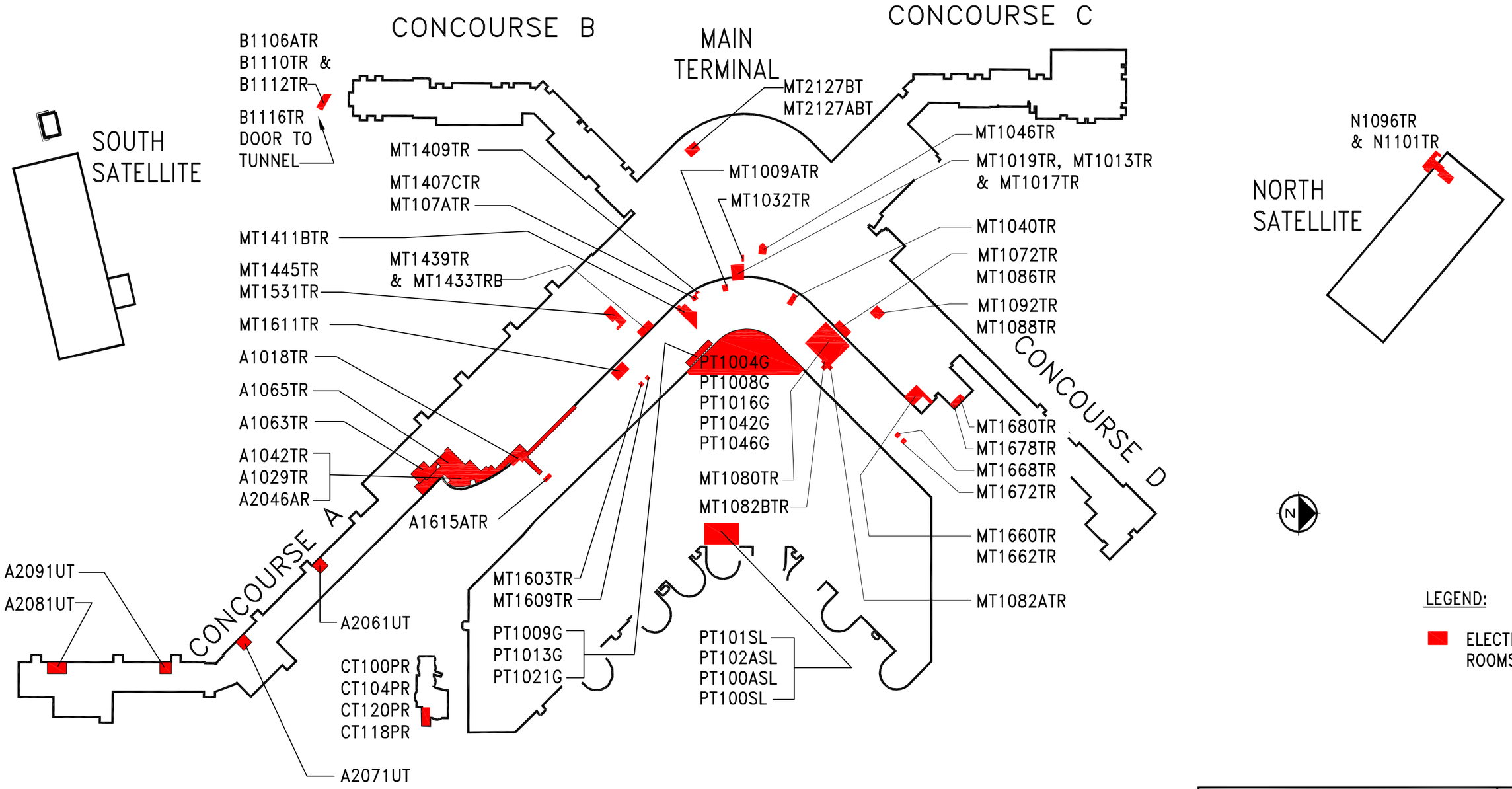
Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING: MAIN TERMINAL
LEVEL:
LOCATION:

DATE:
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO.

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\Elec Rms - Secure\Elec Rms Bridge-01.dwg Oct 31, 2014 - 2:20pm

Sea-Tac International Airport
Main Termial & Satellites
STS Level



Port of Seattle/Aviation Properties
Seattle-Tacoma International Airport

BUILDING:
LEVEL:
LOCATION:

DATE
SCALE:
DRAWN BY:
CHECKED BY:
EXHIBIT NO.

\\AIRMS280\Aviation\AV-Properties\01_PROPworks\Elec Rms - Secure\Elec Rms STS-01.dwg Oct 31, 2014 - 2:12pm

APPENDIX 2: Project Specific Access Requirements

1. WORK IN U.S. CUSTOMS AREA

Anyone working inside the Federal Inspection Services (FIS includes Passport Control, Baggage Claim, the International Corridor, recheck area and Custom Border Protection (CBP) offices) must have a CBP Seal on an airport-issued SIDA badge or a CBP visitor badge and be under escort by a badged employee with a CBP Seal. All visitors, tours, media or high-level guests must be coordinated and pre-approved by CBP before entering the Customs Hall. Work for this project will not be conducted within these areas.

A. Anyone working in other areas of the South Satellite are not required to have a CBP seal provided:

1. They do not enter the footprint of an aircraft that is operating an international arrival (reverting to domestic status after cabin cleared by CBP's agriculture inspector AND all passengers and deadload have completely left the gate area.)
2. They do not enter jetways of aircraft as described above.
3. They do not enter the International/Sterile Corridor and associated escalators at any time.
4. They stay completely clear of unloading of international arriving bags (from containers or carts) from aircraft to baggage belts leading down into Customs.

B. Persons entering the vicinity of international operations are subject to challenge or search by CBP at any time; persons without a CBP Seal may be interviewed or asked to leave the area until international operations have completed.

2. CONTRACTOR ACCESS PLAN (CAP)

A. Preliminary Contractor Access Plan is not included for this project.

B. The Contractor is required to submit a Final Contractor Access Plan as part of their submittals as identified in Section 01 32 19, Preconstruction Submittals.

1. The Contractor is responsible to coordinate a site walk with the Engineer to review and confirm the plan. The submittal shall identify any additional access points (doors, gates, elevators or exterior penetrations for mobilizing materials) the Contractor identifies for the project.
    a. The Contractor can request additional access for consideration, but it may not be granted.

C. The Final Contractor Access Plan submittal shall be reviewed and approved by the appropriate Port stakeholders prior to the Contractor, its employees, Suppliers or Subcontractors submitting any requests for keys.

Upon Award, the Contractor will coordinate with the Engineer to review and confirm the default access list is sufficient for completing Work within the facility. If not, the contractor can submit a request for additional access utilizing the Contractor Access Plan, as part of the Preconstruction Submittal Process.

B. The submittal shall identify any additional access points (doors, gates, elevators or exterior penetrations for mobilizing materials) the Contractor identifies for the project.

1. The Contractor can request additional access for consideration, but it may not be granted.

C. The Final Contractor Access Plan submittal shall be reviewed and approved by the appropriate Port stakeholders prior to the Contractor, its employees, Suppliers or Subcontractors submitting any requests for keys.

Project: Project Name

Appendix : Contractor Access Plan

☑ **Preliminary** ☐ **Final**

Item #	Location of Access Point	Access Point ID Description	Keyed or Treated?	Approving Department	Approval Date	Additional Training?	Training Provided By	Comments
1	Concourse A	A-3226-B	Treated	Security	04/18/2011	N/A	N/A	STEP Concourse to South GT Lot
2	Concourse A	A-1015-TR	Treated	AV Maintenance	04/18/2011	N/A	N/A	STEP – C4 Penthouse Stair Vestibule
3	Concourse A	STEP Elevator C/D	Treated	AOB Property Manager	04/18/2011	N/A	N/A	STEP AOB Elevators & Mezzanine
4	AOA	Gate E-105	Treated	Security	Not Approved	Yes	ID Access	AOA Driver Training / 1 Hour Class
5	Service Tunnel	MT-1042-TR	Treated	Security	04/11/2011	N/A	N/A	South Service Tunnel
6	Central Terminal	A-9999-C	Keyed	AV Maintenance	04/11/2011	Yes	AV MAINT - Electrical	H5 Key / High Voltage Training / 2 Hour Class
7	Concourse A	A-3505-B	Treated	N/A	N/A	N/A	N/A	GML Arrivals Hall entry to bagwell
8	Concourse B	B-5505-C	Treated	N/A	N/A	N/A	N/A	Access to Concourse B ramp level hallway
9	Hudson News	Concourse A	Keyed	Business Development	04/20/2011	N/A	N/A	Adjacent to Gate A5
10								
11								
12								
13								
14								
15								
16								
17								
18								

PART 1 GENERAL

1.01 DESCRIPTION

A. This section identifies the requirements for identifying and measuring work and applying for contract payments.

1.02 REQUIRED SUBMITTALS

A. Preconstruction Submittals:

1. Submittals shall be made in accordance with the requirements of Section 01 32 19 - Preconstruction Submittals and as specified herein.

2. As a Preconstruction Submittal, submit a Schedule of Values, which includes a complete cost breakdown of all lump sum bid items, whether for the entire Contract or lump sum bid items, showing the value assigned to each part of the Work (activity), including allowance for overhead and profit. The Schedule of Values shall also include any unit price or force account bid items. Upon acceptance of the Schedule of Values by the Engineer, it shall be used as a basis for all progress payments.

   a. The cost of each activity shall be a portion of a lump sum price as it relates to each activity. The cost shall include labor, material, overhead and fee. Normally, cost for order/delivery activities will not be allowed. The cost of material and equipment shall be associated with the installation of such material and equipment unless otherwise required by the Engineer. The total cost of all activities shall equal the lump sum bid price for the bid item or total Contract as applicable.

   b. On material where the Contractor anticipates requesting payment in advance of installation, it shall be identified as a separate line item in the Schedule of Values.

3. As a Preconstruction Submittal, submit the force account labor and equipment rates:

   a. Submit for the Contractor and each subcontractor, a list of labor rates for each trade applicable to the scope of work to be performed.

      (1) These submitted rates shall be broken down to include the base wage, fringes, FICA, SUTA, FUTA, industrial insurance and medical aid premiums as stated in the General Conditions.

      (2) The rates shall not contain any travel time, safety, loss efficiency factors, overhead or profit.

      (3) Rates shall be submitted for straight time, overtime and double time.

      (4) Once the rates have been reviewed and accepted, they will become the basis for pricing labor in Change Order Work.

      (5) Contractor shall provide proof of all labor rate costs as required by the Engineer including the submission of:

(a) the most current Workers Compensation Rate Notice from Labor & Industries and

(b) the Unemployment Insurance Tax Rate notice from the Employment Security Department.

(6) If labor rates change during the course of the project the Contractor may submit new rates for acceptance.

b. Submit for the Contractor and each subcontractor, a list of equipment and rates applicable to the scope of work to be performed.

(1) The equipment rates shall conform to the rates shown in the current Rental Rate Blue Book as modified by AGC\WSDOT Equipment Rental Agreement as stated in the General Conditions.

(a) In the event a specific piece of equipment does not appear or is applicable to the Rental Rate Blue Book as modified by the AGC\WSDOT Rental Rate Agreement specified rate, a rate shall be developed based on the terms of the Rental Rate Blue Book criteria.

(2) Once these rates are reviewed and accepted, they shall be used as the basis for pricing Change Order work.

c. No change orders will be processed for the Contractor or subcontractor until the respective labor and equipment rates have been submitted and accepted.

B. Applications for Payment:

1. For each application for payment the Contractor shall submit the following on the date specified in the General Conditions:

a. Submit the following utilizing the Pay Application workflow in CMS:

(1) Request for Progress Payment as required by Division 1 or as established by the Engineer.

(a) The final request for Progress Payment shall reflect Work 100% complete.

(2) Certification that as-built drawings are current per Section 01 77 00 – Construction Project Closeout.

(3) Certification of Payment to subcontractors and suppliers per G-08.03.D.

b. Submit the following utilizing the Submittal workflow in CMS:

(1) Progress Schedule and narrative update as required by the schedule section of the Project Manual.

(a) The Engineer will determine if the Baseline schedule is acceptable for the first Pay Application.

c. Enter the following directly on the CDS website:

(1) "Monthly Amounts Paid to All Subcontractor Participants" per Document 00 83 00 – Civil Rights, Title VI, and Non-Discrimination.

2. The progress payment will not become due or be processed until all required documentation is submitted.

3. An approved "Statement of Intent to Pay Prevailing Wages" per the GC-04.06.D is required for payment to any Contractor or Sub-Contractors.

1.03 PREPARATION OF APPLICATIONS FOR PAYMENT

A. Identify percentage complete for each item on the accepted Schedule of Values.

B. Add each item on an executed Change Order to the Schedule of Values, listing Change Order number and dollar amount as for an original item of Work.

C. Include backup documentation to support Unit Price or Force Account payment requests.

1.04 PAYMENT FOR STORED MATERIAL

A. Payment for stored items will be in accordance with the General Conditions.

B. With payment request for stored material, submit a copy of purchase order and proof of payment clearly identifying the material, specification reference, Contract number, and price. The following additional documentation may be requested:

1. Notarized certification of payment from supplier.

2. Copy of canceled check to supplier.

3. Lien release from supplier.

C. Payment request for stored material items may be included in monthly application for payment only after drawings and data submittals, if any are required, have been completed per Contract Documents.

D. Establish the Port's title to such materials or equipment or otherwise demonstrate the Port's interest has been protected including applicable insurance and transportation for those items stored off-site.

E. Partial payment for materials and equipment in advance of installation shall not constitute acceptance thereof and will not relieve Contractor of full responsibility for condition and subsequent acceptance by the Port. Faulty materials discovered will be rejected even though partial payment may have been made.

1.05 SUBSTANTIATING DATA

A. When the Port requires substantiating information, submit data within seven (7) days of request justifying line item amounts in question.

1.06 UNIT PRICES

A. Any unit prices listed in the Bid Form are complete including labor, plant, equipment, products, fees, and any incidental charges; and including allowance for overhead and profit. Unit prices are not for work required by the Drawings and Specifications that are stated as lump sums in the Base Bid.

1.07 MEASUREMENTS STANDARDS

A. Measurement and payment descriptions for each item listed in the Bid Form are as set forth throughout the applicable sections of the Contract Documents and as noted herein.

1. All bid items of work acceptably completed under the Contract will be measured by the Engineer according to United States standard measure.

2. Measurements will be made as hereinafter provided unless otherwise provided for by their individual measurement specifications.

3. The method of measurement and computations to be used in determination of quantities of material furnished or of Work performed under the Contract will be those methods generally recognized as conforming to accepted engineering practice and will be carried to the proper significant figures or fractions of units for each item to conform to the usual practice of the Port Engineering Department.

4. Items of Work for which payment is made by a “Lump Sum” will be measured as a complete unit. Partial payment, if made, will be made according to the completed percentage of the various components of the lump sum item detailed in a Schedule of Values.

B. Weighing Equipment:

1. Scales for the weighing of natural, manufactured or processed construction materials obtained from natural deposits, stockpiles or bunkers, which are required to be proportioned or measured and paid for by weight, shall be furnished, erected and maintained by the Contractor, or be certified, permanently installed commercial scales.

2. In the event the Contractor elects to furnish, erect and maintain weighing equipment at the site, such equipment shall meet the requirements and conditions set forth in State of Washington Standard Specifications for Road, Bridge and Municipal Construction, current edition.

C. Measurement of Quantities:

1. Unless otherwise specified, measurements will be made horizontally or vertically. In determining the area for items bid on a square yard basis, the measurements will be on the neat dimension indicated on the drawings or as altered by the Engineer.

2. Structures will be measured according to neat lines indicated on the drawings or as altered by the Engineer to fit field conditions.

3. All items which are measured by the linear foot, such as sewers, water mains, pipe culverts, gutters, under-drains, etc., will be measured parallel to the base or foundation upon which such structures are placed, unless otherwise noted on the drawings or specifications. Drainage system pipes, including but not limited to storm drain, sewer or IWS, are measured to the inside face of the manhole or catch basin. Pressurized pipes, including but not limited to water mains, are measured to the point of connection.

4. In computing volumes of excavation and embankment, the method used will be average end-area method, or as stated in the appropriate sections of the specifications.

5. The term “gage,” when used in connection with the measurement of plates, means the U.S. Standard Gage, except that when reference is made to measurement of galvanized sheets used in the manufacture of corrugated metal pipe, metal plate pipe culverts and arches, and metal cribbing, the term “gage” or thickness means that specified in AASHTO M 36, M 167, M 196, M 197 or M 219. Corrugated siding or roofing or coated material gage shall refer to material measurement before coating or covering.

6. When the term “gage” refers to the measurement of wire, it means the wire gage specified in AASHTO M 32.

7. The term “ton” means the short ton consisting of 2,000 pounds avoirdupois. All materials that are measured or proportioned by weight shall be weighed in accordance with the standards set forth in this section. Trucks used to haul material being measured by weight, shall be weighed empty and each truck shall bear a plainly legible identification mark.

8. Materials to be measured by volume in the hauling vehicle shall be hauled in approved vehicles and measured therein at the point of delivery. Vehicles for this purpose may be of any size or type acceptable to the Engineer, provided that the body is of such shape that the actual contents may be readily and accurately determined. When required by the Engineer, the loads shall be leveled when the vehicles arrive at the point of delivery to facilitate measurement.

9. When a complete structure or structural unit or piece of equipment is specified as the unit of measurement, the unit will be construed to include all necessary fittings and accessories.

10. When standard manufactured items are specified, such as railroad rail, ties, fence, wire, plates, rolled shapes, pipe conduit, etc., and these items are identified by gage, unit weight, section dimensions, etc., such identification will be considered to be nominal weights or dimensions, not including bolts or other connectors. Unit Prices bid should include allowances for any bolts and connectors. Unless more stringently controlled by tolerance in cited specifications, manufacturing tolerances established by the industries involved will be accepted.

11. No measurement will be made for work performed or materials placed outside of lines indicated on the plans or established by the Engineer; materials wasted, used or disposed of in a manner not called for under the Contract; material rejected after it has been placed, by reason of the failure of the Contractor to conform to the provisions of the Contract; hauling and disposing of rejected materials; material remaining on hand after completion of the work; or other Work or material payment for which is contrary to the provisions of the Contract.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

A. This Section describes product options available to the Contractor, plus procedures for securing acceptance of proposed substitutions during construction in coordination with the requirements set forth in the General Conditions.

1.02 SUBSTITUTION REQUIREMENTS

A. If the Contractor wishes to furnish or use substitute materials, equipment, or processes in connection with this Contract, the Contractor shall make a written application to the Engineer for consideration of the substitute, together with a certification by the Contractor that the proposed substitute will adequately perform the functions called for in the project design, is of similar and equal substance to the equipment, material, or process named, is suited to the same use, complies with all codes, laws, or regulations affecting the Work and is capable of performing the same function as the materials, equipment, or process named in the Contract Documents. Substitutions shall be provided at no additional cost or time impact to the project. The Contractor is responsible to coordinate all associated Work that may be affected by the substitution. The application shall also state whether or not acceptance of the substitute will require a change in the Contract Documents to adapt the design to the substitute and whether or not the use of the substitute is subject to payment of any license fee or royalty by the Contractor.

B. All variations of the proposed substitute from the materials, equipment, or process named in the specifications shall be identified in the Contractor's application, including variations between maintenance, repair and replacement service entities.

C. Should any proposed product substitution require any re-design Work by the Design Consultant or the Design Consultant's consultants to accommodate the substitute product, costs for such re-design Work shall be the responsibility of the Contractor.

1.03 SUBMITTALS

A. Substitution submittal procedure:

1. All substitution submittals shall be accompanied by the attached Substitution Request Form completely filled out in CMS. Limit each request form to one proposed substitution.

2. Submit complete sets of substitution request forms and supporting data as required by Section 01 33 00 - Submittals.

3. Clearly indicate with red arrows on the supporting data the proposed substitution and accessories.

1.04 EVALUATION AND REVIEW

A. The evaluation and acceptance or rejection of the proposed substitute shall not be grounds for an increase in the Contract Time or the Contract Sum.

B. The Engineer may require that the Contractor furnish, at no additional expense to the Port, additional data concerning the proposed substitute. The Engineer will be allowed a reasonable time within which to evaluate the proposed substitute. The Engineer will be the sole judge of the acceptability of the proposed substitute.

1.05 TIME

A. The Contractor shall allow forty-five (45) days for review and evaluation of requests for substitutions.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Section Substitution Request Form

TO:
PROJECT NAME:

We hereby submit for consideration, the following product instead of the specified item for the above project:

Section Paragraph Specified Item

Proposed Substitution:

ATTACH COMPLETE DIMENSIONAL INFORMATION, ENGINEERING CALCULATIONS, AND TECHNICAL DATA INCLUDING LABORATORY TESTS, IF APPLICABLE.

INCLUDE COMPLETE INFORMATION ON CHANGES TO DRAWINGS OR SPECIFICATIONS WHICH PROPOSED SUBSTITUTION WILL REQUIRE FOR ITS PROPER INSTALLATION.

SUBMIT WITH REQUEST ALL NECESSARY SAMPLES AND SUBSTANTIATING DATA TO PROVIDE EQUAL QUALITY, PERFORMANCE, AND APPEARANCE TO THAT WHICH IS SPECIFIED. CLEARLY MARK MANUFACTURER'S LITERATURE TO INDICATE EQUALITY IN PERFORMANCE. DIFFERENCES IN QUALITY OF MATERIALS AND CONSTRUCTION SHALL BE INDICATED.

THE UNDERSIGNED STATES THAT THE FOLLOWING PARAGRAPHS, UNLESS MODIFIED ON ATTACHMENTS, ARE CORRECT:

1. THE PROPOSED SUBSTITUTION DOES NOT AFFECT DIMENSIONS SHOWN ON DRAWINGS.
2. THE UNDERSIGNED WILL PAY FOR CHANGES TO THE BUILDING DESIGN, INCLUDING ENGINEERING DESIGN, DETAILING AND CONSTRUCTION COSTS CAUSED BY THE REQUESTED SUBSTITUTION.
3. THE PROPOSED SUBSTITUTION WILL HAVE NO ADVERSE AFFECT ON OTHER TRADES, THE CONSTRUCTION SCHEDULE, OR SPECIFIED WARRANTY REQUIREMENTS.
4. MAINTENANCE AND SERVICE PARTS WILL BE LOCALLY AVAILABLE FOR THE PROPOSED SUBSTITUTION.
5. THE PROPOSED SUBSTITUTION WILL HAVE NO AFFECT ON APPLICABLE CODES.
6. THE MANUFACTURER'S GUARANTEE OR WARRANTIES OF PROPOSED PRODUCT IS EQUIVALENT TO; OR EXCEEDS THAT OF THE SPECIFIED PRODUCT.

List of names and location of three similar projects on which product was used, date of installation, and Architect's name and phone number.

CERTIFICATION OF EQUAL
PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE:
UNDERSIGNED

ATTESTS THAT FUNCTION AND QUALITY ARE EQUAL TO OR SUPERIOR TO SPECIFIED ITEMS

Submitted By:

Name	Title

Above must be a person having authority to legally bind Contractor's firm to the above terms.

Firm

Address

City / State	Zip

Telephone	Date

PART 1 GENERAL

1.01 SUMMARY

A. Provide project organization information indicating Contractor's project personnel and contact information, and their experience records for acceptance.

1.02 QUALIFICATIONS

A. Contract project personnel shall have the following qualifications:

1. Project Manager - at least 10 years of experience in managing building projects of equal or greater in size and type as this Project.
2. Project Engineer - at least 5 years of experience in managing building projects of equal or greater in size and type as this Project.
3. Superintendent - at least 10 years of supervisory experience in building projects of equal or greater in size and type as this Project. Completed Certified Erosion and Sediment Control Lead (CESCL) training given by a Washington State Department of Ecology-approved provider.

B. The following Contract project personnel shall be submitted separately and have the following qualifications:

1. Contractors Quality Control Personnel, qualifications and organizational chart per Section 01 45 16.13 - Contractor Quality Control.
2. Section 01 45 29 – Independent Testing and Inspection Services.
3. Pollution Prevention Plan Inspector, qualifications and Contract information per Section 01 57 23 - Pollution Prevention Planning and Execution
4. Contractor's CMS Personnel, contact names and phone numbers per Section 01 78 39 - Contract Management System

1.03 REQUIRED SUBMITTALS

A. Submit as part of Preconstruction Submittals a project organization diagram and qualifications and resumes for your project management team, outlining areas of responsibility and authority. Submit the qualifications for individuals that are proposed for each of the positions indicated below. As a minimum, include on your project team the following personnel:

1. General Manager: The Contractor's employee authorized to resolve disputes per the General Conditions.
2. Managing Officer: The individual authorized to make contract commitments--if other than the Project Manager
3. Project Manager: The full-time manager for the project
4. Project Engineer
5. Superintendent: Full-time, on-site
6. Project Scheduler: Responsible for preparation and maintenance of the Schedule
7. Administrator of your Quality Control program

B. Keep organization diagram current.

C. Resubmit qualifications for acceptance by the Engineer whenever above personnel change.

D. The Port reserves the right to accept or reject the Contractor's proposed personnel.

E. Contractor personnel shall not be replaced without prior written notice to and acceptance by the Port. Resubmit evidence that the proposed personnel successfully meet the qualifications.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

A. Contractor shall perform the following Project Coordination Requirements:

1. Coordinate the Work of all Subcontractors with the Work of the Contractor
    a. Distribute information and coordinate necessary action of subcontractors and suppliers in response to information and direction provided by the Port (i.e., Requests for Information, Requests for Proposal, executed Change Orders, etc.)
    b. For temporary utilities
    c. Among the work of the trades specified in technical specification sections.
    d. Ensure that notification to and inspections by permitting agencies are completed in a timely manner
2. Coordinate the schedules of all subcontractors to:
    a. Verify timely deliveries of products for installation by other trades
    b. Verify that labor and materials are adequate to maintain schedules
    c. Manage the schedule in sequence for all subcontractors
3. Contractor's Daily Report (CDR)
    a. Daily construction reports utilizing Form CM 03 (see Appendix A), or other form accepted by Engineer, shall be submitted daily in CMS. A summary of all schedule activities worked on each day is required on the Report. Divide the activities worked on by trade and employer. Identify activities by activity number per the accepted schedule. Identify activities that are behind schedule. State the cause and amount of the delay and propose what action is necessary to bring the activity back on schedule. If multiple daily shifts are used, submit a report for each shift.
    b. Include required information for all subcontractors at any tier working on the Contract in addition to Prime Contractor.
4. Conduct conferences among all subcontractors, and other concerned parties, as necessary to:
    a. Maintain coordination and schedules
    b. Resolve matters in dispute
    c. Coordinate utility outages
5. Participate in Project meetings:
    a. As required by these specifications
    b. Report progress of the work
    c. Recommend needed changes in schedules
    d. Transmit minutes of meetings to all other trades, as appropriate

6. Temporary Utilities Required During Construction:
    a. Coordinate submittals, installation, operation and maintenance, to verify compliance with Project requirements and with Contract Documents, see Section 01 50 00 – Temporary Facilities and Controls
    b. Verify adequacy of service at required locations
7. All Required Submittals: Prior to submittal, in accordance with Section 01 33 00 - Submittals, review for compliance with Contract Documents. The Contractor shall review and coordinate all subcontractor submittals of any tier. All submittals must be submitted by the Contractor, and not by others
8. Coordination Drawings:
    a. Prepare, as required to ensure coordination of work of, or affected by, mechanical and electrical work, or to resolve conflicts
    b. Submit to the Engineer for review
    c. Reproduce and distribute accepted copies to all concerned parties
9. Observe required testing; maintain a record of tests as required by the Quality Control section of these specifications
10. Verify that subcontractors maintain accurate record documents
11. Substitutions:
    a. Review proposals and requests:
        (1) Check for compliance with Contract Documents
        (2) Verify compatibility with work and equipment of other trades
    b. Submit to the Engineer for acceptance in accordance with Section 01 25 00 - Substitutions
12. Observe the work for compliance with requirements of Contract Documents
    a. Maintain list of observed deficiencies and discrepancies
13. Promptly report and correct deficiencies or discrepancies in accordance with Section 01 45 16.13 Contractor Quality Control and Section 01 45 29 Independent Testing and Inspection Services.
14. Assemble documentation for handling of disputes involving mechanical, electrical or other trades
15. Utility and Equipment Operations:
    a. Check to ensure that utilities and specified connections are complete, and that equipment is in operable condition
    b. Coordinate the acceptance of new and remodeled equipment through the Engineer after Contractor functional testing is completed.
16. Punchlist Inspection:

a. Prior to inspection, check that equipment is clean, repainted as required, tested and operational and that the Contractor's punch list is prepared and delivered to the Engineer

b. Assist Engineer; prepare consolidated list of items to be completed or corrected after inspection

17. Assemble As-built Record Document information and ensure that completed record documents are submitted to the Engineer in accordance with Section 01 78 29 – As-Built Redline Documents.

18. Construction Labor Management and Coordination: Work on this project is subject to the Project Labor Agreement (PLA) requirements. The Port Construction Labor staff manages the administration of the Project Labor Agreement on the Port's behalf. The Contractor shall ensure PLA participation and compliance for its own labor, and for each Subcontractor of all tiers on the Project. The Contractor shall also promote, manage and ensure the labor harmony on the project:

    a. The Contractor shall comply with all PLA requirements and procedures prior to starting work and during construction, including but not limited to attendance at pre-job conferences, proposal and approval of trade assignments, new employee reporting, submission and approval of waivers, and participation in the Substance Abuse, Priority Hire, and Apprenticeship programs.

19. Art Program: Cooperate and coordinate with project Art Program; coordinate and schedule all work activities with the project artists and their designated representatives as necessary to ensure smooth and orderly transition of work, timely placement of items and materials, complete cooperation between parties and proper execution of the work.

20. Tenant, Terminal & Concessions Operations: Tenant, Terminal and Concessions operations will continue in and around the Project. Activities that must be treated as priority and will require special coordination include, but may not be limited to:

    a. Tenant and Terminal operations and traveling public.

    b. Concessions operations.

    c. Tenant and Concession construction work.

1.02 PROJECT SCHEDULE

A. The Schedule shall be prepared as required by Section 01 32 16 - Bar Chart Schedule and designate areas of activity of the Contractor and subcontractors for the various items of work for the Project. The Schedule shall be prepared, submitted for review, and accepted by the Engineer as specified in these Contract Documents.

B. Contractor shall:

1. Maintain Schedule throughout construction period; record changes in responsibilities due to:

    a. Accepted modifications to Contract

    b. Accepted substitutions

c. Changes to work responsibility

2. Reproduce and distribute revised Schedule promptly after each change to:

a. Affected subcontractors

b. Engineer

1.03 EXCAVATION COORDINATION

A. Call Before You Dig. Washington State law, RCW Chapter 19.122 requires anyone planning to excavate, to know what is below the ground surface before they dig. Any entity, including but not limited to the Contractor or any subcontractor conducting excavation operations on Port projects shall comply with the law which at a minimum requires the following actions.

1. Before excavating 12" or deeper on Port projects, the Contractor shall mark the excavation limits in white paint and call the Washington Utility Notification Center's one-call system at 811 or 1-800-424-5555 to provide notice two business days before the scheduled start of earthwork. On busy days (M-W) hold time can be very lengthy. Entering your locate request online, via Internet Ticketing (ITIC), eliminates the hold time. To learn more about ITIC visit www.callbeforeyoudig.org.

2. Port of Seattle facilities will be field marked by the Port utility locating technicians. Utilities not owned by the Port will be marked by its corresponding member through the one-call notification process. Contractors are responsible for managing their own one-call tickets and providing escort access to any member utilities notified on the one-call ticket. For a complete list of contractor requirements visit RCW Chapter 19.122.

3. One-call tickets are valid for 45 days after the original call-in date. If a project's excavation operations are completed within 45 days of the initial notification only the first one-call ticket will be required. Projects that require longer excavation operations than 45 days will need to re-submit one call tickets every 45 days. The contractor shall maintain utility locate site markings for the full 45-day duration after utilities have been marked.

1.04 REQUESTED INFORMATION

A. Requests for Information (RFI): In the event there is a question regarding intent of the documents by the Contractor, or any subcontractors, the Contractor shall submit a written RFI to the Engineer. There will be no additional compensation to the Contractor for the preparation of an RFI. All costs are considered incidental to the scope of work in question.

B. Contractor may submit an RFI to the Engineer to clarify or confirm minor discrepancies, conflicts, errors or omissions in the Contract Documents.

1. See Appendix C, for the RFI form used for this project.

C. Each RFI shall bear the Contract name and work project number; date of submission to the Engineer; requested response date; name and position of the person submitting request; pertinent drawing and detail number; grid location and building level; specification section number; or other references as appropriate.

D. Submit a separate RFI for each item or issue.

E. The Port will provide a response to the RFI within 14 days, typically. It is understood that some RFI's may require shorter response durations. If the Contractor requires a shorter response duration it must be clearly noted on the RFI. The Engineer will make a reasonable attempt to accommodate the Contractor's request.

F. RFI's shall be submitted by the Contractor to the Engineer utilizing the CMS RFI Workflow. The request shall be entered directly on the CMS form.

G. Any response to an RFI issued by the Engineer does not constitute a change to the Contract or a commitment to extend or to pay. If the Contractor believes the response received to be an additional cost or impact to the prosecution of the Project the Contractor must follow the requirements of the Contract listed in Article G-05 Changes and G-09 Claims.

1.05 COMMUNICATION REQUIREMENTS AND COORDINATION FORMS

A. Interested parties have a general understanding of the project and details in the Contract Documents. However, day-to-day project activity that may impact their operations is not known. The Contractor shall establish and maintain a system for communications with the stakeholders and other interested parties through the Engineer.

B. The Contractor shall provide the following specific schedule and work plan information directly to the Engineer for distribution to the appropriate parties:

1. If any construction activity affects usable spaces or creates an operational impact, a Construction Advisory Form (CAF) will be required See Appendix D. The Contractor shall coordinate this with the Engineer.

   a. The Contractor shall submit the form two weeks prior to commencement of work at the respective locations, unless noted otherwise. The most stringent notification requirements apply. The Construction Advisory Form shall be based on the three-week look ahead schedule (or interval schedule) submitted each week to the Engineer at the weekly construction progress meeting.

   b. All CAFs are subject to operational requirements and shall be coordinated with the Engineer and other Port department to mitigate impacts to Port operations.

   c. Contractor shall submit CAFs to the Engineer utilizing the CMS Correspondence Workflow.

2. A statement of planned disruptions and revised access routes for the next thirty (30) days as a result of acceptance of the monthly progress schedule by the Engineer.

3. "News Flash" updates immediately upon occurrence of events causing planned disruptions to continue longer than originally scheduled, or if an unplanned disruption occurs.

C. All communications about the project, including press releases, posting to public websites, social media or shared publications, must be approved through the Port's Public Affairs department, via the Engineer. The Contractor shall direct all media inquiries to the Port.

D. The Contractor shall not publish any project information, including those referenced above, without first obtaining permission from the Port's Public Affairs department, via the Engineer. This includes communications that take place after Physical Completion is issued.

1.06 UTILITY DEACTIVATION AND REACTIVATION PLANS AND SHUTDOWNS

A. The Contractor shall submit a shutdown request to the Engineer for review for each shutdown requested (see Appendix E: Shutdown Request (SDR) Form). This request shall outline the proposed procedure to deactivate and reactivate utility services, lines and equipment required to be disrupted, disassembled, cut into, or modified during the course of the work.

1. Contractor shall submit SDRs to the Engineer utilizing the CMS Correspondence Workflow.

B. All shutdowns are subject to operational requirements and shall be coordinated with the Engineer and other Port departments to mitigate impacts to Port Operations.

1. Contractor shall coordinate with the Port to develop and identify all systems, utilities and services impacted by an outage.

2. The Port will assist with obtaining required approvals. Allow 10 days for approval and scheduling.

a. Shutdowns shall not be requested to be performed on a Port holiday, or the day before or after a Port holiday without Engineer approval.

3. All shutdowns shall be included on the 3-week Look-Ahead schedule. Large and/or complex shutdowns shall be included on the monthly project schedule.

C. Shutdown Request Content: The plan shall include but not be limited to:

1. Contact Information.

2. Shutdown and restart schedules.

3. Reason for Shutdown.

4. Drawings and/or Photos of affected area(s)/equipment.

5. List of impacted utilities, systems, tenant and Port operations.

6. Sequences required to deactivate, depressurize, and reactivate the utility service lines and equipment.

7. Detailed description of proof positive verification or tests to assure that utility service line and equipment are properly deactivated before proceeding with the work.

8. Methods of discharging residual fluids from lines and equipment; valve sequencing; electrical load shedding for deactivating and reactivating service lines, equipment and the system reactivation procedure.

9. Incorporation of the specific deactivation and reactivation requirements of the relevant technical specifications.

10. Compliance with safety standards.

11. Coordination required with the Port or utility owners.

    a. The Contractor shall walk the Engineer through each shutdown prior to the work being performed.

D. It is the Contractor's responsibility to fully understand and verify the condition of any utility service lines, and equipment at all times directly prior to and during the course of the work. The Contractor shall be responsible for all damages resulting from its actions.

E. The Port will provide an electronic version of the most current panel schedules as requested throughout the project. The Contractor shall request these via email to the Engineer.

1. The Contractor shall notify the Port if any Panel schedule needs to be updated as a result of any discoveries identified during a shutdown. The Contractor shall immediately post a redlined panel schedule inside the panel upon completion of each shutdown involving a change to a panel and provide an electronic version of the revised panel schedule to the Engineer within 24 hours.

    a. Revised Panel Schedule 'Notes' section shall include date, Project Name and Work Project number with a brief description of the change.

1.07 POWDER-ACTUATED FASTENER TOOLS

A. On projects that may require powder-actuated fasteners to be used, the Contractor is required to pay special attention with respect to personnel qualifications, proper notifications, and control of the material.

B. Personnel Qualifications:

1. Only a qualified operator shall be allowed to handle and operate the powder-actuated tools. A qualified operator is a person that meets the requirements of WAC 296-155-36321 (1) and (2), and who is in possession of a qualified operator card signed both by the operator and the authorized instructor.

2. Qualified operators shall have their operator card in their possession at all times while operating the equipment.

C. Operation:

1. The qualified operator must be competent in all aspect of tool usage, handling, storage, maintenance, and inspections, as required by the Port of Seattle Safety Manual, and all applicable WAC rules and regulations.

D. Authorization Requirements:

1. If a construction activity on the project requires the use of powder-actuated fasteners, the Contractor shall seek project pre-approval for the use of the powder-actuated tool before starting such work from the POS Safety Manager via the Engineer.

    a. A Pre-Installation Meeting, specifically for the use of Powder-Actuated Tools, is required.

E. Notification Requirements

1. Once approved for use of Powder-Actuated Tools for the project has been obtained, notifications are required for each scheduled finite duration of use. The Contractor shall complete and submit the Construction Advisory Form (CAF) in accordance with paragraph 1.05 B. of this Specification Section. The CAF shall cover a defined work activity that utilizes the Powder Actuated Tools. As a minimum, the CAF shall contain the following information:
    a. The name and contact information for the qualified operator who will be in custody of the tool at all times while on the Port of Seattle property.
    b. Description of the work; type of surface to be penetrated and the material/item to be fastened.
    c. A copy of the Qualified Operator's Card issued and signed by both the authorized instructor and the operator.
    d. The location(s) where the tool is to be used.
    e. Date(s) and time(s) of operation.
    f. The amount of powder loads to be kept on site during work shifts. The maximum amount allowable is regulated by the International Fire Code.
    g. The type of tool used; direct or indirect acting, and whether it is classified as low velocity (≤328 ft/s), or medium velocity (328<v≤492ft/s).
    h. The method of storage and safekeeping.
    i. Note: No high velocity powder-actuated tools will be permitted for use on Port of Seattle property.
2. The Engineer will distribute the CAF to the Port of Seattle Operations, who will in turn notify the tenants/stakeholders, Port of Seattle Security, Police and Fire Departments.
3. Proper signage shall be installed prior to use per Code.

F. Control of the powder-actuated tools and powder loads:
1. The powder-actuated tools and powder loads must never be left unattended.
2. When not in use, the powder-actuated tools and powder loads must be locked in a tamper proof container, labeled according to the requirements of WAC 296-155-36307, and must be accounted for at all times.
3. Overnight/off shift storage of the powder-actuated tools and powder loads on site is not permitted.
4. The number of tools and powder loads shall never exceed the amount authorized by Code.
5. Misfired loads must be neutralized and promptly removed from Port of Seattle property.

6. If any powder-actuated tools or powder loads are lost or stolen, the Contractor must immediately notify the Port of Seattle Police, and the Engineer.

1.08 HOT WORK COORDINATION

A. On projects that require the use of open flame equipment, gas or arc cutting, welding, brazing, cad welding, or any spark-producing activity, the Contractor shall follow the Hot Work requirements outlined in Section 01 35 29 Safety Management, including procuring a hot work permit from the Port of Seattle Fire Department.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

CONTRACTOR'S DAILY REPORT (CDR)

PROJECT TITLE: _____ DATE: _____

CONTRACTOR: _____ WEATHER: _____

CONTRACT NO: MC- _____ TEMPERATURE: _____

WORK PROJECT NO: WP- _____ AM: _____ PM: _____

PRIME/SUBCONTRACTOR'S WORK FORCE

Activity or CO#	*Number of Personnel*	*Trade*	*Employer*	*Total Hours*	**Qtys*	***Act. Comp*

Use insert to add rows

*** If applicable**
**** Activity Complete? State yes or no.**

EQUIPMENT

Act or CO #	*Equipment Type*	*Rented or Owned*	*Qty.*	**Status* Up	Down	Std-by	*Description of Operation*	*Total Hours*

Use insert to add rows. *** Is equipment operational (Up), broken down (Down), or operational but not used (Stand-By).**

SAFETY, INSPECTION and/or TESTING PERFORMED TODAY

SAFETY:
INSPECTION:
TESTING:

CONSTRUCTION STATUS (For activities behind schedule, state cause and action required)

Use insert to add rows.

Contractor's Representative Signature

Request For Information

Project Name
MC-#######/ WP#

General			
RFI No.:	####	RFI Rev:	#
Date:	MM/DD/YYYY	Contractor:	Prime Contractor Company
Spec. or Drawing Ref.:			
Subject:			
Point of Contact:			
Trend Number:			

Request			
Please Reply By:	MM/DD/YYYY	Priority:	
Discipline:		Author:	

Final Response			
Date:	MM/DD/YYYY	Signed:	

Attachment

Seattle-Tacoma International Airport

CONSTRUCTION ADVISORY

CAF#

Where

Affected Businesses

Start Date

End Date

Work Hours

Description of Work

Who to Contact with Questions:	
Port of Seattle, Inspector:	Cell #
Port of Seattle, Resident Engineer:	Cell #
Name of Contractor, Superintendent:	Cell #
Port of Seattle, Airport Operations:	(206)

Project name
Project #

Port of Seattle

Project WP#/Name: _____ **SDR#:** _____ **Fund:**_____**Subclass:**_____ **Activity:**_____

Airport Facilities - Systems & Utility Shutdown Request

***10 work days** notice required for system shutdown + 72 hrs after final signature & distribution*
***10 work days** notice required for DOMESTIC water shutdown + 96 hrs after final signature & distribution*

SHUTDOWN DETAILS (CONTRACTOR TO COMPLETE)

Date of Request:	Date(s) of Shutdown: Start Time:	Duration: End Time:
Outages Coordinator: Phone No.:	RE/PM: Phone No.:	

Contacts During Shutdown:

Contractor: Phone No.:

Inspector: Phone No.:

Contractor performing the work:

What is being shut down? **(BE SPECIFIC; ie utility system, panel, conveyor ID's, etc)**

Reason for Shutdown:

Buildings and/or Area Affected: ***(DRAWING(S) and PHOTO(S) OF AFFECTED AREA REQUIRED WITH FORM, OK to Attach)***

UTILITY EQUIPMENT LIST (CONTRACTOR TO INDICATE AFFECTED SYSTEMS; POS TO OBTAIN INITIALS FOR APPROVAL)

☐ Aircraft Fueling - FD/Swissport	☐ Elevators - Escalators	☐ IWTP lift stations - OE
☐ Ceiling tile removal - CARPENTERS	☐ Fire pumps – OE & FD	☐ Natural Gas system - OE
☐ Chilled water - OE	☐ Fire system – OE & FD	☐ Sanitary lift stations – OE
☐ Conveyors	☐ Hot water heating - OE	☐ Sanitary Waste/Grease Lines – OE
☐ Domestic water – OE & FCRW	☐ HVAC / PC Air / DDC – OE	☐ Security
☐ Electrical systems - ELEC	☐ ICT Department	☐ Storm lift stations - OE
☐ ET Electronics / Security	☐ Irrigation - FCRW	☐ STS systems

APPROVALS (POS TO COMPLETE)

1st Maintenance Craft: (**AVM Managers to be included in all final distributions**):		Date:	
2nd Maintenance Craft:		Date:	Other:	Date:
3rd Maintenance Craft:		Date:	Other:	Date:
F&I System Manager:		Date:	Security:	Date:
Fire Prevention:		Date:	Airport Operations:	Date:
Landside:		Date:	ICT Department:	Date:

TENANT NOTIFICATIONS (POS TO COMPLETE)

Business Group or Tenants requiring notification:	***Notified:***	***By:** (initials)*	***Tenant Representative Notified***

FOR POS DEPARTMENT USE ONLY:

Comments:

PLEASE RETURN A COPY OF THE COMPLETED SIGNATURE FORM TO ALL SIGNEES AND MANAGERS.

PLEASE RETURN A COPY OF THE COMPLETED SIGNATURE FORM TO ALL SIGNEES AND MANAGERS.

List of Appropriate Systems Contacts (Manager Contacts are in BOLD font)

IF ANY SHUTDOWN REQUIRES REMOVAL OF CEILING TILE THERE MUST BE A CONFIRMATION OF ACM STATUS THROUGH POS RMM PRIOR TO REMOVAL. IN ADDITION, METAL CEILING TILE REMOVALS AND REINSTALLATIONS MUST BE COORDINATED THROUGH THE POS CARPENTER SHOP AND SCHEDULED 7 DAYS IN ADVANCE - All phone numbers below are area code 206

F&I System Manager

Civil (Water, Sewer, Storm, IWS)

Paul Shen	787-5870	Shen.P@portseattle.org

Mechanical (HVAC, Plumbing, Gas, Conveyor, PLB, Elev./Esc.)

Mike Smith	787-4815	Smith.M@portseattle.org

Electrical

Denise Dennis	787-6166	Dennis.D@portseattle.org

Fire Systems & Fire Pumps

Jeff Nelson (FD)	787-6774	427-5730 cell
Adam Griffin (FD)	787-4390	771-2917 cell
Dan Hytry (OE)	**787-7231**	**718-5981 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
James Jackson (OE)	787-6322	390-7451 cell
Tracy Jonassen (OE)	787-6320	735-9840 cell
Eric Schaefer	**787-4047**	**491-6298 cell**

Chilled Water & Hot Water Heating / HVAC Systems (Building and PC Air) / Siemens DDC

Dan Hytry (OE)	**787-7231**	**718-5981 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
Lynn Oliphant	**787-7985**	**955-7462 cell**
James Jackson (OE)	787-6322	390-7451 cell
Tracy Jonassen (OE)	787-6320	735-9840 cell

Domestic Water

Dan Hytry (OE)	**787-7231**	**718-5981 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
James Jackson (OE)	787-6322	390-7451 cell
Tracy Jonassen (OE)	787-6320	735-9840 cell
Eric Schaefer	**787-4047**	**491-6298 cell**

Sewer & Storm Lift Stations

Dan Hytry (OE)	**787-7231**	**718-5981 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
James Jackson (OE)	787-6322	390-7451 cell
Tracy Jonassen (OE)	787-6320	735-9840 cell

IWS Lift Station

Dan Hytry (OE)	**787-7231**	**718-5981 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
James Jackson (OE)	787-6322	390-7451 cell
Tracy Jonassen (OE)	787-6320	735-9840 cell
David Wells (OE)	787-5911	

Irrigation

Eric Schaefer	**787-4047**	**491-6298 cell**
Valerie Johnson	**787-4802**	**300-1081 cell**

Conveyors

Doug Sinclair	**787-7839**	**512-7235 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
Howard Hartness	787-5932	434-0223 cell
Phil Allan	787-5895	718-8065 cell
Scott Uglum	787-4006	718-0278 cell
Claude Harris	***787-3151***	***255-0357 cell***

Ceiling Removals

RMM Hotline	**206 953-7419**
Carpenter Shop	**206 787-5909**

Passenger Loading Bridges

Erik Knowles (OE)	**787-4906**	**450-4117 cell**
Valerie Johnson	**787-4802**	**300-1081 cell**
Bret Baird	787-7670	537-0116 cell
Phil Allan	787-5895	718-8065 cell

Elevators/Escalators

Angie Schmitke	**787-4832**	**348-9658 cell**
Erik Knowles (OE)	**787-4906**	**450-4117 cell**
Doug Sinclair	**787-7839**	**512-7235 cell**
Cory Winchell (Schindler)		425-213-6603

Electrical Systems

Darin Benofsky	**787-7884**	**556-5623 cell**
Allen Tygesen	**787-7930**	**734-6371 cell**
Teri Grosvenor	**787-4909**	**450-0233 cell**
Ryan Pazaruski	**787-7590**	**595-7173 cell**
Steve Lewis	787-5673	595-9639 cell
Kristel Manney	787-5878	305-6861 cell
Cal Nelson	787-5882	431-4075 fax

ET SYSTEMS

Teri Grosvenor	**787-4909**	**450-0233 cell**
Allen Tygesen	**787-7930**	**734-6371 cell**
Chris Evans–ACS/Video	787-4966	755-9403 cell
Frank Davis–TWVPS	787-4659	617-9860 cell
Jeff Burnes–FIMS/FIDS	787-7815	402-1848 cell
Abba Sanneh–CUSE/CUSS	787-6912	390-2707 cell
Steve Kjosness–PRCS	787-7856	735-9820 cell
Micah Egger–Conveyor	787-6906	218-3787 cell
Deb Davis–Radios	787-5193	947-7734 cell

STS SYSTEMS

Allen Tygesen	**787-7930**	**734-6371 cell**
Teri Grosvenor	**787-4909**	**450-0233 cell**
Darin Benofsky	**787-7884**	**556-5623 cell**
Ryan Pazaruski	**787-7590**	**595-7173 cell**
Chad Van Daam	787-4013	550-9364 cell

ICT Department

IT Service Desk	787-3333	728-3719 fax
Clarence Jaquez	787-6090	369-6796 cell
Matt Breed	787-7555	660-5233 cell

Z-IT-NetworkEngineering (email distribution list)

Z-IT-CompOps (email distribution list)

OPS / Roadways / Parking

Nick Terrana	787-4903	714-5075 cell
Andy Ramsey	787-5187	437-6323 cell

PLEASE RETURN A COPY OF THE COMPLETED SIGNATURE FORM TO ALL SIGNEES AND MANAGERS.

Security

Jim Witzman	787-5018	351-1638 cell
Clinton Hughes	787-4907	465-2853 cell
Lauren Curtis	787-3356	495-3187 cell
Shelie Bumgarner	787-7360	291-6704 cell

Aircraft Fueling Systems & Water Supply

Adam Griffin (FD)	787-4390	771-2917 cell
Captain Chris Clark (FD)		206-755-7391 cell
Bob Romero	787-3290	947-4802 cell
Jamil Simpson (SP)	246-0407 desk	206-240-6221 cell
Jamil.Simpson@Swissport.com		
Haris Svraka (SP)	246-0407 desk	206-310-1100 cell
Haris.Svraka@Swissport.com		

PLEASE RETURN A COPY OF THE COMPLETED SIGNATURE FORM TO ALL SIGNEES. (Rev 3/1/21)

Port of Seattle Fire Department

Powder-Actuated Fasteners Permit

On projects that may require powder-actuated fasteners be used, the Contractor is required to pay special attention with respect to the personnel qualifications, proper notifications, and control of the material.

A. Personnel Qualifications:

1. Only a qualified operator is allowed to handle and operate the powder-actuated tools. A qualified operator is a person that meets the requirements of **WAC 296-155-36321** (1) and (2), and who is in possession of a qualified operator card signed both by the operator and the authorized instructor.
2. Qualified operators shall have their operator's card in their possession at all times while operating the equipment.
3. The qualified operator must be competent in all aspect of tool usage, handling, storage, maintenance, and inspections, as required by the Port of Seattle safety manual, and all applicable WAC rules and regulations.

B. Notification Requirements:

The Contractor shall provide a specific Construction Advisory Form (CAF) and a copy of the approved permit every time powder actuated fasteners are to be used on the Project. The form should as a minimum contain the following information:

1. The location where the tool is to be used.
2. Description of the work; type of surface to be penetrated, and the material/item to be fastened.
3. Date(s), and times of operation.
4. The name and contact information for the qualified operator who will be in custody of the tool at all times while on the Port of Seattle property.
5. A copy of the Qualified Operator's Card issued and signed by both the authorized instructor and the operator.
6. The amount of power loads to be kept on site at any given time. The Port of Seattle Fire Department will limit the number/amount of power loads (**Per IFC table 5604.3**) to a max. of **10lbs of 1.3 explosive** and must be in a steel cabinet
7. The type of tool used; direct or indirect acting, and whether it is classified as low, medium or high velocity tool.
8. The method of storage and safekeeping.

The Engineer will distribute the form to the Port of Seattle Operations, Security, Police, Fire and Building Departments. The Engineer must obtain concurrence from all five departments before the work can proceed.

C. Control of the powder actuated tools and power loads:

1. The powder actuated tools and power loads must never be left unattended.
2. When not in use, the Powder actuated tools and power loads must be locked in steel, properly marked container and within a site distance from the qualified operator in custody of the tools and power loads.
3. Overnight/off shift storage of the powder-actuated tools and powder loads on site is not permitted.
4. The number of tools and power loads shall never exceed the amount authorized by the Port of Seattle Security and Fire Departments.
5. Unused or misfired loads must be neutralized, and properly disposed of.
6. Port of Seattle Dispatch **(206) 787-5380** must be notified prior to beginning work using powder actuated tools.

The Qualified Operator\Contractor acknowledges and agrees to fully comply with all qualifications and requirements as stated above. Any violation of the permit may result in immediate suspension of work.

Date issued_____ Time issued _____ Permit Expires _____

Port of Seattle Project Name _____

Port of Seattle Work Project No. _____

Location _____ Contractor _____

Powder Actuated Tool Qualified Operators (list all) _____

_____

Name (Print) and Signature of qualified person performing tool work

_____

Name (Print) and Signature of Fire Department Personnel

_____

Permit Number_____

Port of Seattle Fire Department

PROJECT/AREA - HOT WORK PERMIT

Company Issued: _____ **Permit Number:** _____

Date Issued: _____ **Expiration Date:** _____ **Time:** _____

Issued to: **Name:** _____ **Title:** _____ **E-mail:** _____
Phone: _____

Name: _____ **Title:** _____ **E-mail:** _____
Phone: _____

Location/Space: _____

Permit Issued for: Welding, cutting, grinding, torching, and soldering.

Permit Conditions: *** SEE REVERSE SIDE FOR CONDITIONS OF USE ***

Notification: The Project Superintendent shall notify the Fire Prevention Inspector if transferred or removed from construction project for any reason (vacation, injury). Name, phone number, and e-mail of the new Project Superintendent shall be forwarded to the Fire Prevention Inspector.

Print Name: _____ **Signature:** _____
(Superintendent) (Superintendent)

Issued by: _____ _____ _____
(Fire Prevention Inspector) (Cell Phone) (E-mail)

Port of Seattle Fire Department
2400 South 170th Street
Seattle, WA 98158
Fire Prevention: (206) 787-5327
Fire Dispatch: (206) 787-5380

Port of Seattle Fire Department

CONDITIONS FOR HOT WORKS

Hot Work Permits issued for more than 24-hour duration by the Port of Seattle Fire Department shall require a Daily Pre-Hot Work Checklist completed and kept on individual performing hot works, turned into Project Superintendent at end of day and filed. For data collection at end of project or year, the total of hot work activities will be provided to the Fire Department.

The Area/Project Permit is valid only to the listed Superintendent for the identified area/project, if work area changes locations or changes Superintendents you will need to contact assigned Fire Inspector for new permit. Fire Inspector and Project Superintendent will jointly review each location.

Individuals conducting hot works shall not perform Pre-Hot Work inspection form. For each person performing hot work, the area shall be inspected by the Project Superintendent or identified competent person, supervisor of company performing hot work or safety rep/fire watch activity using pre-hot work checklist.

The Project Superintendent, safety or designated person should perform random audits of hot work activity.

The Project/Area Superintendent shall be responsible to collect daily Pre-Hot Work Checklists and monitor hot work activity and fire watch requirements.

Hot Works are not allowed in the following situations:

a. In sprinklered buildings while such protection is impaired or out of service, unless a designated. fire watch is posted for each hot work operator. Coordinate with the Fire Department.
b. In the presence of explosive atmospheres (mixtures of flammable gases, vapors, liquids or dusts with air).
c. Over operating conveyors.

The Fire Department, Port Safety, and Port Construction Inspectors will perform random site visits; if conditions of permit are not adhered to, hot work permit for area or entire job may be revoked until corrective action are made.

Other Considerations:

A. If detectors (UVIR, Smoke) are covered to prevent alarms, covers must be removed at end of workday.
B. If hot works is near ventilation systems coordinate with your Port Construction Inspector.
C. Coordinate with Fire Inspector for any hot works on the roof.
D. Coordinate with Fire Inspector for any hot works on the ramp.
E. Hot works in confined space must be coordinated with Port Construction, Safety and Fire Inspectors

Questions or concerns contact your assigned Fire Inspector

Port of Seattle Fire Department

Daily Pre-Hot Work Checklist

Date: _____ **Time:** _____ **Location/Space Hot Work:** _____

Company Name: _____ **Name Performing Checklist:** _____

Check all that Applies: Hot work operator shall not fill out Pre-Hot Work Checklist.

Required Precautions

Y N/A

☐ ☐ Extinguishers are operable and fully charged. 2-A: 20-B:C min. size

☐ ☐ Hot Work equipment in good working condition

Requirements 35' from Hot Work

Y N/A *To determine fire watch requirements

☐ ☐ *Floors swept clean, remove or shield combustibles using approved welding fire blankets or curtains.

☐ ☐ *Isolate or remove potential sources of flammable gas, ignitable liquid or combustible dust/lint.

☐ ☐ Shut down ventilation and conveying systems (Contact Port Inspector).

☐ ☐ *Remove combustibles and consider second fire watch on opposite side of floor, wall, ceiling or roof when openings exist, or thermally conductive materials pass through.

Hot Work on/in Closed Equipment, Ductwork and Piping

Y N/A

☐ ☐ Contact Fire Prevention prior to all hot work performed on/in closed equipment, ductwork and piping.

Hot Work on Ramp

Y N/A

☐ ☐ No hot work within 50 feet aircraft, all hot work must cease when aircraft is fueling within 100 feet.

☐ ☐ All Hot works visible from or on ramp needs appropriate shielding (fire blankets or fire umbrellas) to prevent UVIR activation. If not possible, contact Fire Prevention Division to identify UVIR'S to cover **(206) 787-5327**

"Continue to Back Page"

Daily Pre-Hot Work Checklist - Continued

Elevated Hot Work Areas

Y N/A

☐ ☐ All elevated hot works producing sparks/slag shall require a **designated** fire watch and shall be maintained during all breaks.

☐ ☐ Elevated hot works requires inspection of space below.

☐ ☐ If sparks/slag fall, space below shall be cordoned off to protect other workers.

Fire Watch/Fire Monitoring the Hot Work Area

Y N/A

☐ ☐ Perform a continuous fire watch during hot works and breaks.

☐ ☐ *30-minute post hot work fire watch if 35' requirements met.

☐ ☐ *60-minute post hot work **designated** fire watch if 35' requirements not met.

☐ ☐ Fire watch complete @ _____: _____

Fire Watch Requirements and other Considerations

A designated fire watch is required when the 35' requirement is not met or required by the Fire Department, this shall be an individual whose sole responsibility is to be on guard of potential fires and/or hazards, stopping operations if any hazardous condition is found and is prepared to operate a fire extinguisher in case of a fire and to immediately call 911.

A. If detectors (UVIR, Smoke) are covered to prevent alarms, covers must be removed at end of workday.
B. If hot works is near ventilation systems coordinate with your Port Construction Inspector.
C. Coordinate with Fire Inspector for any hot works on the roof.
D. Coordinate with Fire Inspector for any hot works on the ramp.
E. Hot works in confined space must be coordinated with Port Construction, Safety and Fire Inspectors

Port of Seattle Fire Department

PRE-CONSTRUCTION COORDINATION REQUIREMENTS

Prior to Notice to Proceed (NTP), the contractor shall complete the attached questionnaire and submit to the Port.

Once accepted, the Engineer will transmit to the Fire Department and they will schedule the Fire Department Pre-Construction Meeting onsite to jointly review site, scope of work, issue/review Project/Area Permit and discuss any other fire safety requirements.

Prior to the onsite meeting, Contractor shall review conditions for hot works, daily hot work checklist, powder-actuated fasteners, and the latest version of the SEA Rules of Airport Construction and Port Construction Safety Manual.

A Hot Works Permit (Appendix G) is required on Port property for welding, cutting, grinding, torching, soldering, or any work that creates a flame or spark. In addition, coordinate with Fire Department if temporary heating, portable generators, and fuel storage tanks are to be utilized.

- Area/Project Hot Work Permit shall be issued to contractor Superintendent or other Engineer approved contractor representative depending on scope of project (known as permit-holder).
- A daily hot work checklist shall be filled out prior to every hot work location and submitted to permit-holder.
- See Appendix G for and Conditions for Hot Works and Daily Hot Work Checklist.

A Powder Actuated Fastener Permit (Appendix F) is required on Port property for use of Powder Actuated tools.

If project requires fire sprinkler modifications, coordinate with Engineer to verify whether existing fire sprinkler pipes supplying construction space meet current Port requirement (Schedule 40). It is recommended to plan early on identifying affected riser and construction space for shut down request. Please note that when a sprinkler system is impaired, no hot works may take place unless a designated fire watch is posted.

The Port will perform random inspections. At any time you have questions or concerns please reach out.

Port of Seattle Fire Department
2400 South 170th Street
Seattle, WA 98158
Fire Prevention: (206) 787-5327
Fire Dispatch: (206) 787-5380

Port of Seattle Fire Department

PRE-CONSTRUCTION COORDINATION QUESTIONNAIRE

Project Name _____

Expected NTP Date: _____ **Expected Completion Date:** _____

Location: _____ **Space:** _____

Contractor Name: _____

Superintendent(s): _____ **Cell:** _____ **E-mail:** _____

Superintendent(s): _____ **Cell:** _____ **E-mail:** _____

Port Inspector: _____ **Cell:** _____ **E-mail:** _____

Check if the following are anticipated to be used or performed.

Y	N/A	
☐	☐	Hot works to be performed
☐	☐	Temporary generators
☐	☐	Powder actuated devices
☐	☐	Use of, and/or storage of, flammable/combustible gases and/or liquids
☐	☐	Sprinkler work – Name of sprinkler riser that covers area/space _____
☐	☐	Temporary heating
☐	☐	Work of Roof
☐	☐	Work on Ramp
☐	☐	Need to block and/or use exit doors for construction
☐	☐	Contractor has reviewed the “Rules for Airport Construction” and “Construction Safety Manual”

PART 1 GENERAL

1.01 DESCRIPTION

A. In general, project meetings will be held weekly at a Port facility specified by the Engineer. The Engineer will conduct project meetings throughout the construction period

B. The purpose of the project meetings is to enable orderly review of progress during construction and to provide for systematic discussion and analysis of problems that might arise between the Port, Designer or Contractor relative to execution of the Work.

1.02 AUTHORITY DESIGNATION

A. Persons designated by the Contractor to attend and participate in project meetings shall have all required authority to commit the Contractor to solutions as agreed upon in the project meetings.

1.03 AGENDA DEVELOPMENT

A. Agendas will be developed by the by the party required to conduct the meeting.

B. Agenda Items: To the maximum extent possible, inform the Engineer at least twenty-four (24) hours in advance of the project meeting regarding any agenda items desired for discussion.

1.04 MEETINGS

A. Pre-construction Meeting

1. The Engineer will conduct this meeting prior to NTP.
2. Attendance:
    a. Port’s Project team.
    b. Designer and professional consultants for mechanical, electrical, civil, and structural disciplines, as applicable.
    c. Contractor's Project Manager and Superintendent
    d. Major Subcontractors, as appropriate
    e. Major suppliers, as appropriate

B. Safety Pre-Construction Meeting per Section 01 35 29 - Safety Management

1. Port Construction Safety will conduct this meeting prior to NTP.

C. PLA Pre-Construction Meeting per Section 01 32 50 - Project Labor Agreement

1. Port Construction Labor Group will conduct this meeting prior to NTP.

D. Port of Seattle Fire Department Pre-Construction Meeting

1. Coordinate through Engineer to schedule this meeting prior to NTP.
2. Location: on-site
3. Attendance:
    a. Engineer and Inspector
    b. Contractor’s Superintendent and Safety Representative

c. Port of Seattle Fire Department representative

4. Requirements including, but not limited to, hot work, powder-actuated tools, and fire safety will be reviewed.

E. Weekly Project Meetings

1. The Engineer will conduct weekly meetings to coordinate the Work, answer questions, and resolve problems. Meetings will begin weekly after Pre-construction meeting.

2. Attendance:

a. Engineer

b. Architect and Consultants as needed

c. Contractor's Project Manager and Superintendent

d. Major subcontractors

e. Others, as appropriate

F. Special Meetings

1. The Engineer may call special meetings at the project site or at other locations to coordinate the Work, answer questions and resolve problems. The Contractor shall attend.

1.05 PRE-INSTALLATION MEETINGS

A. The Contractor shall schedule Pre-Installation Meetings at least five (5) days prior to commencing any portion of the Work where such meeting is required by the Specifications or as requested by the Engineer.

B. Require attendance of parties directly affecting, or affected by, the Work.

C. Contractor to prepare agenda, lead the meeting, compile record minutes, and distribute copies within two days after meeting to participants.

D. Review conditions of installation, preparation and installation procedures, and coordination with related work.

1.06 PRE-PROJECT CLOSE OUT MEETING

A. At approximately 80% of Contract completion or 60-days before the Substantial Completion date, whichever occurs first, the Engineer will hold a meeting with the Contractor to discuss acceptance/closeout process, to schedule the events and to review responsibilities.

1.07 MINUTES

A. The Engineer typically prepares minutes of project meetings and will distribute copies.

1. The minutes compiled by the Engineer will be the official record minutes and all clarifications or corrections shall be transmitted in writing to the Engineer within three (3) working days of date of receipt of the minutes.

B. The Contractor shall prepare minutes for all Pre-Installation Meetings and will distribute copies through the CMS Correspondence workflow.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION

A. The Work under this Contract shall be planned, scheduled, executed and reported using a bar chart schedule. The bar chart Schedules described here serve as a communication tool between the Port and the Contractor, and the Contractor and its subcontractors. The Contractor shall use the schedules to establish a joint understanding of the assumptions regarding the work, and the various constraints and opportunities that are possible within the plan. As the work progresses the project team is expected to use these schedules to assess impacts and to formulate the best methods to complete the work on, or ahead of, the contractual completion dates. Specifically, the purpose is as follows:

1. To assure adequate planning, scheduling and reporting during execution of the Contract.
2. To assure coordination of the work by and between the Contractor and the various subcontractors and suppliers.
3. To assist the Contractor and Engineer in monitoring the progress of the work and to contemporaneously evaluate proposed changes to the Contract and the project schedule.
4. To assist the Contractor and Engineer in the preparation and evaluation of the Contractor's monthly progress payment.

B. Schedules shall be in a bar chart format with a logical association of predecessor or successor ties between the activities. The Schedules shall be produced using Primavera or Microsoft Project (the most current version). The Contractor may request to use different software as a substitution, in accordance with Division 1, Section 01 25 00 - Substitutions. If the alternate software is accepted, the Contractor will be required to supply the Engineer with an authorized copy of the software with all user support manuals.

C. If the Contractor should desire or intend to complete the Work earlier than any required Critical or Completion date, the Port will not be liable to the Contractor for any costs or other damages should the Contractor be unable to complete the Work according to this earlier date. The duties and obligations of the Port to the Contractor shall be consistent with and applicable only to the completion of the Work on the Milestone and Completion dates specified in the Contract, unless the Port and the Contractor otherwise agree and a Change Order is issued.

D. At anytime throughout the course of the work, the Engineer reserves the right to require additional activities to be added to the Schedule to further define the contractor’s plan and intentions regarding the execution of the Work. In each instance, such activities or changes shall be made by the Contractor at no cost or delay to the Port.

1.02 BASELINE SCHEDULE - BAR CHART

A. The Baseline Schedule is a detailed schedule of the Contractor’s approach to completing the Work. It represents the Contractor’s plan for the Work from the date of Execution of the Contract to Contract Completion. The first Progress Schedule is an update of the accepted Baseline Schedule. Work under this Section shall consist of furnishing a Schedule showing in detail how the Contractor plans to execute and coordinate the Work. The Contractor shall use the Critical

Path Method (CPM) and precedence Diagram Method (PDM) to generate the Schedule. The Schedule shall be based on, and incorporate the Contract Milestone and Completion Dates included in the Contract, and shall show the order in which the Contractor shall perform the Work, projected dates for the start and completion of separable portions of the Work, and other information concerning Contractor's scheduling as Port may request.

B. The Schedule shall be in the form of a bar chart and shall consist of horizontal lines, or bars, plotted along a time scale. The horizontal bar(s) shall indicate the start and finish dates as well as the total time period of performance for each activity. The Contractor shall arrange the chart so as to show the activities which are necessary to fulfill each and every Milestone and Completion Date requirement. The schedule shall be sorted by phase, area and early start date.

C. The Contractor's Schedule shall include, but not be limited to:

1. Critical procurement activities including mobilization, shop drawings and other submittals, Engineer review of submittals, fabrication, and delivery of key and long-lead equipment and materials;
2. Contract Execution, Preconstruction Submittals, Notice To Proceed, Construction/erection activities, Pre Final Inspection, Final Inspection, Substantial Completion, and Physical Completion.
3. Offsite activities including interfaces with the work of outside contractors, e.g. utilities, power, or any separate contractor.
4. Port activities including delivery of materials and equipment, programming, abatement, and services provided.
5. Testing activities; Hold and witness points in construction; Commissioning, and Training.
6. Phased Completion, Milestones and associated Substantial Completion Dates if specified.
7. Activities for project Contract activities and requirements which include, but are not limited to, O&M manuals and record documents.
8. Activities that are impacted by Change Order or Event.

D. The identity, and logic of activities comprising the Schedule shall meet the following criteria:

1. The description of work by activity. Activity descriptions and coding shall contain the area of the work as well as the specific type of work.
2. Activity boundaries shall be easily measurable and descriptions shall be clear and concise. The beginning and end of each activity shall be readily verifiable, and progress shall be quantifiable.
3. Responsibility for each activity shall be identified with a single performing organization.
4. Activity duration shall be in work days. Unless agreed otherwise with the Engineer, activity durations over fifteen (15) working days shall be kept to a minimum and be used only for non-construction activities, such as shop drawing and sample submittals, fabrication and delivery of materials and equipment, concrete curing, and General Conditions activities.

5. The Baseline Schedule must indicate which activities are to be performed on day shift versus night shift, and which activities will be performed utilizing two work shifts, or weekend work. The contractor is fully responsible for planning and performing the work in order to meet all of the required project delivery dates, including additional second or third shift work.

6. An explanation of the basis of the construction schedule as well as potential problems or constraints related to the implementation of the construction plan shall be identified in writing in a narrative accompanying the Baseline Schedule.

7. Foreseeable delays to activities such as normal seasonal weather shall be considered and included in the planning and scheduling of all work.

8. Imposed completion dates for events other than the Completion Dates are not permitted. Artificial Constraints are also not permitted.

9. The format for the Schedule shall include an activity information table shown on the left side of the page and a bar graph on the right side of the page. The columns in the activity information table on the left side of the page shall include, but are not limited to; Activity ID, Activity Description, Calendar ID, Original Duration, Remaining Duration, Early Start, Early Finish, Total Float, and Predecessors. The bar chart format shall include the Start Date to the left of the bar and the Activity Description to the right of the bar. The logic ties shall be visible on the bar chart. Critical Activities bars shall be identified by a different color than the non-critical activities.

E. Submittals

1. The submittal of the schedule documents shall include:

   a. The Baseline Schedule shall be submitted prior to issuance of NTP, per Section 01 32 19 - Preconstruction Submittals.

      (1) The Baseline Schedule shall include a narrative that explains the basis for the Contractor's schedule of construction and any constraints.

      (2) All requested comments on the Baseline Schedule shall be incorporated, resubmitted and accepted prior to the Second Progress Payment.

   b. The monthly Progress Schedule and narrative shall be submitted as part of the monthly application for payment per Section 01 20 00 – Measurement and Payment Procedures

   c. Three-week "Look Ahead" schedule: Contractor shall provide to the Engineer one electronic copy (PDF format) for the project meetings, 24-hours before the scheduled meeting.

   d. As-Built project schedule acceptance is required prior to Physical Completion.

2. All schedules and schedule documents shall be electronic, submitted to the Engineer via CMS Submittal workflow. Submit one (1) color pdf of each schedule report, (except the Look-ahead schedules) together with an

electronic data file of the CPM schedule. The bar chart schedules shall be sized for 11" X 17" printouts.

F. Acceptance Process

1. The Engineer will review the Contractor's Schedule. If required, a meeting will be held between the Engineer and the Contractor to resolve any conflicts between the Contractor's schedule and the overall Project Construction. The Contractor shall revise the schedule as required by the Engineer to support the Project Construction and shall submit its revised schedule to the Engineer within five (5) days for review and acceptance.

2. Acceptance by the Engineer of the Contractor's Schedule is advisory only and shall not release the Contractor of the responsibility for accomplishing the Work within each and every Contract-required Milestone and Completion Date. Omissions and errors in the Schedule shall not excuse performance that is not in compliance with the Contract. Acceptance by the Engineer in no way makes the Port an insurer of the Schedule's success or liable for time or cost overruns from its shortcomings. The Port disclaims any obligation or liability by reason of its acceptance of the Schedule.

1.03 COORDINATION

A. The Contractor shall coordinate the Work with that of other contractors working on or near the project site and shall cooperate fully with the Engineer in maintaining orderly progress toward completion of the Work as scheduled.

B. The Contractor shall involve all applicable subcontractors in the schedule development, updating and revisions.

C. The Contractor shall keep subcontractors informed of the Work underway by utilizing all project schedules.

D. The Contractor shall coordinate all Work activities with Port departments providing services and support to the project.

1.04 SCHEDULE UPDATES

A. Monthly Progress Schedule

1. The Contractor understands and agrees that its Schedule is intended to accurately reflect at all times the status of the Project Construction and projected activities. The Contractor also understands and agrees that updating is a key requirement to accomplish this intent and shall comply with the requirement to update.

2. The graphic format of the Schedule shall include actual start and actual finish dates for activities that have started or finished. For activities in progress, activity progress shall be shown on the activity bar and the forecasted completion shall indicate the earliest the activity can be completed based upon current project status.

3. The Contractor understands and agrees that updating the Schedule is independent from updating the cost for progress payment purposes.

4. The first Progress Schedule is the initial monthly progress update of the Baseline Schedule. Subsequent Progress Schedules shall be submitted on a monthly basis to update the previously issued Progress Schedule. With

each Progress Schedule, the Contractor shall include a written narrative describing the overall progress of the Work. The narrative shall include the following key aspects:

a. Progress in the last period

b. Critical Path progress and schedule concerns

c. Changes to schedule logic or sequencing of the Work Including the addition and deletion of activities

d. Changes in Milestone dates

e. Potential Delays and Time Impact Analyses

f. Submittal Status (focus on critical submittals and concerns)

g. Equipment and Material Delivery Status

5. The Engineer will not be obligated to review or to process any Application for Progress Payment until the Progress Schedule and narrative for the corresponding period of time have been accepted.

B. Weekly Look Ahead Schedule

1. Throughout the progress of the Work, the Contractor shall prepare and maintain a three-week Look-ahead bar chart field schedule reflecting the schedule of work activities accomplished for the previous week and the work scheduled for the forthcoming two weeks. Utility shutdowns, activities impacting operations, and coordination meetings shall also be included. This schedule shall be presented at each weekly project meeting. Activities on the three-week Look-ahead schedules shall be readily identifiable with activities on the most current schedule. Submit a pdf of the three-week look-ahead to the Engineer, 24 hours prior to the Project Meeting.

C. As-Built Schedule

1. For the As-Built Record Documents, provide an As-Built Schedule, in the same format as the Progress Schedule, showing actual start and finish dates for all activities prior to request for Final Payment. This is the final schedule update for the project.

1.05 FLOAT

A. Schedule float is not for the exclusive use or benefit of either the Contractor or the Port. Neither the Port nor the Contractor “owns” the float. The project or Work “owns” the float. Liability for delay to Contract or milestone dates rests with the party whose action (or inaction) caused the delay beyond the float that was available at the time of the delaying action (or inaction).

B. Extensions of time will be granted only to the extent that the activity or activities affected exceed the total float or slack along the critical path of activities affected at the time of Notice to Proceed of a Change Order or the commencement of any delay or condition for which an adjustment is warranted under the Contract Documents. The Contractor shall submit documentation supporting its request for a time extension in a form acceptable to the Engineer and consistent with the requirements of the General Conditions.

1.06 TIME IMPACT ANALYSIS FOR CHANGED CONDITIONS

A. If the Contractor experiences activity delays that the Contractor believes are caused by the Port, and the Contractor seeks to obtain a Contract time extension, the Contractor shall submit a formal written Time Impact Analysis (TIA). The TIA shall define the impact of each change or delay to the current accepted Schedule. The TIA shall include a written narrative of the impact of such delays, and a schedule that depicts how the changed or delayed work affects other activities in the current accepted Schedule.

B. The Contractor shall continue to track, update and submit monthly Progress Schedules during the development review and response period for the TIA. The Engineer may withhold monthly payment if the Contractor fails to maintain and submit Progress Schedules.

C. In addition to the Contractor's presentation of the impact in the TIA, the Contractor shall include in the TIA a mitigation plan that reduces or eliminates the claimed delay. The mitigation plan shall include specific Port and Contractor actions as well as the cost to the Contractor to proceed with the mitigation.

D. In the event the Contractor requests a Contract time extension, the time impacts to critical path activities in the current accepted Schedule shall be clearly shown. Extensions of time will be granted only to the extent that such changes or delays cause the time for the changed activity and related activities to exceed the total float along the affected path of activities at the time of the Port directive to proceed with the change or the actual commencement of the delay included in the TIA.

E. Each formal TIA shall be submitted in accordance with the General Conditions

F. A copy of the Port accepted TIA will be incorporated in the change order signed by the Contractor and the Port for such change. Any changes to the Schedule shall be incorporated into the next update of the Schedule following the Port's acceptance of the TIA.

G. The Contractor shall be responsible for all costs associated with the preparation of the TIA and the incorporation of accepted TIAs, or portion of TIAs, in the Schedule.

H. If agreement is not reached on a TIA, or a portion of a TIA, the Schedule, including any time extensions, shall be revised only to the extent accepted by the Port. For any TIA, or portion of a TIA, that is not accepted by the Port, the Contractor may submit a claim in accordance with the Conditions of the Contract.

1.07 RECOVERY SCHEDULE

A. Should any conditions exist, such that certain activities shown on the Contractor's Schedule fall behind schedule to the extent that any of the mandatory Critical dates or Completion dates are in jeopardy, the Contractor shall, at no cost to the Port, prepare and submit to the Engineer a supplementary Recovery Schedule, in a form and detail appropriate to the need, to explain and display how it intends to reschedule those activities to regain compliance with the Schedule.

B. After determination of the requirement for a Recovery Schedule, the Contractor shall, within five (5) work days, present to Engineer the Recovery Schedule. The Recovery Schedule shall represent the Contractor's best judgment as to how work should be reorganized for return to the accepted Schedule. The Recovery Schedule shall be prepared to a similar level of detail as the Schedule.

1. Recovery Schedule: The Recovery Schedule shall represent the Contractor's best judgment as to how the Contractor's work shall be reorganized such that the work may return to the accepted Schedule within a maximum one-month period. The Recovery Schedule shall be prepared at a similar level of detail as the Schedule and shall be based on the accepted Schedule. The following requirements apply to Recovery Schedules:

    a. Conditions Requiring a Recovery Schedule: Should any conditions exist, such that certain activities shown on the Schedule fall behind schedule to the extent that any of the mandatory critical dates or milestone completion dates are at risk of being delayed, the Contractor shall, at no cost to the Port, submit to the Engineer a Recovery Schedule.

    b. Allow five (5) work days for review by the Engineer. Any revisions that result from the Engineer's review shall be resubmitted within three (3) work days by the Contractor for acceptance by the Engineer.

    c. Narrative: Provide narrative describing the recovery schedule logic.

    d. Schedule:

        (1) Complete Schedule organized by Major Area, sorted by sub area and early start date. Provide in bar chart format.

        (2) Critical Path Schedule: This schedule shall show only the critical path. Provide in bar chart format.

    e. Manpower Loading and Progress Curve updated to reflect the Recovery Schedule.

    f. The accepted Recovery Schedule shall then be the Schedule that the Contractor shall use in planning, organizing, directing, coordinating, performing and executing the Work (including all activities of subcontractors, equipment vendors and suppliers) that is included on the Recovery Schedule. All other Work shall proceed per the accepted Schedule.

    g. No later than five (5) calendar days prior to the expiration of the Recovery Schedule, the Engineer and Contractor will meet to determine whether the Contractor has regained compliance with the accepted Schedule. At the direction of the Engineer, one of the following will occur:

        (1) If, in the opinion of the Engineer, the Contractor is still behind schedule, the Contractor shall prepare another Recovery Schedule, at no cost to the Port, to take effect for a maximum of one additional month from the start of the new Recovery Schedule.

        (2) If, in the opinion of the Engineer, the Contractor has sufficiently regained compliance with the Schedule, the use of the Schedule shall be resumed.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION

A. This section addresses the submittals that must be made by the Contractor and accepted by the Engineer prior to issuance of a Notice to Proceed (NTP). The Port has based the Contract time on issuing an NTP forty-five (45) days after Execution and has allowed time in the Contract duration for the Contractor to prepare, submit, and gain acceptance of the required submittals detailed herein.

B. The Port will not issue an NTP, or accept requests for partial payments, or allow for onsite mobilization (less field office setup) until the Preconstruction submittals have been received and accepted by the Engineer. At the sole discretion of the Engineer, a partial NTP may be granted for portions of the Work.

C. No time extension shall be granted for any delays in issuance of the NTP by the Engineer due to the Contractor's failure to provide acceptable submittals required herein. The Engineer shall be the sole authority on determining the acceptability of the Contractor's submittals.

D. Early submission is encouraged. A submittal package that has “Accepted” or “Accepted As Noted” before the Preconstruction Conference can result in a Preconstruction Conference and NTP earlier than that originally contemplated. Poorly prepared, incomplete, or inaccurate submittals as well as non-receipt by the Engineer of required submittals will cause the Preconstruction Conference and the issuance of the NTP to be delayed. The Contract completion date remains "as bid." The Contractor is expressly notified that delay in issuance of NTP, due to incomplete or unacceptable submittals, will reduce the "actual" amount of time the Contractor has to complete the Work of the Contract.

1.02 SUBMITTALS

A. All submittals shall be made in accordance with Section 01 33 00 - Submittals.

B. Required Submittals:

1. List of subcontractors in accordance with 00 70 01 - General Conditions.

2. Registered Design Professional Statement of Special Inspection/Contractor’s Written Statement of Responsibility (CSOR) per Document 00 80 00 - Supplementary Conditions

3. Contractor’s Permit Statement (National Pollutant Discharge Elimination System (NPDES) Permit) per Document 00 80 00 - Supplementary Conditions.

4. Copies of any permits or other regulatory or public agency approvals required per Document 00 80 00 - Supplementary Conditions.

5. Site Assessment Survey of Existing Conditions per Document 00 80 00 – Supplementary Conditions.

6. WMBE Commitment Plan Form; Page 2 per Document 00 89 01 – WMBE Utilization Plan.

a. Shall be provided if Option 2 in section 1.06.B (Document 00 89 01) was selected during bidding or if requesting any change to previously submitted plan.

7. Contractor Access Plan per Section 01 14 13 – Airport Personnel Identification/Access Control.
8. Schedule of Values per Section 01 20 00 - Measurement and Payment Procedures.
9. Contractor and Sub-Contractor Labor and Equipment Rates per 01 20 00 – Measurement and Payment Procedures.
10. Contractor's Project Organization and personnel qualifications per Section 01 31 00 – Contractor's Project Organization.
11. Port Fire Department Pre-Con Questionnaire per Section 01 31 13 – Project Coordination.
12. A Baseline Schedule, per Section 01 32 16 - Bar Chart Schedules.
13. Apprenticeship Utilization Plan per Section 01 32 45 - Apprenticeship Program.
14. Priority Hire Workforce Projections per Section 01 32 50 – Project Labor Agreement.
15. Submittal Log per Section 01 33 00 - Submittals.
16. Safety Plan Compliance Document per Section 01 35 13.13 - Operational Safety on Airports During Construction.
17. Safety Plan per Document 01 35 29 - Safety Management.
18. Quality Control Plan per Section 01 45 16.13 – Contractor Quality Control.
19. Schedule of Special Inspections per Section 01 45 29 – Independent Testing and Inspection Service.
20. Temporary Power Plan per Section 01 50 00 - Temporary Facilities and Controls.
21. Contractor Erosion and Sediment Control Plan per Section 01 57 13 - Temporary Erosion and Sediment Control Planning and Execution.
22. Pollution Prevention Plan per Section 01 57 23 - Pollution Prevention Planning and Execution.
23. Waste Management Plan per Section 01 74 19 – Construction Waste Management.
24. Long lead procurement items as defined in technical specifications.
25. Critical materials and systems defined in the technical specifications of the Contract Documents that will be installed during the first 120 calendar days following NTP.
26. Preconstruction submittals for regulated materials
    a. Asbestos (see Section 02 82 13)
    b. Lead (see Section 02 83 19)
    c. Light ballasts and universal waste lamps (see Section 02 84 16)

d. PCB's and PCB-containing materials (see Section 02 84 33)
e. PCB caulk (see Section 02 84 33.13)
f. Fugitive and silica dust (see Section 02 87 00)

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

A. The Port, in cooperation with other governmental, labor and employer groups, has determined that there is a need for increased apprentice opportunities in the construction industry and that an increase in such opportunities will benefit the Port and its constituents. This was initially established in 1993 under a Memorandum of Agreement (MOA) between the Port of Seattle and the King County Building Council, et al.

B. The Contractor shall assist in locating, qualifying and increasing the skills of the region's labor force in general and in particular, people of color and women.

C. Consistent with the Contractor's work force requirements and as permissible under Federal and in compliance with State regulations, the Contractor shall make full use of approved apprenticeship programs, for this Port project during the period of contract performance.

1.02 PROJECT LABOR AGREEMENT (PLA) APPRENTICE UTILIZATION GOALS

A. For PLA Projects, the following Apprentice Utilization policy applies:

B. Apprentice utilization goal is at least fifteen percent (15%) of the total labor hours, per craft, are performed by apprentices registered to an approved apprenticeship program.

C. Apprentice inclusion goals established for people of color is twenty one percent (21%) of the total Apprentice hours.

D. Apprentice inclusion goals established for female apprentice training is twelve percent (12%) of the total Apprentice hours.

E. Preferred Entry Apprenticeship goal is at least 1 in 5 apprentices used on the project overall are graduates from a pre-apprenticeship program.

F. Facilitate the entry of veterans utilizing the 'Helmets to Hardhats' program (per Article 10 of the PLA).

G. Although there are no specific goals at this time, the Port, in keeping with the broad intent and spirit of this program, strongly encourages the active recruitment and employment of persons with disabilities in any and all areas of employment opportunities.

1.03 NOT USED

1.04 SUBMITTALS

A. All submittals shall be completed in accordance with Section 01 33 00 – Submittals.

B. The Contractor shall prepare and submit an Apprenticeship Utilization Plan (see attachment) that shows the overall plan for achieving the apprentice goals and requirements.

1. All Contractors, Subcontractors, and Suppliers required to pay Prevailing Wages shall be included in the plan.

C. Plan shall be submitted as part of the required Preconstruction Submittals, Section 01 32 19 - Preconstruction Submittals, and before Notice to Proceed is given.

1.05 APPRENTICESHIP PROGRAM REQUIREMENTS

A. GENERAL REQUIREMENTS:

1. The Contractor shall provide on-the-job training aimed at developing full journey level worker status in the various crafts involved in the project. In the event the Contractor identifies a portion of the contract work to be completed by Subcontractors or Suppliers required to pay Prevailing Wages, the Contractor shall determine how many, if any, apprentice hours are to be assigned to be completed by the Subcontractor or Supplier, provided however, that the Contractor shall retain the primary responsibility for meeting the apprentice goals set for the project.

2. The Contractor shall identify the craft(s) proposed to accomplish the apprentice goals of the contract, the number of apprentices and hours assigned to the craft and the estimated beginning work date for the apprentices. (Reference Apprenticeship Utilization Plan attached). The apprentices labor hours shall be distributed across the craft classifications based on the Contractor's needs and availability of journey level workers in the various craft(s). PLA project apprenticeship goals shall be met on a per craft basis. The Contractor will be credited the hours for each apprentice employed on the contract work that is currently enrolled or becomes enrolled in an approved apprenticeship program.

3. This is not intended and shall not be used to discriminate against any applicant for employment, whether a protected group/individual or not.

B. JOURNEY LEVEL WORKERS NOT ELIGIBLE

1. No employee shall be employed as an apprentice in any classification in which the employee has successfully completed a training course leading to journey level worker status or in which the employee has been employed as a journey level worker. The Contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the Contractor's records shall document the findings in each case.

1.06 ACCEPTABLE APPRENTICE PROGRAMS

For the purpose of this specification, acceptable Training Programs are those employing apprentices from the following:

A. Apprentices registered with a Washington State Department of Labor and Industries registered apprenticeship program pursuant to RCW 49.04.060.

B. Apprentices registered with an approved Apprenticeship Program recognized by the Washington State Apprenticeship & Training Council Apprenticeship Reciprocal Agreement between Washington, Oregon and Montana; July 2013.

1.07 NOT USED

1.08 OTHER REQUIREMENTS

In addition to those other requirements already stated, the Contractor shall ensure the following:

A. COMPLIANCE:

Contractor will have fulfilled the responsibilities under this apprenticeship provision if the Contractor has complied with the apprenticeship labor hours goal for the project.

1. It is normally expected that an apprentice will begin training on the project as soon as feasible after start of work, utilizing the skill involved and remain on the project as long as training opportunities exist in the work classification or until the completion of the training program.
2. It is not required that all apprentices be retained for the entire length of the contract.
3. If contractor is not meeting one or more apprenticeship goals, as a minimum, Contractor shall substantiate their systematic and direct efforts towards the apprentice goals by providing documentation as follows:
    a. Written notification(s) to apprenticeship programs including people of color and female recruitment sources and community organizations of available employment opportunities with the Contractor/ Subcontractor/Supplier and/or known enrollment opportunities with unions;
    b. Records documenting the Contractor efforts and the outcome of those efforts, to employ apprentices including people of color and female applicants;
        i. The Port's Apprenticeship Program is available to assist the Contractor/Subcontractor/Supplier in the event the project goals are not being met.
    c. Documentation shall be submitted in a timely manner. The Port's Apprenticeship Program will be responsible for determining compliance.

B. WAGE PROGRESSIONS:

The apprentice shall be paid in accordance with the provisions of RCW 39.12.021, which reads as follows:

1. "Apprentice workers employed upon public works projects for whom an apprenticeship agreement has been registered and approved with the state apprenticeship council pursuant to RCW 49.04, must be paid at least the prevailing hourly rate for an apprentice of that trade. Any worker for whom an apprenticeship agreement has not been registered and approved by the state apprenticeship council shall be considered to be a fully qualified journey level worker, and, therefore, shall be paid at the prevailing hourly rate for journey level workers."

Only apprentices registered with a Washington State Department of Labor and Industries registered apprenticeship program may be paid at an apprentice level hourly rate. All other apprentices shall be paid at journey worker level regardless of status within a craft.

C. MAINTENANCE OF RECORDS:

The Contractor shall provide information showing apprentice hours worked and wages paid as part of Electronic Payroll Information (EPI) at least monthly as described in Document 00 83 00 – Civil Rights, Title IV, and Non-Discrimination.

D. ASSISTANCE:

The Contractor shall advise employees and applicants for employment of available registered apprenticeship programs and entrance requirements for each.

PART 2 PRODUCTS

PART 3 EXECUTION

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Document

Apprentice Utilization Plan for PLA Projects - Instructions

The Apprentice Utilization Plan (AUP) is to be completed by the prime Contractor. The Plan shall be submitted to the Port of Seattle. Please submit this Excel workbook as a Submittal.

Instructions:

Please enter information on the anticipated trades, hours, and workers for the project on the "Data Entry" tab. All Contractors, Subcontractors, and Suppliers required to pay Prevailing Wages shall be included. Click the "Update Summary" button at the top when you have entered or updated your plan information. The "Plan Summary" tab will aggregate the information you have entered and show the planned utilization by craft and the overall project. Do not edit any information directly on the "Plan Summary" tab. Then enter your answers to the questions on the "Narrative" tab about your existing union agreements (if any) and planned strategies to reach the apprenticeship goals.

Per section 01 32 45 Apprenticeship Program, the following apprentice goals apply:

* Apprentice utilization goal: at least 15% of total labor hours, per craft, are performed by approved apprentices
* Apprentice inclusion goal: at least 21% of apprentice hours by people of color
* Apprentice inclusion goal: at least 12% of apprentice hours by women
* Preferred Entry apprenticeship goal: at least 1 in 5 apprentices used on the project overall are graduates from an approved Pre-Apprenticeship program
* Facilitate the entry of veterans utilizing the 'Helmets to Hardhats' program (per Article 10 of the PLA)

Compliance with apprentice goals will be monitored via your Electronic Payroll (EPI), which shall be submitted via CDS at least monthly.

More information on Port of Seattle Project Labor Agreements: https://www.portseattle.org/Business/Labor-Partners/Labor-Agreement
More information about Registered Apprenticeship in WA: https://lni.wa.gov/Licensing-Permits/Apprenticeship/offer-a-registered-apprenticeship
More information on Apprenticeship Preparation Programs: https://lni.wa.gov/Licensing-Permits/Apprenticeship/Apprenticeship-Preparation
CMS portal: https://docmgt.portseattle.org/
CDS portal: https://hosting.portseattle.org/cds/

Port of Seattle

Apprentice Utilization Plan for PLA Projects - Data Entry

*Applies to Contractor, Subcontractor(s) and Supplier(s) required to pay Prevailing Wages

Contract #: ____________________ ***Prime:*** ________________________

Contract Name: ______________________________ ***PLA?*** Yes

** Goals are to be met on a 'per trade' basis

Contractor/ Subcontractor/ Supplier* Name	Craft**	# Workers - Peak	# Workers - Average	Total Labor Hours	Apprentice Hours	# Apprentices Total	# Apprentices graduated from Pre-Apprentice Program

Port of Seattle

Apprentice Utilization Plan for PLA Projects - Summary

Contract #: _____ ***Prime:*** _____

Contract Name: _____ ***PLA?*** Yes

Craft	Sum of # Workers - Peak	Sum of # Workers - Average	Sum of Total Labor Hours	Sum of Apprentice Hours	Sum of # Apprentices	Apprentice Utilization %	Sum of # Apprentices graduated from Pre-Apprentice Program
(blank)						#DIV/0!	
Grand Total						**#DIV/0!**	

Apprentice Utilization Plan for PLA Projects - Narrative

Contract #: _____ ***Prime:*** _____

Contract Name: _____ ***PLA?*** Yes

Please provide a narrative describing how apprenticeship goals on this project will be met. Address the requirement for goals to be met on a 'per trade' basis on PLA projects. Also include specific actions that will be taken to meet inclusion goals for the overall project.

Please provide a narrative on how the Preferred Entry apprenticeship goal will be met.

PART 1 GENERAL

1.01 SUMMARY

A. The Work of this Contract is subject to the attached Project Labor Agreement (PLA) entered into between the Port of Seattle and the Seattle King County Building and Construction Trades Council and Northwest Construction Alliance. This specification is intended to highlight some of the important documentation and other requirements necessary for the Contractor's compliance and implementation of the PLA to ensure that the Contractor includes appropriate personnel and other costs in its bid or proposal related to the implementation of the PLA on this project. However, this is not an all-inclusive list of the Contractor's obligations or the Port's rights and remedies relating to the PLA. In the event of any irreconcilable inconsistency or conflict between this specification and the PLA, the PLA will govern.

B. Among other requirements set forth in the Contract Documents and the PLA:

1. The PLA is binding on the Contractor and sub-contractors of all tiers.
2. The Contractor shall include in any sub-contract a requirement that the sub-contractors of all tiers become signatory and bound to the PLA with respect to the sub-contracted work.
3. The Contractor will also be required to have sub-contractors of all tiers execute a Letter of Assent prior to sub-contractors performing any work on the Project.
4. The Contractor and sub-contractors of all tiers shall be bound by any changes, amendments or revisions to the PLA during the course of their contract.
5. All costs of complying with the PLA and the Port's implementation of the PLA, including labor, wages and benefits, equipment, and materials that are incurred during the Contract Time period associated with the terms and conditions of the Contract will be at the Contractor's expense.

1.02 REFERENCES

A. The attached PLA (Appendix A).

1.03 DEFINITIONS

A. Construction Labor Staff:
The Port's designated group responsible for day-to-day management of the Port of Seattle's Construction Labor Program. It is comprised of the Manager, Construction Labor Specialists, who manage the PLA documentation and conduct jobsite inspections to verify Contractor compliance with identified corrective actions, and Priority Hire / Apprenticeship Manager who manages the contractor requirement and goals of the two programs within the Project Labor Agreement. (See also 01 32 45 Apprenticeship Program)

B. Medical Review Officer:
The Medical Review Officer, appointed by the designated laboratory, is a licensed physician who is responsible for receiving and reviewing laboratory

results generated by the Port of Seattle's drug testing program and evaluating medical explanations for certain drug test results.

C. Priority Worker:

Individual prioritized for recruitment, training, and employment opportunities to a Port of Seattle Project Labor Agreement project because the individual is a resident in an Economically Distressed Area as defined by King County's Finance and Business Operations Division and published at https://www.kingcounty.gov/council/news/2018/March/03-05-hiring.aspx.

1.04 SUBMITTALS

A. As part of the Contractor's compliance with the PLA, Contractor and sub-contractors of all tiers must submit the following documentation utilizing CMS PLA workflows.

1. Pre-Job Conference Forms

The following forms shall be submitted and approved prior to the start of Work. Unless a Waiver is approved by the Port, attendance at a Pre-Job Jurisdictional hearing is also required prior to the start of Work and will be scheduled by the Port in coordination with the Contractor for their sub-contractors of all tiers.

a) Letter of Assent (Appendix B)

A signed Letter of Assent that binds the contractor to the terms and conditions of the PLA.

b) Pre-Job Conference Form / Waiver Request (if applicable) (Appendix C)

Must be submitted in advance of Pre-Job Jurisdictional hearing and include proposed jurisdictional trade assignments, broken down by craft and classification. If a subcontractor of any tier has attended a Port Pre-Job Jurisdictional hearing in the past, this document shall be used to request a waiver to the requirement to attend the jurisdictional hearing. The Port will determine if a Waiver is appropriate for each sub-contractor of all tiers.

2. Final Trade Assignment (Appendix D)

After the Pre-Job Jurisdictional hearing, or approval of a Waiver Request, Contractor must provide for a seven (7) day waiting period to allow unions to formally submit claims to any proposed work. On the eighth day or any time thereafter, but prior to the start of Work, the Contractor and sub-contractors of all tiers must then review all supporting written documentation submitted by the competing Union(s) (if any), and will then submit to the Port their final assignment of which craft will perform each scope of work.

3. New Employee Report (Appendix E)

Initial report required prior to the start of Work that identifies the names of employees that will be working on site and the same form shall be used thereafter if there are any changes to the initial crew.

B. As part of the Contractor's compliance with the Priority Hire Program, and the Prime, Subcontractors and Suppliers of all tiers required to pay Prevailing Wages must submit the following documentation utilizing CMS Submittal workflows.

1. Priority Hire Craft Request Form (Appendix G)

   Document to be submitted to local union by Prime, Subcontractors and Suppliers required to pay Prevailing Wages for all new hire requests on the project. The Contractor shall copy priorityhire@portseattle.org when the form is sent to the local union. The Contractor shall submit the completed version of the form, once returned by the Union, as a Submittal per Section 01 33 00 – Submittals.

2. Priority Hire Workforce Projections Form (Appendix H)

   Document to be completed by Prime and all Subcontractors and Suppliers required to pay Prevailing Wages.

   Contractor shall submit all completed forms to the Port within 30 days of Contract Execution per Section 01 33 00 – Submittals. This submittal is required before Notice to Proceed is given as required in 01 32 19 – Preconstruction Submittals.

   Completed forms for Subcontractors and Suppliers required to pay Prevailing Wages are required prior to them performing work on the project.

1.05 CONTRACTOR RESPONSIBILITIES

A. General Obligations; among other obligations arising out of the PLA:

1. The Contractor and sub-contractors of all tiers shall attend a PLA Pre-Construction training session to review all documentation and examine specific provisions in the PLA. The Construction Labor staff may waive this requirement.

   a) The Contractor shall schedule these meetings for themselves and all of their sub-contractors with the Port's Construction Labor staff at a mutually acceptable time and date prior to the submittal of any PLA paperwork and prior to NTP.

2. Contractor shall attend a monthly Labor Management Committee meeting scheduled by the Port's Construction Labor staff to discuss and resolve relevant issues related to the PLA.

   a) Generally held the 2nd Wednesday of every month at 8:00AM either by online meeting or in person at the Port Logistics location, as determine by the Port.

3. Contractor and sub-contractors of all tiers shall attend a PLA Pre-Job Jurisdictional hearing (if a Request for Waiver is not applicable –

determined by the Port) to review PLA-required documentation and discuss specific provisions in the PLA including the Substance Abuse, Priority Hire, and Apprenticeship Programs.

a) Generally held every Tuesday at Teamster Hall: 14675 Interurban Ave S, Tukwila, WA 98168 or via online meeting, as determine by Seattle Building Trades.

b) The Port will coordinate with the Contractor to schedule meeting attendance date(s) after approval of PLA Pre-Job Conference Forms and prior to the start of Work.

B. Contractor PLA Representative

1. Contractor shall designate a representative to coordinate all PLA administrative tasks including, but not limited to:

a) Review of sub-contractor PLA documentation;

b) PLA field compliance, drug testing, priority hire, and apprenticeship related issues; and

c) Liaising with Port's Construction Labor staff regarding PLA-related matters.

1.06 PRIORITY HIRE

A. The Port supports dispatch of workers to achieve the obligations and aspirational goals set forth pursuant to Port of Seattle Resolution No. 3736 (refer to Letter of Understanding (Appendix F)) which directs development of a Priority Hire program through an agreement executed between the Port of Seattle and signatories to the PLA.

B. The Port has set a requirement for this project that directs the Contractor to utilize workers from economically distressed ZIP codes for a specified share of total hours worked on the project by apprentices and journey-level workers.

1. PLA signatories shall make all reasonable efforts to comply with priority hire requirements and goals as memorialized in Port of Seattle Resolution No. 3736.

2. In order to achieve the intended impact in Economically Distressed Areas, there is a requirement that no less than 20% of all labor hours is performed by Priority Workers on the Project annually.

3. Contractors shall request, and Unions shall dispatch, Priority Workers. If Priority Hire requirements are not met, the Port will notify contractors and unions and request both to describe what measures may be taken to improve outcomes.

1.07 PORT OF SEATTLE'S NON-EXCLUSIVE RIGHTS

A. WORK SITE

1. The Port shall have the right to require the removal from the work site of any person who is deemed "ineligible" following a positive drug testing result as determined by the Medical Review Officer.

2. The Port shall have the right to escort Union Business Agents to the jobsite to meet with union members.

3. The Port shall have the right to require the removal or stop the work of any sub-contractor of any tier that is not in compliance with the PLA and to require they remain off the job until compliance is obtained.

B. INSPECTIONS/INVESTIGATIONS

1. The Port may, in any reasonable manner, observe and interview the workers to ensure compliance with the PLA.

2. The Port may, in any reasonable manner, observe or participate in any investigation conducted by the Contractor or anyone performing work for, on behalf of, or under the Contractor that could result in a PLA violation.

3. The Port may, in any reasonable manner, observe or participate in any compliance or grievance investigation conducted by the Contractor or anyone performing work for, on behalf of or under the Contractor. The Port may also, at its sole discretion, and in any reasonable manner, undertake its own investigation.

a) The objective of field compliance site visits is to consistently and effectively observe the Contractor's and sub-contractors' (of all tiers) adherence to the PLA.

4. Violation

a) A violation is considered to be those infractions that are out of compliance with the PLA.

b) The Port's Construction Labor Group shall work with the Contractor to ensure the correction of any violations that occur with any work being performed by the Contractor and/or sub-contractors of all tiers.

C. CORRECTIVE ACTIONS/STOP-WORK

1. The Port shall have the right to require the Contractor to address PLA compliance issues, including taking corrective action when PLA violations are observed (i.e., lack of sanitary toilet facilities, out of compliance with core-to-union ratios, failure to adhere to hours of work and overtime provisions, etc.).

2. No work shall be performed by the Contractor or sub-contractor of any tier until the Letter of Assent and Final Trade Assignment documentation is approved by the Port.

PART 2 PRODUCTS

PART 3 EXECUTION

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Document

TEN MONTH EXTENSION OF THE PROJECT LABOR AGREEMENT
for Covered Projects
between
The Port of Seattle
and
Seattle/King County Building and Construction Trades Council
Northwest Construction Alliance II

Port of Seattle ("Port"), its successors or assigns and the Seattle Building Trades and Northwest Construction Alliance II, hereinafter collectively called the "Unions," with respect to the Covered Projects Project Labor Agreement effective December 1, 2018, through December 31, 2023, ("PLA"). The parties hereby agree to extend the PLA by ten (10) months, through October 31, 2024.

During the duration of this extension the parties will:

- Engage in preparation for negotiations, which will start by July 2024.
- Explore legalities of potential port authority to participate in childcare subsidy programs.
- Assess the Port of Seattle Substance Abuse program, which is due to expire on October 31, 2024.

All provisions of the PLA shall remain in force during the period of agreed-upon extension through October 31, 2024, with the following exceptions:

- Northwest Construction Alliance II name change to Western States Regional Council Carpenters
- Small Contractor and Supplier (SCS) program name change to Minority, Women and Disadvantaged Business Enterprises (MWDBE) program

IN WITNESS WHEREOF, the parties hereto have duly accepted and executed this Agreement on the ____ day of November, 2023.

PORT OF SEATTLE:

Signature: _____

Stephen P. Metruck
Executive Director
Port of Seattle

Date: 12/21/2023

FOR THE UNIONS:

Seattle/King County Building & Construction Trades Council, AFL-CIO

Signature: DocuSigned by: Monty Anderson 829772057 02B4EA...

Monty Anderson
Executive Secretary

Date: 12/20/2023

Western States Regional Council Carpenters

Signature: DocuSigned by: Jesse Scott-kandoll F5BB8880455A402...

Jesse Scott-Kandoll
Contract Administrator

Date: 12/13/2023

Project Labor Agreement

BETWEEN

The Port of Seattle

AND

Seattle/King County Building and Construction Trades Council

Northwest Construction Alliance II

December 1, 2018

Table of Contents

ARTICLE 1 PURPOSE 2
ARTICLE 2 SCOPE OF AGREEMENT 3
ARTICLE 3 UNION RECOGNITION 5
ARTICLE 4 MANAGEMENT'S RIGHTS 6
ARTICLE 5 UNION SECURITY 6
ARTICLE 6 WORK STOPPAGES AND LOCKOUTS 7
ARTICLE 7 DISPUTES AND GRIEVANCES 9
ARTICLE 8 JURISDICTIONAL DISPUTES 11
ARTICLE 9 SUBCONTRACTING 11
ARTICLE 10 HELMETS TO HARDHATS 13
ARTICLE 11 APPRENTICESHIP UTILIZATION 13
ARTICLE 12 PREFERRED ENTRY 14
ARTICLE 13 MONTHLY LABOR/MANAGEMENT MEETINGS 14
ARTICLE 14 WAGE SCALES AND FRINGE BENEFITS 15
ARTICLE 15 SUBSTANCE ABUSE PROGRAM 16
ARTICLE 16 REFERRAL PROCEDURES 16
ARTICLE 17 WORK RULES 18
ARTICLE 18 HOURS OF WORK, OVERTIME, SHIFTS AND HOLIDAYS 19
ARTICLE 19 SAFETY AND HEALTH 23
ARTICLE 20 SAVINGS AND SEVERABILITY 24
ARTICLE 21 DURATION OF AGREEMENT 24
APPENDIX A – SUBSTANCE ABUSE 28
APPENDIX B – LETTER OF ASSENT 30
PREFABRICATION SIDE LETTER 31
TEAMSTER LOCAL 174 LETTER OF UNDERSTANDING 32
PRIORITY HIRE LETTER OF UNDERSTANDING 33

Signatory Unions/Port of Seattle
Project Labor Agreement

ARTICLE 1

It is the intent of the Parties to set out uniform standard working conditions for the efficient performance of construction; herein to establish and maintain harmonious relations between all parties to this Agreement; to secure optimum quality and productivity, and to eliminate strikes, lockouts or delays in the performance of the work undertaken by the Employer.

This commitment includes the Owners, Contractors and Unions who become signatory to this Agreement.

PURPOSE

This Agreement is entered into by and between the Port of Seattle (Port), its successors or assigns, the Project Contractor(s), and the Seattle Building Trades and Northwest Construction Alliance II, hereinafter collectively called the "Union or Unions," with respect to the Project Labor Agreement.

This agreement will cover construction projects and/or contracts as approved by the Port Commission per Resolution 3725, 3726, and 3746, as cited in Port resolution with "the assumption will be in favor of employing an agreement for construction contracts that are anticipated to be in excess of $5 million" in cost. Such approved construction projects are hereafter referred to as "Covered Projects". The Port shall notify the Seattle Building Trades and Northwest Construction Alliance II of Commission approved construction projects. The Port will maintain a current list of all Covered Projects.

The term "Contractor" shall include all construction contractors and all sub-contractors of whatever tier engaged in onsite construction work within the scope of this Agreement. The term "Prime Contractor" is the general contractor awarded the initial Project bid.

The Parties recognize the need for the timely completion of Port of Seattle Covered Projects without interruption or delay. This Agreement is intended to enhance this cooperative effort through the establishment of a framework for labor-management cooperation and stability. The Parties agree that the timely construction of this Project will require substantial numbers of employees from construction and supporting crafts possessing skills and qualifications that are vital to its completion. They will work together to furnish skilled, efficient craft workers for the construction of the Project.
Further, the Parties desire to mutually establish and stabilize wages, hours and working conditions for the craft workers to encourage close cooperation between the Contractor(s) and the Unions to the end that a satisfactory, continuous and harmonious relationship will exist between the Parties to this Agreement.

Therefore, to maintain a spirit of harmony, labor-management peace, and stability during the term of this Agreement, the Parties agree to abide by the terms and conditions in this Agreement, and to establish effective and binding methods for the settlement of all misunderstandings, disputes or grievances which may arise. Further, the Contractor(s) and all of its Sub-contractors of whatever tier, agree not to engage in any lockout, and the Unions agree not to engage in any strike, slow-down, interruption, or other disruption of or interference with the work covered by this Agreement.

ARTICLE 2
SCOPE OF AGREEMENT

Section 1.

This Project Labor Agreement (PLA) shall apply and is limited to the recognized and accepted historical definition of new or construction work as described in the PLA Contract performed by the Prime Contractor and those Sub-contractors of whatever tier which have contracts with the Prime Contractor for such work, all of which is herein described as the "Project". Except for the activities covered by Section 5 of this Article, any construction work defined in RCW 39.12 will be subject to the PLA. Such work shall include site preparation work and dedicated off-site work, including transportation of equipment and materials to the site.

It is understood by the Parties that the Port may, at its sole discretion, add to a specific project covered by this Agreement. In so doing, the Port will notify the Unions of their intended changes.

It is agreed that the Prime Contractor shall require all Contractors and their Sub-contractors of whatever tier who have been awarded contracts for work covered by this PLA, to accept and be bound by the terms and conditions of this Project Labor Agreement by executing the Letter of Assent (Appendix B) prior to commencing work. The Port shall assure compliance with this PLA by the Contractors. The signatory Unions agree to assist the Port with contractor compliance.

When a subject is covered by the provisions of a Collective Bargaining Agreement (CBA) and is not covered by this PLA, the local CBA shall prevail. It is further agreed that, where there is a conflict, the terms and conditions of this Project Labor Agreement shall supersede and override terms and conditions of any and all other national, area, or local Collective Bargaining Agreements, except for all work performed under the NTL Articles of Agreement, the National Stack/Chimney Agreement, the National Cooling Tower Agreement, all instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Systems Technicians, and the National Agreement of the International Union of Elevator Constructors, with the exception of Article 6, 7, and 8 of this Project Labor Agreement, which shall apply to such work. If this PLA is silent on any issues the individual Collective Bargaining Agreements shall prevail.

It is understood that this is a self-contained, stand alone, Agreement and that by virtue of having become bound to this Project Labor Agreement, neither the Project Contractor nor the Contractors shall be obligated to sign any other local, area, or national agreement.

Section 2.

Nothing contained herein shall be construed to prohibit, restrict or interfere with the performance of any other operation, work, or function which may occur at the Project site or be associated with the development of the Project.

Section 3.

This PLA shall only be binding on the signatory Parties hereto and shall not apply to their parents, affiliates or subsidiaries.

Section 4.

The Port and/or the Prime Contractor and all of its Sub-contractors regardless of tier have the absolute right to select any qualified and responsible bidder for the award of contracts on this Project without reference to the existence or non-existence of any agreements between such bidder and any party to this PLA; provided, however, only that such bidder is willing, ready and able to become a party to, signs a letter of assent and complies with this PLA, should it be designated the successful bidder.

Section 5.

Items specifically excluded from the scope of this PLA include but are not limited to the following:

(a) The excluded employees contained in this PLA shall at no time perform bargaining unit work covered by the trades signatory to the PLA. Work of non-manual employees, including but not limited to, superintendents, supervisors, assistant supervisors, staff engineers, inspectors, quality control and quality assurance personnel, timekeepers, mail carriers, clerks, office workers, including messengers, guards, safety personnel, emergency medical and first aid technicians, engineering, administrative, community relations or public affairs, environmental compliance, supervisory and management employees, specialty testing, architectural/engineering design, suppliers, and other professional services.

(b) Equipment and machinery owned or controlled and operated by the Port or by any of the airlines or airport concessionaires or tenants.

(c) Non-manual work by employees of a manufacturer or vendor necessary to maintain such manufacturers or vendor's written warranty or guarantee or the on-site supervision of such work.

(d) Laboratory for specialty testing or inspections not ordinarily done by the signatory Local Unions.

(e) Non-construction support services contracted by the Owner in connection with this Project.

(f) Survey work performed by the Owner or prior to 'notice to proceed' is excluded.

(g) All work performed or contracted by airport tenants, defined by contract documents to be

constructed within a defined area of new construction or facility improvement work covered by the PLA, will be exempt. The Port agrees to provide the Unions notification of defined airport tenant work prior to construction. The Unions recognize that during the term of this PLA improvements will be contracted directly by airport tenants and performed by contractors outside the scope of this PLA.

(h) All work performed by Port employees is exempt.

Section 6.

The provisions of this PLA shall apply to the Port and any of its small works contractors when doing covered work. Nothing contained herein shall be construed to prohibit or restrict the Port or its employees from performing work not covered by this PLA on the Project site.

Section 7.

It is understood that the Port, at its sole option, may terminate, delay and/or suspend any or all portions of the Project at any time.

Section 8.

It is understood that the liability of any Contractor and the liability of the separate Unions under this PLA shall be several and not joint. The Unions agree that this PLA does not have the effect of creating any joint employer status between or among the Port, Contractor(s) or any Contractor.

ARTICLE 3
UNION RECOGNITION

The Contractors recognize the Seattle Building Trades, NCA II and other signatory Unions as the sole and exclusive bargaining representatives of all craft employees within their respective historical jurisdictions working on the Project within the scope of this PLA.

ARTICLE 4
MANAGEMENT'S RIGHTS

The Prime Contractor, and all of their Sub-contractors of whatever tier retain full and exclusive authority for the management of their operations. Except as otherwise limited by the terms of this PLA, the Contractors shall direct their working forces at their prerogative, including, but not limited to hiring, promotion, transfer, lay-off or discharge for just cause. No rules, customs, or practices shall be permitted or observed which limit or restrict production, or limit or restrict the working efforts of employees. The Contractors shall utilize the most efficient method or techniques of construction, tools, or other labor saving devices. There shall be no limitations upon the choice of materials or design, or any limit on production by workers or restrictions on the full use of tools or equipment. There shall be no restriction, other than may be required by safety regulations, on the number of employees assigned to any crew or to any service.

ARTICLE 5
UNION SECURITY

Section 1.

Authorized representatives of the Union shall have reasonable access to the Project, provided that such representatives do not interfere with the work of the employees, and further provided that such representatives fully comply with posted visitor, security and safety rules and the environmental compliance requirements of the Project. It is understood that because of the scope of the Project, the type of work being undertaken on the Project site and the continuous operation of the airport during construction, visitors may be limited to certain times, or areas, or to being escorted at all times if said representative does not have a Security Identification Display Area (SIDA) Badge while on the Project site; in such circumstances, however, Project workers shall be allowed to confer privately with their authorized Union representatives. The Contractor recognizes the right of access set forth in the Section and such access will not be unreasonably withheld from an authorized representative of the Union.

Section 2.

(a) Each signatory Local Union shall have the right to designate a working journeyman as a steward for the Prime Contractor and Sub-Contractors of whatever tier and for each shift being worked and shall notify the Contractor in writing of the identity of the designated steward or stewards prior to the assumption of such person's duties as steward. Such designated steward or stewards shall not exercise any supervisory functions, such as hiring or termination of fellow employees or the direction of the work. There will be no non-working stewards. Stewards will receive the regular rate of pay for their respective crafts.

(b) A steward for each craft of the signatory Unions employed on the Project shall be permitted on the Project site at all times when work is being performed. Stewards shall not be subject to discrimination or discharge on account of proper union activities. The Unions agree that such activities shall not unreasonably interfere with the steward's work for the Contractor.

(c) In addition to his/her work as an employee, the steward shall have the right to receive, but not solicit, complaints or grievances and with local Union representative approval may discuss and assist in the adjustment of the same with the employee's appropriate supervisor. Each steward shall be concerned with the employees of the steward's craft. The Contractor will not discriminate against the steward in the proper performance of his/her union duties.

(d) When a Contractor has multiple, non-contiguous work locations on the site, the Union may appoint additional working stewards to provide independent coverage of one or more such locations. In such cases, a steward may not service more than one work location without the approval of the Union.

(e) The stewards shall not have the right to determine when overtime shall be worked or who shall work overtime. Provisions of any Collective Bargaining Agreement, giving the steward the option

of working all reasonable overtime within their craft and shift shall be recognized, provided they are qualified to perform the task assigned.

Section 3.

The Contractor agrees to notify the appropriate Union, in writing twenty-four (24) hours prior to the layoff of a steward, except in the case of disciplinary discharge for just cause. If a steward is protected against such layoff by the provisions of any Collective Bargaining Agreement, such provisions shall be recognized to the extent that the steward possesses the necessary qualifications to perform the work remaining. In any case in which a steward is discharged or disciplined for just cause, the appropriate Union shall be notified immediately by the Contractor.

Section 4.

Personnel of the Port will be working in close proximity to the construction activities. The Union agrees that the Union representatives, stewards, and individual workers will not interfere with the Port personnel, or with personnel employed by any other Employer not a party to this PLA.

ARTICLE 6
WORK STOPPAGES AND LOCKOUTS

Section 1.

During the term of this PLA there shall be no strikes, picketing, work stoppages, slowdowns or other disruptive activity for any reason by the Union, its applicable Local Union or by any employee, and there shall be no lockout by the Contractor on Covered Projects. Failure of any Union, Local Union or employee to cross any picket line established at the Covered Project site is a violation of this Article.

Section 2.

The Union and its applicable Local Union shall not sanction aid or abet, encourage or continue any work stoppage, strike, picketing or other disruptive activity at the Contractor's Project site and shall undertake all reasonable means to prevent or to terminate any such activity. No employee shall engage in activities which violate this Article. Any employee who participates in or encourages any activities which interfere with the normal operation of the Project shall be subject to disciplinary action, including discharge, and if justifiably discharged for the above reasons, shall not be eligible for rehire on the Project for a period of not less than ninety (90) days.

Section 3.

Neither the Union nor its applicable Local Union shall be liable for acts of employees for whom it has no responsibility. The International Union General President or Presidents will immediately

instruct order and use the best efforts of his/her office to cause the Local Union or Unions to cease any violations of this Article. An International Union complying with this obligation shall not be liable for unauthorized acts of its Local Union. The principal officer or officers of a Local Union will immediately instruct, order and use the best efforts of his/her office to cause the employees the Local Union represents to cease any violations of this Article. A Local Union complying with this obligation shall not be liable for unauthorized acts of employees it represents. The failure of the Contractor to exercise its right in any instance shall not be deemed a waiver of its right in any other instance.

Section 4.

If any Party to this PLA believes a violation of this article has occurred, that Party may submit their claim as a grievance under Article 7, Step 4, for expedited arbitration. The sole issue at the arbitration hearing shall be whether or not a violation of this Article occurred. The arbitrator shall have no authority to consider any justification, explanation or mitigation for such violation. The arbitrator's award shall be issued in writing within 24 hours after the close of the hearing, and may be issued without an opinion. If any Party desires an opinion, one shall be issued within fifteen (15) days, but its issuance shall not delay compliance with, or enforcement of, the award. The arbitrator may order cessation of the violation, and any other appropriate relief, including, but not limited to liquidated damages in the following amounts: For the first shift in which the violation occurred, $10,000; for the second shift, $10,000; for the third shift, $10,000; for each shift thereafter in which the craft has not returned to work, $10,000 per shift. Such award shall be final and binding on all parties. The fees and expenses of the arbitrator shall be equally divided between the moving Party or Parties and the Party or Parties respondent. If the arbitrator determines that a violation of this Article has occurred the Union(s) shall, within eight (8) hours of receipt of the award, direct all of the employees they represent on the Project to immediately return to work. If the arbitrator determines that a lockout has occurred in violation of this Article, he/she shall be empowered to order the Contractor to bring the employee(s) in question back to work, and award back pay to the employees who were locked out. The arbitrator shall retain jurisdiction to determine compliance with this Article.

ARTICLE 7
DISPUTES AND GRIEVANCES

Section 1.

This PLA is intended to provide close cooperation between the Port, Contractor, and Labor. Each of the Unions will assign a representative to this Project for the purpose of completing the construction of the Covered Project economically, efficiently, continuously, and without interruptions, delays, or work stoppages.

Section 2.

The Port, Contractors, Unions, and the employees, collectively and individually, realize the importance to all Parties to maintain continuous and uninterrupted performance of the work of the Project, and agree to resolve disputes in accordance with the grievance-arbitration provisions set forth in this Article.

Section 3.

Any question or dispute arising out of and during the term of this PLA (other than trade jurisdictional disputes) shall be considered a grievance and subject to resolution under the following procedures:

Step 1.
(a) When any employee subject to the provisions of this PLA feels he/she is aggrieved by a violation of this PLA, he/she, through his/her local Union business representative or designated Union Representative, shall, within ten (10) working days after the occurrence, or had knowledge of or should have known of the alleged violation, give notice to the work-site representative of the involved Contractor stating the provision(s) alleged to have been violated. The business representative of the local Union or the designated Union Representative and the work-site representative of the involved Contractor and the Owners Representative shall meet and endeavor to adjust the matter within three (3) working days after timely notice has been given. The representative of the Contractor shall keep the meeting minutes and shall respond to the Union representative in writing and the Owners Representatives at the conclusion of the meeting but not later than twenty-four (24) hours thereafter. If they fail to resolve the matter within the prescribed period, the grieving party may, within forty-eight (48) hours thereafter, pursue Step 2 of the Grievance Procedure, provided the grievance is reduced to writing, setting forth the relevant information concerning the alleged grievance, including a short description thereof, the date on which the grievance occurred, and the provision(s) of the PLA alleged to have been violated.

(b) Should the Local Union(s) or the Project Contractor or any Sub-Contractor of whatever tier have a dispute with the other Party and, if after conferring, a settlement is not reached within three (3) working days, the dispute may be reduced to writing and proceed to Step 2 in the same manner as outlined herein for the adjustment of an employee complaint.

Step 2.
The International Union Representative and the involved Contractor shall meet within seven (7) working days of the referral of a dispute to this second step to arrive at a satisfactory settlement thereof. Meeting minutes shall be kept by the Contractor. If the Parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provisions of Step 3 within seven (7) calendar days thereafter.

Step 3.
Expedited Alternative Dispute Resolution

In the event no resolution is reached by the Union and the Contractor at Step 2, upon mutual agreement the parties may agree to submit the grievance to a mediator appointed by Federal Mediation and Conciliation Services (FMCS) or another mutually agreed upon mediator for

mediation. If mediation fails to resolve the issue(s) or if both Parties do not agree to submit the grievance to mediation, either party may request that the grievance be submitted to an arbitrator in accordance with the provisions of Step 4. Nothing done or said by the Parties or the mediator during the grievance mediation can be used in the arbitration proceeding.

Step 4.
(a) If the grievance has been submitted but not adjusted under Step 2 or Step 3, either Party may request in writing, within seven (7) calendar days thereafter, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The Contractor and Sub-Contractor of whatever tier and the involved Union shall attempt mutually to select an arbitrator, but if they are unable to do so, they shall request the Federal Mediation and Conciliation Services (FMCS) to provide them with a list of arbitrators from which the Arbitrator shall be selected. The rules of the (FMCS or whoever we designate) shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all Parties. The fee and expenses of such Arbitration shall be borne equally by the Contractor and the involved Local Union(s).

(b) Failure of the grieving party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him/her. Also he/she shall not have authority to change, amend, add to or detract from any of the provisions of this PLA.

Section 4.

The Prime Contractor, Sub-tier contractor, the Port and the Union representatives shall be notified of all actions at Steps 2 and 3 and shall, upon their request, be permitted to participate in all proceedings at these steps.

ARTICLE 8
JURISDICTIONAL DISPUTES

Section 1.

(a) The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan and shall be based upon the appropriate agreements of record, decisions of record and previously provided local written agreements between or among the Unions and established trade practice prevailing in the locality. Locality is defined as the Seattle/King County Building Trades geographical jurisdiction. Such assignments shall be disclosed by the Contractor at a pre-job conference held in accordance with industry practice, which pre-job conference will include a representative of the Prime Contractor.

Section 2.

All jurisdictional disputes on Covered Project, between or among the Building and Construction Trades Unions, the NCA II and Contractors, parties to this PLA, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractors and Unions parties to this PLA.

Section 3.

All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slow-down of any nature and the Contractor's assignment shall be adhered to until the dispute is resolved. Individuals violating this Section shall be subject to immediate discharge.

Section 4.

Each Contractor will submit to the Port a proposed trade assignment and attend a pre-job conference, scheduled by the Port, with the Unions a minimum of 2 weeks prior but not more than 90 days prior to commencing work. Each Contractor will submit to the Port a final trade assignment one (1) week after attending the pre-job conference and prior to starting work. The Port will send copies of the trade assignments to the Unions.

ARTICLE 9
SUBCONTRACTING

Section 1.

The Prime Contractor agrees that no Contractor shall subcontract any Covered Project work except to a person, firm or corporation party to this PLA.

Section 2.

If a Building Trades Union that traditionally represents construction employees in the geographic area of the Project chooses not to become signatory to this PLA, the Prime Contractor and the signatory Unions shall utilize one or both of the following options to ensure that work that may be claimed by the non-signatory Union ("claimed work") is completed without disrupting the Covered Project:

(a) The signatory Unions will provide the Prime Contractor and all other Sub-tier contractors who become signatory to this PLA with the appropriate workforce to perform the claimed work.

(b) The Prime Contractor may utilize any Contractor or Subcontractor to perform claimed work, except that if such Contractor is party to an agreement with the non-signatory Union, such Union must agree in writing to abide by Article 8, Jurisdictional Disputes, and Article 6 Work Stoppages and Lockouts for the contractor to be awarded work under this PLA. Such Contractor may utilize its existing workforce and wage and benefit package. Such Contractors shall be required to agree in writing to be bound to

and abide by this Article, Article 6 Work Stoppages and Lockouts, and Article 8 Jurisdictional Disputes. No other provision shall apply to such Contractors unless required by the Prime Contractor.

The names and physical business addresses of all Subcontractors on work covered by this PLA shall be transmitted to the Seattle Building Trades and NCA II by the Employer.

Section 3: Small Business Outreach.

The Prime Contractor and the Unions commit to conduct small business outreach to Minority, Women and Disadvantaged Business Enterprises (MWDBE) certified through the Washington State Office of Women and Minority Business Enterprises. The Prime Contractor and the Unions also commit to outreach to construction contractors in the Small Contractor and Supplier (SCS) program certified through King County.

The Port and Unions agree to meet with contractors to provide training and assistance about working under Collective Bargaining Agreements and this PLA.

Section 4:

Whenever the Contractor is obligated to satisfy Disadvantaged Business Enterprise (DBE) and/or Small Contractor and Supplier (SCS) efforts, the Union's whose work is involved and the Contractor, by mutual agreement, may waive Article 9, Section 1 prior to commencement of the work in the event an Employer and the Union are unable to find qualified competitive DBE/SCS Subcontractors. The DBE/SCS and Prime Contractor must complete pre-job paperwork defining the scope of work to be performed prior to waiver agreement.

If in accordance with the preceding paragraph, the Contractor utilizes a DBE/SCS Subcontractor who does not become signatory to this PLA, the Subcontractor must agree in writing to abide by Article 8, Jurisdictional Disputes, and Article 6 Work Stoppages and Lockouts for the Subcontractor to be awarded work under this PLA. Such Subcontractor may utilize its existing workforce and wage and benefit package. Such Subcontractors shall be required to agree in writing to be bound to and abide by this Article, Article 6 Work Stoppages and Lockouts, and Article 8 Jurisdictional Disputes. No other provision shall apply to such Subcontractors unless required by the Prime Contractor.

ARTICLE 10
HELMETS TO HARDHATS

Section 1.

The Contractors and the Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Contractors and Unions agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter "Center") and the Center's "Helmets to Hardhats" program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and

mentoring, support network, employment opportunities and other needs as identified by the Parties.

Section 2.

The Unions and Employers agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on the Covered Project, and of apprenticeship and employment opportunities for the Covered Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

ARTICLE 11
APPRENTICESHIP UTILIZATION

The Parties agree to set a minimum State Apprenticeship Council (SAC) Apprenticeship Utilization Goal of fifteen percent (15%) per craft. The goal established for minority apprentice training is twenty-one percent (21%) of the total apprentice training hours. The goal established for female apprentice training is twelve percent (12%) of the total apprentice training hours. The Prime Contractor will be responsible for all Contractors and Sub-contractors of whatever tier shall submit an Apprenticeship Utilization Plan at their pre-job conference and all Contractors shall submit weekly certified payrolls identifying all SAC registered apprentices.

The Parties agree to maximize the use of Washington State Apprenticeship Training Council [WSATC] apprentices on the Project and to facilitate the participation of people of color, women and other disadvantaged persons in such apprenticeship programs, and increase the opportunities for participation by low-income people of color and women. The Parties should identify training and hiring goals and reduce barriers to employment and training.

ARTICLE 12
PREFERRED ENTRY

Section 1.

The Parties agree to construct and expand pathways to living wage jobs and careers in the construction industry for community members through collaborative workforce development systems involving community-based training providers and union-based apprenticeship programs. The purpose of this program is to facilitate a workforce reflective of the diversity of the region's population.

Section 2.

The Parties agree to work in cooperation to provide pre-qualified applicants access to apprenticeship opportunities generated by the construction contracts under the PLA. Preferred Entry candidates shall be placed with Contractors working on the Project, subject to an interview if requested by the Contractor. Selected Preferred Entry candidates who are not already first year apprentices shall become first period apprentices.

To give preferred entry apprentices an opportunity to become established in their apprenticeship training, Contractors must employ Preferred Entry candidates for 700 hours, in order to count that candidate toward the Preferred Entry requirement. The Port may reduce the number of required hours to a minimum of 350 hours on the Project that have insufficient total apprentice hours to support placements of a 700 hour duration.

Section 3.

The Parties agree that given the apprenticeship utilization goal of 15% on the Project, the goal for Preferred Entry Apprentices shall be one (1) of each five (5) of those apprentices who have worked at least 350 or 700 hours from Pre-Apprenticeship programs including the Apprenticeship and Non-Traditional Employment Program for Women (ANEW), YouthBuild, Helmets to Hard Hats, King County Pre-Apprenticeship Construction Education (KC PACE), Ironworkers Pre-Apprenticeship Program, TERO Vocational Training Center (TVTC), Seattle Vocational Institute – Pre-Apprenticeship Construction Training (PACT), the Trades Related Apprenticeship Coaching Program (TRAC), Cement Masons Pre-Apprenticeship Program, Direct Access to Laborers Education and Careers (DALEC), or other mutually agreed-upon programs that serve people living in economically distressed communities. The list of such programs may be updated by mutual agreement between the Port and the Seattle Building, Construction Trades Council, and Northwest Construction Alliance II.

Section 4.

The Unions and Prime Contractor agree to ensure hiring of Preferred Entry apprentices during the early start of work on the Project. The Port, Unions and Contractors recognize Preferred Entry Apprentices that are within the first two steps and/or years of their apprenticeship program.

ARTICLE 13
MONTHLY LABOR/MANAGEMENT MEETINGS

The Parties to this PLA recognize the necessity for cooperation and communication between the Unions, the Port, and the prime contractor, the elimination of disputes and misunderstandings and the resolution of unfair practices on the part of any party. To this end, the Parties agree to participate in monthly Union/Port/prime contractor meetings to address pre-apprenticeship preferred entry goals, apprenticeship utilization, priority hire requirements if applicable, job progress, administration and progress of overall PLA program, and any other relevant issues that will affect the Project and promote harmonious and stable labor/management relations. The Port shall facilitate and distribute copies of reports to the committee, including a monthly discussion of projects reviewed for application of the PLA and future projects.

ARTICLE 14
WAGE SCALES AND FRINGE BENEFITS

Section 1.

In consideration of the desire of the the Port and Unions for all construction work to proceed efficiently and economically and with due consideration for protection of labor standards, wages and working conditions, all Parties agree that:

The wage rates to be paid to all laborers, workers and mechanics who perform any part of this Contract within King County shall be in accordance with the current local craft labor agreement as identified in their individual Collective Bargaining Agreement.

Contractors will recognize the current State Prevailing Wage Rate established and required by Chapter 39.12 of the Revised Code of Washington, as amended, as the minimum rates to be paid to all craft employees, including pre-fabrication performed in Washington State, during the life of the program. This requirement applies to laborers, workers and mechanics, employed by the Contractors or any other person who performs a portion of the work contemplated by this PLA, within the State of Washington.

The Contractors shall adopt and agree to be bound by the written terms of the legally established trust provisions for fringe benefit bonds contained in the respective applicable local collective bargaining agreements for all craft workers, core and union, and payments shall be made by the Contractors for all craft employees during the life of the Covered Project.

The Contractor shall pay the current increased wage rates and increased contribution rates to the relevant trust funds purusant to any Collective Bargaining Agreements negotiated by the Unions during the work performed on the Covered Project, effective when the relevant Collective Bargaining Agreement goes into effect. Further, the Contractor(s) and its Sub-contractors will recognize all changes of wages and fringes on the effective date(s) of the individual craft local collective bargaining agreement. Any retroactive increases will be recognized provided it is part of the negotiated settlement.

If any Subcontractor is delinquent in any Trust Fund contributions, the Union or the Trust Fund shall first make every effort to resolve the delinquency. After all efforts have been exhausted, the Union or Trust Fund shall provide timely notification to the Owner and the Contractor(s), together with all documentary evidence of the delinquency endorsed by the Fund. Upon such notification, the Contractor(s) will attempt to resolve the delinquency among its Subcontractor, the Union and the Fund. If the delinquency is not resolved within ten (10) days thereafter, the Contractor(s) shall withhold an amount to cover the delinquency from any retained funds otherwise due and owing to the Subcontractor and shall not release such withholding until the Subcontractor is in compliance. If the delinquent amounts are undisputed in whole or in part between the Fund and the delinquent Subcontractor, the Contractor(s) shall issue a joint check to the Fund and the Subcontractor in the amount of the undisputed delinquency.

Copies of the Union Trust Agreements are available upon request.

Section 2. Prefabrication and Assembly

It is our intention that any and all off-site fabrication, customization, assembly or pre-assembly work will be performed within the local region of the State of Washington.

The provision for wage rates in Article XIII shall also apply to offsite fabrication/customization, assembly or pre-assembly of parts or components for installation related to new construction on the Covered Project, if such off site fabrication/customization work is performed in the State of Washington.

The payment of the applicable rate of wage to said offsite fabrication/customization, assembly or pre-assembly shall not be construed as applying the following requirements of the Agreement Article 10 (Helmets to Hardhats), Article 11 (Apprenticeship Utilization), Article 13 (Monthly Labor Management Meetings), or Article 15 (Substance Abuse Program). However, the provisions of Article 9 (Subcontracting), Article 6 (Work Stoppages and Lock Outs), and Article 8 (Jurisdictional Disputes) shall apply to such off site fabrication/customization work.

ARTICLE 15
SUBSTANCE ABUSE PROGRAM

The Parties agree to the substance abuse program outlined in Appendix A.

ARTICLE 16
REFERRAL PROCEDURES

Section 1.

For Local Unions now having a job referral system as contained in their Collective Bargaining Agreement, the Contractor agrees to utilize such system and it shall be used exclusively by such Contractor, except as it may be modified by this Article. Referrals shall not be affected by obligations of Union membership or the lack thereof. Where airport security clearance requirements apply to work to be performed, the Contractor shall inform the Union's hiring hall dispatcher of those requirements when requesting workers. For those Local Unions having a Book system as part of their Collective Bargaining Agreement, such system will be honored in regards to lay-off of workers from covered projects.

Section 2.

In the event that Local Unions are unable to fill any request for employees within the time specified by the local CBAs the Contractor may employ applicants from any other available source. The Contractor shall inform the Union of the name and social security number of any applicants hired from other sources and shall refer the applicant to the Local Union for dispatch to the Covered Project prior to the commencement of work, and make trust fund contributions for every hour worked.

Section 3.

There shall be no discrimination against any employee or applicant for employment because of his/her membership or non-membership in the Union or based upon race, creed, color, sex, age or national origin, or any other legally protected class of such employee or applicant.

Section 4.

No employee covered by this PLA shall be required to join any Union as a condition of being employed on the Covered Project; provided, however, that an employee who is a member of the referring Union at the time of the referral shall maintain that membership while employed under the PLA. All employees shall, however, be required to comply with the union security provision of the applicable Collective Bargaining Agreement, for the period during which they are performing on-site work, except as modified by this PLA. The Contractor agrees to deduct union dues or representation fees, whichever is applicable, from the pay of any employee who executes a voluntary authorization for such deductions and to remit the dues to the Union or Council.

Initiation fees shall be waived for those employees who are not members of any signatory Union when they begin work on this Covered Project. The dues obligations of such employees shall be confined to that portion of union membership dues directly related to representation of workers in collective bargaining, and in enforcement of the Unions' collective bargaining agreements. Nothing in this Section is intended to eliminate or affect the right of any employee to join the Union or the right of any union to collect full dues from its member.

Section 5.

The Parties agree that where a Contractor is not party to a current Collective Bargaining Agreement with the Union having jurisdiction over the affected work, the Contractor may request by name, and the Local will honor, referral of up to a maximum of five (5) persons per each contractor ("core" employees), provided that the Contractor first demonstrate that those persons possess the following qualifications:

(1) Any license required by state or federal law for the Project work to be performed;

(2) Have worked a total of at least one thousand two hundred (1,200) hours in the construction craft during the prior two (2) years;

(3) Were on the Contractor's active payroll for at least sixty (60) out of the ninety (90) calendar days prior to the contract award;

(4) Have the ability to perform the work safely.

The Contractor may elect to hire its first "core" employee to be a foreman. After the Contractor hires his first core employee, the Union will refer to such Contractor one journeyman employee from the hiring hall out-of-work list for the affected trade or craft, then refer one of such Contractor's "core" employees as a journeyman, and shall alternate one core employee and one employee from the out-of-work list, until such Contractor's crew requirements are met or until such Contractor has hired five (5) "core" employees, whichever occurs first.

Thereafter, all additional employees in the affected trade or craft shall be hired exclusively from the hiring hall out-of-work list(s). For the duration of the Contractor's work the ratio of "core" employees to hiring hall referrals shall be maintained and when the Contractor's workforce is reduced, employees shall be reduced in the same ratio as was applied in the initial hiring.

All employees, core and union, shall be dispatched from the appropriate union. Trust benefits shall be paid on all employees, core and union.

Section 6.

Upon referral or dispatch from a Union, "turnaround" or refusal of any worker by the Contractors, requires written explanation from the Contractor that shall be communicated through the Prime Contractor to the Port and affected Union within 48 hours.

Section 7.

Individual seniority will not be recognized or applied to employees working on the Project. This provision will not interfere with or supersede the use by individual Contractors of "call lists" maintained by such Contractor pursuant to addenda to the local Collective Bargaining Agreement between such Contractor and a Union signatory to this PLA.

Section 8.

The selection of craft foremen and/or general foremen and the number of such foremen and/or general foremen required shall be entirely the responsibility of the Contractor. Craft foremen shall be designated working foremen at the request of the Contractor. Craft workers covered by this PLA will, in the normal day- to-day operations, take their direction and supervision from their foreman.

ARTICLE 17
WORK RULES

Section 1.

Parking shall be provided within 3 city blocks or 1500 feet from the Covered Project site, whichever is shorter. Parking at or near the Covered Project site will be provided to the workers at no cost. If parking cannot be provided within 3 city blocks or 1500 feet of the Covered Project site, transportation between the parking area(s) and the work site shall be provided by the Contractor. Employees shall be paid at their straight-time hourly rate for time spent in travel from the work site to the parking area at the end of their shift. Compensated time spent in transit between the work site and the parking area shall not be considered time worked for overtime purposes.

Section 2.

Security procedures for control of tools, equipment and materials are the responsibility of the Contractor. Employees having any company property or the property of another employee in their possession without authorization is subject to immediate discharge. The Contractor will be responsible for the establishment of reasonable security measures for the protection of personal, company and owner property.

Section 3.

Any employee who willfully damages the work of any other employee, or any material, equipment, apparatus, or machinery shall be subject to immediate termination.

Section 4.

In the interest of the future of the construction industry in the Seattle area, of which labor is a vital part, and to maintain the most efficient and competitive posture possible, the Unions pledge to work with management on the Covered Project to produce the most efficient utilization of labor and equipment in accordance with this PLA.

ARTICLE 18
HOURS OF WORK, OVERTIME, SHIFTS AND HOLIDAYS

Section 1: Work Day and Work Week.

Hours of work shall refer to local collective bargaining agreements

Section 2: Starting Times.

Employees shall be at their place of work at the starting time and shall remain at their place of work (as designated by the Contractor) performing their assigned functions until quitting time. The place of work shall be defined as the gang or toolbox, or equipment at the employee's assigned work location or the place where the foreman gives instructions. The Parties reaffirm their policy of a fair day's work for a fair day's wage. There shall be no pay for time not worked unless the employee is otherwise engaged at the direction of the Contractor.

Section 3: Overtime.

Overtime shall refer to local collective bargaining agreements

Section 4: Shifts.

Shift work shall refer to local collective bargaining agreements

Section 5: Holidays.

(a) **Holidays.** Recognized holidays on the Covered Project shall be New Year's Day, Martin Luther King's Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Recognized holidays under this PLA shall be celebrated on the date the holiday is celebrated by the Port. Work may be performed on Labor Day when circumstances warrant, such as for the preservation of life and/or property. There shall be no paid holidays. If employees are required to work on a holiday, they shall receive the appropriate overtime rate outlined in the applicable Collective Bargaining Agreement. All overtime shall be in compliance with applicable State prevailed wage requirements.

Section 6: Reporting Pay.

(a) **Reporting Pay**. Employees reporting for work and for whom no work is provided, except when given notification not to report to work, and shall receive four (4) hours pay at the regular straight-time hourly rate. Employees, who work beyond four (4) hours, shall be paid for actual hours worked. When an employee is sent to the jobsite from the union referral facility in response to a request from the Contractor for an employee for one (1) day and starts work at the designated starting time for his/her shift, the employee will be paid a minimum of eight (8) hours for that day.

Four (4) hour show-up time is contingent upon successfully completing the drug testing procedure, if required.

(b) **Make- up Day**. Should the Contractor be unable to work forty (40) hours in any workweek due to weather or other conditions over which the Contractor has no control, the Contractor may, to the extent permitted by the applicable collective bargaining agreement, schedule a make- up day (Saturday for 5/8 schedule; Friday or Saturday for 4/10 schedule). All hours worked on a make-up to complete the forty (40) hours for the standard workweek shall be paid at the straight time rate of pay, if permitted by the State prevailed wage requirements. Any hours in excess of the standard workweek worked on Saturday shall be paid at time and one-half the straight time rate of pay. For make- up day work, the full crew must be scheduled. The make-up day may not be utilized on an individual employee basis, or to make up holidays. Make-up days are voluntary and should a crew member decline the make-up day work, the Contractor may select a member of another crew as a replacement, or allow the crew to work without the regular crew member. All make-up day work will be scheduled for a full work day. All overtime shall be in compliance with applicable State and Federal prevailed wage requirements.

(c) **Call Out Pay**. Any employee called out to work outside of his shift shall receive a minimum of four hours pay at the appropriate rate, including any applicable premium. This does not apply to time worked as an extension (before or after) of the employee's normal shift.

(d) **Discharge/Departure**. When an employee leaves the job or work location of his own volition or is discharged for cause or is not working as a result of the Contractor's invocation of Safety concerns, the employee shall be paid only for the actual time worked.

(e) **Premium Rate Day.** In all cases, if the employee is reporting on a day on which a premium rate is paid, reporting pay shall be calculated at that rate.

Section 7: Meal Period.

Employees shall not be required to work more than five (5) hours from the start of the shift without at least a one-half (1/2) hour unpaid break for lunch. This lunch period shall not begin earlier than three and one-half (3 ½) hours after the start of the shift.

In the event that Employer establishes a ten (10) hour shift, the meal periods shall be at mid-shift. Employees meals may be staggered during the period of three and one-half (3 ½) to five (5) hours form the start of their shift to cover necessary work of a continuous nature.

Missed Meals and Additional Meal Periods:

a. If a craft worker is required or allowed to work past five hours, they shall be paid one-half (1/2) hour at the applicable overtime rate and shall eat their lunch on company time.
b. By mutual agrcement between the Union and the Employer an additional hour of overtime/penalty pay may be provided in lieu of the above.
c. Craft Workers required to work more than two (2) hours after the end of an eight (8) hour shift and one (1) hour after a ten (10) hour shift shall be furnished a meal and paid one-half (1/2) hour at the applicable wage rate and every five (5) hours thereafter, a Craft Worker shall be given time for a meal. Mealtime shall be paid at the applicable overtime rate and adequate lunch shall be provided by the Employer at the job site.
d. By mutual agreement between the Union and the Employer an additional hour of overtime/penalty pay may be provided in lieu of the above.

Section 8: Security.

The Parties acknowledge that some work within the scope of this PLA will occur in restricted security areas of an operating airport and seaport and that employees who will be required to work in such areas will, as a condition of employment on the Covered Project, be subjected to a 10-year personal background check and security clearance and will be required to comply with regulations imposed by the Port, the Department of Homeland Security (including sub-agencies such as the Transportation Security Administration and Customs and Border Patrol), and the Federal Aviation Authority governing access and conduct in such areas. The Unions acknowledge that such conditions will be imposed and that application and enforcement of such requirements may be grounds to terminate or deny an employee work on the Covcrcd Project or to deny acccss of their representatives to the Covered Project's areas.

ARTICLE 19
SAFETY AND HEALTH

Section 1.

The Parties to this PLA will hold a regular Joint Labor/Management Safety Committee meeting to discuss safety programs and procedures to maintain the highest level of occupational safety on the Covered Project site.

Section 2.

(a) It shall be the responsibility of each Contractor to ensure safe working conditions and employee compliance with any safety rules contained herein or established by the Port, or the Contractor. It

is understood that the employees have an individual obligation to use diligent care to perform their work in a safe manner and to protect themselves and the property of the Contractor and the Port.

(b) Employees shall be bound by the safety, security and visitor rules and environmental compliance requirements established by the Contractor, and the Port. These rules will be published and posted in conspicuous places throughout the work site. An employee's failure to satisfy their obligations under this Section will subject them to discipline, including discharge.

(c) The use, sale, transfer, purchase and/or possession of a controlled substance, including Marijuana, and/or alcohol while on the Port's premises at any time during the work day is prohibited. Accordingly, the Parties have agreed to follow the guidelines for substance abuse and alcohol testing as stipulated in the Substance Abuse Policy (See Appendix A).

(d) These Procedures outline the safeguards set forth for the testing of employees for prohibited or controlled substances, adulterants and alcohol. It is agreed, with respect to such testing procedures, that: (i) no person referred from the Union hiring hall shall be allowed on-site as an employee until such person has completed and passed any test(s) required under the program; (ii) a person who is put to work immediately after having passed the tests shall be paid starting at the time he/she reported for the test(s); and (iii) where a Contractor requests a person to report for purposes of a pre-employment substance abuse and alcohol test, and does not intend to place him/her in an active work position on that day, the person shall receive four (4) hours of pay at the regular straight-time hourly rate if the test is negative.

(e) The unauthorized use or possession of firearms, weapons, explosives or incendiary materials on or near the Covered Project premises, including Port owned or leased parking lots, is prohibited. Any employee who violates this provision will be subject to discipline including discharge and/or removal from the Covered Project.

(f) The Parties acknowledge that the environmental and safety restrictions governing conduct at the Covered Project site prohibit smoking at any time in any location or facility. Violation of this restriction by any person will constitute grounds for removal from the site and may result in termination.

Section 3.

A Contractor may suspend all or a portion of the job to protect the life and safety of an employee. In such cases, employees will be compensated only for the actual time worked; provided, however, that where the Contractor requests employees to remain at the site and be available for work, the employees will be compensated for the standby time at their appropriate hourly rate of pay.

Section 4.

The Contractor shall furnish warm, dry changing rooms of ample size for drying clothes, and benches and tables for lunch. The contractor shall supply sanitary toilet facilities, including hand-wash facilities, and sanitary drinking facilities (cool in summer) and sanitary drinking cups.

ARTICLE 20

SAVINGS AND SEVERABILITY

Section 1.

It is not the intention of either the Contractor or the Union parties to violate any laws governing the subject matter of this PLA. The Parties hereto agree that in the event any provisions of the PLA are finally held or determined to be illegal or void as being in contravention of any applicable law, the remainder of the PLA shall remain in full force and effect unless the part or parts so found to be void are wholly inseparable from the remaining portions of this PLA.

Section 2.

The occurrence of events covered by Sections 1 above shall not be construed to waive the work stoppage prohibitions of Article 6.

ARTICLE 21
DURATION OF AGREEMENT

Section 1.

This Agreement shall commence upon December 1, 2018 and shall continue in full force for a period of five years. The parties may mutually agree to amendments or modifications of this PLA.

Section 2.

The PLA shall continue in full force and effect for each covered project throughout the duration of each covered project and until the last of the Covered Projects concludes. Either party desiring to extend this PLA beyond the intended five year term shall make such intentions known to the other party by written notice as soon as practical, which may be as early as six month prior to the otherwise effective expiration date of this agreement.

Section 3.

(a) **Turnover**. Construction of any phase, portion, section or segment of the Project shall be deemed complete when such phase, portion, section or segments has been turned over to the Owner by the Contractor, and the Owner has accepted such phase, portion, section or segment. As areas and systems of the Project are inspected and construction tested and/or approved by the Construction Manager and accepted by the Owner or third parties with the approval of the Owner, the PLA shall have no further force or effect on such items or areas, except when the Contractor is directed by the Construction Manager or Owner to engage in repairs or modifications required by its contract(s) with the Owner.

(b) **Notice.** Written notice of each final acceptance received by the Contractor will be provided to the Union with a description of what portion, segment, etc. has been accepted. Final acceptance may be subject to a "punch list", and in such case, the PLA will continue to apply to each such

item on the list until it is completed to the satisfaction of the Owner and Notice of Acceptance is given by the Owner to the Contractor.

(c) **Termination.** Final termination of all obligations, rights and liabilities and disagreements shall occur upon receipt by the Union of a written notice from the Owner saying that no work remains within the scope of the PLA.

PORT OF SEATTLE:

Signature: _____
Stephen P. Metruck
Executive Director
Port of Seattle

Date: 2/7/2019

UNIONS:

Seattle/King County Building & Construction Trades Council, AFL-CIO

Signature: _____
Monty Anderson
Executive Secretary

Date: _____

Northwest Construction Alliance II

Signature: _____
Dan Hutchins
Contract Administrator

Heat & Frost Insulators & Allied Workers Local 7

Signature: _____
Todd Mitchell
Business Manager

BAC PNW ADC

Signature: _____
Jesse Sanden
Union Representative

Boilermakers Local 502

Signature: _____
Tracey Eixenberger
Business Manager

Cement Masons & Plasterers Local 528

Signature: _____
Eric Coffelt
Business Manager

IBEW Local 46

Signature: _____
Bud Allbery
Business Manager

Operating Engineers Local 302

Signature: _____
Daren Konopaski
Business Manager

Elevator Constructors Local 19

Signature: _____
Patrick Strafer
Business Manager

IUPAT District Council 5

Signature: _____
Denis Sullivan
Business Manager

Iron Workers Local 86

Signature: _____
Chris McClain
Business Manager

UA Plumbers & Pipefitters Local 32

Signature: _____
Jeffrey J. Owen
Business Manager

Laborers Local 242

Signature: _____
Dale Cannon
Business Manager

Roofers Local 54

Signature: _____
Steve Hurley
Business Manager

Sheet Metal Workers Local 66

Signature: _____
Tim Carter
Business Manager

Sprinkler Fitters Local 699

Signature: _____
Stanton Bonnell
Business Manager

Teamsters Local 174

Signature: _____
Rick Hicks
Secretary-Treasurer

APPENDIX A

Substance Abuse Program

The Parties to this PLA recognize the need to provide a drug-free and alcohol-free workplace.

In order to produce as safe a workplace as possible, it is understood and agreed that the Parties abide by the rules and provisions of the mutually agreed upon substance abuse program includes the following types of testing: pre-employment, reasonable suspicion, post-accident, random, and return-to-work.

The Port's Substance Abuse Coordinator (Coordinator) will retain oversight over the program and the approved Substance Abuse Program Administrator (Administrator) will administer the testing program and testing services for the entire labor force identified in this PLA.

All testing will be conducted only by laboratories under the strictest federal guidelines, with special provision to assure test reliability, employee privacy, and confidentiality. All testing will be conducted only by laboratories approved by the Substance Abuse and Mental Health Services Administration (SAMHSA) in accordance with the Mandatory Guidelines for Federal Workplace Testing Programs established by the U.S. Department of Health and Human Services, as amended.

Any disputes under this Program shall be subject to the grievance procedure, Article 7.

Substance Abuse Program is available upon request.

SUBSTANCE ABUSE AND DETECTION THRESHOLD LEVELS

CONTROLLED SUBSTANCE	SCREENING METHOD	SCREENING LEVEL
Amphetamines	EMIT	500 ng/ml**
Barbiturates	EMIT	300 ng/ml
Benzodiazepines	EMIT	300 ng/ml
Cocaine	EMIT	150 ng/ml**
Methadone	EMIT	300 ng/ml
Oxycodone Screen	EMIT	100 ng/ml
Opiates	EMIT	2000 ng/ml**
PCP (Phencyclidine)	EMIT	25 ng/ml**
THC (Marijuana)	EMIT	50 ng/ml**
Propoxyphene	EMIT	300 ng/ml
Alcohol	Breathalyzer	.04 Percent

	CONFIRMATION METHOD	CONFIRMATION LEVEL
Amphetamines	GC/MS	250 ng/ml**
Barbiturates	GC/MS	200 ng/ml
Benzodiazepines	GC/MS	300 ng/ml
Cocaine	GC/MS	100 ng/ml
Methadone	GC/MS	100 ng/ml**
Oxycodone Screen	GC/MS	100 ng/ml
Opiates	GC/MS	2000 ng/ml**
PCP (Phencyclidine)	GC/MS	25 ng/ml**
THC (Marijuana)	GC/MS	15 ng/ml**
Propoxyphene	GC/MS	100 ng/ml
Alcohol	Breathalyzer	.04 Percent

* All controlled substance including their metabolite components

** SAMHSA specified threshold

A sample reported positive contains the indicated drug at or above the cutoff level for that drug. A negative sample either contains no drug or contains a drug below the cutoff level. Testing levels may be changed to meet SAMSHA or revised industry standards.

EMIT – Enzyme immunoassay

GC/MS – Gas Chromatography/Mass Spectrometry

APPENDIX B

PORT OF SEATTLE
LETTER OF ASSENT

MC- 03 Enter Number Here
Project Name: Enter Name Here
General/Prime Contractor: Enter Name Here

The undersigned, as a Contractor(s) or Subcontractor(s) on the **Enter Project Name Here Project**, for and in consideration of the award of a Contract to perform work on said Project, and in further consideration of the mutual promises made in the Project Labor Agreement (PLA), a copy of which was received and is acknowledged, hereby:

(1) On behalf of itself and all its employees, accepts and agrees to be bound by the terms and conditions of the PLA, together with any and all amendments and supplements now existing or which are later made thereto, and understands that any act of non-compliance with all such terms and conditions, including but not limited to; evidence of compliance with the pre-employment controlled substance testing, will subject the non-complying Contractor or employee(s) to being prohibited from the Project Site until full compliance is obtained.

(2) Certifies that it has no commitments or agreements which would preclude its full compliance with the terms and conditions of said PLA.

(3) Agrees to secure from any Contractor(s) (as defined in said Project Labor Agreement) which is or becomes a Subcontractor(s) (of any tier), a duly executed Letter of Assent in form identical to this document prior to commencement of any work.

Date: Choose Date	**Company Name:** Enter Company Name Here
Prime/General Contractor: ☐ **Subcontractor:** ☐ ☐ **Tier 1:** Subcontractor to Name ☐ **Tier 2:** Subcontractor to Name ☐ **Tier 3:** Subcontractor to Name ☐ **Tier 4:** Subcontractor to Name	**Name and Title:** Enter Name and Title Here **Business Address:** Enter Business Address Here **Telephone Number:** Enter Number Here Choose a Type

Type Name Here
(Typed Name May Substitute for Signature)

Port of Seattle
Project Labor Agreement
Letter of Assent

12/21/2018
MASTER SPECS
DO NOT ALTER PAGE

Prefabrication Side Letter
Project
Project Labor Agreement

On-site fabrication and installation of components that are traditionally the work of members of the various building trades Unions signatory to this Agreement will continue to be recognized as such. If done off-site, it is the Parties' intent that such fabrication will be performed whenever possible by fabricators located in the Puget Sound area who pay their employees not less than the current King, Snohomish or Pierce County Washington prevailing wage for the appropriate classification.

The Unions, signatory to this Agreement, recognize that the timely completion of this Project is vital to the Port of Seattle and the Community it is intended to serve. Therefore, if the nature of the work, the Project schedule, or contracting circumstances make it necessary to obtain fabrication under conditions different than those described above, the Union(s) affected agree to meet and confer with the Contractor to discuss the reasonable needs of the Project. The Contractor and the Union(s) affected agree to discuss any other circumstances affecting off-site fabrication contracting purchases, and any reasons making it necessary to depart from the intention set forth above. The Union(s) affected agree to install on-site any components fabricated pursuant to the terms of this letter without limitation. The Parties will make every effort to keep an open channel of communication to insure that both parties are fully informed of the facts affecting the substance of this letter.

Date and Signature:

Stephen P. Metruck
Executive Director
Port of Seattle

Signatory Unions:

Seattle Build Trades 1-24-19

Letter of Understanding
Between

Teamsters Local Union No. 174
And
The Port of Seattle for
Project Labor Agreement

Whereas: The work of truck drivers is unique in the execution of the Project Labor Agreements (PLA) in that much of the work is performed off site, and;

Whereas: It is the intent of the Parties through this LOU to address owner operators performing truck driving work in the execution and within the scope of this PLA:

Therefore: It is agreed that classifications of work performed by truck drivers that arc within the jurisdiction of Teamsters Local Union No. 174 ("Local 174") and performed in the execution and within the scope of this PLA, is to be paid the current prevailing wage subject to the following additions and stipulations:

1. Article 2, applies with full force and effect to all Contractors and Subcontractors of whatever tier who have been awarded contracts related to the work of truck drivers that is performed in the execution and within the scope of this PLA. Thus, all such Contractors and Subcontractors must, among other things, comply with the requirement set forth in Article 16, Section 1, 2, 3 and 4, all truck drivers who perform work within the scope of this PLA shall be dispatched by Teamsters Local 174, except insofar as limited by the other provisions of Article 16.

2. The term "employee," as used in Article 16, is defined for the purposes of this Letter of Understanding to include any person who is performing the work of a truck driver in the execution and within the scope of this Project, unless modified by the terms of this LOU.

3. At the request of any Contractor or Subcontractor, that Contractor or Subcontractor may choose to utilize as persons performing the work of truck drivers on this Project persons who are already in possession of or who wish to provide their own vehicles (hereafter, "owner-operators"). Use of owner-operators is governed by the following rules:

   3.1. Pursuant to the requirements of Article 16, Section 1, 2, 3 and 4, owner-operators working on the Project must be dispatched by Teamsters Local 174.

   3.2. Owner-operators will receive a compensation package equivalent to the prevailing wage that is applicable to all other employees who are dispatched by Local 174 to the Contractor or Subcontractor regardless of tier. Owner-operators will also be reimbursed at the rates established by Local 174 and approved by the Port for the use of owner-operator vehicles

such rates shall be based on and shall not exceed the area standard for fair market value for the use of the equipment.

3.3. For the purposes of this Letter of Understanding, an owner-operator is defined by WAC 296-127-026.

4. For the purpose of clarification of this document, if an Owner Operator should expand his/her business opportunities and acquire employees working on the Project, apprenticeship goals contained in the PLA will apply.

Port of Seattle

Stephen P. Metruck
Executive Director
Port of Seattle

2/7/2019
Date

Teamsters Local 174

Carl R Hicks
Rick Hicks
Secretary-Treasurer

Jan 24, 2019
Date

Letter of Understanding
Between
Seattle Building and Construction Trades Council
Northwest Construction Alliance II
And
The Port of Seattle

Priority Hire/Dispatch

This Letter of Understanding seeks to support dispatch of workers to achieve the obligations and aspirational goals set forth pursuant to Port of Seattle Resolution No. 3736 dated November 28, 2017, which directs development of a Priority Hire program through an agreement executed between the Port of Seattle and Seattle King County Building and Construction Trades Council and Northwest Construction Alliance II. The Priority Hire LOU will be applied to projects the Port may select. Resolution No. 3736 is incorporated herein and attached as Exhibit A. The purpose of Resolution No. 3736 is to provide good family wage jobs to qualified construction workers from Economically Distressed Areas of King County by increasing access to Port of Seattle Projects for those workers.

The signatories to the PLA recognize that public agencies are working together as regional partners to better understand the workforce demand-supply gap for regional public infrastructure projects; to enhance access opportunities and to increase the diversity of pre-apprentices, apprentices and journey-level workers entering into the trades workforce; to support retention programs for current trades workers; and to improve performance data and systems of reporting for monitoring regional goals and initiatives.

The Designee will set a requirement for this project that directs the Prime Contractor to utilize workers from economically distressed ZIP codes for a specified share of total hours worked on the project by apprentices and journey-level workers. It is agreed that classifications of work performed under the selected PLA projects will be subject to the following additions and stipulations:

Section 1. PLA signatories shall make all reasonable efforts to comply with priority hire requirements and goals as memorialized in Port of Seattle Resolution No. 3736 dated November 28, 2017, as practicable given the needs of the work to be performed.

Section 2. The Port Designee will set a requirement for this project that directs the Prime Contractor to utilize workers from an Economically Distressed area ("Priority Workers") for a specified share of total hours worked on the project by apprentices and journey-level workers. Workers that qualify towards those requirements shall be identified as "Priority Worker(s)." A Priority Worker is defined in Port of Seattle Resolution No. 3736 dated November 28, 2017, as an individual prioritized for recruitment, training and employment opportunities because the individual is a resident of an Economically Distressed Area.

Section 3. Contractors shall request and Unions shall dispatch Priority Workers who are residents of an Economically Distressed Area as defined by King County's Finance and Business Operations Division and published at https://www.kingcounty.gov/council/news/2018/March/03-05-hiring.aspx .

Section 4. Labor hours performed by workers living outside of Washington will be excluded from priority worker calculations that the Port performs when calculating whether required percentages of total Priority Worker hours were achieved.

Section 5. If Priority Hire requirements are not met, the Port will notify contractors and unions and request both to describe what measures may be taken to improve outcomes.

The Parties will make every effort to keep an open channel of communication to ensure that both parties are fully informed of the facts affecting the substance of this letter.

Port of Seattle

Stephen P. Metruck
Executive Director
Port of Seattle

5/21/2019
Date

Seattle/King County Building & Construction Trades Council, AFL-CIO

Monty Anderson
Executive Secretary

Date

Northwest Construction Alliance II

Signature: _____

Dan Hutchins
Contract Administrator

LETTER OF ASSENT FOR THE

The undersigned, as a Contractor(s) or Subcontractor(s) on a Contract which is part of the

Project, for and in consideration of the award of a Contract to perform work on said Project, and in further consideration of the mutual promises made in the Project Labor Agreement, a copy of which was received and is acknowledged, hereby:

(1) On behalf of itself and all its employees, accepts and agrees to be bound by the terms and conditions of the Project Labor Agreement, together with any and all amendments and supplements now existing or which are later made thereto, and understands that any act of non-compliance with all such terms and conditions, including but not limited to: evidence of compliance with the pre-employment controlled substance testing will subject the non-complying Contractor or employee(s) to being prohibited from the Project Site until full compliance is obtained and understands that any act of non-compliance with all such terms and conditions.

(2) Certifies that it has no commitments or agreements which would preclude its full compliance with the terms and conditions of said Project Labor Agreement.

(3) Agrees to secure from any Contractor(s) (as defined in said Project Labor Agreement) which is or becomes a Subcontractor(s) (of any tier), a duly executed Letter of Assent in form identical to this document prior to commencement of any work.

Estimated Start Date	Estimated end date
UBI Number	Print Name and Title
Phone Number	Contractor/Company name
General Contractor	Subcontractor to (if applicable)
Jobsite Address	Billing Address
Date	Signature of Authorized Representative

Pre Job Conference Form

Please fill out the following pages. We recommend that you be as thorough as possible. If you have questions, please contact your contractor or your PLA Administrator.

Request for Waiver

Yes ◯ No ◯

The Contractor listed below requests a waiver of the Pre-Job Conference attendance requirement contained within the PLA. The contractor recognizes and agrees that the Seattle Building and Construction Trades Council and the Affiliated Local Unions signatory to the PLA, retain their rights as stipulated in the PLA to deny this waiver request, and to challenge any proposed trade assignment.
A contractor working for the first time under this PLA cannot waive attendance.

Seattle Building Trades Council	Date	Approved	Yes ◯	No ◯

Contractor Information

Contractor/Subcontractor Name					
Pre-Job Meeting Date		Time: 10:00 am 14675 Interurban Ave S., Tukwila WA 98168			
Project Name/Contract #					
Contract Dollar Amount		Intent #			
Office Contact:		Phone:		Email:	
Superintendent		Phone:		Email:	
Safety Representative		Phone:		Email:	

Scope of Work

(Describe the scope of work to be performed)

Will you be subcontracting to additional sub-contractors? Yes ◯ No ◯
If yes, list sub-contractors and work description:

Sub-Contractor Name	Work Description

Current Union Agreements

Approx. Job Start Date:		Approx. Job End Date:	
Work Shifts:			
Weekly Pay Day			

Proposed Trade Assignment

All Workers, including core employees, must be dispatched through Union hall. List trade assignments by craft including scope of work description for each assignment. List each piece of equipment planned for use by craft. Include all equipment and tools. If more space is required, attach additional sheets.

Craft	Scope	Equipment/Tools

Project Craft Demand List

Craft	Peak	Average	Apprentices
Boiler Makers			
Brick/Stone/Marble/PCC/Tile/Terrazzo			
Carpenters			
Carpet, Lino & Soft Tile Layers Cement			
Masons			
Drywall Hanger/Metal Stud Framer Drywall			
Finishers			
Electrical Workers			
Elevator Constructors			
Glaziers			
Heat and Frost Insulators			
Iron Workers (Structural/Rebar)			
Iron Workers (Ornamental/Architectural)			
Laborers			
Millwrights			
Operating Engineers			
Painters			
Pile Drivers/Diver			
Plumbers & Pipefitters			
Plasterers/Fire Proofers			
Roofers			
Sheet Metal Workers			
Sign Makers/Painters			
Sprinkler Fitters			
Teamsters			

Core Employee

Contractor(s) or Sub Contractor(s) employing Core Employees must complete the following documentation.
Core Employee(s) must place their names with the respective Union Hall dispatch prior to the employee(s) start of work.

Core employee information provided by	
Email Address	
Core employee information verified by	

Core Employee #1

Employee Name:		Hire Date:	
		Classification:	

The employee has met the qualifications contained in the PLA Yes ○ No ◉

Core Employee #2

Employee Name:		Hire Date:	
		Classification:	

The employee has met the qualifications contained in the PLA Yes ○ No ◉

Core Employee #3

Employee Name:		Hire Date:	
		Classification:	

The employee has met the qualifications contained in the PLA Yes ○ No ◉

Core Employee #4

Employee Name:		Hire Date:	
		Classification:	

The employee has met the qualifications contained in the PLA Yes ○ No ◉

Core Employee #5

Employee Name:		Hire Date:	
		Classification:	

The employee has met the qualifications contained in the PLA Yes ○ No ◉

Form completed by

print name date Signature

Final Trade Assignment

Must be received by Seattle Building Trades prior to starting work

Pre-Job meeting Date		Final trade assignment Date	
General Contractor		Project Name	
Contractor/Company		Contract #	
Name and Title		Phone	
Business Address		Email	

This serves as an official notification of the Trade Assignment(s) under the included scope(s) of work and fulfills contractor responsibility under the Project Labor Agreement to make trade assignments one week after attending the Pre-Job conference.

Unions not in agreement with these Final Trade Assignments may avail themselves of the jurisdictional resolution process found in the Project Labor Agreement Jurisdictional Disputes section. This provision allows for competing Unions to pursue their claims through the "Plan" without disrupting the work of the affected Contractor.

The following is the Final Trade Assignment for each task.

Scope of Work	Assigned to	Challenged by

Scope of work	Final Trade Assignment

Signature

PORT OF SEATTLE
NEW EMPLOYEE REPORT
MC-0321001
Project Name: Concourse Low Voltage Upgrades
General/Prime Contractor:

This report must be submitted ***the DAY BEFORE*** construction begins and **updated whenever there is a change in crew makeup**. Send completed form to and direct all questions to the General Contractor.

Date Submitted: Choose Date **Work Start Date:** Choose Date **Work Completion Date:** Choose Date **Prime/General Contractor:** Enter Prime/General Contractor **Subcontractor:** ☐ ☐ **Tier 1:** Subcontractor Name ☐ **Tier 2:** Subcontractor Name ☐ **Tier 3:** Subcontractor Name ☐ **Tier 4:** Subcontractor Name	**Company Name:** Enter Company Name Here **Name and Title:** Enter Name and Title Here **Business Address:** Enter Business Address Here **Telephone Number:** Enter Number Here Choose a Type
☐ Check Box if there is a change in workforce crew. For new worker(s): add name(s) to list; workers no longer on jobsite: cross name(s) off list, using single line [strikethrough].	

Please use formats illustrated in the shaded SAMPLE LINES BELOW

Last 4 SSN	Name Last, First	On-Job-Site Start Date(s)	Trade	Classification	Core/Union	Local
5555	Doe, John	4/25/2020	Glazier	Journey Worker	Core	188
1254	Doe, Jane	5/31/2015	Laborer	Apprentice	Union	440
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Choose Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here

Letter of Understanding
Between
Seattle Building and Construction Trades Council
Northwest Construction Alliance II
And
The Port of Seattle

Priority Hire/Dispatch

This Letter of Understanding seeks to support dispatch of workers to achieve the obligations and aspirational goals set forth pursuant to Port of Seattle Resolution No. 3736 dated November 28, 2017, which directs development of a Priority Hire program through an agreement executed between the Port of Seattle and Seattle King County Building and Construction Trades Council and Northwest Construction Alliance II. The Priority Hire LOU will be applied to projects the Port may select. Resolution No. 3736 is incorporated herein and attached as Exhibit A. The purpose of Resolution No. 3736 is to provide good family wage jobs to qualified construction workers from Economically Distressed Areas of King County by increasing access to Port of Seattle Projects for those workers.

The signatories to the PLA recognize that public agencies are working together as regional partners to better understand the workforce demand-supply gap for regional public infrastructure projects; to enhance access opportunities and to increase the diversity of pre-apprentices, apprentices and journey-level workers entering into the trades workforce; to support retention programs for current trades workers; and to improve performance data and systems of reporting for monitoring regional goals and initiatives.

The Designee will set a requirement for this project that directs the Prime Contractor to utilize workers from economically distressed ZIP codes for a specified share of total hours worked on the project by apprentices and journey-level workers. It is agreed that classifications of work performed under the selected PLA projects will be subject to the following additions and stipulations:

Section 1. PLA signatories shall make all reasonable efforts to comply with priority hire requirements and goals as memorialized in Port of Seattle Resolution No. 3736 dated November 28, 2017, as practicable given the needs of the work to be performed.

Section 2. The Port Designee will set a requirement for this project that directs the Prime Contractor to utilize workers from an Economically Distressed area ("Priority Workers") for a specified share of total hours worked on the project by apprentices and journey-level workers. Workers that qualify towards those requirements shall be identified as "Priority Worker(s)." A Priority Worker is defined in Port of Seattle Resolution No. 3736 dated November 28, 2017, as an individual prioritized for recruitment, training and employment opportunities because the individual is a resident of an Economically Distressed Area.

Section 3. Contractors shall request and Unions shall dispatch Priority Workers who are residents of an Economically Distressed Area as defined by King County's Finance and Business Operations Division and published at https://www.kingcounty.gov/council/news/2018/March/03-05-hiring.aspx .

Section 4. Labor hours performed by workers living outside of Washington will be excluded from priority worker calculations that the Port performs when calculating whether required percentages of total Priority Worker hours were achieved.

Section 5. If Priority Hire requirements are not met, the Port will notify contractors and unions and request both to describe what measures may be taken to improve outcomes.

The Parties will make every effort to keep an open channel of communication to ensure that both parties are fully informed of the facts affecting the substance of this letter.

RESOLUTION NO. 3736

A Resolution of the Port of Seattle Commission establishing a Priority Hire Policy Directive; and amending the Policy Directive related to practices for construction labor for projects located on Port property adopted by Resolution No. 3725.

WHEREAS, the construction industry is forecasted to experience consistent growth in the King County region over the next decade; and

WHEREAS, numerous studies show a widening gap between the demand for construction labor and the supply of skilled trade workers in the regional labor market for King County public agencies. The Regional Public Owners Group estimate there will be over sixty-seven billion dollars in public construction projects by 2042 with over seventy million labor hours needed to fulfill this demand for projects. It is projected that between 2018 and 2023 there will be a shortage of over 4100 skilled workers. Regional labor supply is forecasted to underserve demand by an average of 9 to 10 percent during 2018-2042; and

WHEREAS, the Port of Seattle makes among the largest investments in infrastructure projects in the region. In 2017, the Port of Seattle is projected to spend approximately $180 million on construction projects and estimates continual growth in future years. The Port's capital investment dollars create the equivalent work hours of 10.89 jobs per one million dollars spent, providing enough total hours to equal approximately 950 full time jobs in Washington State in 2016; and

WHEREAS, most recent data for 2016 indicates that over 80 percent of the construction workforce in King County are Caucasian males, while 19 percent are women and people of color. Representation of women and people of color is higher among new entrants to the labor force through apprenticeships and accredited certificates of completion, such as those received for completing a pre-apprenticeship program. However, according to the analysis, women and people of color also have lower rates of apprenticeship completion than do their Caucasian male counterparts; and

WHEREAS, the Port of Seattle is committed to ensuring equity in the construction projects workforce where disparities exist between underrepresented workers' availability to work and their opportunity to be hired and establish a career in the construction trades; and

WHEREAS, the Port of Seattle is committed to its values of conducting business with the highest ethical standards. Our business practices shall reflect integrity, accountability, honesty, fairness and respect at all levels; and

WHEREAS, the Port of Seattle is a leader in workforce development and has found construction job training programs, including Career Connected Learning, apprenticeship and pre-apprenticeship programs, to be an effective way to prepare individuals for entry into construction jobs, and to ensure women, people of color, and otherwise disadvantaged individuals, can acquire the necessary job skills and be prepared to successfully pursue construction careers; and

WHEREAS, the Port of Seattle was the first to adopt apprenticeship utilization goals over three decades ago and is committed to achieving its apprenticeship hiring goals set in Port policy and addressing the disproportionately low involvement by people of color and women in the construction labor force. Apprentice utilization goals for Port construction projects is 15 percent, of which includes a goal of 10 percent women and 15 percent people of color. In 2016, apprenticeship utilization rates were 17 percent, of which 18 percent were women and 28 percent were people of color; and

WHEREAS, on October 25, 2016, the Port of Seattle adopted Resolution No. 3725 that established the Port of Seattle Construction Labor Policy Directive that states that the Port shall establish appropriate apprentice and locality hiring goals and appropriate aspirational women and minority apprentice hiring goals; and

WHEREAS, the Port of Seattle supports the City of Seattle and King County findings that King County has geographic areas of economic distress as evidenced by poverty indicators; including poverty levels, concentrated unemployment, and gaps in educational attainment. The Port of Seattle seeks to act effectively and expeditiously to encourage solutions toward economic growth and job creation in areas of the County that are economically distressed as evidenced by comparatively high levels of poverty, unemployment rates and education attainment; and

WHEREAS, Priority Hire enhances community partnerships focused on inclusion and access to opportunities and services; expands opportunities for disadvantaged populations to advance equity and social justice; and ensures that Port construction projects are planned and implemented in a way that improves equity in local communities; and

WHEREAS, the Port believes that establishing a Priority Hire policy ensures better access to training programs and well-paying construction jobs for local workers, particularly those from Economically Distressed Areas, as well as increases the diversity of the workforce on Port construction projects; and

WHEREAS, in 2017, the Port of Seattle convened community stakeholder meetings and received input from contractors, labor union representatives, community advocates, small contracting and supplier businesses, training providers, City of Seattle and King County policy

experts about the challenges and opportunities of a Priority Hire program. The Port of Seattle intends to use the information received from these meetings as a guide for implementing the Priority Hire program and developing a regional agreement for use on public works projects; and

WHEREAS, Priority Hire focuses on workforce participation by apprentice and journey-level construction workers and is therefore directly connected to the Port's existing apprenticeship program; and

WHEREAS, the Port is committed to fostering an acceptable worksite on public works projects that is inclusive and focuses on anti-discrimination and anti-harassment behaviors and procedures and encourages positive relationships between employers and employees, and among employees; and

WHEREAS, over the last two years, the Port of Seattle has participated as member of the Regional Public Owners Group with the City of Seattle, King County, Sound Transit, the City of Tacoma and the Washington State Department of Transportation, focused on public agencies working together as regional partners; and

WHEREAS, the purpose of the Regional Public Owners Group is to better understand and narrow the workforce demand-supply gap for regional public infrastructure projects; enhance access opportunities and increase the diversity of pre-apprentices, apprentices and journey-level workers entering into the trades workforce; support retention programs for current trades workers, especially women and people of color; and improve performance data and systems of reporting for monitoring regional goals and initiatives;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Seattle as follows:

SECTION 1. Section 1 of Resolution No. 3725, the policy directive related to practices for construction labor for projects located on Port property, is hereby amended as follows:

In Section I(D)(1) of the policy directive, strike "and locality" and insert a new subsection (E) as follows: For contracts under a PLA with projected construction labor costs at or above $5 million, the Port shall establish Priority Hire goals.

And in Section II(C)(2), strike "locality hiring and" and insert a new subsection (D) as follows: For contracts under a PLA with projected construction labor costs at or above $5 million, the Port shall establish Priority Hire goals.

And in Section III(B)(2)(b), strike "locality hiring and" and insert a new sub-subsection (3) as follows: For contracts under a PLA with projected construction labor costs at or above $5 million, the Port shall establish Priority Hire goals.

SECTION 2. A Priority Hire Policy Directive is hereby established as shown in Exhibit A, attached.

SECTION 3. The Policy Directive contained in Exhibit A and attached to this resolution shall be labeled and catalogued as appropriate, together with other Commission Policy Directives, and shall be made readily available for use by Port staff and members of the public as a governance document of the Port of Seattle.

ADOPTED by the Port Commission of the Port of Seattle at a duly noticed meeting thereof, held this 28 day of November, 2017, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

TOM ALBRO

JOHN CREIGHTON

COURTNEY GREGOIRE

FRED FELLEMAN

STEPHANIE BOWMAN

Port Commission

EXHIBIT A

SECTION 1. Purpose.

The purpose of this Policy Directive is to provide good family wage jobs to qualified construction workers from Economically Distressed Areas of King County by increasing access to Port of Seattle Covered Projects. This leads to economic growth and job creation in areas of King County that are experiencing economic distress. In addition, it will provide jobs to those historically underrepresented in the construction industry, such as women and people of color.

To develop a Priority Hire program implemented through a Project Labor Agreement (PLA) and to foster closer cooperation with the Regional Public Owners Group to ensure uniform application of Priority Hire terms and Contractor and Union compliance with Priority Hire requirements. This supports the Port of Seattle's continued efforts on workforce development.

SECTION 2. Definitions.

When used in this Policy Directive, the following words and phrases shall have the meanings given below unless the context in which they are included clearly indicates otherwise:

"Apprentice" means a person who has signed a written apprenticeship agreement with and enrolled in an active state-registered apprenticeship training program approved by the Washington State Apprenticeship and Training Council.

"City" means City of Seattle.

"Construction labor costs" means the labor cost component of the estimated construction budget for the project to be paid to contractors at the time of bid or, if absent a bid, at the time of the contract award.

"Contractor" means any person, firm, partnership, owner operator, limited liability company, corporation, joint venture, proprietorship, trust, association or other legal entity that employs individuals to perform work on covered projects, including general contractors, subcontractors of all tiers, and both union and non-union entities.

"Core Employee" means an employee of an open-shop contractor that meets the core employee criteria established under a PLA.

"Covered Project" means a Port of Seattle construction project under a PLA with construction labor costs at or above $5 million.

"Dispatch" means the process by which a union refers workers for employment to contractors under the authority of a collective bargaining agreement. The process typically mandates the distribution of work via a "first in, first out" priority but can be legally adjusted via special agreements to allow for out of order dispatching and Priority Worker hiring.

"Economically Distressed Area" means a geographic area defined by zip code in King County and found to have high population concentrations: 1) Living at or below 200 percent of the federal poverty level, 2) Unemployed, 3) Those over 25 years of age without a college degree, compared to other zip codes. King County zip codes with a high density per acre of at least two out of the three criteria will be identified as Economically Distressed Areas. These zip codes are updated and published by King County's Finance and Business Operations Division.

"Jobs Coordinator" means either one of the following: a Port of Seattle employee, an employee that is considered a shared resource between government agencies, or a third party entity that facilitates the hiring of Priority Workers in collaboration with Contractors and Union Dispatch.

"Journey-level" means an individual who has sufficient skills and knowledge of an occupation, either through a formal apprentice training program or through practical on-the-job work experience, to be recognized by a state or federal registration agency and/or an industry as being qualified to perform the work of the occupation. Practical experience must be equal to or greater than the term of apprenticeship.

"Labor hours" means hours performed on covered projects by workers who are subject to prevailing wages.

"Open-shop contractor" means a contractor that is not a signatory to a collective bargaining agreement with a union representing the trade(s) of the contractor's workers, also known as non-union contractors.

"Pre-apprentice" means a student enrolled in a construction pre-apprentice training program recognized by the Washington State Apprenticeship and Training Council.

"Priority Hire Program" means a program on Port of Seattle major construction contracts that focuses on recruitment, training and employment of workers who reside in Economically Distressed Areas as defined by King County.

"Priority Worker(s)" means an individual prioritized for recruitment, training, and employment opportunities because the individual is a resident in an Economically Distressed Area.

"Project Labor Agreement" means an agreement authorized under the National Labor Relations Act (NRLA), 29 U.S.C., which provides a means for aligning interests of public owners such as the Port with those of construction labor unions.

"Regional Public Owners Group" means the group including the City of Seattle, King County, Port of Seattle, Sound Transit, the City of Tacoma and the Washington State Department of Transportation, focused on public agencies working together as regional partners to better understand the workforce demand-supply gap for regional public infrastructure projects; to enhance access opportunities and to increase the diversity of pre-apprentices, apprentices and journey-level workers entering into the trades workforce; to support retention programs for

current trades workers, especially women and people of color; and to improve performance data and systems of reporting for monitoring regional goals and initiatives.

"Union" means a representative labor organization whose members collectively bargain with employers to set the wages and working conditions in their respective trade or covered scope of work.

SECTION 3. Scope and Applicability.

A. This Policy Directive pertains to Covered Project(s) for the remainder of this Policy Directive.

SECTION 4. Responsibilities.

A. The Executive Director (1) will assign a designee (referred to as "Designee" for the remainder of the Policy Directive) and subsequent designated office to implement and administer this Policy Directive, and (2) may, through the Designee, develop and adopt rules consistent with the requirements of this Policy Directive.

B. The Designee, with the Executive Director's written concurrence and upon notice to the Commission, may reduce or waive requirements or goals of this Policy Directive when impractical for a Covered Project for one or more of the following reasons: when required due to an emergency, when subject to limitations of a sole source, when requirements or goals would be inconsistent with an agreement with a public agency, when requirements or goals are inconsistent with federal funding or other funding sources, when the project is in a remote location, when superseded by safety or other legal requirements, when other conditions arise such as the goals become impractical, or absent an executed PLA.

C. The Designee shall be responsible for identifying, monitoring, and mitigating risks within his/her authority; and propose mitigation actions to the Executive Director if additional authority is required. The Designee shall enforce the requirements in this Policy Directive and may use actions as deemed appropriate.

D. As part of establishing a Priority Hire advisory committee to operate in an advisory role to the Port of Seattle for implementation and effectiveness of this Policy Directive, the Designee shall participate in the previously established Regional Public Owners Group and may, under an agreement with one or more other government entities with Priority Hire programs, establish and participate in a regional Priority Hire advisory committee.

SECTION 5. Policy.

A. For Covered Projects that are not found impractical under Section 2.4 B, the Designee shall establish in the bid or other solicitation documents the: (1) required percentage of labor hours to be performed by Priority Workers, and (2) aspirational goal percentage of labor hours to

be performed by Priority Workers. Contractors and Dispatch under a PLA shall seek to first hire and dispatch Priority Workers so as to meet or exceed the required and aspirational goal percentages.

The Designee shall establish the percentages separately for apprentices and for journey-level workers.

B. For each Covered Project, the Designee shall establish the greatest practicable required percentage of labor hours to be performed by Priority Workers by considering anticipated workforce availability and past utilization percentages on similar construction projects from the most recent project previous calendar year, and shall establish the percentage for the upcoming year. This shall be included in the PLA and other Port agreements as appropriate and progress monitored by the Designee. The Designee shall adjust these required percentages annually, based on performance and reasonably anticipated changes in worker availability.

C. In order to achieve the intended impact in Economically Distressed Areas, the Designee shall set project-specific requirements and an aspirational goal percentage of no less than 20 percent for all labor hours performed annually by Priority Workers on the total of Covered Projects for the year. Annual percentage rates will be measured January 1 – December 31 of each applicable year.

D. In order to meet the percentage of labor hours to be performed by Priority Workers, the Designee shall require Contractors and Dispatch under a PLA to seek to employ a Priority Worker who is a resident of an Economically Distressed Area in King County, and then workers from any other Economically Distressed Areas as needed to meet the percentage labor hours to be performed by Priority Workers. The specific process by which Contractors, Dispatch, and the Port of Seattle Job Coordinator(s) will collaborate in order to facilitate the hiring of Priority Workers shall be established by the Designee.

E. For Covered Projects, the Designee shall ensure the availability of a Jobs Coordinator(s) to perform the following functions: maintain a database of pre-qualified Priority Workers for referral to work on a Covered Project; network with various work source centers, community, non-profit and faith-based organizations to facilitate the identification of Priority Workers; and facilitate referral and coordination around training and employment of Priority Workers between Contractors, Unions, and training programs. In addition, the Designee shall explore development of a third party to manage regional Priority Hire efforts.

F. Per Resolution 3725, as amended, contracts $1 million in value or greater requires apprenticeship utilization goals. The goal is no less than 15 percent of all contract labor hours are to be performed by apprentices.

(1) For individual projects, the Designee will determine the apprenticeship utilization goal and may consider such factors as project size, project duration, labor hours

anticipated for the project, skills required, the likely crafts required for the project, historic utilization rates and apprentice availability.

(2) The Designee shall establish aspirational percentage goals for apprentices who are women and people of color using similar factors. Contractors may be allowed to offer utilization below the aspirational percentage goals by substituting other efforts to meet the intent of building a trained construction workforce for a portion of the utilization percentages for women and people of color.

G. When determining whether the percentage of Priority Hire requirements has been achieved, the Designee shall exclude from the calculation labor hours performed by residents of states other than the state of Washington. The Designee shall track labor hours performed by residents of states other than the state of Washington and shall review this percentage annually with the previously established Regional Public Owners Group and any future regional Priority Hire advisory committee that may be established under an agreement with one or more other government entities with Priority Hire programs.

H. Per Resolution 3725, as amended, the Designee shall support the inclusion of Priority Hire provisions in the PLA standard language to be approved by the Commission Projects and Procurement Committee. In furthering Resolution 3725, as amended, Port staff will seek an agreement with regional partners to develop a framework to achieve operational efficiencies through uniform Priority Hire requirements and by sharing Priority Hire resources and data and advancing workforce development efforts.

I. The Port shall review and recommend how the intent of Priority Hire can be implemented throughout the Port beyond the Covered Projects, including future leases, concession agreements, and procurement contracts by September 1, 2018.

SECTION 6. Program Evaluation.

A. The Designee shall establish benchmarks and metrics to evaluate the program, such as project costs; completion times, workplace safety; utilization rates and graduation rates of Priority Workers, women and people of color from pre-apprentice and apprentice training programs; and changes in the amount of contracting dollars paid to Small Business and Women and Minority Business Enterprises (WMBE) firms working on Covered Projects and the number of Small Business and WMBE firms under contract.

B. Port efforts in pursuit of the objectives of this Policy Directive will be incorporated into the Port's Long Range Plan (LRP) to the fullest extent reasonable, including incorporation into the LRP scorecards, reports, and LRP updates. Further, the Designee shall prepare and publish an annual report each year titled Apprenticeship and Priority Hire Annual Report.

The report shall include, but not be limited to the following:

(1) The number and kinds of construction projects and contracts on which apprenticeship and Priority Hire requirements were established;
(2) The percentage of labor hours actually worked by apprentices and Priority Workers on each such project and the total number of labor hours on each project;
(3) The number of apprentices and Priority Workers by contractor broken down by trade and craft category, the wages paid by category of work or trade, the number and percentage of women and people of color utilized as apprentices and Priority Workers and the degree of compliance with the percentage requirements and aspirational goals to be established under this Policy Directive;
(4) The number of apprentices and Priority Workers per Port dollar spent on the program;
(5) A description of problems encountered in the implementation of the program;
(6) A description of barriers encountered by participating apprentices and Priority Workers and steps taken to resolve those problems and to ensure their continued participation in the program;

C. The Commission, Executive Director, and Designee will review program results annually as part of the LRP update to determine if the program should be expanded or amended by increasing or decreasing requirements and aspirational goals.

SECTION 7. Fiscal Implications.

This Policy Directive has fiscal implications as funding and staffing requirements will be needed to implement the Priority Hire program. Fiscal implications will be reviewed by the Designee annually, at a minimum, to determine if additional funding and/or resources are required and shall submit a budget request, as appropriate.

SECTION 8. Research Findings

Based on studies commissioned by the City of Seattle and King County and their implementation of Priority Hire programs, and numerous public discussions, the Port Commission finds that it is in the Port's and the public's best interest to increase the supply of qualified construction workers, particularly those historically underrepresented in the construction industry, including those who live in Economically Distressed Areas in King County and also within that group, women and people of color.

A. In January 2015, following the positive results of a pilot program on the Elliott Bay Seawall project, the City of Seattle adopted Ordinance No. 124690, an Ordinance relating to establishing a Priority Hire policy to ensure better access to training programs and well-paying construction jobs for local workers, as well as to increase the diversity of the workforce on City projects.

B. The City implemented the Priority Hire Ordinance through a Community Workforce Agreement (CWA) between the City and the building trade labor unions, and that agreement requires that prime contractors on City public works construction projects of $5 million or

more, must ensure that a certain percent of project labor hours are performed by workers living in Economically Distressed Areas of Seattle and King County.

C. In May 2016, the King County Executive directed county agencies to implement a Priority Hire pilot program that prioritized economically disadvantaged local workers for inclusion on large King County capital construction projects. King County is considering a permanent Priority Hire program implemented through a CWA.

D. Based on studies commissioned by the City of Seattle and King County and their implementation of Priority Hire programs, and numerous public discussions, the Port Commission finds that it is in the Port's and the public's best interest to increase the supply of qualified construction workers, particularly those historically underrepresented in the construction industry, including women, racial minorities, and those who live in Economically Distressed Areas of Seattle and King County.

E. King County completed a study in January 2016 documenting a widening gap between the demand for construction labor and the supply of skilled trade workers in the regional labor market for King County and other public entities. The gap reinforces the urgent need for developing a strategy to address the current and projected workforce shortages. The study also used economic data involving poverty levels, employment and educational attainment to determine Economically Distressed Areas, which are identified by zip code.

F. King County completed The Construction Workforce Analysis in December 2016 and found that the county may reasonably anticipate a reduced surplus of qualified labor and possible labor shortages in certain construction trades by 2020. That is the result of a projected shortfall forecast between demand and supply of four thousand six hundred thirty [4,630] workers by 2020. The county is concerned that these labor shortages will increase reliance on out-of-state construction workers and that the demand for new construction workers may increase construction costs on the county's public works projects unless the county supports efforts to increase the supply of trained apprentices and journey level workers for local public works projects.

The analysis also found that 81 percent of the construction workforce in King County in 2016 were white males, while 19 percent were people of color and women. Representation of women and people of color is higher among new entrants to the labor force through apprenticeships and accredited certificates of completion, such as those received for completing a pre-apprenticeship program. However, according to the analysis, women and people of color also have lower rates of apprenticeship completion than do their white male counterparts.

G. The City of Seattle commissioned the Construction Industry Labor Market Assessment, which found that women, irrespective of race, are underrepresented in the construction industry. Between 2009 and 2013, 10 percent fewer women finished their apprentice training program than males. The assessment also found that between 2009 and 2013, 14 percent fewer racial minority apprentices finished their apprentice training program

than white apprentices. In addition, it also found that underrepresented workers face barriers to completing apprentice training. Between 2009 and 2013, 65 percent of the racial minorities exiting apprenticeships did not complete the programs compared to 51 percent of the white apprentices who failed to complete the program. During that same time period, 65 percent of all women, irrespective of race, failed to complete their programs compared to 55 percent of all men.

H. The City of Seattle has found that Priority Hire effectively and successfully increases diversity on City construction projects. The share of labor hours between November 2013 and April 2017 saw an increase of 233 percent in rate of hours performed by workers living in Seattle's economically distressed zones. In addition, it saw an over 300 percent increase in rate of hours performed by apprentice women and 200 percent increase in rate of hours performed by African Americans.

I. A PLA is an effective tool to manage public works projects when reducing the risk of project delays and reducing the potential of labor disruptions and labor shortages.

J. Priority Hire is an effective tool to create local jobs, enhance workforce diversity, and improve overall working conditions.

Resolution No. 3746

A Resolution of the Port of Seattle Commission amending the Policy Directives on Construction Labor Practices for Projects Located on Port of Seattle Property and Priority Hire created by Resolutions 3725 and 3736, respectively, to change the threshold for applying project labor agreements to Port projects and related definitions.

WHEREAS, the Port of Seattle established its Construction Labor Policy in 2016 to help ensure timely and efficient delivery of construction projects; and

WHEREAS, the Port of Seattle Commission established a Priority Hire policy that requires alignment with regional partners to increase participation in the workforce by women and minorities; and

WHEREAS, the Port of Seattle can further align with King County and the City of Seattle in updating the dollar threshold for the assumption in favor of a Project Labor Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Port Commission of the Port Seattle as follows:

Section 1.

The Policy Directive on Construction Labor Practices for Projects Located on Port of Seattle Property (created by Resolution 3725) is hereby amended as follows:

Strike and replace Section 1(A)(1) to read: The assumption will be in favor of employing a PLA for construction contracts that are anticipated to be in excess of $5 million at the time of bid or, if absent at bid, at the time of the contract award.

And in Section 1(E), strike "with projected construction labor costs at or above $5 million"

And in Section 2(D), strike "with projected construction labor costs at or above $5 million"

And in Section 3(B)(3), strike "with projected construction labor costs at or above $5 million"

Section 2.

The Priority Hire Policy Directive (created by Resolution 3736), is hereby amended as follows:

In Section 2, Definitions, strike the following: "Construction labor costs" means the labor cost component of the estimated construction budget for the project to be paid to contractors at the time of bid, or, if absent a bid, at the time of the contract award.

And in Section 2, Definitions, under "Covered Project" strike "with construction costs at or above $5 million" and insert: as defined in the Policy Directive on Construction Labor Practices for Projects Located on Port of Seattle Property.

ADOPTED by the Port Commission of the Port of Seattle at a duly noticed meeting thereof, held this 24th day of April, 2018, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the seal of the Commission.

RYAN CALKINS

STEPHANIE BOWMAN

COURTNEY GREGOIRE

FRED FELLEMAN

PETER STEINBRUECK

Port of Seattle Commission

REQUEST/VERIFICATION FOR CRAFT EMPLOYEES

PROJECT NAME:

INSTRUCTIONS

To the Contractor:
Please complete and email or fax this form to the applicable union to request craft workers that fulfill all hiring requirements for the Port of Seattle project. Please cc prorityhire@portseattle.org on the email. Call the Local to verify receipt and please retain a copy of your sent request for your records. After return from the Union, submit per 01 33 00 – Submittals.

To the Union:
Please complete the "**Union Use Only**" section and fax form back to the requesting contractor. Retain form for your records.

To:	**Date:**
Local:	**Person Sending:**
From Company Name:	**Person Sending Telephone #:**

Please provide the above named project with union craft workers per the Port of Seattle PLA that fulfills the goals and requirements for this project as defined below (Contractor, please check all that apply):

- ☐ "Priority Worker" Requirement (employees, including apprentices, who reside in ZIP codes listed on the next page*).
- ☐ Pre-apprenticeship graduate within their first two years/steps of apprenticeship (Preferred Entry).
- ☐ Women and people of color apprentices and journey-level workers.
- ☐ Direct Entry (use only in addition to Priority Worker, women and/or people of color selection(s) above)

Craft Workers Requested

Job/Craft Description	Journey Worker/ Apprenticeship Level	Number Requested	Report Date & Time

Total Workers Requested: _____

Please have worker(s) report to the following address indicated below:

Site Address:	**Report to (On-Site Contact):**
On-Site Telephone #:	**Fax #:**
Comments or special licenses or qualification:	

FOR UNION USE ONLY:

Reception Date:	**Dispatch Date:**	**Received by Date:**

Employee Name	Address	Zip Code

Requested Dispatch	Available For Dispatch	Unavailable For Dispatch
Priority Worker (ZIP code resident*)	☐	☐
Preferred Entry Apprentice	☐	☐
Woman and/or person of color	☐	☐
Direct Entry (as requested above)	☐	☐

Comments:

***ZIP Code Priority Areas**

Employment of Priority Workers from King County (Tier 1 and Tier 2) shall take precedence over employment of Priority Workers from other Economically Distressed Areas (Tier 3)

Tier 2	98001	Auburn	Tier 1	98107	Ballard
Tier 2	98002	Auburn	Tier 1	98108	S. Beacon Hill/South Park
Tier 2	98003	Federal Way	Tier 1	98109	Queen Anne
Tier 2	98007	Bellevue	Tier 1	98118	Rainier Valley/Rainier Beach
Tier 2	98023	Federal Way	Tier 1	98121	Belltown
Tier 2	98030	Kent	Tier 1	98122	Central District
Tier 2	98031	Kent	Tier 1	98125	Lake City
Tier 2	98032	Kent	Tier 1	98126	Delridge
Tier 3	98036	Lynnwood	Tier 1	98133	Bitter Lake
Tier 3	98037	Lynnwood	Tier 1	98134	Industrial District
Tier 3	98043	Mountlake Terrace	Tier 1	98144	Mount Baker
Tier 2	98047	Pacific	Tier 2	98146	White Center
Tier 2	98055	South Renton	Tier 2	98148	Burien
Tier 2	98057	Central Renton	Tier 2	98168	SeaTac/Tukwila
Tier 3	98087	Lynnwood	Tier 1	98178	Rainier Beach
Tier 2	98092	Auburn	Tier 2	98188	SeaTac/Tukwila
Tier 1	98101	Downtown	Tier 2	98198	Des Moines
Tier 1	98102	Capitol Hill/Eastlake	Tier 3	98204	Everett
Tier 1	98103	Greenlake	Tier 3	98208	Everett
Tier 1	98104	Downtown	Tier 3	98251	Gold Bar
Tier 1	98105	Laurelhurst/U. District	Tier 3	98321	Buckley
Tier 1	98106	Delridge			

PRIORITY HIRE WORKFORCE PROJECTIONS

Instructions:

- *The Prime Contractor must complete and submit to the Port using the CMS Submittal workflow within 30 days of Contract Execution.*
- *All Subcontractors and Suppliers required to pay Prevailing Wages must complete and submit to the Prime Contractor.*
- *The Prime Contractor is responsible for collecting projections from all Subcontractors and Suppliers required to pay Prevailing Wages and submitting them to the Port.*
- *Submittal(s) for Prime, Subcontractors, and Suppliers must be "Accepted" or "Accepted as Noted" for their portion of Work to start.*

Construction Project Name: _____ Project MC #: _____

Projected Start Date: _____ Contract Duration: _____

Company Name: _____

Main Contact Name: _____ Main Phone Number: _____

Main Contact Email: _____

Name of Person with Hiring Authority: _____ Hiring Authority Phone Number: _____

Hiring Authority Email: _____

_____ _____

Name of Authorized Representative **(Typed name may substitute for signature)** Date

Table 1: Briefly summarize scope of work for the above-named company

Table 2: Provide information for trade crafts

- *List the construction trade crafts that are projected to perform work. Do not list Project Managers, Engineers, Administrative, or any other non-construction trade employees.*
- *Number of Workers: The total number of workers projected to work on the project per construction trade. This number will include existing workers and new hires. For union contractors this total will also include union dispatches.*
- *Number of New Hires: List the projected number of New Hires that will be employed on the project. For union contractors, New Hires will also include union dispatches.*

PRIORITY HIRE WORKFORCE PROJECTIONS

Construction Trades	Type of Work	Total Work Hours	Number of Workers	Number of New Hires	Anticipated Start Dates

Totals: _____* _____ _____

*Total Work Hours: x 20% (Goal) = Priority Hire Projected Hours

Table 3: Priority Hire ZIP Codes

Priority Hire ZIP Codes					
Employment of Priority Workers from King County (Tier 1 and Tier 2) shall take precedence over employment of Priority Workers from other Economically Distressed Areas (Tier 3)					
Tier 2	98001	Auburn	Tier 1	98107	Ballard
Tier 2	98002	Auburn	Tier 1	98108	S. Beacon Hill/South Park
Tier 2	98003	Federal Way	Tier 1	98109	Queen Anne
Tier 2	98007	Bellevue	Tier 1	98118	Rainier Valley/Rainier Beach
Tier 2	98023	Federal Way	Tier 1	98121	Belltown
Tier 2	98030	Kent	Tier 1	98122	Central District
Tier 2	98031	Kent	Tier 1	98125	Lake City
Tier 2	98032	Kent	Tier 1	98126	Delridge
Tier 3	98036	Lynnwood	Tier 1	98133	Bitter Lake
Tier 3	98037	Lynnwood	Tier 1	98134	Industrial District
Tier 3	98043	Mountlake Terrace	Tier 1	98144	Mount Baker
Tier 2	98047	Pacific	Tier 2	98146	White Center
Tier 2	98055	South Renton	Tier 2	98148	Burien
Tier 2	98057	Central Renton	Tier 2	98168	SeaTac/Tukwila
Tier 3	98087	Lynnwood	Tier 1	98178	Rainier Beach
Tier 2	98092	Auburn	Tier 2	98188	SeaTac/Tukwila
Tier 1	98101	Downtown	Tier 2	98198	Des Moines
Tier 1	98102	Capitol Hill/Eastlake	Tier 3	98204	Everett
Tier 1	98103	Greenlake	Tier 3	98208	Everett
Tier 1	98104	Downtown	Tier 3	98251	Gold Bar
Tier 1	98105	Laurelhurst/U. District	Tier 3	98321	Buckley
Tier 1	98106	Delridge			

PRIORITY HIRE WORKFORCE PROJECTIONS

Table 4: List existing workers projected to work on the project

- *Provide information on your projected CORE and/or union workers that will perform work on the jobsite.*
  - *See PLA Article 16 Section 5 for qualifications of "CORE" worker and ratio requirements with Union workers*
- *Indicate if worker lives in Priority Hire ZIP Code or not (reference Table 3). If 'Yes', estimate hours for the worker for the duration of the project.*
- *Total the Priority Hire Existing Worker Hours and pull Priority Hire Projected Hours from page 2. Calculate the number of Priority Hire hours remaining that will need come from other sources.*

Name of Worker(s)	Construction Trade	Journey or Apprentice	City	Zip Code	Union (Yes or No)	Priority Hire Hours
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
		J ☐ A ☐			Y ☐ N ☐	
			Total Priority Hire Hours from Existing Workers (A)			
			Priority Hire Projected Hours to meet goal (B) (calculated on page 2)			
			Hours +/- Projected Priority Hire Hours (A - B)			

PART 1 GENERAL

1.01 DESCRIPTION

A. Individual Submittals are required in accordance with the pertinent sections of these specifications.

B. Submittal Log: After Contract Execution, the Engineer will provide an electronic draft Submittal Log to the Contractor indicating those Submittals generally required by the specifications. The Contractor shall check the required Submittals for completeness and accuracy against the bid documents and return the completed Submittal Log to the Engineer within 15 calendar days. The Port will complete the first five (5) columns. The Contractor shall complete the “Contractor Priority” and “Date Due from Contractor” columns. The Contractor may also make comments in the “Remarks” column. The due date shall correspond with that shown on the Project Schedule for each Submittal. A copy of the Submittal Log is attached to this Specification Section, for reference purposes only. The Contractor is expected to provide all listed Submittals unless specifically requested to be removed from the Submittal Log and accepted by the Engineer.

C. All Submittal forms shall bear the Contract name and number, the date of submission, reference to the specification section and drawing number to which the Submittal applies, the nature of the Submittal, and the name of the Contractor initiating the submittal.

D. Submit all shop drawings, catalog cuts, and brochures in the quantity specified herein, electronically, using the Contract Management System (CMS) Submittal Workflow process or other format as accepted by the Engineer.

1. Submittal drawings shall include the official Port project name and work project number in the title blocks of all drawings that are created or modified for specific use on the project.

E. Prepare a separate Submittal form for each product or procedure and identify by referencing the specification section and paragraph number.

F. The Port will return the Submittal electronically via the CMS Submittal Workflow process, within 21 days of receipt by the Engineer. Submittal status is reviewed in weekly Progress Meetings. See Deferred Submittals section for additional information on submittal process and timelines.

G. The Port will allow one (1) review of the original Submittal and one (1) submittal reiteration, which is included in the cost of the project. The Port has the right to recover any additional cost that may result from the review of any subsequent re-submittals.

H. There are Submittals in this Contract that have additional review by the Airport Building Department. Allow 14 additional days for this additional review time.

I. The Engineer will receive submittals, including shop drawings, product data and samples from the Contractor and will review and take other appropriate action on them, but only for conformity with the design concept of the Project and with the provisions and intent of the Contract Documents. Shop drawings, samples, and other submission reviews by the Engineer will not include checking of dimensions or openings for potential conflict. The Engineer’s acceptance of a specific item shall not indicate acceptance of an assembly of which the item is a component. Submittals will be returned, “Receipt Acknowledged”, “Accepted”, “Accepted as Noted”, “Revise and Resubmit” or “Not Accepted”.

J. Section 01 32 19 - Preconstruction Submittals contains required submittals that must state “Accepted” or “Accepted as Noted” by the Port prior to issuance of Notice to Proceed.

K. See Section 01 25 00 - Substitutions for procedures regarding requests for substitutions.

1.02 COMPLIANCE

A. The Port may not pay for materials delivered or incorporated into the Work without an accepted submittal.

B. Failure to comply with these requirements shall be deemed as the Contractor’s agreement to furnish the exact materials specified or materials selected by the Engineer based on these specifications.

1.03 SHOP DRAWINGS

A. Quality: Prepare shop drawings accurately to scale sufficiently large to indicate all pertinent features of the products and the method of fabrication, connection, erection, and assembly with respect to the work. Calculations associated with shop drawing design shall also be submitted.

B. Structural Fabrication and Erection Drawings: All shop drawings which indicate structural fabrication or erection details and associated calculations shall bear the seal of a licensed structural engineer in the State of Washington.

C. Thoroughly review all shop and detail drawings prior to submittal, including all those provided by subcontractors and suppliers at any tier, to assure coordination with other parts of the Work. Failure to comply will be cause for rejection. Submittals shall bear the Contractor's **approval** stamp and initials of the reviewer.

D. Components or materials which require shop drawings and which arrive at the job site prior to acceptance of shop drawings shall be considered as not being made for this project and shall be subject to rejection and removal from the premises.

E. All drawings submitted to the Engineer shall be drawn on sheets each 24 inches wide by 36 inches long in overall dimensions or on small sheets that are multiples of 8-1/2 inches by 11 inches.

F. Type of Prints Required: Submit one (1) electronic copy of all shop drawings and supplemental working drawings in accordance with Document 00 70 01 – General Conditions.

G. Submit shop and detail drawings in related packages. All equipment or material details that are interdependent or are related in any way must be submitted together as a complete package indicating the complete system. Submittals shall not be altered once accepted for construction. Clearly mark and date revisions. Major revisions must be resubmitted for acceptance.

H. All documents submitted to the Port and not returned to the Contractor, shall be retained by the Port, including software and source codes, etc., that is developed or used for the project. See Document 00 70 01 – General Conditions.

1.04 MANUFACTURERS' LITERATURE

A. Submit one (1) electronic copy of manufacturers’ literature. The electronic data shall have software search features and interactive capabilities.

1. Product data, catalog cuts, or brochures shall show the type, size ratings, style, color, manufacturer and catalog number of each item and be complete enough to provide for positive and rapid identification in the field. Submit catalog data in electronic form. The electronic data shall have software search features and interactive capabilities. Specific items shall be clearly marked or highlighted. General catalogs or partial lists will not be accepted.

1.05 SAMPLES

A. The sample submitted shall be the exact or precise article proposed to be furnished.

B. Submit three (3) samples of each article proposed.

1.06 MOCKUPS

A. Provide any mockups required in the technical specifications for evaluation by the Engineer, allowing up to 30 days for review. The mock up shall be used to ensure installation details are done correctly per the design, establish a look to match existing conditions, review and solve any constructability and maintainability issues, and to set the quality of work standards that shall be met. No final installation work or related work such as demolition of existing materials shall be started by the contractor until the mockup has been built and accepted by the Engineer. Subject to compliance with requirements in the technical sections, approved mockups may become part of the completed Work if undisturbed at the time of Substantial Completion.

1.07 DEFERRED SUBMITTALS

A. Deferral of any submittal items shall have prior approval of the Authority Having Jurisdiction (AHJ). The Deferred Submittals are listed on the Contract Documents or on the building permit(s). The Contractor shall submit complete information, including design calculations, for each individual deferred item in a single submittal package promptly after the Execution of the Contract.

B. The Engineer shall send them to the AHJ for acceptance.

C. Deferred Submittal items shall not be installed until the design and submittal documents have been accepted by the AHJ and the Engineer. The Contactor shall allow an additional 14 days for deferred submittal review beyond the time specified in paragraph 1.01F for standard submittal review to account for the additional AHJ department review time.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of

Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
00 00 00	0.0A.1		Sample 1 Schedule	SC	B	12/7/2017			Chen K				Huang L	Lee F	
00 00 00	0.0B		Sample 2 Shop Drawing	SD	A	12/17/2017	Smith J, Jones S			Doe J				Lee F	
00 00 00	0.0		Sample 3 Warranty	WA	C	12/31/2017	Smith J				Anderson B			Anderson B	
00 70 00	G-04.33C		List of Subcontractors	PC											
00 80 00	SC-04.01		Site Assessment Survey- Existing conditions Video	PC											
00 80 00	SC-04.12		AV Bldg Dept - Contractor's Written Statement of Responsibility	PC											
00 80 00	SC-04.12		NPDES Permit - Contractor Statement	PC							Braaten J				
00 80 00	SC-04.14.J		Asbestos Awareness Training	CC							PCS				
00 89 00	1.06.B.1.i.2		WMBE Commitment Plan Form (Page 2)	PC/PP							CA				*Page 2 of Plan Form required if:* -option 2 was chosen during bid (00 89 00.1.06.B.1.i.); or -requesting any change to plan form previously submitted
01 14 13	2A		Final Contractor Access Plan	PC/PP											
01 20 00	1.02A.2		Schedule of Values	PC/CH											
01 20 00	1.02A.3		Contractor and Sub-Contractor Labor and Equipment Rates	PC											
01 31 00	1.03A		Contractor's Project Organization	PC/QR/PP											
01 31 13	1.08A.1		Appendix H: Port Fire Department Pre-Con Questionnaire	PC											Port will email submitted form to: Chris Clark, Adam Griffin, and Tom White
01 32 16	1.02G.1a		Baseline Schedule, Narrative & Reports	PC/CH											
01 32 16	1.02G.1b		Monthly Progress Schedule, Narrative & Reports	CH											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
01 32 16	1.02G.1d		As-built Record Schedule	AS											
01 32 45	1.04B		Apprentice Utilization Plan - [PLA] or [Non-PLA]	PC/PP							Pierce S				
01 32 50	1.04.B.1		Priority Hire Craft Request	CC							Pierce S				
01 32 50	1.04.B.2		Priority Hire Workforce Projections	PC/PP							Pierce S				*Required within 30 days of Contract Execution*
01 33 00	1.01B		Submittal Log	PC											*Required within [10] [20] [30] days of Contract Execution*
01 35 13	1.03.A		Safety Plan Compliance Document	PC											
01 35 13	1.03.B		Certificate of Compliance with Construction Safety Phasing	PC											
01 35 13	1.03.C		Safety Plan Compliance Document Daily Inspection Report	TD											Submit as attachments to CDR's
01 35 29	1.04A		Site Specific Safety Plan	PC/PP											
01 35 29	1.04B		COVID-19 Site Specific Safety Plan	PC/PP											
01 35 29	1.04C		Chemical Exposure Plan	PP											
01 45 16	1.03A		Quality Control Plan	PC/PP											
01 45 16	1.03B		Quality Control Reports	PP											
01 45 16	1.03C		Pre-Installation Meeting List	PP											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
01 45 29	1.03A		Schedule of Special Inspections	PC/PP											
01 50 00	1.02C		Temporary Power Plan	PC/PP											
01 55 16	1.03A.1-3		Haul Route Submittal info	PC/PP											
01 55 16	1.03A.4		Haul Route Activities	AS											
01 55 16	1.03A.5		Haul Route Closeout Activities	AS											
01 55 26	3.08A		Traffic Control Supervision Designation	PP											
01 55 26	3.08B		Traffic Control Plan	PP											
01 55 26	3.08C		Haul Route Permits	PP											
01 57 13	1.03A		Contractor Erosion and Sediment Control Plan (CESCP)	PC/PP							Braaten J, Modie T				
01 57 13	1.03B		CESCP Materials & Certifications	MD/QR											
01 57 23	1.04A.1		Pollution Prevention Plan	PC/PP							Ferris G, Modie T				
01 57 23	1.04A.2		Hazardous Material Insurance Endorsements	CC							Ferris G				
01 57 23	1.04A.3		Hazardous Material Transport - MCS-90 Certificate	CC							Ferris G				
01 57 23	1.04A.4		List of Hazardous Material Drivers and Endorsements	NP							Ferris G				

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
01 59 00	1.03A.1		Construction Water Management Plan	PC/PP							Braaten J, Modie T				
01 74 19	1.03A		Waste Management Plan	PC/PP							Ferris G				
01 74 19	1.03B		Waste Management Final Report	PP							Ferris G				
01 78 23	1.02A.1		Aviation O&Ms - CMMS Source File/Forms	CH											
01 78 23	1.02A.2		Aviation O&M Manuals - Draft	OM											*60 days prior to punchlist*
01 78 23	1.02A.3		Aviation O&M Manuals - Final	OM											*Submit prior to final inspection*
01 78 29	1.03B		As-Built Redline Drawings	AS											
01 78 29	1.03C		Final As-Built Redline Drawings	AS											
01 78 36	1.04A		Written Warranties	WA											*60 days prior to punchlist*
01 78 36	1.04B		Special Warranties	WA											
01 78 36	1.04C		Final Executed Warranties	WA											*include in Final O&M*
01 79 00	1.03		Training Plan & Syllabus	PP											
01 91 00	1.04A		Commissioning Test Results	TD											
01 91 00	1.04A		Commissing Checklists [Add submittal for each required checklist in 01 91 00.13. Delete if 01 91 00 Is used]	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
01 91 00	1.04A		Commissioning Associated Documentation	TD											
02 41 13	1.03A		Demolition Materials	MD											
02 41 13	1.03B		Demolition Plan	PP											
02 61 13	1.03		Contaminated Soils Management Plan	PP											
02 80 00	1.02A		Facility Remediation Work Plan	PC/PP							Milewski C				
02 80 00	1.02C		Facility Remediation Post-Construction Closeout records	TD							Milewski C				
02 82 13	1.05B		Asbestos Work Plan	PC							PCS				
02 82 13	1.05.C		Asbestos - Daily work records	PP							PCS				
02 82 13	1.05.D		Asbestos - Project record documents	PP											
02 83 19	1.05B		Lead - Work Plan	PC							PCS, Milewski C				
02 83 19	1.05.C		Lead - Daily work records	PP											
02 83 19	1.05.D		Lead - Project record documents	PP							PCS, Milewski C				
02 83 33	1.03D.5		PCB Caulking - Work Plan	PP							PCS, Milewski C				
02 83 33	1.03.C		Demolition Containing PCBs - Qualifications	PP							PCS, Milewski C				

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
02 83 33	1.03.B		Demolition Containing PCBs - Pre-Construction Submittals	PC							PCS, Milewski C				
02 83 33	1.03E.2c		Demolition Containing PCBs - Air Monitoring Results	TD							PCS, Milewski C				
02 87 00	1.06B		Fugitive and Silica Dust - Work Plan	PC							PCS				
02 87 00	1.06.C		Fugitive and Silica Dust - Daily Work Records	PP											
02 87 00	1.06.D		Fugitive and Silica Dust - Project record documents	PP							PCS				
03 11 00	1.03B.1		Concrete Formwork and Falsework Drawings	SD											
03 11 00	1.03B.2		Concrete Formwork and Falsework Sequence	PP											
03 21 00	1.03B.1		Concrete Reinforcement Material Testing Certified Test Reports	TD											
03 21 00	1.03B.2		Concrete Reinforcement Shop Drawings	SD											
03 30 00	1.03B.1		CIP Concrete Mix Designs - each class of concrete	MD/TD											
03 30 00	1.03B.2		CIP Concrete - Non-Shrink Grout	MD/CC											
03 30 00	1.03B.3		CIP Concrete - Membrane	MD											
03 30 00	1.03B.4		CIP Concrete - Test Reports	TD											
03 30 00	1.03B.6		CIP Concrete Batch Tickets	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
03 30 00	1.03B.7		CIP Concrete Placement & Sequencing	PP/SD											
03 30 00	1.03B.8		CIP Concrete - Finishing Procedure	PP											
03 31 00	1.03		Structural PCC Materials (FAA)	MD											
03 35 10	1.03A		Blast Finished Concrete Materials	MD											
03 35 10	1.03B.1		Blast Finished Concrete - Blasting Procedure	PP											
03 35 10	1.03B.2		Blast Finished Concrete - Mock-up	MU											
03 37 13	1.03A		Shotcrete Materials	MD											
03 37 13	1.03B.1		Shotcrete Mix Design	TD											
03 37 13	1.03B.2		Shotcrete Fiber Reinforcement Certification	CC											
03 37 13	1.03B.3		Shotcrete Mockup	MU											
03 37 13	1.03B.4		Shotcrete Installation Plan	PP											
03 40 00	1.03A		Precast Concrete Materials	MD											
03 40 00	1.03B.1		Precast Concrete Mix Design	TD											
03 40 00	1.03B.2		Precast Concrete Delivery Slip	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
03 40 00	1.03B.3		Precast Concrete Finish Sample	MU											
03 40 00	1.03B.4		Precast Concrete Shop Drawings	SD											
03 40 00	1.03B.5		Precast Concrete Structural calculations	CA											
03 40 00	1.03B.7		Precast Concrete Inserts	MD											
03 40 00	1.03B.8		Precast Concrete Piping	CC/TD/AS											
03 52 16	1.03B.1		Lightweight Insulating Concrete Insulation - each type	MD											
03 52 16	1.03B.2		Lightweight Insulating Concrete Test Reports	TD											
03 54 13	1.03A		Gypsum Floor Underlayment Materials	MD											
03 63 00	1.03A		Epoxy Mortar Materials	MD											
03 64 23	1.03B		Epoxy Injected Concrete Pile Restoration Work Plan, Material Certifications, Test Data	PP/MD/TD											
04 22 00	1.03B.1a		Concrete Unit Masonry Mortar Mix Design(s)	TD											
04 22 00	1.03B.1b		Concrete Unit Masonry Grout Mix Design(s)	TD											
04 22 00	1.03B.1c		Concrete Unit Masonry Material Certifications	CC											
04 22 00	1.03B.1d		Concrete Unit Masonry Construction Procedures	PP											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
04 22 00	3.02B		Concrete Unit Masonry Sample Panel	MU											
05 05 19	1.03B.1		Post Installed Concrete Anchors Materials	MD											
05 05 19	1.03B.2		Post Installed Concrete Anchors Installer Qualifications	QR											
05 05 19	1.03B.3		Post Installed Concrete Anchors Special Inspection & Testing Reports	TD											
05 05 23	1.03B.1		Welding Shop and Erection Details	SD											
05 05 23	1.03B.2		Welding Filler Materials	MD											
05 05 23	1.03B.3		Weld Qualifications	QR											
05 05 23	1.03B.4		Welding Testing & Inspection Results	TD											
05 05 23	1.03B.5		Welding Supervisor Qualifications	QR											
05 05 23	1.03B.6		Welder Qualifications	QR											
05 05 23	1.03B.7		Weld Inspection Work Schedule	CH											
05 12 00	1.03B.1		Structural Steel Manufacturer/Fabricator Contact Information	QR											
05 12 00	1.03B.2		Structural Steel Shop Drawings	SD											
05 12 00	1.03B.3		Structural Steel Erection Details	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
05 12 00	1.03B.4		Structural Steel Shop Primer	MD/TD											
05 12 00	1.03B.5		Structural Steel Mill Certificates	CC											
05 12 00	1.03B.6		Structural Steel Fabricator Qualifications	QR											
05 12 00	1.03B.7		Structural Steel Member Identification Plan	PP											
05 12 00	1.03B.8		Structural Steel Fabrication & Erection Drawings	SD/PP											
05 21 00	1.03B		Steel Joists Shop Drawings	SD											
05 31 13	1.03B.1		Steel Floor and Roof Deck Shop and Erection Details	SD											
05 31 13	1.03B.2		Steel Floor and Roof Deck Lab Tests or Mill Certificates	CC											
05 40 00	1.03B		Cold Formed Metal Framing Shop Drawings	SD											
05 50 00	1.03B		Metal Fabrications Shop Drawings	SD											
05 51 00	1.03B.1		Metal Stairs Shop Drawings	SD											
05 51 00	1.03B.2		Metal Stairs Samples	SA											
05 51 00	3.02A.4		Metal Stairs Design Load Criteria	CA											
05 52 13	1.03B.1		Steel Pipe Handrail & Railing Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
05 52 13	1.03B.2		Steel Pipe Handrail & Railing Samples	SA											
05 52 50	1.03B.1		Glass Railings Qualification Product Data	MD											
05 52 50	1.03B.2		Glass Railings Shop Drawings	SD											
05 52 50	1.03B.3		Glass Railings Verification Samples	SA											
05 52 50	1.04E		Glass Railings Calculations	CA											
05 52 50	2.05E		Glass Railings Qualification Data	QR											
05 53 00	1.03B.1		Gratings Material Data	MD											
05 53 00	1.03B.2		Gratings Shop Drawings	SD											
05 53 00	1.03B.3		Gratings - Fasteners	TD											
05 53 00	1.04		Gratings Special Warranties	WA											
06 05 00	1.03B		Lumber & Timber Shop Drawings	SD											
06 10 00	1.03C		Rough Carpentry Fabricated Structural Members	SD											
06 10 00	1.03E		Rough Carpentry Proposed Modifications	CA/SD											
06 10 00	2.05F		Rough Carpentry - Pressure Treated Lumber & Plywood	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
06 10 00	2.05H		Rough Carpentry Certificates of Grade	CC											
06 17 53	1.03B.1		Pre-Fabricated Wood Trusses Shop Drawings	SD											
06 17 53	1.03B.2		Pre-Fabricated Wood Trusses Erection Instructions	PP											
06 17 53	1.03B.3		Pre-Fabricated Wood Trusses Load Carrying Certification	CC											
06 17 53	1.03B.4		Pre-Fabricated Wood Trusses Grade Marks	CC											
06 17 53	1.03B.5		Pre-Fabricated Wood Trusses Qualifications of Fabricator	QR											
06 20 00	1.03B.1		Finish Carpentry Samples	SA											
06 41 00	1.03B.1		Finish Carpentry - Custom Cabinets Product Data	MD											
06 41 00	1.03B.2		Finish Carpentry - Cabinets Quality Certification	CC											
06 41 00	1.03B.3		Finish Carpentry - Cabinets Shop Drawings	SD											
06 42 19	1.03B.1		Plastic Laminate Panels & Metal Trim Materials	MD											
06 42 19	1.03B.2		Plastic Laminate Panels & Metal Trim Samples	SA											
07 10 00	1.03B.1		Waterproofing Installation Drawings	SD											
07 10 00	1.03B.2		Waterproofing Field Quality Control Procedures	PP											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
07 10 00	1.03B.3		Waterproofing Safety Data Sheet - each material	MD											
07 10 00	1.03B.4		Waterproofing Manufacturer's Certificate of Conformance	CC											
07 14 00	1.03A		Fluid Applied Waterproofing Materials	MD											
07 19 00	1.03A		Fluid Applied Waterproofing Water Repellant Coating Materials	MD											
07 19 00	1.03B		Fluid Applied Waterproofing Certification of Installation	CC											
07 19 00	1.08A		Fluid Applied Waterproofing Water Repellant Coating Warranty	WA											
07 21 00	1.03A		Roof and Deck Board Insulation Materials	MD											
07 26 00	1.03A		Underslab Vapor Retarder Materials	MD											
07 41 13	1.03A		Preformed Metal Roofing Materials	MD											
07 41 13	1.03B.1		Preformed Metal Roofing Performance Test Reports	TD											
07 41 13	1.03B.2		Preformed Metal Roofing Manufacturer's Standard Warranty	WA											
07 41 13	1.03B.3		Preformed Metal Roofing Samples	SA											
07 41 13	1.03B.4		Preformed Metal Roofing Shop Drawings	SD											
07 41 18	1.03A		Preformed Metal Facia Materials	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
07 41 18	1.03B.1		Preformed Metal Facia Performance Test Reports	TD											
07 41 18	1.03B.2		Preformed Metal Facia Manufacturer's Standard Warranty	WA											
07 41 18	1.03B.3		Preformed Metal Facia Samples	SA											
07 41 18	1.03B.4		Preformed Metal Facia Shop Drawings	SD											
07 41 43	1.03A		Preformed Metal Sandwich Panels Materials	MD											
07 41 43	1.03B.1		Preformed Metal Sandwich Panels Performance Test Reports	TD											
07 41 43	1.03B.2		Preformed Metal Sandwich Panels Manufacturer's Standard Warranty	WA											
07 41 43	1.03B.3		Preformed Metal Sandwich Panel Samples	SA											
07 41 43	1.03B.4		Preformed Metal Sandwich Panel Shop Drawings	SD											
07 50 00	1.03A.2a		Single Ply Roofing Materials Product Data & Installation Instructions	MD											
07 50 00	1.03A.2b		Single Ply Roofing and Materials Samples	SA											
07 50 00	1.03A.2c		Single Ply Roofing Safety Data Sheet - each material	MD											
07 50 00	1.03A.3a		Single Ply Roofing Product Compatability	CC											
07 50 00	1.03B.1		Singly Ply Roofing Shop Drawings	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
07 50 00	1.04A		Single Ply Roofing Installer Certification	QR											
07 50 00	1.09A		Single Ply Roofing Sample Warranty	WA											
07 50 00	1.09B		Single Ply Roofing Final Warranty	WA											
07 53 00	1.03A		Mechanically Attached Elastomeric Sheet Roofing Materials	MD											
07 53 00	1.03B.1		Mechanically Attached Elastomeric Manufacturer Certification of Installation	CC											
07 53 00	1.03B.2		Mechanically Attached Elastomeric Warranty	WA											
07 53 00	1.03B.3		Mechanically Attached Elastomeric Sheet Roofing Samples	SA											
07 53 00	1.03B.4		Mechanically Attached Elastomeric Closeout Documents	OM											
07 60 00	1.03A		Flashing & Sheet Metal Materials	MD											
07 60 00	1.04A		Flashing & Sheet Metal Special Warranties	WA											
07 81 16	1.03A		Cementitious Fireproofing Materials - STIA	MD											
07 81 16	1.03B		Cementitious Fireproofing Installation Instructions - STIA	PP											
07 81 16	1.03A		Cementitious Fireproofing Materials	MD											
07 81 16	1.03B.1		Cementitious Fireproofing Certified Test Reports	TD											

SUBMITTAL LOG

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

[Project Name]

MC-[#######]

[WP #]

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
07 81 16	1.06C		Cementitious Fireproofing Safety Data Sheet - each material	MD											
07 84 00	1.03A		Firestopping Materials	MD											
07 84 00	1.03B.1		Firestopping Characteristics, Installation Procedures	PP											
07 84 00	1.03B.2		Firestopping Shop Drawings	SD											
07 84 00	1.03B.3		Firestopping Certificate of Conformance	CC											
07 92 00	1.03A		Joint Sealers Materials	MD											
07 92 00	1.04A		Joint Sealers Warranty	WA											
08 11 00	1.03A		Steel Doors and Frames Materials	MD											
08 11 00	1.03B		Steel Doors and Frames Shop Drawings	SD											
08 11 00	1.04D		Steel Doors and Frames Safety Data Sheet - each material	MD											
08 11 16	1.03A		Aluminum Doors & Frames Materials	MD											
08 11 16	1.03B.1		Aluminum Doors & Frames Certified Laboratory Test Reports	TD											
08 11 16	1.03B.2		Aluminum Doors & Frames Shop Drawings	SD											
08 11 16	1.03B.3		Aluminum Doors & Frames Finish Samples	SA											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
08 14 00	1.03B.1		Wood Doors Product Data	MD											
08 14 00	1.03B.2		Wood Doors Shop Drawings	SD											
08 14 00	1.03B.3		Wood Doors Samples	SA											
08 14 00	1.04A		Wood Doors Special Warranties	WA											
08 15 13	1.03A		Laminated Plastic Doors Product Data	MD											
08 15 13	1.05A		Laminated Plastic Doors Special Warranties	WA											
08 30 00	1.03A		Special Doors Product Data	MD											
08 30 00	1.03B.1		Special Doors Shop Drawings	SD											
08 30 00	1.03B.2		Special Doors Material List	MD											
08 30 00	3.03		Special Doors O&M Data	OM											
08 31 00	1.03B.1		Plastic Laminate Access Panels Product Data & Installation Inst.	MD											
08 36 13	1.03A		Sectional Overhead Doors Product Data	MD											
08 36 13	1.03B		Sectional Overhead Doors Materials List	MD											
08 36 13	3.03A		Sectional Overhead Doors O&M Data	OM											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
08 42 29	1.03A		Transit Station Doors Product Data	MD											
08 42 29	1.03B		Transit Station Doors Shop Drawings	SD											
08 51 13	1.03A		Aluminum Windows Product Data	MD											
08 51 13	1.03B		Aluminum Windows Shop Drawings	SD											
08 70 00	1.03B.1		Hardware Samples	SA											
08 70 00	1.03B.3		Hardware Product Data	MD											
08 70 00	1.03B.4		Hardware Schedule	CH											
08 70 00	1.05		Hardware Special Warranties	WA											
08 80 00	1.03A		Glazing Product Data	MD											
08 80 00	1.03B		Glazing Samples	SA											
08 80 00	1.03B		Glazing Shop Drawings	SD											
08 80 00	1.07A		Glazing Special Warranties	WA											
08 91 00	1.03A		Wall Louvers Product Data	MD											
08 91 00	1.03B.1		Wall Louvers Shop Drawings	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
08 91 00	1.03B.2		Wall Louvers Samples	SA											
08 91 00	1.03B.3		Wall Louvers Worker Qualifications	QR											
08 91 26	1.03A		Door Louvers Product Data	MD											
08 91 26	1.03B		Door Louvers Shop Drawings	SD											
09 20 00	1.03A		Gypsum Board Product Data	MD											
09 20 13	1.03A		Lath & Plaster Product Data	MD											
09 20 13	1.03B.1		Lath & Plaster Certificate of Conformance	CC											
09 20 13	1.03B.2		Lath & Plaster Applicator's Qualifications	QR											
09 20 13	1.03B.3		Lath & Plaster Manufacturer's Written Instructions	PP											
09 21 16	1.03A		Drywall Shaft System Materials	MD											
09 21 16	1.03B.1		Drywall Shaft System Installer Qualifications	QR											
09 24 00	1.03A		Exterior Lath & Plaster (Stucco) Product Data	MD											
09 24 23	1.03A		Stucco Materials Product Data	MD											
09 24 23	1.03B.1		Stucco Applicator's Qualifications	QR											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 26 00	1.03A		Gypsum Base Materials Product Data	MD											
09 26 13	1.03A		Gypsum Veneer Plaster Materials Product Data	MD											
09 26 13	1.03B.1		Gypsum Veneer Plaster Applicator's Qualifications	QR											
09 30 13	1.03A		Ceramic Tile Product Data	MD											
09 51 00	1.03A		Acoustical Ceilings Product Data	MD											
09 51 00	1.03B.1		Acoustical Ceilings Shop Drawings	SD											
09 51 00	1.03B.2		Acoustical Ceilings Samples	SA											
09 51 00	1.03B.3		Acoustical Ceilings Calculations	CA											
09 51 13	1.03A		Metal Acoustical Ceiling Panels Product Data	MD											
09 51 13	1.03B.1		Metal Acoustical Ceiling Panels Shop Drawings	SD											
09 51 13	1.03B.2		Metal Acoustical Ceiling Panels Samples	SA											
09 51 13	1.03B.3		Metal Acoustical Ceiling Panels Calculations	CA											
09 51 23	1.03A		Composition Acoustical Ceilings Product Data	MD											
09 51 23	1.03B.1		Composition Acoustical Ceilings Shop Drawings	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 51 23	1.03B.2		Composition Acoustical Ceilings Samples	SA											
09 51 23	1.03B.3		Composition Acoustical Ceilings Calculations	CA											
09 51 23	1.05A		Composition Acoustical Ceilings Spare Parts Information	OM											
09 54 23	1.03A		Metal Linear Ceiling System Product Data	MD											
09 54 23	1.03B.1		Metal Linear Ceiling System Shop Drawings	SD											
09 54 23	1.03B.2		Metal Linear Ceiling System Samples	SA											
09 54 23	1.03B.3		Metal Linear Ceiling System Maintenance Instructions	OM											
09 54 23	1.03B.4		Metal Linear Ceiling System Replacement Materials	OM											
09 58 00	1.03A		Integrated Ceiling System Material Data	MD											
09 58 00	1.03B.1		Integrated Ceiling System Installer Qualifications	QR											
09 58 00	1.03B.2		Integrated Ceiling System Shop Drawings	SD											
09 58 00	1.03B.3		Integrated Ceiling System Samples	SA											
09 65 00	1.03A		Resilient Flooring Product Data	MD											
09 65 00	1.03B.1		Resilient Flooring Samples	SA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 65 00	1.03B.2		Resilient Flooring Shop Drawings	SD											
09 65 13	1.03A		Resilient Wall Base Product Data	MD											
09 65 13	1.03B.1		Resilient Wall Base Samples	SA											
09 66 13	1.03A		Portland Cement Terrazzo Product Data	MD											
09 66 13	1.03B.1		Portland Cement Terrazzo Samples	SA											
09 66 16	1.03A		Plastic Matrix Terrazzo Product Data	MD											
09 66 16	1.03B.1		Plastic Matrix Terrazzo Layout Drawings	SD											
09 66 16	1.03B.2		Plastic Matrix Terrazzo Samples	SA											
09 66 16	1.05		Plastic Matrix Terrazzo Standard Of The Work	MU											
09 66 16	1.05B		Plastic Matrix Terrazzo Installer Qualifications	QR											
09 66 16	1.06		Plastic Matrix Terrazzo Special Warranties	WA											
09 68 00	1.03A		Carpeting Product Data	MD											
09 68 00	1.03B.1		Carpeting Samples	SA											
09 68 00	1.03B.2		Carpeting Fire Test Certification	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 69 00	1.03A		Access Flooring Product Data	MD											
09 69 00	1.03B.1		Access Flooring Shop Drawings	SD											
09 69 00	1.03B.2		Access Flooring Samples	SA											
09 69 00	1.03B.3		Access Flooring Certification and Test Data	CC/TD											
09 69 00	1.03B.4		Access Flooring Calculations	CA											
09 69 00	1.03B.5		Access Flooring Installer Qualifications	QR											
09 69 00	3.04A		Access Flooring Spare Parts Information	OM											
09 72 00	1.03A		Wall Covering Product Data	MD											
09 72 00	1.03B.1		Wall Covering Safety Data Sheet - each material	MD											
09 72 00	1.08A		Wall Covering Spare Parts Information	OM											
09 81 00	1.03A		Acoustical Insulation Product Data	MD											
09 84 13	1.03A		Acoustical Wall System Product Data	MD											
09 84 13	1.03B.1		Acoustical Wall System Samples	SA											
09 84 13	1.03B.2		Acoustical Wall System Layout Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 84 13	3.02A		Acoustical Wall System Spare Parts Information	OM											
09 90 00	1.03A		Paints and Coatings Product Data	MD											
09 90 00	1.03B.1		Paints and Coatings Color Samples	SA											
09 96 26	1.03A		Coating System for Steel Piling Product Data	MD											
09 96 26	2.04E.7b		Coating System for Steel Piling Color Samples	SA											
09 96 26	2.04E.7c		Coating System for Steel Piling Material Warranty	WA											
09 96 26	2.07A		Coating System for Steel Piling Certificate of Compliance	CC											
09 96 26	2.07B		Coating System for Steel Piling Demonstrated Performance	QR											
09 96 26	3.01A		Coating System for Steel Piling Shop Drawings	SD											
09 96 26	3.01B.1		Coating System for Steel Piling Work Plan and Schedule	PP/CH											
09 96 26	3.04A.3		Coating System for Steel Piling Installer Qualifications	QR											
09 96 46	1.03A		Intumescent Paint Product Data	MD											
09 96 46	1.03B.1		Intumescent Paint Material List	MD											
09 96 46	1.03B.2		Intumescent Paint Mock Up	MU											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
09 96 46	1.03C		Intumescent Paint Applicator's Qualifications	QR											
09 97 00	1.03A		Special Coatings Product Data	MD											
09 97 00	1.03B.1		Special Coatings Samples - All Paints and Finishes	SA											
09 97 13	1.03A		Special Coatings - Metal Product Data	MD											
09 97 13	1.03C.1		Special Coatings - Metal Samples - All Paints and Finishes	SA											
09 97 13	1.07		Special Coatings - Metal Special Warranties	WA											
09 97 23	1.03A		Special Coatings - Stucco Product Data	MD											
09 97 23	1.03B.1		Special Coatings - Stucco Mock Up	MU											
09 97 23	1.05		Special Coatings - Stucco Special Warranties	WA											
10 11 00	1.03A		Miscellaneous Specialties Product Data	MD											
10 11 00	1.03B.1		Miscellaneous Specialties Shop Drawings	SD											
10 11 00	1.03B.2		Miscellaneous Specialities Samples	SA											
10 14 00	1.03A		Identification Devices Product Data	MD											
10 14 00	1.03B.1		Identification Devices Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	**Para. No.**	**Free Type**	**Title**	**Submittal Type**	**Contr Priority**	**Date Due from Contr**	**Critical**	**Other**	**Critical2**	**Other2**	**Critical3**	**Other3**	**Pre-Final (Optional) *One Per Submittal***	**Final (Required) *One Per Submittal***	**Remarks**
10 14 13	1.03A		Specialty Sign Product Data	MD											
10 14 13	1.03B.1a		Specialty Sign Samples	SA											
10 14 13	1.03B.1b		Specialty Sign Shop Drawings	SD											
10 14 13	1.03B.1c		Specialty Sign Face Patterns	SD											
10 14 53	1.03A		Traffic Signs Product Data	MD											
10 14 53	1.03B		Traffic Signs Shop Drawings	SD											
10 21 13	1.03A		Metal Toilet Compartment Product Data	MD											
10 26 13	1.03A		Wall Guards Product Data	MD											
10 26 13	1.03B		Wall Guard Samples	SA											
10 28 13	1.03A		Toilet Accessories Product Data	MD											
10 44 16	1.03A		Portable Fire Extinguishers & Cabinets Product Data	MD											
10 44 16	1.03B		Portable Fire Extinguishers & Cabinets Color Samples	SA											
10 56 29	1.03A		Modular Equipment Rack System Product Data	MD											
10 56 29	1.03B.1		Modular Equipment Rack System Samples	SA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
10 56 29	1.03B.2		Modular Equipment Rack System Shop Drawings	SD											
10 86 00	1.03A		Inspection Mirrors Product Data	MD											
10 86 00	1.03A.1		Inspection Mirrors Shop Drawings	SD											
10 86 00	1.03A.2		Inspection Mirrors Material List	MD											
10 86 00	1.03A.3a		Inspection Mirrors Manuals	OM											
10 86 00	1.03A.3b		Inspection Mirrors Test Reports	TD											
10 86 00	1.03A.3c		Inspection Mirrors Certification	CC											
10 86 00	1.06A		Inspection Mirrors Special Warranties	WA											
10 88 00	1.03A		Truck Scales Product Data	MD											
10 88 00	1.03B.1		Truck Scales Detailed Construction Drawings	SD											
10 88 00	1.03B.2		Truck Scales Schematic Diagrams & Operation and Maintenance Data	OM											
10 88 00	1.04A		Truck Scales Manufacturer's Qualifications	QR											
10 88 00	1.04B		Truck Scales Seal of Certification	CC											
10 88 00	1.04C		Truck Scales Existing Scale Operational Status	AS											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
10 88 00	1.06A		Truck Scales Special Warranties	WA											
10 88 00	3.02A		Truck Scales Operator Instruction	OT											
10 88 00	3.03A		Truck Scales New Scale Service	SE											
11 12 00	1.03A		Parking Control Equipment Product Data	MD											
11 12 00	1.03B.1		Parking Control Equipment Shop Drawings	SD											
11 12 00	1.03B.2		Parking Control Equipment Material List	MD											
11 13 00	1.03A		Loading Dock Equipment Product Data	MD											
11 13 00	1.03B.1		Loading Dock Equipment Shop Drawings	SD											
11 13 00	1.03B.2		Loading Dock Equipment Detailed Equipment Assemblies	SD											
11 13 13	1.03A		Dock Bumpers Product Data	MD											
11 13 13	1.03B		Dock Bumpers Construction Details	SD											
11 13 13	1.04A		Dock Bumpers Sample of Special Warranty	WA											
12 21 13	1.03A		Horizontal Window Blinds Product Data	MD											
12 21 13	1.03B.1		Horizontal Window Blinds Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
12 21 13	1.03B.2		Horizontal Window Blinds Samples	SA											
12 21 13	1.03B.3		Horizontal Window Blinds Color Charts	SA											
12 21 13	1.03B.4		Horizontal Window Blinds Flame Resistance	CC											
12 21 13	1.05A		Horizontal Window Blinds Special Warranties	WA											
13 34 00	1.08A		Pre-Engineered Structures Product Data	MD											
13 34 00	1.08C		Pre-Engineered Structures -Steel Building Frame System Shop Drawings	SD											
13 34 00	1.08C.10a		Pre-Engineered Structures - Panelized Stud Wall & Roof Truss System Shop Drawings	SD											
13 34 00	1.08C.10b		Pre-Engineered Structures Floor Plan	SD											
13 34 00	1.08C.10c		Pre-Engineered Structures Installation Instructions	MD											
13 34 00	1.08E.1		Pre-Engineered Structures - Roofing & Siding Shop Drawings	SD											
13 34 00	1.08E.2		Pre-Engineered Structures - Roofing & Siding Product Data	MD											
13 34 00	1.08E.3		Pre-Engineered Structures -Metal Finishes Color Sample	SA											
13 34 00	1.08E.4		Pre-Engineered Structures - Roofing & Siding Installation Instructions	MD											
13 34 00	1.09A		Pre-Engineered Structures - Special Warranties	WA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
14 21 13	1.04A		Electric Traction Freight Elevator Product Data	MD											
14 21 13	1.04B		Electric Traction Freight Elevator Complete Working Drawings	SD											
14 21 13	1.07A		Electric Traction Freight Elevator Special Warranties	WA											
14 21 13	1.09		Electric Traction Freight Elevator Maintenance	SE											
14 21 13	3.07A		Electric Traction Freight Elevator Instruction of Owner's Personnel	OT											
14 21 13	3.07B		Electric Traction Freight Elevator Operation & Maintenance Data	OM											
14 21 13	3.07C		Electric Traction Freight Elevator Parts Cabinet	ES											
14 21 13	3.08A		Electric Traction Freight Elevator Performance Test Reports	TD											
14 21 23	1.04A		Electric Traction Passenger Elevator Product Data	MD											
14 21 23	1.04A		Electric Traction Passenger Elevator Detailed Shop Drawings & Layout	SD											
14 21 23	1.07		Electric Traction Passenger Elevator Special Warranties	WA											
14 21 23	1.09		Electric Traction Passenger Elevator Maintenance	SE											
14 21 23	3.07A.1		Electric Traction Passenger Elevator Instruction of Owner's Personnel	OT											
14 21 23	3.07A.2		Electric Traction Passenger Elevator Operation & Maintenance Data	OM											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
14 21 23	3.07A.3		Electric Traction Passenger Elevator Performance Test Reports	TD											
14 24 00	1.04B.1		Hydraulic Elevator Product Data	MD											
14 24 00	1.04B.2		Hydraulic Elevator Shop Drawings	SD											
14 24 00	1.04B.3		Hydraulic Elevator Certified Test Data	TD											
14 24 00	1.04B.4		Hydraulic Elevator Operating Permit	NP											
14 24 00	1.04C		Hydraulic Elevator Warranty	WA											
14 24 00	3.02B		Hydraulic Elevator Acceptance Testing	TD											
14 24 00	3.03A		Hydraulic Elevator Instruction of Owner's Personnel	OT											
14 24 00	3.03C		Hydraulic Elevator Maintenance	SE											
14 31 00	1.03B.1		Escalator Product Data	MD											
14 31 00	1.03B.2		Escalator Shop Drawings	SD											
14 31 00	1.03B.3		Escalator Finish Samples	SA											
14 31 00	1.05A		Escalator Maintenance	SE											
14 31 00	1.05B		Escalator Warranty	WA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
14 31 00	3.04A		Escalator Instruction of Owner's Personnel	OT											
20 00 00	1.03B.1		Mechanical Work Product Data	MD											
20 00 00	1.03B.2		Mechanical Supports & Anchorage Shop Drawings	SD											
20 00 00	1.03B.3		Mechanical Work Access Door Coordination Drawings	SD											
20 00 00	1.03B.4		Mechanical Equipment Coordination Drawings	SD											
20 00 00	1.03B.5		Mechanical Identification Samples	SA											
20 05 16	1.03B.1-3		Piping Expansion Shop Drawings	SD											
20 05 16	1.03B.4		Piping Expansion Product Data	MD											
20 05 16	1.03B.5		Piping Expansion Design Data and Calculations	CA											
20 05 16	1.03B.6		Piping Expansion Installation Instructions	mD											
20 05 16	1.03B.7		Piping ExpansionCertificate of Conformance	CC											
20 05 16	1.07A		Piping Expansion List of Spare & Extra Parts	OM											
20 05 29	1.03B.1		Hangers & Supports Shop Drawings	SD											
20 05 29	1.03B.1		Hangers & Supports Calculations	CA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
20 05 29	1.03B.2		Hangers & Supports - Trapeze Hanger Delegated Design Shop Drawings	SD											
20 05 29	1.03B.2		Hangers & Supports - Trapeze Hanger Delegated Design Calculations	CA											
20 05 29	1.03B.3		Hangers & Supports Product Data	MD											
20 05 29	1.03B.5		Hangers & Supports Installation Instructions	MD											
20 05 29	1.03B.6		Hangers & Supports Certificate of Conformance	CC											
20 05 48	1.04B.1		Mechanical Sound Vibration & Seismic Control Shop Drawings	SD											
20 05 48	1.04B.2		Mechanical Sound Vibration & Seismic Control Product Data	MD											
20 05 48	1.04B.3		Mechanical Sound Vibration & Seismic Control Design Data and Calculations	CA											
20 05 48	1.04B.4		Mechanical Sound Vibration & Seismic Control Test Reports	TD											
20 05 48	1.04B.5		Mechanical Sound Vibration & Seismic Control Installation Instructions	MD											
20 05 48	1.04B.6		Mechanical Sound Vibration & Seismic Control Certificate of Conformance	CC											
20 05 48	1.04B.7		Mechanical Sound Vibration & Seismic Control Manufacturer's Field Reports	TD											
20 05 48	1.05		Mechanical Sound Vibration & Seismic Control Project Record Documents	AS											
20 05 53	1.03B.1		Mechanical Identification Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
20 05 53	1.03B.2		Mechanical Identification Shop Drawings	SD											
20 05 53	1.03B.3		Mechanical Identification Valve Schedule	CH											
20 05 53	1.03B.4		Mechanical Identification Equipment Label Schedule	CH											
20 05 53	1.03B.5		Mechanical Identification Installation Instructions	MD											
20 05 53	1.03B.6		Mechanical Identification Certificate of Conformance	CC											
20 07 00	1.03B.1		Mechanical Insulation Product Data	MD											
20 07 00	1.03B.2		Mechanical Insulation Installation Instructions	MD											
20 07 00	1.03B.3		Mechanical Insulation Certificate of Conformance	CC											
20 21 16	1.04B.1-3		Piping Specialties Product Data	MD											
20 21 16	1.04B.4		Piping Specialties Schedule	CH											
20 21 16	1.04B.5		Piping Specialties Electrical Characteristics & Connections	SD											
20 21 16	1.04B.6		Piping Specialties Pressure Gage & Thermometer Samples	SA											
20 21 16	1.04B.7		Piping Specialties Installation Instructions	MD											
20 21 16	1.04B.8		Piping Specialties Certificate of Conformance	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
20 21 16	1.04B.9		Piping Specialties Project Record Documents	AS											
20 21 16	1.04B.10		Piping Specialties Operation & Maintenance Data	OM											
20 21 16	1.10B		Piping Specialties Maintenance	SE											
21 10 00	1.03B.2		Basic Fire Suppression Shop Drawings & Calculations	SD/CA											
21 10 00	1.03B.3		Basic Fire Suppression Product Data	MD											
21 10 00	1.03B.4		Basic Fire Suppression Certificate of Conformance	CC											
21 10 00	1.03B.5		Basic Fire Suppression Welding Procedures	PP											
21 10 00	1.07B		Basic Fire Suppression Warranty	WA											
21 10 00	1.08A		Basic Fire Suppression Spare Parts Information	OM											
21 12 00	1.03B.1		Standpipes and Hoses Shop Drawings	SD											
21 12 00	1.03B.2		Standpipes and Hoses Product Data	MD											
21 12 00	1.03B.3		Standpipes and Hoses Field Test Reports	TD											
21 12 00	1.03B.4		Standpipes and Hoses Installation Instructions	MD											
21 12 00	1.03B.5		Standpipes and Hoses Certificate of Conformance	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
21 12 00	1.07B		Standpipes and Hoses Warranty	WA											
21 12 00	1.08A		Standpipes and Hoses Spare Parts Information	OM											
21 13 13	1.03B.1		Wet-Pipe Fire Suppression Sprinkler Product Data	MD											
21 13 13	1.03B.2		Wet-Pipe Fire Suppression Sprinkler Certificate of Conformance	CC											
21 13 13	1.04B		Wet-Pipe Fire Suppression Sprinkler Project Record Documents	AS											
21 13 13	1.04C		Wet-Pipe Fire Suppression Sprinkler Operation & Maintenance Data	OM											
21 13 13	1.08A		Wet-Pipe Fire Suppression Sprinkler Warranty	WA											
21 13 13	1.09A		Wet-Pipe Fire Suppression Sprinkler Spare Parts Information	OM											
21 13 16	1.04B.1		Dry Pipe Fire Suppression Sprinkler Shop Drawings	SD											
21 13 16	1.04B.2		Dry Pipe Fire Suppression Sprinkler Product Data	MD											
21 13 16	1.04B.3		Dry Pipe Fire Suppression Sprinkler Certificate of Conformance	CC											
21 13 16	1.09A		Dry Pipe Fire Suppression Sprinkler Warranty	WA											
21 13 16	1.10A		Dry Pipe Fire Suppression Sprinkler Spare Parts Information	OM											
21 13 26	1.03B.1		Deluge System Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
21 13 26	1.03B.2		Deluge System Product Data	MD											
21 13 26	1.03B.3		Deluge System Samples	SA											
21 13 26	1.03B.4		Deluge System Design Data	CA											
21 13 26	1.03B.5		Deluge System Certificate of Conformance	CC											
21 13 26	1.08A		Deluge System Warranty	WA											
21 13 26	1.09A		Deluge System Spare Parts Information	OM											
21 30 00	1.03B.1		Fire Pumps Shop Drawings	SD											
21 30 00	1.03B.2		Fire Pumps Product Data	MD											
21 30 00	1.03B.3		Fire Pumps Field Test Reports	TD											
21 30 00	1.03B.4		Fire Pumps Installation Instructions	MD											
21 30 00	1.03B.5		Fire Pumps Certificate of Conformance	CC											
21 30 00	1.09A		Fire Pumps Maintenance	SE											
21 30 00	1.10A		Fire Pumps Spare Parts Information	OM											
21 30 00	3.03A		Fire Pumps Instruction of Owner's Personnel	OT											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
22 11 16	1.03B.1		Domestic Water Piping Product Data	MD											
22 11 16	1.03B.2		Domestic Water Piping Installation Instructions	MD											
22 11 16	1.03B.3		Domestic Water Piping System Cleaning & Disinfection Procedures	PP											
22 11 16	1.03B.3		Domestic Water Piping System Test Results	TD											
22 11 16	1.03B.3		Domestic Water Piping System Reduced Pressure Zone Backflow Preventer Test Results	TD											
22 11 16	1.03B.4		Domestic Water Piping Certificate of Conformance	CC											
22 11 16	1.03B.5		Domestic Water Piping Fixture Schedule	CA											
22 11 16	1.04A		Domestic Water Piping Project Record Documents	AS											
22 11 16	1.04B		Domestic Water Piping Operation & Maintenance Data	OM											
22 11 23	1.03B.1		Plumbing Pumps Product Data	MD											
22 11 23	1.03B.2		Plumbing Pumps Installation Instructions	MD											
22 11 23	1.03B.3		Plumbing Pumps Certificate of Conformance	CC											
22 11 23	1.08A		Plumbing Pumps Spare Parts Information	OM											
22 13 16	1.02B.1		Sanitary Waste and Vent Piping Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
22 13 16	1.02B.2		Sanitary Waste and Vent Piping Product Data	MD											
22 13 16	1.02B.3		Sanitary Waste and Vent Piping Installation Instructions	MD											
22 13 16	1.02B.4		Sanitary Waste and Vent Piping Certificate of Conformance	CC											
22 13 16	1.02B.5		Sanitary Waste and Vent Piping Drain Schedules	CH											
22 13 16	1.08A		Sanitary Waste and Vent Piping Spare Parts Information	OM											
22 14 13	1.03B.1		Storm Drainage Piping Shop Drawings	SD											
22 14 13	1.03B.2		Storm Drainage Piping Product Data	MD											
22 14 13	1.03B.3		Storm Drainage Piping Installation Instructions	MD											
22 14 13	1.03B.4		Storm Drainage Piping Certificate of Conformance	CC											
22 14 13	1.09A		Storm Drainage Piping Spare Parts Information	OM											
22 34 00	1.03B.1		Water Heater Shop Drawings	SD											
22 34 00	1.03B.2		Water Heater Product Data	MD											
22 34 00	1.03B.3		Water Heater Installation Instructions	MD											
22 34 00	1.03B.4		Water Heater Certificate of Conformance	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
22 34 00	3.03A		Water Heater Spare Parts Information	OM											
22 40 00	1.03B.1		Plumbing Fixtures Product Data	MD											
22 40 00	1.03B.2		Plumbing Fixtures Samples	SA											
22 40 00	1.03B.3		Plumbing Fixtures Installation Instructions	MD											
22 40 00	1.03B.4		Plumbing Fixtures Certificate of Conformance	CC											
22 40 00	1.03B.5		Plumbing Fixtures & Equipment Schedule	CH											
22 40 00	1.03B.6		Plumbing Fixtures Mockup	MU											
22 40 00	1.04A		Plumbing Fixtures Operation & Maintenance Data	OM											
23 05 93	1.03B.1		Testing & Balancing Testing & Balancing Firm Qualifications	QR											
23 05 93	1.03B.2		Testing & Balancing Preliminary Report & Drawings	PP											
23 05 93	1.03B.3		Testing & Balancing Equipment Calibration Certification	CC											
23 05 93	1.03B.4		Testing & Balancing Field Reports	TD											
23 05 93	1.03B.5		TAB Report - Forms	TD											
23 05 93	1.03B.6		TAB Report - Final	OM											

SUBMITTAL LOG

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

[Project Name]

MC-[#######]

[WP #]

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers	
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 05 93	3.07A		Testing & Balancing Instruction of Owner's Personnel	OT											
23 09 23	1.03B.1		Direct Digital Control Shop Drawings	SD											
23 09 23	1.03B.2		Direct Digital Control Product Data	MD											
23 09 23	1.03B.3		Direct Digital Control Installation Instructions	MD											
23 09 23	1.03B.4		Direct Digital Control Certificate of Conformance	CC											
23 09 23	1.03B.5		Direct Digital Control Operation & Maintenance Data	OM											
23 09 23	1.08A		Direct Digital Control Spare Parts Information	OM											
23 09 23	3.22A		Direct Digital Control Instruction of Owner's Personnel	OT											
23 09 23	3.22B		Direct Digital Control Training Plan	PP											
23 11 23	1.03B.1		Process Air & Gas Piping Shop Drawings	SD											
23 11 23	1.03B.2		Process Air & Gas Piping Product Data	MD											
23 11 23	1.03B.3		Process Air & Gas Piping Samples	SA											
23 11 23	1.03B.4		Process Air & Gas Piping Design Data and Calculations	CA											
23 11 23	1.03B.5		Process Air & Gas Piping Test Reports	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 11 23	1.03B.6		Process Air & Gas Piping Installation Instructions	MD											
23 11 23	1.03B.7		Process Air & Gas Piping Certificate of Conformance	CC											
23 11 23	1.03B.8		Process Air & Gas Piping Manufacturer's Field Reports	TD											
23 11 23	1.03B.9		Process Air & Gas Piping Equipment Schedules	CH											
23 11 23	1.08A		Process Air & Gas Piping Spare Parts Information	OM											
23 20 00	1.04B.1		Heating and Cooling Piping Shop Drawings	SD											
23 20 00	1.04B.2		Heating and Cooling Piping Product Data	MD											
23 20 00	1.04B.3		Heating and Cooling Piping Design Data	CA											
23 20 00	1.04B.4		Heating and Cooling Piping Test Reports	TD											
23 20 00	1.04B.5		Heating and Cooling Piping Installation Instructions	MD											
23 20 00	1.04B.6		Heating and Cooling Piping Certificate of Conformance	CC											
23 20 00	1.04B.7		Heating and Cooling Piping Welder's Certification	QR											
23 20 00	1.10A		Heating and Cooling Piping Spare Parts Information	OM											
23 21 23	1.03B.1		Hydronic Pumps Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 21 23	1.03B.2		Hydronic Pumps Installation Instructions	MD											
23 21 23	1.03B.3		Hydronic Pumps Certificate of Conformance	CC											
23 21 23	1.08A		Hydronic Pumps Spare Parts Information	OM											
23 31 00	1.04B.1		Hydronic Pumps Duct Shop Drawings	SD											
23 31 00	1.04B.2		Hydronic Pumps Smoke & Fire Damper Installation Instructions	MD											
23 31 00	1.04B.3		Hydronic Pumps Certificate of Conformance	CC											
23 31 00	1.04B.4		Hydronic Pumps Test Reports	TD											
23 31 00	1.04B.5		Hydronic Pumps - Glass Fiber Ducts Installation Instructions	MD											
23 33 00	1.03B.1		Duct Accessories Shop Drawings	SD											
23 33 00	1.03B.2		Duct Accessories Product Data	MD											
23 33 00	1.03B.3		Duct Accessories - Smoke & Fire Damper Installation Instructions	MD											
23 33 00	1.03B.4		Duct Accessories Certificate of Conformance	CC											
23 33 00	1.07A		Duct Accessories Special Warranties	WA											
23 33 00	1.08A		Duct Accessories Spare Parts Information	OM											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 34 00	1.03B.1		Fans Shop Drawings	SD											
23 34 00	1.03B.2		Fans Product Data	MD											
23 34 00	1.03B.3		Fans Test Reports	TD											
23 34 00	1.03B.4		Fans Installation Instructions	MD											
23 34 00	1.03B.5		Fans Certificate of Conformance	CC											
23 34 00	1.08A		Fans Maintenance	SE											
23 34 00	1.09A		Fans Spare Parts Information	OM											
23 34 00	3.04A		Fans Operation & Maintenance Data	OM											
23 36 00	1.03B.1		Air Terminal Units Product Data	MD											
23 36 00	1.03B.2		Air Terminal Units Sound Power Levels	CA											
23 36 00	1.03B.3		Air Terminal Units Installation Instructions	MD											
23 36 00	1.03B.4		Air Terminal Units Certificate of Conformance	CC											
23 36 00	1.08A		Air Terminal Units Spare Parts Information	OM											
23 37 00	1.03B.1		Air Outlets & Inlets Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 37 00	1.03B.2		Air Outlets & Inlets Test Reports	TD											
23 37 00	1.03B.3		Air Outlets & Inlets Certificate of Conformance	CC											
23 37 00	1.06A		Air Outlets & Inlets Spare Parts Information	OM											
23 51 00	1.03B.1		Breeching, Chimneys & Stacks Shop Drawings	SD											
23 51 00	1.03B.2		Breeching, Chimneys & Stacks Product Data	MD											
23 51 00	1.03B.3		Breeching, Chimneys & Stacks Samples	SA											
23 51 00	1.03B.4		Breeching, Chimneys & Stacks Installation Instructions	MD											
23 51 00	1.03B.5		Breeching, Chimneys & Stacks Certificate of Conformance	CC											
23 52 00	1.03B.1		Heating Boiler & Accessories Product Data	MD											
23 52 00	1.03B.2		Heating Boiler & Accessories Test Reports	TD											
23 52 00	1.03B.3		Heating Boiler & Accessories Installation Instructions	MD											
23 52 00	1.03B.4		Heating Boiler & Accessories Certificate of Conformance	CC											
23 52 00	1.03B.5		Heating Boiler & Accessories Manufacturer's Field Reports	TD											
23 52 00	1.03B.6		Heating Boiler & Accessories Control Valves & DDC Control Panel Locations	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 52 00	1.03B.7		Heating Boiler & Accessories Equipment Schedules	CH											
23 52 00	1.08A		Heating Boiler & Accessories Boiler Maintenance Service	SE											
23 52 00	1.09A		Heating Boiler & Accessories Maintenance Materials	ES											
23 52 00	1.10A		Heating Boiler & Accessories Spare Parts Information	OM											
23 52 00	3.02A		Heating Boiler & Accessories Instruction of Owner's Personnel	OT											
23 65 00	1.03B.1		Packaged Cooling Tower Shop Drawings	SD											
23 65 00	1.03B.2		Packaged Cooling Tower Product Data	MD											
23 65 00	1.03B.3		Packaged Cooling Tower Field Test Reports	TD											
23 65 00	1.03C		Packaged Cooling Tower Certificate of Conformance	CC											
23 65 00	1.03C.1		Packaged Cooling Tower Manufacturer's Field Reports	TD											
23 65 00	1.03C.2		Packaged Cooling Tower Condenser Water Flow Diagrams	AS											
23 65 00	1.04B		Packaged Cooling Tower Operation & Maintenance Data	OM											
23 65 00	1.09A		Packaged Cooling Tower Maintenance Service	SE											
23 65 00	1.10A		Packaged Cooling Tower Spare Parts Information	OM											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 65 00	3.05A		Packaged Cooling Tower Instruction of Owner's Personnel	OT											
23 73 00	1.03B.1		Air Handling Units Shop Drawings	SD											
23 73 00	1.03B.3		Air Handling Units Product Data	MD											
23 73 00	1.03B.4		Air Handling Units Replacement Filter Media with Frame Sample	SA											
23 73 00	1.03B.5		Air Handling Units Installation Instructions	MD											
23 73 00	1.03B.6		Air Handling Units Certificate of Conformance	CC											
23 73 00	1.09A		Air Handling Units Spare Parts Information	OM											
23 81 00	1.04B.1		Unitary Air Conditioning Equipment Shop Drawings	SD											
23 81 00	1.04B.2		Unitary Air Conditioning Equipment Product Data	MD											
23 81 00	1.04B.3		Unitary Air Conditioning Installation Instructions	MD											
23 81 00	1.04B.4		Unitary Air Conditioning Certificate of Conformance	CC											
23 81 00	1.08A		Unitary Air Conditioning Maintenance Service	SE											
23 81 00	1.09A		Unitary Air Conditioning Spare Parts Information	OM											
23 81 00	3.04A		Unitary Air Conditioning Instruction of Owner's Personnel	OT											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 81 00	3.06A		Unitary Air Conditioning Operation & Maintenance Data	OM											
23 81 13	1.03B.1		Terminal Heating & Cooling Units Shop Drawings	SD											
23 81 13	1.03B.2		Terminal Heating & Cooling Units Product Data	MD											
23 81 13	1.03B.3		Terminal Heating & Cooling Units Installation Instructions	MD											
23 81 13	1.03B.4		Terminal Heating & Cooling Units Certificate of Conformance	CC											
23 81 13	1.04A		Terminal Heating & Cooling Units Project Record Documents	AS											
23 81 13	1.04B		Terminal Heating & Cooling Units Operation & Maintenance Data	OM											
23 81 13	1.09A		Terminal Heating & Cooling Units Spare Parts Information	OM											
23 81 43	1.03B.1		Heat Pumps Shop Drawings	SD											
23 81 43	1.03B.2		Heat Pumps Product Data	MD											
23 81 43	1.03B.3		Heat Pumps Equipment Schedules	CH											
23 81 43	1.03B.4		Heat Pumps Installation Instructions	MD											
23 81 43	1.03B.5		Heat Pumps Certificate of Conformance	CC											
23 81 43	1.11A		Heat Pumps Maintenance Service	SE											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
23 81 43	1.12A		Heat Pumps Spare Parts Information	OM											
23 81 43	3.04A		Heat Pumps Instruction of Owner's Personnel	OT											
26 05 13	1.03B.1		Airport Underground Cable (FAA) 5000 Volt Cable Product Data	MD											
26 05 13.23	1.03B.2		Airport Underground Cable (FAA) Connectors & Splice Materials Product Data	MD											
26 05 13.23	1.03B.3		Airport Underground Cable (FAA) Cable Test Results	TD											
26 05 13	1.03B.1		Medium Voltage Cables Product Data	MD											
26 05 13	1.03B.2		Medium Voltage Cables Qualifications of Splicer	QR											
26 05 13	1.03B.3		Medium Voltage Cables Electrical Contractor Experience	QR											
26 05 13	1.03B.4		Medium Voltage Cables Diagram	PP											
26 05 13	1.03B.5		Medium Voltage Cables Switchover and Outage Plan	PP											
26 05 13	1.03B.6		Medium Voltage Cables Schedule of Inspection Work	CH											
26 05 13	1.03B.7		Medium Voltage Cables Product Certificate	CC											
26 05 13	1.03B.8		Medium Voltage Cables Qualification Data	QR											
26 05 13	1.03B.9		Medium Voltage Cables Product Test Reports	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 05 13	1.03B.10		Medium Voltage Cables Schedule of Cable Pulls	CH											
26 05 13	1.03B.11		Medium Voltage Cables Field Test Reports	TD											
26 05 13	1.03B.12		Medium Voltage Cables Maintenance Data	OM											
26 05 19	1.03B.1		600v < Wire and Cable Materials Data	MD											
26 05 19	1.03B.2		600v < Wire and Cable Field Test Reports	TD											
26 05 23	1.03B.1		Control/Signal Transmission Media Product Data	MD											
26 05 23	1.03B.2		Control/Signal Transmission MediaCertificate of Conformance	CC											
26 05 23	1.03B.3		Control/Signal Transmission MediaSamples	SA											
26 05 23	1.03B.4		Control/Signal Transmission MediaQualification Data	QR											
26 05 23	1.03B.5		Control/Signal Transmission MediaField Test Reports	TD											
26 05 23	1.03B.6		Control/Signal Transmission Media Operation & Maintenance Data	OM											
26 05 23	3.05A		Control/Signal Transmission Media Instruction of Owner's Personnel	OT											
26 05 26	1.03B.1		Grounding Product Data	MD											
26 05 26	1.03B.2		Grounding Plan & Calculations	SD/CA											

SUBMITTAL LOG

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

[Project Name]

MC-[#######]

[WP #]

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 05 26	1.03B.3		Grounding Bond Locations	PP											
26 05 26	1.03B.4		Grounding Field Test Reports	TD											
26 05 26	1.03B.5		Grounding As-Built Data	AS											
26 05 29	1.03B.1		Hangers & Supports Product Data	MD											
26 05 29	1.03B.2		Hangers & Supports Shop Drawings & Calculations	SD/CA											
26 05 29	1.03B.3		Hangers & Supports Field Quality Control Reports	TD											
26 05 33	1.03B.1		Raceways and Boxes Product Data	MD											
26 05 33	1.03B.2		Raceways and Boxes Custom Enclosures & Cabinets Shop Drawings	SD											
26 05 33	1.03B.3		Raceways and Boxes Coordination Drawings	SD											
26 05 33	1.03B.5		Raceways and Boxes Professional Engineer Qualification Data	QR											
26 05 33	1.03B.6		Raceways and Boxes Seismic Qualification Certification	QR											
26 05 36	1.03B.1		Cable Trays Product Data	MD											
26 05 36	1.03B.2		Cable Trays Installation Instructions	MD											
26 05 36	1.03B.3		Cable Trays Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 05 36	1.03B.4		Cable Trays Seismic Qualification Certification	QR											
26 05 36	1.03B.5		Cable Trays Design Data and Calculations	CA											
26 05 36	1.03B.6		Cable Trays Coordination Drawings	SD											
26 05 36	1.03B.7		Cable Trays Test Reports	TD											
26 05 36	1.03B.8		Cable Trays Field Test Reports	TD											
26 05 36	1.03B.9		Cable Trays Operation & Maintenance Data	OM											
26 05 43	1.03A		Airport Underground Electrical Duct (FAA) Product Data	MD											
26 05 43	1.03B.1		Underground Ducts and Manholes Product Data	MD											
26 05 43	1.03B.2		Underground Ducts and Manholes Shop Drawings	SD											
26 05 43	1.03B.3		Underground Ducts and Manholes - Ductbank Coordination Drawings	SD											
26 05 43	1.03B.4		Underground Ducts and Manholes - Concrete & Steel Mill Certifications	CC											
26 05 43	1.03B.5		Underground Ducts and Manholes - Qualification Data	QR											
26 05 43	1.03B.6		Underground Ducts and Manholes - Factory Test Reports	TD											
26 05 43	1.03B.7		Underground Ducts and Manholes - Project Record Documents	AS											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 05 48	1.03B.1		Seismic Controls - Bracing Assemblies Layout & Details	SD											
26 05 48	1.03B.2		Seismic Controls - Restraint Assemblies Structural Calculations	CA											
26 05 48	1.03B.3		Seismic Controls - Product Data	MD											
26 05 48	1.03B.13		Seismic Controls - Undefined Anchorage & Bracing Shop Drawings	SD											
26 05 48	1.03B.14		Seismic Controls -Design Analysis	CA											
26 05 48	1.03B.15		Seismic Controls - Fabrication & Arrangement Details	SD											
26 05 48	1.03B.16		Seismic Controls - Pre-Approval and Evaluation Documentation	CC											
26 05 48	1.03B.17		Seismic Controls - Coordination Drawings	SD											
26 05 48	1.03B.18		Seismic Controls - Certificate of Conformance	CC											
26 05 48	1.03B.19		Seismic Controls - Qualification Data	QR											
26 05 53	1.03B		Electrical Identification Samples	SA											
26 05 53	1.03C.1		Electrical Identification Product Data	MD											
26 05 53	1.03C.2		Electrical Identification Schedule	CH											
26 05 72	1.03A		Short Circuit Coordination & Asrc Flash Study - Short Circuit & Protective Device Study	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 05 72	1.03D		Short Circuit Coordination & Asrc Flash Study - Operation & Maintenance Data	OM											
26 05 72	1.03E		Short Circuit Coordination & Asrc Flash Study - Power System Equipment Database	AS											
26 08 00	1.03B.1		Acceptance Testing Field Test Reports	TD											
26 09 23	1.03B.1		Lighting Controls Product Data	MD											
26 09 23	1.03B.2		Lighting Controls Shop Drawings	SD											
26 09 23	1.03B.3		Lighting Controls Field Test Reports	TD											
26 09 23	1.03.B.4		Lighting Controls Commissioning Plan with Test Procedures	PP											
26 09 23	1.03B.5		Lighting Controls Operation & Maintenance Data	OM											
26 09 23	1.03B.6		Lighting Controls Special Warranties	WA											
26 09 23	3.08A		Lighting Controls Instruction of Owner's Personnel	OT											
26 09 33	1.03B.1		Central Dimming Controls Product Data	MD											
26 09 33	1.03B.2		Central Dimming Controls Shop Drawings	SD											
26 09 33	1.03B.3		Central Dimming Controls Sequence of Operations	PP											
26 09 33	1.03B.4		Central Dimming Controls Special Warranty	WA											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 09 33	1.03B.5		Central Dimming Controls Commissioning Plan with Test procedures	PP											
26 09 33	1.03B.6		Central Dimming Controls Field Reports	TD											
26 09 33	1.03B.7		Central Dimming Controls O&M Manual data	OM											
26 09 36	1.03B.1		Standalone MMD Controls Product Data	MD											
26 09 36	1.03.B2		Standalone MMD Controls Shop Drawings	SD											
26 09 36	1.03B.3		Standalone MMD Controls Field Test Reports	TD											
26 09 36	1.03B.4		Standalone MMD Controls Commissioning Plan with test procedures	PP											
26 09 36	1.05.A		Standalone MMD Controls Special Warranty - 2 years	WA											
26 09 43.13	1.03B.1		Digital Network Lighting Controls Product Data	MD											
26 09 43.13	1.03.B2		Digital Network Lighting Controls Shop Drawings	SD											
26 09 43.13	1.03B.3		Digital Network Lighting Controls Panel Schedules	TD											
26 09 43.13	1.03B.4		Digital Network Lighting Controls Calibration Certifications	CC											
26 09 43.13	1.03B.5		Digital Network Lighting Controls Manufacturer Certificates	CC											
26 09 43.13	1.03B.6		Digital Network Lighting Controls Fied Test Reports	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 09 43.13	1.03B.7		Digital Network Lighting Controls O&M Manual Data	OM											
26 09 43.13	1.03B.8		Digital Network Lighting Controls Special Warranties	WA											
26 09 43.23	1.03A		Relay-Based Lighting Controls Product Data	MD											
26 09 43.23	1.03B		Relay-Based Lighting Controls Shop Drawings	SD											
26 09 43.23	1.03C		Relay-Based Lighting Controls Coodination Drawings	MU											
26 09 43.23	1.03D		Relay-Based Lighting Controls Qualification Data	QR											
26 09 43.23	1.03E		Relay-Based Lighting Controls Field Reports	TD											
27 09 43.23	1.03F		Relay-Based Lighting Controls Special Warranty	WA											
28 09 43.23	1.03G		Relay-Based Lighting Controls O&M Manual Data	OM											
28 09 43.23	1.03H		Relay-Based Lighting Controls Software Licenses and Upgrades	SE											
28 09 43.23	1.03G		Relay-Based Lighting Controls Software and Firmware Operations Documentation	OM											
26 11 16	1.03C.1		Secondary Unit Substation Product Data	MD											
26 11 16	1.03C.2		Secondary Unit Substation Shop Drawings	SD											
26 11 16	1.03C.3		Secondary Unit Substation Time-Current Characteristic Curves	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 11 16	1.03C.4		Secondary Unit Substation Primary Fuses	CA											
26 11 16	1.03C.5		Secondary Unit Substation Certificate of Conformance	CC											
26 11 16	1.03C.6		Secondary Unit Substation Test Reports	TD											
26 11 16	1.03C.6		Secondary Unit Substation Field Test Reports	TD											
26 11 16	1.03C.7		Secondary Unit Substation Manufacturer's Seismic Qualification Certification	CC											
26 11 16	1.03C.8		Secondary Unit Substation Operation & Maintenance Data	OM											
26 11 16	1.08A		Secondary Unit Substation Spare Parts Information	OM											
26 11 16	1.09A		Secondary Unit Substation Warranty	WA											
26 11 16	3.07A		Secondary Unit Substation Instruction of Owner's Personnel	OT											
26 12 00	1.03B.1		Medium Voltage Transformers Product Data	MD											
26 12 00	1.03B.3		Medium Voltage Transformers Wiring Diagrams	SD											
26 12 00	1.03B.4		Medium Voltage Transformers Certificate of Conformance	CC											
26 12 00	1.03B.5		Medium Voltage Transformers Seismic Qualification Certification	CC											
26 12 00	1.03B.6		Medium Voltage Transformers Test Reports	TD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 12 00	1.03B.7		Medium Voltage Transformers Sound Level Test Reports	TD											
26 12 00	1.03B.8		Medium Voltage Transformers Field Test Reports	TD											
26 12 00	1.03B.9		Medium Voltage Transformers Operation & Maintenance Data	OM											
26 12 00	1.06A		Medium Voltage Transformers Spare Parts Information	OM											
26 12 00	3.07A		Medium Voltage Transformers Instruction of Owner's Personnel	OT											
26 12 00	3.08A		Medium Voltage Transformers Certification of Installation	CC											
26 12 00	3.09A		Medium Voltage Transformers Record Drawings	AS											
26 12 19	1.03A		Airport Transformer Vault (FAA) Material Data	MD											
26 13 00	1.03B.1		Medium Voltage Load Interrupter Switchgear Product Data	MD											
26 13 00	1.03B.2		Medium Voltage Load Interrupter Switchgear Shop Drawings	SD											
26 13 00	1.03B.3		Medium Voltage Load Interrupter Switchgear Coordination Drawings	SD											
26 13 00	1.03B.4		Medium Voltage Load Interrupter Switchgear Wiring Diagrams	SD											
26 13 00	1.03B.5		Medium Voltage Load Interrupter Switchgear Test Reports	TD											
26 13 00	1.03B.6		Medium Voltage Load Interrupter Switchgear Seismic Qualification Certification	CC											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 13 00	1.08A		Medium Voltage Load Interrupter Switchgear Spare Parts Information	OM											
26 13 00	1.08B		Medium Voltage Load Interrupter Switchgear Maintenance Tools	ES											
26 13 00	3.08A		Medium Voltage Load Interrupter Switchgear Instruction of Owner's Personnel	OT											
26 13 00	3.09A		Medium Voltage Load Interrupter Switchgear Operation & Maintenance Data	OM											
26 13 00	3.09B		Medium Voltage Load Interrupter Switchgear Record Drawings	AS											
26 13 19	1.03B.1		Medium Voltage Vacuum Interrupter Switchgear Product Data	MD											
26 13 19	1.03B.2		Medium Voltage Vacuum Interrupter Switchgear Shop Drawings	SD											
26 13 19	1.03B.3		Medium Voltage Vacuum Interrupter Switchgear Coordination Drawings	SD											
26 13 19	1.03B.4		Medium Voltage Vacuum Interrupter Switchgear Wiring Diagrams	SD											
26 13 19	1.03B.5		Medium Voltage Vacuum Interrupter Switchgear Test Reports	TD											
26 13 19	1.03B.6		Medium Voltage Vacuum Interrupter Switchgear Seismic Qualification Certification	CC											
26 13 19	1.07A		Medium Voltage Vacuum Interrupter Switchgear Spare Parts Information	OM											
26 13 19	3.09A		Medium Voltage Vacuum Interrupter Switchgear Instruction of Owner's Personnel	OT											
26 13 26	1.03B.1		Medium Voltage Circuit Breaker Switchgear Product Data	MD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 13 26	1.03B.2		Medium Voltage Circuit Breaker Switchgear Shop Drawings	SD											
26 13 26	1.03B.3		Medium Voltage Circuit Breaker Switchgear Coordination Drawings	SD											
26 13 26	1.03B.4		Medium Voltage Circuit Breaker Switchgear Certificate of Conformance	CC											
26 13 26	1.03B.5		Medium Voltage Circuit Breaker Switchgear Seismic Qualification Certification	CC											
26 13 26	1.03B.6		Medium Voltage Circuit Breaker Switchgear Field Test Reports	TD											
26 13 26	1.03B.7		Medium Voltage Circuit Breaker Switchgear Test Reports	TD											
26 13 26	1.03B.8		Medium Voltage Circuit Breaker Switchgear Operation & Maintenance Data	OM											
26 13 26	1.08A		Medium Voltage Circuit Breaker Switchgear Spare Parts Information	OM											
26 13 26	3.08A		Medium Voltage Circuit Breaker Switchgear Instruction of Owner's Personnel	OT											
26 18 39	1.03B.1		Medium Voltage Motor Controllers Product Data	MD											
26 18 39	1.03B.2		Medium Voltage Motor Controllers Shop Drawings	SD											
26 18 39	1.03B.3		Medium Voltage Motor Controllers Coordination Drawings	SD											
26 18 39	1.03B.4		Medium Voltage Motor Controllers Wiring Diagrams	SD											
26 18 39	1.03B.5		Medium Voltage Motor Controllers Test Reports	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 18 39	1.03B.6		Medium Voltage Motor Controllers Seismic Qualification Certification	CC											
26 18 39	1.03B.7a		Medium Voltage Motor Controllers Dimensioned Outline Drawings of Equipment	SD											
26 18 39	1.03B.7b		Medium Voltage Motor Controllers Equipment Anchorage Devices	MD											
26 18 39	1.03B.8		Medium Voltage Motor Controllers Operation & Maintenance Data	OM											
26 18 39	1.07A		Medium Voltage Motor Controllers Spare Parts Information	OM											
26 18 39	3.09A		Medium Voltage Motor Controllers Instruction of Owner's Personnel	OT											
26 22 00	1.03B.1		Dry Type Transformers Product Data	MD											
26 22 00	1.03B.2		Dry Type Transformers Test Reports	TD											
26 22 00	1.03B.3		Dry Type Transformers Seismic Qualification Certification	CC											
26 23 00	1.03B.1		Low Voltage Switchgear Product Data	MD											
26 23 00	1.03B.2		Low Voltage Switchgear Shop Drawings	SD											
26 23 00	1.03B.3		Low Voltage Switchgear Seismic Qualification Certification	CC											
26 23 00	1.03B.4		Low Voltage Switchgear Mimic Bus Sample	SA											
26 23 00	1.03B.5		Low Voltage Switchgear Qualification Data	QR											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 23 00	1.03B.6		Low Voltage Switchgear Field Test Reports	TD											
26 23 00	1.03B.7		Low Voltage Switchgear Manufacturer's Field Reports	TD											
26 23 00	1.03B.8		Low Voltage Switchgear Updated Mimic Bus Diagram	AS											
26 23 00	1.03B.9		Low Voltage Switchgear Operation & Maintenance Data	OM											
26 23 00	1.08A		Low Voltage Switchgear Spare Parts Information	OM											
26 23 00	3.09		Low Voltage Switchgear Instruction of Owner's Personnel	OT											
26 24 13	1.03B.1		Low Voltage Switchboards Product Data	MD											
26 24 13	1.03B.2		Low Voltage Switchboards Shop Drawings	SD											
26 24 13	1.03B.3		Low Voltage Switchboards Seismic Qualification Certification	CC											
26 24 13	1.03B.4		Low Voltage Switchboards Dimensioned Outline Drawings of Equipment	SD											
26 24 13	1.03B.5		Low Voltage Switchboards Equipment Anchorage Devices	MD											
26 24 13	1.03B.6		Low Voltage Switchboards Mimic Bus Sample	SA											
26 24 13	1.03B.7		Low Voltage Switchboards Field Test Reports	TD											
26 24 13	1.03B.8		Low Voltage Switchboards Manufacturer's Field Reports	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 24 13	1.03B.9		Low Voltage Switchboards Updated Mimic Bus Diagram	AS											
26 24 13	1.03B.10		Low Voltage Switchboards Operation & Maintenance Data	OM											
26 24 13	1.08A		Low Voltage Switchboards Spare Parts Information	OM											
26 24 13	3.11		Low Voltage Switchboards Instruction of Owner's Personnel	OT											
26 24 16	1.03B.1		Panelboards Product Data	MD											
26 24 16	1.03B.2		Panelboards Shop Drawings	SD											
26 24 16	1.03B.3		Panelboards Seismic Qualification Certification	CC											
26 24 16	1.03B.4		Panelboards Field Test Reports	TD											
26 24 16	1.03B.5		Panelboards Operation & Maintenance Data	OM											
26 24 16	1.03B.6		Panelboards Schedule	CH											
26 24 16	1.06A		Panelboards Spare Parts Information	OM											
26 24 19	1.03B.1		Motor Control Centers Product Data	MD											
26 24 19	1.03B.2		Motor Control Centers Shop Drawings	SD											
26 24 19	1.03B.3		Motor Control Centers Seismic Qualification Certification	CC											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 24 19	1.03B.4		Motor Control Centers Dimensioned Outline Drawings of Equipment	SD											
26 24 19	1.03B.5		Motor Control Centers Equipment Anchorage Devices	MD											
26 24 19	1.03B.6		Motor Control Centers Field Test Reports	TD											
26 24 19	1.03B.7		Motor Control Centers Manufacturer's Field Reports	TD											
26 24 19	1.03B.8		Motor Control Centers Operation & Maintenance Data	OM											
26 24 19	1.03B.9		Motor Control Centers Load Current & Overload Relay Heater List	AS											
26 24 19	1.03B.10		Motor Control Centers Load Current & List of Settings	AS											
26 24 19	1.07		Motor Control Centers Spare Parts Information	OM											
26 24 19	3.10		Motor Control Centers Instruction of Owner's Personnel	OT											
26 25 00	1.03B.1		Low Voltage Busway Shop Drawings	SD											
26 25 00	1.03B.2		Low Voltage Busway Product Data	MD											
26 25 00	1.03B.3,4		Low Voltage Busway Coordination Drawings	SD											
26 25 00	1.03B.5		Low Voltage Busway Seismic Qualification Certification	CC											
26 25 00	1.03B.6		Low Voltage Busway Dimensioned Outline Drawings of Equipment	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 25 00	1.03B.7		Low Voltage Busway Equipment Anchorage Devices	MD											
26 25 00	1.03B.8		Low Voltage Busway Operation & Maintenance Data	OM											
26 27 16	1.05		Pad Mounted Sectionalizing Cabinets Independent Electrical Test Company	QR											
26 27 16	1.06B.1		Pad Mounted Sectionalizing Cabinets Product Data	MD											
26 27 16	1.06B.2		Pad Mounted Sectionalizing Cabinets Shop Drawings	SD											
26 27 16	1.06B.3		Pad Mounted Sectionalizing Cabinets Field Test Reports	TD											
26 27 16	1.06B.3		Pad Mounted Sectionalizing Cabinets Test Reports	TD											
26 27 16	1.06B.4		Pad Mounted Sectionalizing Cabinets Seismic Qualification Certification	CC											
26 27 16	1.06B.5		Pad Mounted Sectionalizing Cabinets Operation & Maintenance Data	OM											
26 27 16	1.07D		Pad Mounted Sectionalizing Cabinets As Found Satus of Shock Detectors	AS											
26 27 16	3.07A		Pad Mounted Sectionalizing Cabinets Instruction of Owner's Personnel	OT											
26 27 16	1.03B.1		Cabinets & Enclosures Product Data	MD											
26 27 16	1.03B.2		Cabinets & Enclosures Installation Instructions	MD											
26 27 16	1.03B.3		Cabinets & Enclosures Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 27 16	1.05A		Cabinets & Enclosures Spare Parts Information	OM											
26 27 26	1.03B.1		Wiring Devices Product Data	MD											
26 27 26	1.03B.2		Wiring Devices Receptacle & Switchplates Legend	CH											
26 27 26	1.03B.3		Wiring Devices Samples for Color Selection	SA											
26 27 26	1.03B.4		Wiring Devices Operation & Maintenance Data	OM											
26 27 26	1.06B		Wiring Devices TVSS Receptacles	ES											
26 28 13	1.03B.1		Fuses Product Data	MD											
26 28 13	1.06A		Fuses Spare Parts Information	OM											
26 28 13	1.06A		Fuses (3 ea. type and size)	ES											
26 28 16	1.03B.1		Enclosed Switches & Circuit Breaker Product Data	MD											
26 28 16	1.03B.2		Enclosed Switches & Circuit Breaker Shop Drawings	SD											
26 28 16	1.03B.3		Enclosed Switches & Circuit Breaker Seismic Qualification Certification	CC											
26 28 16	1.03B.4		Enclosed Switches & Circuit Breaker Field Test Reports	TD											
26 28 16	1.03B.5		Enclosed Switches & Circuit Breaker Manufacturer's Service Report	TD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 28 16	1.03B.6		Enclosed Switches & Circuit Breaker Operation & Maintenance Data	OM											
26 28 16	1.07A		Enclosed Switches & Circuit Breaker Spare Parts Information	OM											
26 29 13	1.03B.1		Motor Controller Product Data	MD											
26 29 13	1.03B.2		Motor Controller Shop Drawings	SD											
26 29 13	1.03B.3		Motor Controller Seismic Qualification Certification	CC											
26 29 13	1.03B.4		Motor Controller Field Test Reports	TD											
26 29 13	1.03B.5		Motor Controller Manufacturer's Service Report	TD											
26 29 13	1.03B.6		Motor Controller Operation & Maintenance Data	OM											
26 29 13	1.03B.7		Motor Controller Load Current & Overload Relay Heater List	AS											
26 29 13	1.03B.8		Motor Controller Adjustable Overload Relay Settings	AS											
26 29 13	1.07A		Motor Controller Spare Parts Information	OM											
26 29 13	1.07A		Motor Controller Fuses & Indicating Lights	ES											
26 29 13	3.11A		Motor Controller Instruction of Owner's Personnel	OT											
26 29 23	1.03B.1		Variable Frequency Controllers Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 29 23	1.03B.2		Variable Frequency Controllers Shop Drawings	SD											
26 29 23	1.03B.3		Variable Frequency Controllers Coordination Drawings	SD											
26 29 23	1.03B.4		Variable Frequency Controllers Seismic Qualification Certification	CC											
26 29 23	1.03B.5		Variable Frequency Controllers Field Test Reports	TD											
26 29 23	1.03B.6		Variable Frequency ControllersManufacturer's Field Reports	TD											
26 29 23	1.03B.7		Variable Frequency Controllers Operation & Maintenance Data	OM											
26 29 23	1.03B.8		Variable Frequency Controllers Load Current & Overload Relay Heater List	AS											
26 29 23	1.03B.10		Variable Frequency Controllers Adjustable Overload Relay Settings	AS											
26 29 23	1.07A		Variable Frequency Controllers Spare Parts Information	OM											
26 29 23	1.07A		Variable Frequency Controllers Extra Materials	ES											
26 29 23	3.10		Variable Frequency Controllers Instruction of Owner's Personnel	OT											
26 31 00	1.03A		Wind & Solar Electrical Generation Product Data	MD											
26 31 00	1.03B		Wind & Solar Electrical Generation Seismic Qualification Certification	CC											
26 31 00	3.02E		Wind & Solar Electrical Generation Instruction of Owner's Personnel	OT											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 32 13	1.03B.1		Engine Generator Product Data	MD											
26 32 13	1.03B.2		Engine Generator Shop Drawings	SD											
26 32 13	1.03B.3		Engine Generator Test Reports	TD											
26 32 13	1.03B.3		Engine Generator Field Test Reports	TD											
26 32 13	1.03B.4		Engine Generator Manufacturer's Field Reports	TD											
26 32 13	1.03B.5		Engine Generator Seismic Qualification Certification	CC											
26 32 13	1.03C		Engine Generator Operation & Maintenance Data	OM											
26 32 13	1.07A		Engine Generator Spare Parts Information	OM											
26 32 13	1.07A		Engine Generator Extra Materials	ES											
26 32 13	1.08B		Engine Generator Five Year Manufacturer's Warranty	WA											
26 32 13	3.09A		Engine Generator Instruction of Owner's Personnel	OT											
26 32 29	1.03B.1		Rotary 400Hz Converters Design Data	CA											
26 32 29	1.03B.2		Rotary 400Hz Converters Shop Drawings	SD											
26 32 29	1.03B.3		Rotary 400Hz Converters Product Data	MD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 32 29	1.03B.4		Rotary 400Hz Converters Test Reports	TD											
26 32 29	1.03B.5		Rotary 400Hz Converters Seismic Qualification Certification	CC											
26 32 29	1.03B.6		Rotary 400Hz Converters Operation & Maintenance Data	OM											
26 32 29	1.06B		Rotary 400Hz Converters Five Year Manufacturer's Warranty	WA											
26 32 29	1.07A		Rotary 400Hz Converters Service and Maintenance	SE											
26 32 29	1.08A		Rotary 400Hz Converters Spare Parts Information	OM											
26 32 29	1.08A		Rotary 400Hz Converters Extra Materials	ES											
26 32 29	3.06A		Rotary 400Hz Converters Instruction of Owner's Personnel	OT											
26 33 53	1.03B.1		Static Uninterruptible Power Supply Product Data	MD											
26 33 53	1.03B.2		Static Uninterruptible Power Supply Shop Drawings	SD											
26 33 53	1.03B.3		Static Uninterruptible Power Supply Seismic Qualification Certification	CC											
26 33 53	1.03B.4		Static Uninterruptible Power Supply Certificate of Conformance	CC											
26 33 53	1.03B.5		Static Uninterruptible Power Supply Qualification Data	QR											
26 33 53	1.03B.6		Static Uninterruptible Power Supply Factory Test Reports	TD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 33 53	1.03B.7		Static Uninterruptible Power Supply Field Test Reports	TD											
26 33 53	1.03B.8		Static Uninterruptible Power Supply Operation & Maintenance Data	OM											
26 33 53	1.06B		Static Uninterruptible Power Supply Special Battery Warranty - Material & Workmanship	WA											
26 33 53	1.06.D		Static Uninterruptible Power Supply Three Year UPS Warranty - Parts & Service	WA											
26 33 53	1.08A		Static Uninterruptible Power Supply Spare Parts Information	OM											
26 33 53	1.08A		Static Uninterruptible Power Supply Extra Materials	ES											
26 33 53	3.07A		Static Uninterruptible Power Supply Instruction of Owner's Personnel	OT											
26 35 33	1.03B.1		Low Voltage Power Factor Correction Capacitors Product Data	MD											
26 35 33	1.03B.2		Low Voltage Power Factor Correction Capacitors Shop Drawings	SD											
26 35 33	1.03B.3		Low Voltage Power Factor Correction Capacitors Seismic Qualification Certification	CC											
26 35 33	1.03B.4		Low Voltage Power Factor Correction Capacitors Field Test Reports	TD											
26 35 33	1.03B.5		Low Voltage Power Factor Correction Capacitors Project Record Documents	AS											
26 35 33	1.03B.6		Low Voltage Power Factor Correction Capacitors Operation & Maintenance Data	OM											
26 35 33	1.05B		Low Voltage Power Factor Correction Capacitors Two Year Special Warranty	WA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 35 33	1.06A		Low Voltage Power Factor Correction Capacitors Spare Parts Information	OM											
26 35 33	1.06A		Low Voltage Power Factor Correction Capacitors Extra Materials	ES											
26 36 00	1.03B.1		Transfer Switches Product Data	MD											
26 36 00	1.03B.2		Transfer Switches Seismic Qualification Certification	CC											
26 36 00	1.03B.3		Transfer Switches Operation & Maintenance Data	OM											
26 36 00	3.07		Transfer Switches Instruction of Owner's Personnel	OT											
26 43 13	1.03B.1		Transient Voltage Suppression Product Data	MD											
26 43 13	1.03B.2		Transient Voltage Suppression Product Certificates	CC											
26 43 13	1.03B.3		Transient Voltage SuppressionField Test Reports	TD											
26 43 13	1.03B.4		Transient Voltage SuppressionMaintenance Data	OM											
26 43 13	1.03B.5		Transient Voltage SuppressionWarranties	WA											
26 43 13	1.08A		Transient Voltage Suppression Extra Materials	ES											
26 43 13	3.05A		Transient Voltage Suppression Instruction of Owner's Personnel	OT											
26 51 00	1.03B.1		Interior Lighting Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 51 00	1.03B.2		Interior Lighting Shop Drawings	SD											
26 51 00	1.03B.3		Interior Lighting Wiring Diagrams	SD											
26 51 00	1.03B.4		Interior Lighting Coordination Drawings	SD											
26 51 00	1.03B.5		Interior Lighting Product Certification	CC											
26 51 00	1.03B.6		Interior Lighting Dimming Ballast Compatability Certification	CC											
26 51 00	1.03B.7		Interior Lighting Field Test Reports	TD											
26 51 00	1.03B.8		Interior Lighting Maintenance Data	OM											
26 51 00	1.03B.9		Interior Lighting Manufacturer's Representatives Listing	QR											
26 51 00	1.04E		Interior Lighting Mockup	MU											
26 51 00	1.08A		Interior Lighting General Warranty	WA											
26 51 00	1.08B		Interior Lighting Special Warranty for Batteries	WA											
26 51 00	1.08C		Interior Lighting Special Warranty Period for Batteries	WA											
26 51 00	1.08D		Interior Lighting Special Warranty for Fluroescent Ballasts	WA											
26 51 00	1.09A		Interior Lighting Spare Parts Information	OM											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
26 55 36	1.03A		Airport Obstruction Lights Material Data	MD											
26 56 00	1.03B.1		Exterior Lighting Plan	SD											
26 56 00	1.03B.2		Exterior Lighting Product Data	MD											
26 56 00	1.03B.3		Exterior Lighting Shop Drawings	SD											
26 56 00	1.03B.4		Exterior Lighting Samples	SA											
26 56 00	1.03B.5		Exterior Lighting Product Certification	CC											
26 56 00	1.03B.6		Exterior Lighting Field Test Reports	TD											
26 56 00	1.03B.7		Exterior Lighting Maintenance Data	OM											
26 56 00	1.03B.8		Exterior Lighting Calculations	CA											
26 56 00	1.07A		Exterior Lighting General Warranty	WA											
26 56 00	1.07B		Exterior Lighting Special Warranty	WA											
26 56 00	1.08A		Exterior Lighting Spare Parts Information	OM											
26 56 00	1.08A		Exterior Lighting Extra Materials	ES											
27 05 26	1.03B.1		Grounding and Bonding for Comm Product Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
27 05 26	1.03B.2		Grounding and Bonding for Comm Shop Drawings	SD											
27 05 26	1.03B.3		Grounding and Bonding for Comm Field Quality Control Reports	TD											
27 05 26	1.03B.4		Grounding and Bonding for Comm As-Built Data	AS											
27 05 28	1.03B.1		Communication Pathways Cable Tray & Conduit Layout Drawings	SD											
27 05 28	1.03B.2		Communication Pathways Cable Tray & Accessories Shop Drawings	SD											
27 05 28	1.03B.3		Communication Pathways Cable Tray Product Data	MD											
27 05 53	1.03A		Labeling and Nomencalture Materials Data	MD											
27 05 53	1.02B.1		Identification and Labeling Product Data	MD											
27 05 53	1.02B.2		Identification and Labeling Label Schedule	CH											
27 08 00	2.01A		Communications Infrastructure Commissioning Documents	TD											
27 11 00	1.03A		Communication System Equipment Rooms Product Data	MD											
27 13 00	1.06B.1		Backbone Cabeling Installation Contractor Certification	QR											
27 13 00	1.06B.2		Backbone Cabeling Trades People Qualifications	QR											
27 13 00	1.06B.3		Backbone Cabeling Discrepancy Report	AS											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
27 13 00	1.06B.4		Backbone Cabeling Systimax 20 Year Warranty	WA											
27 13 00	1.06B.5		Backbone Cabeling Non-Systimax Products Warranty	WA											
27 13 00	1.06C.1		Backbone Cabling Product Data	MD											
27 13 00	1.06C.2		Backbone Cabling Test Results	TD											
27 13 00	1.06C.3		Backbone Cabeling Pre-Installation Fiber Optics Reel Tests	TD											
27 13 00	1.06C.4		Backbone Cabeling Conduit & Cable Tray Fill Plan	PP											
27 13 00	1.06C.5		Backbone Cabeling Single Line Schematic Diagrams	SD											
27 13 00	1.06C.6		Backbone Cabeling Cable Pulling Plan	PP											
27 13 00	1.06C.7		Backbone Cabeling Splice Plan	PP											
27 13 00	1.06C.8		Backbone Cabeling Test Plan	PP											
27 13 00	1.06C.9		Backbone Cabeling Requests for Inspection	PP											
27 13 00	1.06C.10		Backbone Cabeling Final As-Built Backbone Wiring Diagrams	AS											
27 15 00	1.05B.1a		Horizontal Cabling Product Data	MD											
27 15 00	1.05B.1b		Horizontal Cabling Test Results	TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
27 15 00	1.05B.1c		Horizontal Cabling Pre-Installation Fiber Optics Reel Tests	TD											
27 15 00	1.05B.1d		Horizontal Cabling Conduit & Cable Tray Fill Plan	PP											
27 15 00	1.05B.1e		Horizontal Cabling Single Line Schematic Diagrams	SD											
27 15 00	1.05B.1f		Horizontal Cabling Test Plan	PP											
27 15 00	1.05B.1g		Horizontal Cabling Requests for Inspection	PP											
27 15 00	1.05B.1h		Horizontal Cabling Final As-Built Horizontal Wiring Diagrams	AS											
27 15 00	1.05b.2a		Horizontal Cabling Installation Contractor Certification	QR											
27 15 00	1.05B.2b		Horizontal Cabling Trades People Qualifications	QR											
27 15 00	1.05B.2c		Horizontal Cabling Discrepancy Report	AS											
27 15 00	1.05B.2d		Horizontal Cabling Systimax 20 Year Warranty	WA											
27 15 00	1.05B.2e		Horizontal Cabling Non-Systimax Products Warranty	WA											
28 05 00	1.03B.1a		Security Systems Terminal Strips Product Data	MD											
28 05 00	1.03B.1b		Security Systems Junction Boxes Product Data	MD											
28 05 00	1.03B.1c		Security Systems Door Security Hardware Copper Cable	MD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
28 13 00	1.03B.1		Access Control Card Reader	SA											
28 13 00	1.03B.2		Access Control Balanced Magnetic Switches	SA											
28 13 00	1.03B.3		Access Control REX and Faceplate	SA											
28 13 00	1.03B.4		Access Control Electronic Locking Device	SA											
28 13 00	1.03B.5		Access Control Audio/Visual Indicator	SA											
28 13 00	1.03B.6		Access Control Junction and Interface Terminal Boxes	SA											
28 13 00	1.03B.7		Access Controller	SA											
28 13 00	1.03B.8		Access Control Intellikey	SA											
28 13 00	1.06A		Access Control Warranties	WA											
28 13 00	1.07A		Access Control Maintenance and Service	SE											
28 23 00	1.03A		CCTV System Product Data	MD											
28 23 00	1.03B		CCTV System Operation & Maintenance Data	OM											
28 31 00	1.03B.1		Fire Alarm System Product Data	MD											
28 31 00	1.03B.2		Fire Alarm System Riser Diagrams	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
28 31 00	1.03B.3		Fire Alarm System Wiring Diagrams	SD											
28 31 00	1.03B.4		Fire Alarm System Floor Plans	SD											
28 31 00	1.03B.5		Fire Alarm System Device Address List	CH											
28 31 00	1.03B.6		Fire Alarm System Operating Instructions	MD											
28 31 00	1.03B.7		Fire Alarm System Product Certification	CC											
28 31 00	1.03B.8		Fire Alarm System Operation & Maintenance Data	OM											
28 31 00	1.03B.9		Fire Alarm System Spare Parts Information	OM											
28 31 00	1.03B.10		Fire Alarm System Contact Information of Suppliers	OM											
28 31 00	1.07A		Fire Alarm System Warranties	WA											
28 31 00	3.05A		Fire Alarm System Report of Pre-Testing	TD											
28 31 00	3.05E		Fire Alarm System Report of Tests & Inspections	TD											
28 31 49	1.03B.1		Carbon Monoxide Detection System Operation	PP											
28 31 49	1.03B.2		Carbon Monoxide Detection System Control Diagrams	SD											
28 31 49	1.03B.3		Carbon Monoxide Detection System One Line Drawings	SD											

Port of Seattle

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built		**MU** Mock-Up/Proof of Concept		**PC** Pre-Construction Subm.		**SC** Schedule	**TD** Test Data/Reports
CA Calculations		**NP** Notice or Permit		**PP** Plan/Procedure		**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance		**OM** O&M Manual		**QR** Qualification Resume		**SE** Service Agreement	
MD Manufacturer Product Data		**OT** Owner Training		**SA** Sample		**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
28 31 49	1.03B.4		Carbon Monoxide Detection System Product Data	MD											
28 31 49	1.05A		Carbon Monoxide Detection System Warranties	WA											
31 00 00	1.04A.1a		Earthwork - Select Fill Material	SA							Milewski C				
31 00 00	1.04A.1b		Earthwork - Backfill	SA							Milewski C				
31 00 00	1.04A.1c		Earthwork - Rock Rip Rap	SA							Milewski C				
31 00 00	1.04A.1d		Earthwork - Rip Rap Overlay	SA							Milewski C				
31 00 00	1.04A.1e		Earthwork - Utility Bedding	SA							Milewski C				
31 00 00	1.04A.1f		Earthwork - Underground Marking Tape	SA							Milewski C				
31 00 00	1.04A.1g		Earthwork - Gravel Borrow	SA							Milewski C				
31 11 00	1.03A		Clearing, Grubbing & Cleanup Material Data	MD											
31 11 10	1.03A		Clearing & Grubbing (FAA) Material Data	MD											
31 22 19	1.03A		Topsoiling (FAA) Material Data	MD											
31 23 00	1.03A		Excavation & Embankment (FAA)	MD											
31 31 00	1.03A		Soil Treatment	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
31 50 00	3.03A.2		Trench Safety Systems Design	PP											
31 62 00	1.03A		Pile Driving Equipment Product Data	MD											
31 64 00	1.03A		Caissons Material Data	MD											
32 01 90	1.03A		Landscape Maintenance Product Data	MD											
32 01 90	3.13A		Landscape Maintenance Monthly Status Report	TD											
32 11 00	1.03A		Base Course Materials	TD											
32 11 13	1.03A		Lime Treated Subgrade (FAA) Materials	MD											
32 11 16	1.03A		Subbase Course (FAA) Materials	TD											
32 11 23	1.03A		Crushed Aggregate Base Course (FAA) Materials	TD											
32 11 23	1.03A		Aggregate Base Course Materials	TD											
32 12 13	1.03A		Bituminous Tack Coat (FAA) Materials	MD											
32 12 13	1.03A		Bituminous Prime Coat (FAA) Materials	MD											
32 12 16	1.03A		Plant Mix Bituminous Pavement Materials	MD/TD											
32 12 16	1.03A.1		Bituminous Concrete Pavement Asphalt Material Samples	SA											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
32 12 16	1.03A.2		Bituminous Concrete Pavement Asphalt Quality	TD											
32 12 16	1.03A.3		Bituminous Concrete Pavement Asphalt Mix Design	MD/TD											
32 12 16	1.03A.4		Bituminous Concrete Pavement Asphalt Binder Supplier	QR											
32 12 19	1.03A		Porous Friction Course Materials	TD											
32 12 36	1.03A		Seal Coats & Bituminous Surface Treatment Materials	MD											
32 13 13	1.03A		Portland Cement Concrete Pavement Materials	MD											
32 13 13	1.03A		Portland Cement Concrete Paving Materials	MD											
32 13 73	1.03A		Adhesive Compound Materials	MD											
32 13 73	1.03A		Joint Sealing Filler Materials	MD											
32 15 40	1.03B.1		Crushed Stone Surfacing Screened Gravel Material Data	MD											
32 15 40	1.03B.2		Crushed Stone Surfacing Material Data	MD											
32 15 40	1.03B.3		Crushed Stone Surfacing Maintenance Rock Material Data	MD											
32 15 40	1.03B.4		Crushed Stone Surfacing Base Course Material Data	MD											
32 16 13	1.03B.1		Curb & Gutter Mix Design	MD/TD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
32 16 13	1.03B.2		Curb & Gutter Shop Drawings	SD											
32 17 23	1.03A		Runway & Taxiway Painting Materials	TD											
32 31 13	1.03A		Chain Link Fence (FAA) Materials	MD											
32 31 13	1.03A		Chain Link Fences and Gates Material Data	MD											
32 31 13	1.03B.1		Chain Link Fences and Gates Shop Drawings	SD											
32 90 00	1.03B.1		Planting Material List	PP							Feigin J				
32 90 00	1.03B.2		Planting Record Drawings	AS							Feigin J				
32 90 00	1.03B.3		Planting Material Certificates	CC							Feigin J				
32 92 19	1.03A		Seeding (FAA) - Seed Certification	CC							Modie T, Feigin J				
32 92 19	1.03B.1		Hydroseeding for Erosion Control & Landscaping -Hydroseed Materials	MD							Modie T, Feigin J				
32 92 19	1.03B.1		Hydroseeding for Erosion Control & Landscaping -Seeding Material Samples	SA							Modie T				
32 92 19	1.03B.1		Seeding - Seed Sample	SA							Modie T				
32 92 19	1.03B.1		Seeding - Jute Mat Sample	SA							Modie T				
32 92 19	1.03B.1		Seeding - Mulch Sample	SA							Modie T				

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
32 96 43	2.01A		Transplanting Trees - Soil Amendment Product Data	MD											
33 10 00	1.03A		Water Distribution Product Data	MD											
33 24 13	1.03A.1		Monitoring Well Construction Notification Forms	NP											
33 24 13	1.03A.2		Monitoring Well Records	AS											
33 24 13	1.03A.4		Monitoring Well Survey Coordinate Data	AS											
33 31 00	1.03A		Industrial Waste and Sanitary Sewage System Product Data	MD											
33 32 13	1.03A.1		Sewage Lift Station Shop Drawings	SD											
33 32 13	1.03A.2		Sewage Lift Station Product Data	MD											
33 32 13	1.03A.3		Sewage Lift Station Product Certification	CC											
33 32 13	1.03A.4		Sewage Lift Station Field Test Reports	TD											
33 40 00	1.03A		Site Drainage Product Data	MD											
33 41 00	1.03A		Storm Drainage Product Data	MD											
33 41 13	1.03A		Pipe for Storm Drains and Culverts Product Data	MD											
33 42 13	1.03A		Concrete Culverts / Misc Dainage (FAA) Material Data	MD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
33 46 00	1.03A.1		Subdrainage - Drain Pipe Material Data	MD											
33 46 00	1.03A.2		Subdrainage - Underdrain Pipe Material Data	MD											
33 46 00	1.03A.3		Subdrainage - Manholes Shop Drawings	SD											
33 46 00	1.03A.4		Subdrainage - Gravel Backfill for Drains Material Data	MD											
33 46 16	1.03A		Pipe Underdrains for Airports (FAA) Material Data	MD											
33 49 13	1.03A		Manholes, Catch Basins & Inlets Product Data	MD											
33 63 00	1.03A		Steam Distribution Product Data	MD											
34 11 00	1.03B.1		Railroad Work - Welding	CC											
34 11 00	1.03B.2		Railroad Work - Reports	TD											
34 43 23	1.03A		Airport Wind Cones (FAA) Material Data	MD											
34 71 13	1.03B.1		Roadway Guardrail Shop Drawings	SD											
34 71 13	1.03B.2		Roadway Guardrail Erection Drawings	SD											
34 77 13	1.03B.1		Aircraft Passenger Loading Bridge Disposal Manifest Form	AS											
34 77 13	1.03B.2		Aiircraft Passenger Loading Bridge Shop Drawings	SD											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
34 77 13	1.03B.3		Aircraft Passenger Loading Bridge Interface w/Terminal Drawings	SD											
34 77 13	1.03B.4		Aircraft Passenger Loading Bridge Electrical Interface Drawings	SD											
34 77 13	1.03B.5		Aircraft Passenger Loading Bridge Communication Interface Drawings	SD											
34 77 13	1.03B.6		Aircraft Passenger Loading Bridge List of Operational Limit Settings	AS											
34 77 13	1.03B.7		Aircraft Passenger Loading Bridge Material Inventory Log	AS											
34 77 13	1.03B.8		Aircraft Passenger Loading Bridge Material Damage Log	AS											
34 77 13	1.03B.9		Aircraft Passenger Loading Bridge Sealant	MD											
34 77 13	1.03B.10		Aircraft Passenger Loading Bridge Plan and Schedule	PP											
34 77 13	1.03B.11		Aircraft Passenger Loading Bridge Acceptance Testing Plan	PP											
34 77 13	1.03B.12		Aircraft Passenger Loading Bridge Special Warranties	WA											
35 01 50	1.03B.1		Dradging - Borrow Source	MD											
35 01 50	1.03B.2		Dredging - Cover Material	MD											
35 01 50	1.03B.3		Dredging - Work Plan	PP											
35 59 13	1.03B.1		Fender System Manufacturer Qualifications Contact Information	QR											

SUBMITTAL LOG

[Project Name]

MC-[#######]

[WP #]

Submittal Type Legend

AS As Built	**MU** Mock-Up/Proof of Concept	**PC** Pre-Construction Subm.	**SC** Schedule	**TD** Test Data/Reports
CA Calculations	**NP** Notice or Permit	**PP** Plan/Procedure	**SD** Shop Drawing	**WA** Warranty
CC Cert. of Compliance	**OM** O&M Manual	**QR** Qualification Resume	**SE** Service Agreement	
MD Manufacturer Product Data	**OT** Owner Training	**SA** Sample	**SU** Substitution	

Contractor Priority

A = Contractor has indicated this is a top priority submittal
B = Contractor has indicated this submittal has medium priority
C = Contractor has indicated this submittal has low priority

At Least One Critical Reviewer and Only One Final Reviewer are Required for Each Submittal

							Design Team Reviewers		F&I / Maintenance Reviewers		Additional Reviewers		CM Reviewers		
Spec. Section No.	Para. No.	Free Type	Title	Submittal Type	Contr Priority	Date Due from Contr	Critical	Other	Critical2	Other2	Critical3	Other3	Pre-Final (Optional) *One Per Submittal*	Final (Required) *One Per Submittal*	Remarks
35 59 13	1.03B.2		Fender System Shop Drawings	SD											
35 59 13	1.03B.3		Fender System Performance Testing	TD											
35 59 13	1.03B.4		Fender System Fender Visual Inspection	TD											
35 59 13	1.03B.5		Fender System Material Schedules	CH											
35 59 13	1.03B.6		Fender System Installation Instructions	MD											
35 59 13	1.03B.7		Fender System Operation & Maintenance Data	OM											
41 22 13	1.03A		Bridge Cranes Shop Drawings	SD											

PART 1 GENERAL

1.01 SUMMARY

A. The Sea-Tac International Airport is a complex operating facility which is governed by a very strict set of operating rules to insure the safety of the traveling public, the operators of the various airlines and those individuals who function as support personnel to the facility. It is recognized and understood that the Contractor is required to comply with the most current edition requirements contained in FAA Advisory Circulars and Port Rules and Regulations as they pertain to this project. It is understood and accepted by the Port that the Contractor has familiarized itself with general Airport operations and has taken these into consideration in arriving at its bid prices and in scheduling its various activities.

B. Following are the general safety operations and objectives that must be achieved to maximize safety and to minimize time and economic loss to the aviation community, construction contractors and others directly or indirectly affected by the project. The Contractor shall keep these objectives in mind when formulating schedules and operational activities. The Contractor shall be responsible for controlling their operations and the operations of subcontractors (at all levels) and suppliers so as to comply with the requirements of this Section.

1. Keep the airport operational for all users
2. Minimize delays to aircraft operations
3. Maintain safety of aircraft movement and airport operations as a whole
4. Minimize delays to construction operations
5. Minimize airport operation and construction activity conflicts
6. Maintain safety of personnel using the airport at all times

1.02 DEFINITIONS

A. Air Operations Area (AOA): That area within the airfield perimeter security fence.

B. Air or Aircraft Movement Area (AMA): The movement area consists of runways, taxiways and other areas of the airport that are used for taxiing or hover taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading aprons and aircraft parking areas.

C. Non-Movement Area: That area of the Airport Operations Area not defined as a movement area and including the exterior of buildings on or adjacent to the non-movement area. Aircraft in motion on these surfaces are not under control of the air traffic control tower.

D. Apron: That non-movement area prepared for the positioning or parking of aircraft during ground operations not involving landing and takeoff of airplanes. The areas are usually designed according to use, such as terminal, cargo, parking, service hangar, or holding apron. Such terms as “ramp,” “hardstand,” “turnaround,” etc., are synonymous with apron. Other sub-area designations are:

1. Aircraft Parking Positions - used for parking aircraft to enplane and deplane passengers, load or unload cargo.

2. Aircraft Service Area - on or adjacent to an aircraft parking position. They are used by airline personnel and equipment for servicing aircraft and staging of baggage, freight and mail for loading and unloading of aircraft.

3. Service/Fire Lanes - identified rights-of-way on apron designated for aircraft ground service vehicles and fire equipment.

4. Taxi lanes - reserved to provide taxing aircraft with access to and from parking positions.

E. Runway: A clearly defined area on the airport that has been prepared and is suitable for landing and takeoff of airplanes. The principal runway elements include the structural pavement, shoulders, blast pads, runway safety area, extended runway safety area and airport imaginary surfaces. The runway drainage system, lighting, marking and areas required for landing aids are also integral design parts of the runway.

F. Taxiway: A defined path over which airplanes can taxi from one part of an airport to another. It includes the structural pavement, shoulder, taxiway safety area and obstacle-free area.

G. Vehicle Control Line: A red line bordered on both sides by white lines painted on the ramp parallel to and within 12 feet of the north-south vehicle drive lanes. The vehicle control line is present where movement area surfaces boundary non-movement areas and service roads.

H. Vehicle Drive Lanes: Identified rights-of-way in the non-movement area designated for vehicular movement on the AOA. Drive lanes are delineated by white lines or traffic markings painted on the pavement.

I. Terminal Buildings and Support Facilities: Interior of terminal and concourses, and support facilities such as cargo buildings (including exterior of buildings and roofs), which are inside the AOA.

J. Street-Side of Buildings: Exterior of building and roof on street side, outside of the AOA streets, multilanes, drives, parking garage and remote parking lots. This area is also referred to as the landside of the airport.

K. Foreign Object Debris (FOD): Any object capable of being ingested into aircraft engines or penetrating aircraft tires. Examples are knives, forks, spoons, hand tools, bolts, nails, nuts, cable, polyurethane, vehicle parts, sand, gravel, paper, rocks, dirt, cans, glass, wood, et al.

L. Director, Airport Operations: That individual who directs all airfield operations and activities with respect to safety, security, airport rules and regulations, and emergency situations.

M. Manager-Airfield Security/Airport Security Coordinator: That individual appointed by the General Manager, Airfield Line of Business, who directs all activities with respect to security.

N. Unsuitable Weather: Atmospheric or environmental conditions which restrict construction activities and effect operation of aircraft while approaching a runway to land; during landing; taxiing between runways, ramps, aprons, hangars, or loading zones; standing by to takeoff; or during takeoff as determined by the General Manager, Airfield Line of Business or the General Manager or his authorized representative. In addition, that atmospheric or environmental condition

which may, in the opinion of the Engineer, affect the final outcome, position, or condition of construction work, maintenance work, or improvement of any sort or nature.

O. Jet Blast: Jet blast is the force of jet exhaust produced by the aircraft engines. The high velocities produced by aircraft engines are capable of causing bodily injury and damage to equipment. The drag and uplift forces produced by jet engines are capable of moving large boulders. A jet engine operating at maximum thrust is capable of lifting a 2-foot boulder 35 feet behind the airplane completely off the ground.

As an example, a DC10 at takeoff thrust can produce a velocity of 750 mph 10 feet behind the aircraft; a velocity of 260 mph 100 feet behind the aircraft; a velocity of 55 mph 1,000 feet behind the aircraft; 10 mph 4,400 feet behind the aircraft. At maximum values these velocities may extend 30’ out beyond the wingtips of the aircraft and to a height of 60’ above ground level. (This information is taken from FAA Advisory Circular 150/5300-13 Figure 8-4.)

P. Low Visibility Operations: Low Visibility Operations means movement of aircraft for takeoff landing or taxi when the visibility is reported to be less than 1,200 feet runway visual range (RVR).

1.03 SUBMITTALS – Not Used

1.04 REFERENCES

The rules, requirements and regulations specified in this section have been compiled from the following sources:

A. Sea-Tac International Airport Schedule of Rules and Regulations No. 5 (Effective June 9, 2020,)

B. Rules for Airport Construction, Revision March 1, 2019.

C. Federal Aviation Administration Advisory Circular 150/5370-2G, 150/5210-5D Appendix 1, and 70/7460-1L (Current Edition).

D. Federal Aviation Regulations (FAR) Part 77.

E. FAA order NM 5200.3.

1.05 REQUIREMENTS AND REGULATIONS RELATING TO THE OPERATION OF MOTOR VEHICLES

A. General:

1. During the term of this Contract, the Contractor shall recognize and abide by the following rules and controls as they may be modified by federal regulations.

2. In addition to these regulations, the Engineer is empowered to issue such other instructions as may be deemed necessary for the safety and well being of Airport users or otherwise in the best interests of the Port.

B. Operation of Motor Vehicles:

1. General:

a. Motor vehicle operations within and on the Airport premises shall be governed generally by the provisions of the Washington State Motor Vehicle Codes and Traffic Direction procedures and signals for turns, lights and safe-driving precaution shall be in conformity therewith. In addition, motor vehicles shall conform to all special regulations prescribed by the Commission or procedures imposed pursuant to Commission regulation by the Director.

b. Traffic on enplaning and deplaning drives, public thoroughfares and parking areas of the Airport is limited to those vehicles properly licensed to operate on public streets and highways.

c. All vehicular equipment in the AOA, cargo, tunnel, access road, aircraft parking or storage areas shall at all times comply with any lawful signal or direction of Port employees. All traffic signs, lights and signals shall be obeyed, unless otherwise directed by Port employees.

d. Every person operating motorized equipment of any character on any area shall operate the same in a careful and prudent manner and at a rate of speed posted or fixed by this section and at no time greater than is reasonable and proper under the conditions existing at the point of operation, taking into account traffic and road conditions, view obstructions and consistent with all conditions so as not to endanger the life, limb, or property or the rights of others entitled to the use thereof.

2. Operation of Vehicles Within AOA:

a. All motor vehicles that enter the AOA shall possess exhaust systems which are protected with screens, mufflers, or other devices adequate to prevent the escape of sparks or the propagation of flame.

b. Regardless of the time of day, all powered construction vehicles that are equipped with headlights shall operate with the headlights on when the vehicle is in motion on the AOA.

c. All Contractor vehicles shall be equipped with the following visibility/identification features: 1) Operable yellow flashing beacons, beacons must be lighted during all periods of vehicle operation; 2) 3 foot by 3 foot flags having a checkered pattern of international orange and white squares at least 1 foot on each side (For fabric color specifications see FAA Advisory Circular 150/5210-5D, Appendix A.). Attach flag on top of vehicle with rigid pole so that flag will be visible at all times. Vehicles without beacons/flags will not be permitted to enter the AOA.

d. No person shall operate any motor vehicle or motorized equipment in the AOA of the Airport unless such motor vehicle or motorized equipment is in a safe and mechanically reliable condition for such operation.

e. Any person operating equipment in the Air Operations Area shall, in addition to this section, abide by all existing Federal Aviation Administration and other governmental rules and regulations.

f. No person shall operate any motor vehicle or motorized equipment on the aircraft movement or non-movement areas of the Airport at a speed in excess of twenty (20) miles [32 km/h] per hour, or the posted speed limit, whichever is lower, less where conditions warrant. Designated motor vehicle drive lanes shall be utilized where provided unless specific authorization to the contrary is given by the Engineer.

g. No person operating a motor vehicle or motorized equipment in the AOA shall in any way hinder, stop, slow, or otherwise interfere with the operation of any aircraft on the Airport.

h. All aircraft and emergency vehicles have priority over Contractor vehicles. Contractor vehicles shall yield right of way to aircraft and emergency vehicles. Contractor shall ensure that under no circumstances will any Contractor or subcontractor or other vehicle associated with the job pass beneath any part of an aircraft or loading bridge, or block the access to any parking gate or delay any aircraft movement.

i. Vehicles shall remain within established drive lanes. The Vehicle Control Line separates the aircraft movement area (runways and taxiways) from the non-movement area (terminal and aircraft aprons and parking areas). It is prohibited to use runways or taxiways or adjacent field areas unless specifically indicated on the drawings. It is emphasized that the Contractor's authority to operate does not extend to active aircraft movement area. The Contractor shall operate along established haul routes with prior approval of the Director, Airport Operations, or the Director's designee, and the Engineer. No vehicle shall cross the Vehicle Control Line without approval of the Airport Traffic Control Tower and must be in radio contact with the Tower, under escort, or on an established haul route.

j. Contractor vehicles shall not deviate from haul routes specified on the drawings.

k. Escorts: At all times during work within 250 feet of the centerline of an operating runway or 160 feet of the centerline of an operating taxiway, or when entering or crossing an active movement area, vehicles shall be accompanied by an approved Port Escort. All requests for escorts and operations involving an aircraft movement area, or any other activity that may tend to interfere with the general operation of the Airport, shall be approved by the Director, Airport Operations by way of the Engineer. A minimum of 24 hours' prior notice shall be given the Engineer in each case. See Section 01500 - Temporary Facilities and Controls, for submittal requirements.

C. Parking:

1. No parking is permitted on any Airport roadway as the primary purpose of the Airport roadways is for motor vehicle traffic.
2. No person shall park any motor vehicle, other equipment, or materials in the AOA of the Airport, except in a neat and orderly manner and at such points as prescribed by the Contract documents.
3. No person shall park any motor vehicle or other equipment or materials in the AOA of the Airport within fifteen (15) feet of any fire hydrant or standpipe.
4. Parking of construction workers' private vehicles shall also be within the storage area construction fence located outside the AOA or in a public or private parking facility outside the AOA. Under no circumstances will vehicles or equipment be parked within five (5) feet of the Airport Perimeter Security fence line.
5. Vehicles parked within the AOA shall be chocked or have the parking brake activated.

D. Impoundment of Motor Vehicles:

1. Any vehicle in violation of the provisions as referenced in Chapter 46.52 (Abandoned Vehicles) or Chapter 46.61 (Rules of the Road) of the Revised Code of Washington may be subject to impoundment pursuant to the provisions and procedures contained therein.
2. No vehicle shall be impounded except under the direction of an authorized police officer of the Port.

E. Vehicle Identification:

1. All vehicular equipment operating within the AOA must display signs of commercial design on both sides of the vehicle to identify the vehicle as belonging to the Contractor firm. The Contractor's name must appear in letters a minimum of two inches high. Magnetic signs are acceptable.
2. Vehicles that appear at access gates without signs on both sides of the vehicle will be denied access. Vehicles found to be missing signs within the Air Operations Area will be escorted off the job site and not be permitted to re-enter until signs have been installed.

F. Load Limits: Unless otherwise indicated, when using airport roadways, the Contractor shall restrict the gross combination weight to the legal limits allowed on public roads.

1.06 REQUIREMENTS AND REGULATIONS RELATING TO OPERATORS OF VEHICLES

A. All drivers operating vehicles on airport property must carry a valid United States driver's license on his/her person, appropriately endorsed for the type of equipment being operated.

B. All personnel (including drivers) working within the AOA must have a valid Port Identification/Access badge. See Section 01 14 13 - Airport Personnel Identification/Access Control for Procedures required for badge issuance.

C. All personnel working within the AOA shall receive special drivers training and be approved by the Port before being allowed to operate within the AOA or be

escorted by Port approved escort. Personnel operating outside the AOA may operate vehicles without attending the special drivers training course.

D. Contractors, Subcontractors, Suppliers and Contractor occasional deliveries requiring access to the AOA in support of the Contract work that do not have valid Port identification shall be escorted by authorized Contractor personnel. The Port will not provide escorts for the Contractor's work.

1.07 REQUIREMENTS FOR ORIENTATION OF CONTRACTOR PERSONNEL AND PROJECT MEETINGS

A. Air Operations Orientation:

1. After Execution of the Contract, but prior to the start of the Work, arrange with the Engineer to have all supervisory and job office personnel assigned to this project attend an "Air Operations Orientation." This orientation will be conducted by the Port for discussion of the rules and regulations pertinent to this Contract. The orientation will be repeated at reasonable intervals during the construction period. Port attendees will include the Engineer and the Director, Airport Operations or the Director's authorized representative.

2. The Air Operations Orientation may be conducted as part of the preconstruction meeting and shall not be considered an educational course in Air Operations Safety, but a discussion of existing rules or regulations related to airport activities. The Contractor shall be totally responsible and liable for the actions of his employees, agents, or representatives.

B. Safety and Security Meetings: An airport safety and security meeting will be conducted after Execution of the Contract and prior to commencing construction. Additional construction safety meetings will be scheduled throughout the life of the Contract.

1.08 SECURITY REQUIREMENTS

A. General Intent: It is intended that the Contractor shall comply with all requirements of the Airport Security Plan (ASP) and with the security requirements specified herein.

B. Security Identification Display Area (SIDA) Training: Comply with the requirements of Section 01 14 13 - Airport Personnel Identification/Access Control.

C. Identification/Access Badging: All Contractor personnel shall have Port-issued identification/access badges. See Section 01 14 13 - Airport Personnel Identification/Access Control for procedures required for issuance of Identification/Access badges.

D. Perimeter Fence Security:

1. Do not open gates or remove fencing without approval of the Engineer. Adequate precautions shall be taken to prevent entrance of unauthorized persons to Airport-restricted areas or inadvertent entry of dogs or large animals into the AOA.

2. Prior to securing work each evening, ensure that all access gates which have been opened are closed and locked and that perimeter fencing is restored to a condition that will maintain present security standards.

3. Five Foot Rule: No Contractor will be permitted to store materials, park equipment or erect permanent or semi-permanent structures within five (5) feet of either side of the AOA perimeter security fence.

4. Use of Gates: Access to work within the AOA shall be limited to only the gates shown on the drawings. Use of the gates shown for continuous access (in excess of twice per work shift) will require the gate be manned by Port Operations or Security personnel, provided by the Port. Gates for Contractor access during hours of darkness shall be supplied with a light plant and generator whenever the gate is in use. Furnishing, fueling and maintaining the light plants shall be the responsibility of the Contractor. The Contractor shall schedule with the Engineer a minimum of 48 hours prior to requiring continuous access through a gate.

5. Prior to removing or making holes in the Airport perimeter fencing, the Contractor shall obtain permission and written approval from the Engineer, and take adequate precautions to prevent entry of unauthorized personnel or animals.

1.09 SAFETY REQUIREMENTS

A. In addition to the requirements specified in other sections, the following Safety Requirements shall also apply to the Contractor's activities:

1. Traffic Control: The Contractor shall furnish all required traffic control to protect the public outside the AOA. The actions, equipment and position of flagmen, when required, shall be the sole responsibility of the Contractor. The Contractor shall provide flagmen and construction traffic control on public facilities in accordance local jurisdiction requirements and the current edition of the Manual of Uniform Traffic Control Devices (MUTCD).

2. In the event an employee of the Contractor violates a safety provision, they shall be prohibited from returning to work on the AOA without first attending another Airport Safety Orientation class and approval of the Director, Airport Operations. Subsequent violations will be deemed as just and sufficient cause to demand the employee be permanently removed from the job site. The Contractor shall be responsible for all costs and delays caused by safety violation.

3. Contractor's Designated Representative: The Contractor shall inform its supervisors and workmen of the airport activity and operations that are inherent to this airport, as well as the safety requirements and security regulations of the airport. The Contractor shall conduct its construction activities to conform to both routine and emergency requirements. During the course of construction, the Contractor shall designate a responsible representative who will be personally available on a 24-hour basis. The Contractor shall advise the Engineer of the representative's name and telephone number (the telephone shall not be connected to an answering machine). The Contractor shall comply with all current safety laws, ordinances and regulations as they may apply to this Contract.

1.10 INTERRUPTIONS AND STOPPAGES OF THE WORK DUE TO AIRCRAFT OPERATIONS AND HAZARDOUS CONDITIONS

A. Work Stoppages:

1. Work may be stopped by the Director, Airport Operations or the Director's designee, through the Engineer, any time the former considers that the intent of the regulations regarding safety or Security Requirements are being violated or that a hazardous condition exists. This decision to suspend the operation will be final and will only be rescinded when satisfied that the Contractor has taken action to correct the condition and prevent recurrence.

2. Frequent inspections will be made by the Director, Airport Operations or the Director's authorized representative during the critical phases of the work to insure that the Contractor is following the recommended safety procedures. The Inspector shall report any violations or potential safety hazards to the Engineer who will in turn advise the Contractor of the concern for immediate correction by the Contractor.

3. Work may also be stopped or suspended by Airport Operations through the Engineer during periods of extremely inclement weather, such as low visibility, snow or ice accumulation, or when it is necessary to provide an extra margin of safety to aircraft operations due to other unsuitable conditions, or reduce other activities in favor of conducting snow removal operations required to keep the airport operational.

4. Work may be stopped or suspended by Airport Operations through the Engineer during periods when a VIP (e.g. POTUSA) or critical event is occurring.

B. Intermittent Construction Operations:

1. Portions of the Work in this Contract will occur in the AOA. Heavy construction may require closing of certain areas by the Airport. However, some work may be done on an intermittent basis. The Contractor shall maintain constant communication with the Engineer when working on an AOA location, and immediately obey all instructions from the Engineer. Failure to obey instructions or maintain proper communication will be cause to suspend the Contractor's operations in such areas until satisfactory conditions are assured.

2. When directed to cease work and move from the area, the Contractor shall immediately respond and move all material, equipment and personnel outside areas. Operations shall not be resumed until directed from the Director, Airport Operations through the Engineer. Every reasonable effort will be made to cause minimum disturbance to the Contractor's operations; however, no guarantee can be made as to the extent to which disturbance can be avoided.

3. Limitation of Operations: The Contractor shall be responsible for controlling its operations and those of its subcontractors so as to provide for the free movement of aircraft in the apron areas of the AOA.

1.11 REQUIREMENTS AND REGULATIONS AFFECTING THE CONDUCT OF THE WORK

A. General:

1. Requirements to Begin Work: Before starting work, the Contractor shall provide and have available all flags, signs, barricades, lights and electrical generators as may be required for the protection of air traffic, vehicular

traffic and the construction work. All personnel shall have the proper identification badges and have received the required training and instruction.

2. No hazardous materials will be stored within the terminal complex.

3. No burning is permitted on Airport property.

4. Smoking by personnel is prohibited on the AOA and inside the terminal.

5. Construction Activity and Aircraft Movements:

   a. Prior to the start of the construction activities in the AOA affecting aircraft movement areas, the safety requirements relating thereto will be coordinated by the Port between the Director, Airport Operations, air carriers, fixed base operators, other users and appropriate representatives of the FAA. This coordination will be based on the Contractor's accepted construction schedule with the primary purpose of compliance with the Contract document requirements.

   b. Construction activity and storage of equipment, relating to off-AOA projects are not exempt from all the regulations that govern the AOA. Materials can not be stored in violation of POS security fence set back clearances (5' rule). Activity and storage of equipment may also have an impact on the FAR Part 77 surfaces that are prescribed to protect the airspace associated with the airport.

   c. Construction work will not be allowed within the safety area of an open runway or within the object free area of an open taxiway (160' from centerline) without prior permission of the Director, Airport Operations or authorized designee. (Refer to 1.11 Obstructions to Navigation.)

6. Limitation of Construction Activities:

   a. During construction there shall not be lips greater than 1 inch for pavement traveled by aircraft and 3 inches for edges between old and new surfaces at edges and ends not traveled by aircraft.

   b. Open-flame welding or torch-cutting operations are prohibited unless adequate fire and safety precautions are provided and have been accepted by the Fire Department through the Engineer.

   c. Open trenches, excavations and stockpiled material at the construction site shall be prominently marked with barricades and lights as detailed on the drawings.

   d. Stockpiled material shall be limited in height and constrained in a manner to prevent movement resulting from aircraft blast or wind conditions.

   e. The Contractor will ensure that all lighting fixtures are shielded against interference with the vision of pilots and air traffic controllers.

f. During non-working hours, all trenches and excavations outside of the barricaded work areas shall be backfilled or covered unless otherwise indicated in the Contract documents.

g. Non-working hours shall be defined as when construction is not taking place within a work area.

B. Construction Adjacent to Runways:

1. All equipment and material above the runway centerline grade and within a distance of 250 feet from the runway centerline must be removed when the runway is being used by aircraft unless specifically allowed by the phasing drawings.

2. Within 250 feet of the runway centerline, all open trenches, lips greater than one inch, and drop-offs greater than three inches must be filled, covered, or sloped when the runway is open.

3. Notification to the Director, Airport Operations or his representative, by way of the Engineer, is required prior to beginning any construction within the aircraft movement area. Notification of the proposed construction should be made a minimum of fourteen (14) days prior to beginning work.

C. Construction Adjacent to Taxiways:

1. No equipment or material within 160 feet of a taxiway centerline shall be above the taxiway centerline grade while the taxiway is being used by aircraft unless specifically allowed in the phasing drawings.

2. Open trenches or abrupt drop-offs may be made adjacent to taxiway pavement edges only as shown on drawings.

3. Marking and lighting of work areas adjacent to taxiways shall be required and accepted by the Engineer.

D. Barricades and Marking of Barricades:

1. Barricades shall be Multi-Barrier AR-10 X 96 HDPE, or OTW Safety AR10x96 O V.2, or Sherwin Industries, Inc. RRM-Safety Barricade Model #1008-25, or Neubert Aero Corp., 8ft Airport “low-profile” barricade or approved equal compliant with FAA Advisory Circular 150/5370-2G with 6” X 72” orange and white reflective striping on both sides.

2. Each barricade shall be provided with two (2) screw-in C01 airfield grade 360-degree red flashing solar lights. Lights shall have an override switch to allow lights to be operative during all hours of low visibility. If required, supplement with generator-powered constant burn lights that meet the requirements of FAA Advisory Circular 150/5370-2G.

3. Barricades shall be installed as shown on the drawings or relocated by the Contractor at the direction of the Engineer whenever the need arises throughout the duration of the Contract. Barricades shall be placed indicated on the drawings to separate active areas from areas under construction. Placement of the barricades shall be in accordance with the drawings and shall be accepted by the Engineer.

4. Barricade lights shall be operative at all times. It shall be the Contractor's responsibility to immediately repair or replace any light or flasher that is not operating.

5. Barricades shall be in place prior to commencing construction operations, and shall be maintained in good appearance for the life of the contract.

6. Barricades shall be relocated as noted by the phasing plans or as directed by the Engineer.

7. Barricades shall be filled to capacity with water where shown on the drawings or as directed by the Engineer.

8. Install red delineator reflectors between barricades where indicated on the plan sheets.

E. Reflector Markers:

1. Reflector markers shall be of an impact-resistance color impregnated special polymer extrusion that has been UV-stabilized with both ground and pavement mounts. Height shall be 18"; color shall be solid red or orange; or as specified in the specifications for color. Reflectors shall meet FAA AC 5345-39D.

2. Install reflector markers as shown on the drawings.

F. Closures: No ramp, apron, taxiway, or runway area shall be closed to aircraft without approval of the Director, Airport Operations through the Engineer. This will enable Notices to Airmen (NOTAMS), or other advisory communications to be issued. A minimum of 72 hours notice of requested closing shall be directed to the Engineer. The Engineer will arrange inspections prior to opening any area to air traffic. Any waste material, or debris must be removed from aprons promptly to avoid possible damage to aircraft.

G. Debris

1. Debris Control: When Airport roadways and public highways are used in connection with construction under this Contract, the Contractor shall remove all debris cluttering the surfaces of such roadways. Trucks and equipment shall have all accumulated dirt, mud, rocks and debris removed before accessing the AOA and when leaving the work area. Loads shall be struck flush and secured to prohibit loss of material. If spillage occurs, such roadways shall be swept clean immediately after such spillage to allow for safe operation of vehicles as determined by the Engineer. If the Contractor is negligent in cleanup and Port forces are required to perform the Work, the expense of said cleanup shall be paid by the Contractor.

2. No loose material or waste (FOD), capable of causing damage to aircraft or capable of being ingested into jet engines may be left in the working area on or next to runways, taxiways, ramps, or aprons. The Contractor shall direct special attention to all areas that are operational to aircraft during construction. These shall be kept clean and clear of all materials or debris at all times.

3. Food waste on a work site is a safety concern in that it attracts animals and birds that may impact the safe movement and operation of aircraft on the airfield. Food waste shall be promptly removed from construction sites.

H. Existing Airport Pavements and Facilities: The Contractor shall preserve or protect existing and new pavements and other facilities from damage due to construction operations. Existing pavements, facilities, utilities, or that are damaged shall be replaced or reconstructed to original strength and appearance at the Contractor's expense. The Contractor shall take immediate action to replace any damaged facilities and equipment and reconstruct any damaged area that is to remain in service.

I. Storage Areas:

1. The storage area(s) depicted on the plans shall be used to store all idle equipment, supplies and construction materials (other than bulk materials such as aggregate, sand and soil). Storage shall not interfere with operational areas.

2. All material and equipment shall be stored at storage sites indicated on the Contract drawings.

3. Do not store materials or equipment in areas in which the equipment or materials will affect the operation of FAA electronic apparatus.

4. All equipment storage and movement shall have prior approval of the Director, Airport Operations, or the Director's authorized designee and the Engineer.

5. The perimeter of any storage area that abuts an AOA pavement shall be protected by barricades no more than 10 feet apart marked with red flashing lights. Upon completion of all Work, remove all and barricades and lights from the project site.

6. Contractor's vehicles, equipment and materials shall be stored in areas designated on the drawings. Upon completion of the Work, the storage area shall be cleaned up and returned to its original condition to the satisfaction of the Engineer.

7. Equipment not in use during construction and during all non-construction hours shall be parked in the Contractor's storage area. All exceptions shall be approved in advance by the Director, Airport Operations by way of the Engineer. Parking of construction workers' private vehicles shall not be allowed within storage areas located on the AOA.

8. Stockpile areas shall be used to store all bulk materials needed for the project and may or may not be fenced at the Contractor's option. However, barricades, as specified herein, shall be installed where potential conflicts with aircraft or ground vehicular traffic exists. Stockpiles shall not penetrate the FAR Part 77 imaginary surfaces or present FOD problems.

9. Equipment and materials shall not be stored between runways. . An exception to this is for tracked construction vehicles/devices, and certain materials that are specified in Contract drawings. The height of the equipment and the location where it will be stored must be specified in the drawings.

1.12 OBSTRUCTIONS TO NAVIGATION

The Contractor shall limit the height of vehicles, equipment, stockpiled materials excavated earth, to the limits as specified on the drawings.

1.13 DAILY INSPECTIONS

A. The Director, Airport Operations or the Director's representative will conduct a daily inspection of each construction site before workers leave for the day to ensure that areas surrounding the sites are safe for aircraft operations. Inspector(s) will be watchful for Foreign Object Debris (FOD) that can be ingested into aircraft engines, loose polyethylene and other light materials capable of being blown onto aircraft movement areas by wind, unlighted construction and obstruction lights, vehicles and equipment left outside construction areas, construction areas left unlocked, access gates left open, weak partitions or fences, etc. All discrepancies shall be corrected before workers depart from the work site.

1. The Contractor or Port Inspector shall be responsible for contacting Airport Operations to schedule the daily inspections. Based on the current workload and location of the Airport Operations Specialist, the Contractor should anticipate approximately 30-minutes of waiting time.

B. Inspectors will review potentially hazardous conditions, which may occur during airport construction, and maintenance including, but not limited to the following:

1. Trenches, holes, or excavation on or adjacent to any open runway or related safety area.
2. Unmarked/unlighted holes or excavations in any apron, open taxiway, open taxi lane, or related safety area.
3. Mounds or piles of earth, construction materials, temporary structures, or other objects on or in the vicinity of any open runway, taxiway, taxi lane or in a related safety, approach or departure area.
4. Pavement drop-offs or pavement turf lips (either permanent or temporary) which would cause, if crossed at normal operating speeds, damage to aircraft that normally use the airport.
5. Vehicles or equipment (whether operating or idle) on any open runway, taxiway, taxi lane, or in any related safety, approach or departure area.
6. Vehicles, equipment, excavations, stockpiles, or other materials which could impinge upon NAVAID critical areas and degrade or otherwise interfere with electronic signals from radios or electronic NAVAIDs or interfere with visual NAVAID facilities.
7. Unmarked utility, NAVAID, weather service, runway lighting, or other power or signal cables that could be damaged during construction.
8. Objects (whether marked/flagged or not) or activities anywhere on or in the vicinity of airport which could be distracting, confusing, or alarming to pilots during aircraft operations.
9. Unflagged/unlighted low visibility items (such as tall cranes, drills, etc.) in the vicinity of an active runway, or in any approach or departure area.
10. Misleading or malfunctioning obstruction lights.
11. Unlighted/unmarked obstruction in an approach to any open runway.
12. Inadequate approach/departure surfaces (needed to assure adequate landing/takeoff clearance over obstructions or work or storage areas).

13. Inadequate, confusing, or misleading marking/lighting of runways (including displaced or relocated thresholds), taxiways, or taxi lanes.

14. Water, snow, dirt, debris, or other transient accumulation which temporarily obscures pavement marking, pavement edges, or derogates the visibility of runway/taxiway marking, lighting or of construction and maintenance areas.

15. Inadequate or improper methods of marking, barricading, or lighting temporarily closed portions of airport operation areas.

16. Trash or other materials with foreign object damage (FOD) potential, whether on runways, taxiways, aprons or related safety areas.

17. Inadequate fencing or other marking to separate construction or maintenance areas from open aircraft operating areas.

18. Inadequate control of vehicle and human access to and non-essential, non-aeronautical activities on, open aircraft operating areas.

19. Improper radio communication maintained between construction/maintenance vehicles and air traffic control tower or other on-field communications facility (e.g., FAA Flight Service Station (FSS) or unicom radio).

20. Construction/maintenance activities or materials which could hamper Aircraft Rescue and Fire Fighting (ARFF) vehicle access from the ARFF stations to all parts of the runway/taxiway system, runway approach and departure areas, or aircraft parking locations.

21. Bird attractants such as edibles (food scraps, etc.) trees, brush, other trash, grass/crop seeding, or pond water on or near the airport.

22. Personnel at the construction site without proper POS identification.

23. No escorts for persons at the job site without proper identification.

24. Vehicles involved in the project do not meet the safety requirements of POS Rules and Regulations.

25. Improperly marked, lighted and flagged vehicles involved in the project.

C. All work shifts, including the nightly work shifts are totally inclusive of the Contractor moving onto the site, performing work activities, performing all clean-up, having the work area and haul routes inspected and approved by the inspector(s) and moving off the site. The Contractor shall provide adequate lighting for the needs of the inspection personnel.

D. Any Aircraft Movement Surface or adjoining runway, taxiway or taxilane safety area that does not pass inspection must remain closed until such time cleanup is performed and approved. Damages will be assessed for any delays in the opening of the surface as defined in Document 00 80 00 - Supplementary Conditions.

1.14 EMERGENCY PROCEDURES

A. The Contractor shall familiarize itself with airport emergency procedures and shall conduct his operation so as not to conflict with such events. Clear routes for Airport Rescue and Fire Fighting (ARFF) equipment shall be maintained in operational condition at all times.

B. In case of an emergency caused by an accident, fire, or personal injury or illness, Port Police are to be immediately notified by calling 9-911 from airport phone (Port Police Dispatch), 911 from outside phones. Police will coordinate with other emergency agencies as necessary.

1.15 ADMINISTRATIVE REQUIREMENTS

A. Applicability: The provisions of this section shall apply to the Contractor, subcontractors at all tiers, suppliers and all others which may have access to the Air Operations Area by way of the Contractor's activities.

B. Exclusion From Claims: Impacts caused by failure of the Contractor, subcontractors at all tiers, and all others to comply, implement and maintain the provisions of this section shall not be cause for a claim of delay or increased cost to the Port.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Safety Plan Compliance Document
Contractor Daily Inspection Checklist

DATE	
LOCATION	
NAME	
SIGNATURE	
WP #	

To be completed by the Contractor

ITEM	DESCRIPTION / OBSERVATION	√
FOD - Existing		
FOD - Potential		
Barricades / Lights / Fencing		
Material Storage		
Equipment Storage		
Wildlife Attractant (ponding, grass seed, trash, etc.)		
Security Issues		
Contractor Access and Parking		
ARFF Access		
Excavation / Open Trenches		
Flags / Beacons / Head Lights		
Aircraft Clearances		
Utility Protection		
Markings, Lights, Signs, Visual NAVAIDs		
Hotwork		
Phasing and Coordination		
Special Conditions		

GENERAL

1.01 CONTRACTOR FULLY RESPONSIBLE FOR SAFETY

A. The Contractor assumes full and sole responsibility for and shall comply with all laws, regulations, ordinances, and governmental orders pertaining to safety in the performance of this Contract. The Contractor shall conduct all operations under this Contract to offer the least possible obstruction and inconvenience to the Port, its tenants, the public and abutting property owners. The Contractor shall be responsible for employing adequate safety measures and taking all other actions reasonably necessary to protect the life, health, and safety of employees, the public, and to protect adjacent and Port-owned property in connection with the performance of the Work.

B. The Contractor shall have the sole responsibility for the safety, efficiency, and adequacy of the Contractor's plan, appliances, and methods, and for any damage or injury resulting from their failure, or improper maintenance, use, or operation. The Contractor shall be solely and completely responsible for the conditions of the Project Site, including safety of all persons and property in performance of the Work. This requirement shall apply continuously, and is not limited to normal working hours. Nothing the Port may do, or fail to do, with respect to safety in the performance of the Work shall relieve Contractor of this responsibility.

1.02 REFERENCES

A. The Contractor shall comply with the following, including all revisions, addendums, and amendments thereto:

1. Port of Seattle Construction Safety & Health Manual
2. Federal Occupational Safety and Health Act of 1970 (OSHA)
3. Washington Industrial Safety Act of 1973 (WISHA)
4. State of Washington, Office of the Governor Proclamations.
5. Department of Labor and Industries Department of Occupational Safety & Health (DOSH) directives, including but not limited to:
    a) L&I Publication - "L&I Requirements and Guidance for Preventing COVID-19" dated April 12, 2023.
6. The requirements of the following chapters of the Washington Administrative Code (WAC):
    a) Chapter 296-24 WAC General Safety and Health Standards.
    b) Chapter 296-62 WAC General Occupational Health Standards.
    c) Chapter 296-155 WAC Safety Standards for Construction Work.
    d) Chapter 296-800 WAC Safety & Health Core Rules
7. Revised Code of Washington (RCW) 70.02 Health Care Information Access and Disclosure
8. ANSI/ASSE Standards
9. Americans with Disabilities Act (ADA)
10. Center for Disease Control (CDC)

11. Washington State Human Rights Commission (WSHRC)
12. United States Equal Employment Opportunity Commission (EEOC)

B. In addition, the Contractor shall comply with the following requirements when they are applicable:

1. Local Building, Construction, and Health Codes
2. Port Fire Department Standards
3. Latest FAA Advisory Circular regarding Operational Safety On Airports During Construction.
4. NFPA 70E
5. National Electrical Code

NOTE: In cases of conflict between different safety regulations, the more stringent regulation shall apply.

1.03 DEFINITIONS

A. Manager, Construction Safety Services

An employee of the Port or designated consultant who is responsible for the day-to-day management of the Port of Seattle's Construction Safety Program, and such agents, including the Field Safety Manager, as authorized to act in his/her behalf.

B. Field Safety Manager

An employee of the Port or designated consultant who conducts and monitors jobsite inspections and verifies Contractor compliance with identified corrective actions.

1.04 SUBMITTALS

A. Site Specific Safety Plan, including COVID-19 Prevention section, per paragraph 1.05.A and 1.07.B.1.t.

1. Refer to Appendix E of this specification for COVID-19 requirements and guidance.

B. Site Specific Chemical Exposure Plan prepared by a Certified Industrial Hygienist for any products containing isocyanates, methylene chloride, Hydrofluoric Acid, lead, silica, and processes involving floor sealers, traffic coatings, terrazzo sealers, or specialty paints. The plan shall include employee exposure control methods, isolation methods to prevent spread of chemicals outside the work area and safeguarding of the public.

1.05 CONTRACTOR RESPONSIBILITIES

A. SITE SPECIFIC SAFETY PLAN including COVID-19 Section

1. The Contractor shall submit, for the Port’s review and comment, a Site-Specific Safety Plan in connection with the Work. The submittal shall be made in accordance with Section 01 32 19, Pre-Construction Submittals. An outline of the matters to be address in the Safety Plan is set forth in Appendix A to this Specification. The Port’s review of, or comment on, the

Safety Plan shall not, in any way, relieve the Contractor of any responsibility or liability for the Safety Plan. Delay in submitting a written safety plan will not constitute grounds for a contract schedule extension or delay claim.

2. The Port will not issue a Notice to Proceed (NTP), until the Safety Plan submittal (including COVID-19 section) has been Accepted by the Engineer and Manager of Construction Safety Services.

B. GENERAL OBLIGATIONS

The Contractor is responsible for accident prevention and job site safety. This responsibility cannot be delegated to Subcontractors, suppliers, the Port, or other persons. To this end, the Contractor shall:

1. Promote a safe and healthy work environment.
2. Provide an accident prevention program.
3. Promote training programs to improve the skill and competency of all employees in the field of occupational safety and health.
4. Instruct all employees of safe work methods and practices when assigning work.
5. Ensure that employees have and use the proper protective equipment and tools for the job.
6. Ensure that all heavy equipment operators (i.e. cranes, loaders and forklifts) are properly qualified and trained on the specific piece of equipment in use.
7. Plan and execute all work to comply with the stated objectives and safety requirements contained in the contract provisions, Federal, State, local laws and regulations, and industry standards.
8. Cooperate fully with the Port and its Consultants and insurers (if applicable) in connection with all matters pertaining to safety.
9. Maintain an orientation program for new employees, including subcontractor employees, that includes at a minimum, a review of:
    a) Potential hazards in the work areas
    b) Required personal protective equipment and apparel
    c) The following prohibited conduct shall result in the immediate removal from the project: gambling, fighting or horseplay, possession of firearms, alcohol or illegal use, possession or sale of a controlled substance or being under their influence.
    d) Emergency procedures
    e) Hot Work procedures
10. Perform documented daily inspections of the project and provide in the Contractor Daily Report. Review and direct immediate action to correct any substandard safety conditions or practices, including those of any Subcontractor, regardless of classification.

11. Hold a minimum of one weekly scheduled safety meeting with its employees. Such meetings shall include a discussion of all observed unsafe work practices or conditions, a review of the accident experience and all corrective actions. The Contractor shall encourage safety suggestions from employees.

12. Hold a minimum of one monthly all-hands safety meeting with its employees, and subcontractor employees - subcontractors at any tier. An agenda shall be prepared and distributed for this meeting. The meeting shall include a safety update, and pertinent safety information for upcoming work. The Contractor shall encourage input and involvement from the subcontractors.

13. Ensure prompt medical treatment is administered to any injured employee.

14. Undertake a complete investigation of all accidents and implement corrective action to prevent a recurrence.

15. Prepare and implement a site safety plan as set forth in Paragraph 1.05. A hereof.

16. Comply with the Administrative Procedures set forth in Paragraph 1.08 hereof.

17. Provide the Engineer and Manager of Construction Safety Services with copies of all DOSH citations immediately upon receipt.

18. Ensure that all of its subcontractors, suppliers, etc., are provided with a copy of this specification and are informed of their obligations regarding safety.

19. Ensure that all Contractor and subcontractor personnel at any tier have completed a one and one-half (1 ½) hour Port of Seattle Construction Safety Orientation to be held by the Port of Seattle at a time and location to be to be specified by the Port, prior to commencing work. The time expended and any associated costs such as travel time, parking, and other expenses are to be borne by the Contractor.

C. CONTRACTOR SAFETY REPRESENTATIVE(S) RESPONSIBILITIES:

1. It is recognized that the responsibility for safety lies with the Contractor. Each Contractor shall appoint an individual(s) responsible for safety on each contract. The individual(s) must be employed in a supervisory position, empowered by their employer to take corrective action; be present on the project while work is being performed; and spend the amount of time necessary to ensure the Contractor’s compliance with safety requirements.

2. One or more individual(s) shall perform the safety representative duties, as defined below, including:

   a) Fulltime Safety Professional or Site Safety Officer

      (see paragraph F. Determination)

3. Safety inspections shall be performed and documented for each shift worked, by the Contractor’s safety representative(s).

4. The Contractor shall submit a resume of the experience and qualifications for the proposed Safety Representative(s) as part of the Safety Plan

submittal. The Port will review the resumes and a personal interview may be required. The Port may reject anyone it deems “Not Qualified.”

5. The Contractor Safety Officer/Professional(s) shall be primarily responsible for ensuring Contractor’s compliance with the safety requirements provided in this Division. Without limiting the generality of the foregoing, the Contractor Safety Officer/Professional(s) shall:

    a) Review all subcontractor and sub-tier contractor’s Site Specific Safety Programs and Job Hazard Analysis (JHA) for compliance with applicable POS Construction Safety, State and Federal Standards and ensure that they receive a copy and are briefed on Document 01 35 29 Safety Management.

    b) Perform a site-specific safety orientation for all employees, subcontractors and sub tier contractors prior to beginning work. This is in addition to the Port’s safety orientation.

    c) Perform daily safety inspections of the Contractor and Subcontractor’s project to evaluate the project for unsafe conditions and/or practices, and take the appropriate corrective action when required.

    d) Immediately report all injuries of personnel, vehicles incidents, “Near Miss” incidents and property damage to Engineer and Manager, Construction Safety Services and ensure immediate corrective action is taken. Assist in the preparation of all accident investigations and ensure reports are submitted through the Correspondence workflow within 24-hours.

    e) Provide direction and prepare and enforce procedures for COVID-19 training, information and immediate on-site response for all workers, suppliers and subcontractors for the following:

        1) Monitor the health of employees and enforce the COVID-19 job site safety plan.

        2) Educate workers and others accessing the job site about COVID-19 prevention.

            i. Provide information for workers in the language they understand best.

            ii. Answer questions.

            iii. Instruct workers on safe practices at the moment unsafe behavior is observed.

        3) Regular cleaning and sanitizing of workplace surfaces.

        4) Develop and manage a procedure for keeping employees who have tested positive or are symptomatic for COVID-19 out of the workplace for at least five days or implement effective controls.

        5) All other duties deemed necessary by the Contractor whose duty it is to coordinate, manage, and enforce the site work in an efficient and timely way and to keep workers safe

6) Report work-related COVID-19 hospitalizations and fatalities to DOSH and provide proper notification to the Port per Paragraph 1.08.B.

f) Ensure meaningful, weekly safety meetings are held for all on-site employees. Provide the job foremen with appropriate training materials to conduct weekly “tool box” safety meetings and attend safety meetings to evaluate their effectiveness. Maintain documentation of topics discussed and attendees, with copies submitted to the Engineer or included with Contractor Daily Report.

g) Be responsible for the control, availability, and use of necessary safety equipment, including personal protective equipment and apparel for the employees.

h) Shall attend a monthly safety committee meeting scheduled by the Manager of Construction Safety Services to discuss and resolve relevant issues related to safety and health on Port of Seattle projects.

D. FOREMAN SAFETY RESPONSIBILITIES:

1. Foremen are key individuals in an effective safety program. Their pro-active efforts toward accident prevention on their daily assignments help determine the degree of safety that exists on the job. A foreman’s safety responsibilities include the following as a minimum:

a) Inspect his/her assigned job areas to ensure that unsafe acts or conditions are identified and corrected

b) Ensure that health and safety requirements are adhered to and enforced

c) Provide and require the use of proper personnel protective equipment and suitable tools for the job

d) Set a good example for his/her crew in the matter of safety

e) Ensure that orderliness and good housekeeping are maintained

f) See that his/her assigned crew is properly instructed in the safe work practices when assigned to job tasks

g) Investigate all accidents that occur in areas under their direction to determine facts necessary for corrective actions

h) Promptly assist in the completion of accident reports per contract requirements

i) Conduct weekly toolbox safety meetings with personnel to discuss unsafe work practices and conditions identified

j) Review accident investigations and corrective actions implemented

k) Encourage personnel to make suggestions regarding safety and to pass these on to supervision

l) Ensure that prompt first aid is administered

E. QUALIFICATIONS

1. Fulltime Safety Professional qualifications include:

   a) Shall have no other duties.

   b) Must be employed in a supervisory position, empowered by their employer to take corrective action.

   c) An individual possessing a minimum of five years progressive experience managing safety programs on large construction projects comparable to this contract in scope and complexity.

   d) Be knowledgeable concerning all federal, state, and Port of Seattle regulations applicable to construction safety.

   e) Possess “Competent Person” certification in construction safety disciplines related to the work performed and possess verifiable training. This individual shall also be responsible for identifying “Competent Persons” required by State and Federal safety standards for which they are not certified.

   f) Have successfully completed the OSHA 500 Safety and Health Course. This requirement may be waived in lieu of a safety and health degree or professional safety certification.

   g) Training and current certification for CPR and First Aid is preferred.

   h) Be capable of performing accident investigations and developing a concise report.

   i) Is proficient in the development and presentation of “tool box” meetings and safety training.

2. Site Safety Officer qualifications include:

   a) An individual assigned to perform safety functions on any contract not requiring a Fulltime Safety Professional. This can be a collateral duty position held by a supervisor. Safety duties shall take priority over other collateral duties.

   b) Must be employed in a supervisory position, empowered by their employer to take corrective action.

   c) Possess a minimum 5 years progressive experience with construction safety responsibilities.

   d) Be knowledgeable concerning all federal, state, and Port of Seattle regulations applicable to safety.

   e) Have successfully completed the OSHA 30-hour Safety & Health Course.

   f) Possess “Competent Person” certification in construction safety disciplines related to the work performed and possess verifiable training. This individual shall also be responsible for identifying “Competent Persons” required by State and Federal safety standards for which they are not certified.

g) Be trained in, and possess current certification for CPR and First Aid.

h) Possess verifiable training and be capable of performing accident investigations and developing a concise report.

i) Possess verifiable training in the development and presentation of “tool box” meetings and safety training.

F. DETERMINATION

1. When the number of personnel on any shift is under 40 (including Subcontractor employees), the Contractor’s safety representative will meet the definition of “Site Safety Officer” as defined above for each shift.

2. For Contractors with a total of 40 or more personnel (including Subcontractor employees) on any shift, a Fulltime Safety Professional as defined above shall be required for each shift.

3. For each additional 75 employees (including Subcontractors employees) on any shift, a second Fulltime Safety Professional shall be required.

4. At the Port’s discretion the requirements for Contractor safety personnel can be reviewed and action taken to decrease or increase the number of individuals.

5. Contractor Safety Officer/Professional(s) not performing their duties in accordance with this document, shall be replaced at the Port’s discretion by an individual meeting the requirements of this section. In addition, the Contractor Safety Officer/Professional(s) may not be removed from this contract or replaced without the Port’s advanced written approval. The Contractor shall notify the Engineer and Manager of Construction Safety Services when this person(s) cannot be on duty while work is being performed and shall submit the name(s) and qualifications of the individual assigned to perform said duties.

G. ACCIDENT PREVENTION

1. The Contractor has the responsibility to correct hazardous conditions and practices. When more than one Contractor is working within a given job site, any project management personnel shall have the authority to take action to prevent physical harm or significant property damage. If it is determined there is “Imminent Danger” the Contractor shall:

a) Take immediate action to remove workers from the hazard and stabilize or stop work until corrective actions can be implemented to eliminate the hazard.

b) Immediately identify and implement corrective action to eliminate the hazard.

c) Immediately notify the Engineer, and Manager of Construction Safety Services or others as necessary. The Engineer will notify the proper authorities if the damage cannot be promptly corrected and could develop into an emergency.

d) Each worker shall immediately report any condition suspected to be unsafe or unhealthy to their job foreman or safety representative. If

there is no resolution of the concern at that level, the employee shall report the concern to the Engineer and Manager of Construction Safety Services.

H. ON SITE FIRST AID

1. This section is designed to assure that all employees in this state are afforded quick and effective first-aid attention in the event of an on the job injury. To achieve this purpose the presence of personnel trained in first-aid procedures at or near those places where employees are working is required. Compliance with the provisions of this section may require the presence of more than one first-aid trained person.

a) Each employer must have available at all worksites, where a crew is present, a person or persons holding a valid first-aid certificate.

b) All crew leaders, supervisors or persons in direct charge of one or more employees must have a valid first-aid certificate.

c) For the purposes of this section, a crew means a group of two or more employees working at any worksite.

Additionally, the Contractor shall:

d) Post emergency procedures which shall include telephone numbers and locations of facilities including, but not limited to, hospitals, physicians, police, fire and emergency medical services, in conspicuous locations at the job site and at all telephone locations.

e) Provide in a readily accessible location, first-aid supplies of sufficient size and number to handle common first-aid incidents.

f) Identify personnel qualified to render first aid with suitable emblems affixed to the rear of their hard hats for identification.

g) Regularly discuss actions to be taken during emergencies with the Contractor’s supervisory personnel and at “tool box” safety meetings.

1.06 PORT OF SEATTLE’S RIGHTS

A. INSPECTIONS/INVESTIGATIONS

1. The Port may, in any reasonable manner, observe and inspect the Contractor’s safety and accident prevention procedures for all activities and personnel working at the construction sites, including the Contractor, subcontractors, visitors, and materials or equipment suppliers. This specifically includes, but is not limited to, the right to attend all safety meetings.

2. The Port shall receive written copies of accident or incident reports completed by the Contractor within 24-hours of occurrence through the Correspondence workflow, using the accident investigation reports found in

the Port of Seattle Construction Safety & Health Manual or contractor equivalent. This reporting shall include but not be limited to those reports prepared pursuant to OSHA and/or DOSH regulations.

3. The Port may, in any reasonable manner, observe or participate in any accident investigation conducted by the Contractor or anyone performing work for, on behalf of or under the Contractor. The Port may also, at its sole discretion and in any reasonable manner, undertake its own accident investigation.

B. CORRECTIVE ACTIONS/STOP-WORK

1. The Port shall have the right to require the Contractor to address unsafe working conditions, including taking corrective action when unsafe working conditions are observed (i.e., lack of good housekeeping practices, use of equipment in obviously poor condition, failure to adhere to statutory construction regulations, failure to follow Hot Work procedures etc.).

2. The Port shall have the right to require the removal from the work site of any person, property or equipment that, in the Port's opinion, is deemed unsafe.

3. The Port shall have the right to require the Contractor to immediately cease any action and/or stop the Work (or any portion thereof) in the event that any condition exists that, in the Port's opinion, constitutes an imminent danger or serious harm.

4. The Port shall have the right to suspend the Work (or any portion thereof) pending the completion of any accident/incident investigation, whether undertaken by Contractor, the Port or others.

C. PORT'S ACTION/INACTION DOES NOT RELIEVE CONTRACTOR

1. Nothing the Port may do, or fail to do, with respect to safety in the performance of the Work shall relieve the Contractor of its responsibility to comply strictly with this Division and all standards referenced in Section 1.02 of this document.

D. PORT'S ACTION/INACTION NO BASIS FOR ADJUSTMENT

1. The Port's exercise of any rights under this Paragraph 1.06 shall not be a basis for any adjustment in the Contract Price or Time.

E. PORT OF SEATTLE INCLUDES CONSULTANTS

1. As used in Document 01 35 29 the terms "Port of Seattle" and "Port" specifically includes the Port's designated consultants.

1.07 PORT MANDATED SAFETY REQUIREMENTS

A. Prior to Notice to Proceed (NTP), the Contractor's Project Manager and Safety Representative shall meet with the Engineer and Manager of Construction Safety Services to review and discuss the safety requirements of this contract.

B. SPECIFIC SAFETY PROVISIONS

1. In addition to Federal, State, and Local regulations pertaining to operations and safety, the Contractor shall adhere to the following Port mandated safety requirements:

    a) Asbestos and Contractor Personnel Asbestos Training: Ensure that all Certified Asbestos workers have current certifications, and ensure that all other site workers, including subcontractors, have received the initial and annual Asbestos Awareness training prior to the start of work.

    b) Entry into Confined Spaces: Work on this project may require entry into confined spaces as defined by WAC 296-809. The Contractor shall read and follow the requirements of the Port of Seattle's Confined Space Entry Program, as found in the Port of Seattle Construction Safety and Health Manual. The Contractor's Confined Space Entry Program must meet or exceed these requirements.

        1) The Contractor shall provide the Engineer a copy of its Confined Space Entry Program as part of the Contractor's Safety Plan Submittal. As part of this submittal, the Contractor shall complete the "Confined Space Entry Program Certificate" (Appendix B).

        2) Should the Contractor employ subcontractors to work in confined spaces it shall be the Contractor's responsibility to submit the required documentation for each subcontractor.

        3) No work shall be allowed to start in a confined space until the required submittals have been made. In the event the Contractor does not comply with these regulations, ACCESS WILL BE DENIED and the Engineer notified. Delays caused by failure to submit the required documentation shall not be considered a reason for extension of contract time.

    c) Electrical - Safe Clearance Procedures

        1) Entry into High Voltage Areas: Work on this project may require entry into manholes, vaults, electrical rooms or other High Voltage areas.

        2) In the event entry is required, the Contractor is obligated to identify any High Voltage areas that may be involved in the project and immediately notify the Engineer if they have not been properly identified. Before entry into a High Voltage work area the Contractor shall notify the Engineer and contact STIA Electrical Shop at (206) 787-5311(Airport) or the Seaport Electrical Shop at (206) 787-3350.

    d) Working at Heights Fall Protection

        1) Adhere to WAC 296-880 Unified Fall Protection Standard.

        2) Develop Site Specific Fall Protection plan for heights of 10 Feet or greater.

3) Train employee how to recognize fall hazards and how to protect workers exposed to a fall hazards.

4) Coordinate access to Port roof top fall protection anchor systems with Port Health and Safety Program Manger by calling working at heights Hotline: 206-787-6875.

e) Fire Prevention: The Contractor shall ensure that fire prevention measures on-site are in accordance with OSHA, DOSH, NFPA and POS standards. Approved safety cans shall be used for flammable and combustible liquids. Signs and fire extinguishers shall be provided where required.

f) Traffic Control: Ensure compliance with Section 01 55 26 Traffic Control.

g) Hazardous Materials: Ensure compliance with Section 01 57 23 Pollution Prevention Planning and Execution.

h) Open Flame Devices: Prohibit the use of unapproved fuel-burning types of lanterns, torches, flares or other open-flame devices on Port property.

i) Hot Work Permit:

1) Seaport: Open Flame Welding and spark producing equipment and tasks require the Contractor to implement a formal “Hot Work Permit” Program outlined in the Port of Seattle Construction Safety and Health Manual. Cutting and Welding tasks also require the Contractor to secure a “Hot Work Permit” from the Seattle Fire Department or US Coast Guard in accordance with Supplementary Conditions 00 80 00 Article SC-04.12 Permits, Licenses, Fees and Notices.

2) Airport: Open Flame Welding, heat and spark producing equipment and tasks require the Contractor to secure a “Hot Work Permit” from the Port of Seattle Fire Department in accordance with Supplementary Conditions 00 80 00 Article SC-04.12 Permits, Licenses, Fees and Notices and Section 01 31 13 - Project Coordination.

j) Liquid propane storage and use below grade is prohibited.

k) Excavating & Trenching: Coordination with the Engineer shall be required for work performed on the site.

l) Construction activities that pose a potential risk of exposure to contaminated soil (such as excavations) shall be supervised by personnel who have both a current 40-hour Hazardous Waste certification, and an 8-hour Hazardous Waste Supervisor’s certification. These individuals shall be able to identify the potential need for upgrading the level of health and safety protection. All personnel working in direct contact with contaminated soil shall have a current 40-hour Hazardous Waste certification and medical monitoring, as required in Hazardous Waste Operations, Chapter 296-843 WAC and in accordance with OSHA regulations. The plan

shall also include emergency procedures and medical treatment, fire protection, Job Hazard Analysis (JHA), and PPE requirements.

m) The Contractor is responsible for soil sampling and air monitoring to determine hazards and exposures to their employees.

n) Safety plan shall include guidelines for the protection of construction-related workers against occupational musculoskeletal injury risk factors arising from operations connected with the construction, maintenance and repair, and demolition of structures, using a hierarchy of controls. Manual Material Handling, Body Positioning and Dynamic Stretching shall be addressed. Contractors will need to consult with their Safety Professionals to determine which tasks require an ergonomics prevention program and which selection of controls are needed to minimize injury.

o) As defined in WAC 296-155 – Part L, individuals involved in operating hoisting equipment, including but not limited to cranes, boom trucks, and forklifts so configured, shall possess recognized certification. Additionally, qualified riggers and signal persons shall also possess recognized certifications. Copies of the certification(s) shall be submitted in accordance with Section 01 32 19 Pre-Construction Submittals.

p) Personal Protective Equipment Policy: To reduce the possibility of injuries, the Contractor shall implement a policy that requires 100% use of hardhats, safety glasses, and gloves for all personnel under their control (except when inconsistent with a reasonable site accommodation that complies with applicable L&I, worker safety, and jobsite safety laws and regulations). It is the responsibility of the Contractor to supply the proper personal protective equipment for the task.

q) Reasonable Site Accommodations

1) Contractors shall provide reasonable site accommodation(s) for personnel, including Port forces, that cannot wear required Construction Site PPE due to disability or religious beliefs. Reasonable notice will be provided by the Engineer to coordinate site visits for individuals requiring an accommodation.

2) The Contractor shall cooperate and coordinate an alternate site PPE policy to accommodate non-construction job duties by Port forces or Tenants within the work area, as directed by the Engineer.

3) These accommodations may include but are not limited to: providing access to the job site when no construction work is being performed and no construction hazards are present, and providing construction free corridors and work spaces free of all recognized construction hazards.

r) Protection of the Public: The Contractor shall submit a plan for the protection of the public on or adjacent to construction and

demolition operations. This plan shall include, but not be limited to, barricades, fencing, and signage. "Public" is defined as anyone not associated with the project - general public, POS and tenant employees.

s) At the Port's request, provide safety awareness training for Contractor supervisory personnel and Port management in one or more of the following: cranes & rigging, electrical, fall protection, trenching & excavation, steel erection, heavy equipment, public protection.

t) Foreign Objects Debris (FOD): Ensure compliance with Section 01 35 13.13 Operational Safety on Airports During Construction.

u) COVID-19 Prevention: The Contractor shall include a section to address the site-specific application of the L&I Requirements and Guidance for Preventing COVID-19.

v) Powder-Actuated Fastener Tools: Safety plan shall include procedures to comply with Port requirements per Section 01 31 13 - Project Coordination; paragraph 1.07.

C. DISCIPLINARY ACTION MATRIX:

1. Defining "The Plan"

a) The object of this matrix is to consistently and effectively control safety hazards such as unsafe acts, and unsafe conditions that lead to injuries of employees, the general public, or that cause property damage.

b) The matrix also provides a basis for the Contractor's program by standardizing how safety infractions committed by those employees will be handled.

c) All employees of the Contractor, subcontractor, sub tier contractor, vendor, or tenant are covered under this matrix regardless of classification.

d) Damage to equipment or property due to unsafe act or using damaged equipment.

e) Listed are the minimum requirements for discipline. The Contractor has the right to incorporate more stringent procedures from their corporate policy into this matrix. The Contractor shall not submit two Disciplinary Action Programs.

f) Individuals observed by the Contractor's management shall be disciplined under this matrix.

g) Individuals observed by the Port of Seattle management shall also be subject to disciplinary action. POS management shall immediately contact the Contractor's management or provide written information to the Contractor's management as to violation, time, date, employer, and employee.

h) The Contractor's Safety Manager shall perform the act of documenting and distributing the "Written Violation Notice."

2. Defining “Violation”

   a) Violations are defined as:

   b) “General Violations” are considered to be those infractions that may not cause serious injury or illness to an individual but are still violations of written safety policies and procedures. Examples include housekeeping, unregulated ACM incidents, property damage, mushroomed tools, etc. “General Violations” do not necessarily require a written warning unless they become classified as “Repeat Violations.”

   c) “Serious Violations” are those violations that if left uncorrected could cause serious injury or illness to an individual. Examples include employees exposed to fall or impalement hazards or serious bodily harm.

   d) “Imminent Danger” are violations/situations that will most likely cause permanent disability or death to an individual. Examples can include falls, electrical, or trenching hazards and unsafe equipment.

   e) “Repeat Violations” are situations that arise as a result of a previously identified infraction not being abated in the time frame required or numerous violations of the same classification. “Repeat Violations” can also be defined as a situation where one supervisor has multiple employees working under their direction who are in violation of a written Federal, State, project, or company policy.

   f) Violations are not limited to the examples listed above.

   NOTE: An “employee” may be removed from the project at any time for a safety violation that endangers his life or the life of a fellow employee.

3. Defining “Employee”

   a) As mentioned earlier, all employees of the Contractor, subcontractor, vendor, or tenant are included in this program.

   b) Job title classifications can include but are not limited to trades person, foreman, supervisor, superintendent, etc.

   c) Any person (s) directly reprimanded for their own actions or inactions, regardless of their position, shall be reprimanded as a “Worker.”

4. Defining the “Procedure”

   a) Individuals observed committing infractions of written Federal, State, site, or company safety policies shall be brought to the attention of the Contractor’s management.

   b) The contractor shall in a timely manner, notify the identified employee(s) that they are in violation of written safety rules or procedures and shall abate the hazard.

   c) In the event of “Imminent Danger or” a “Serious Violation”, the Contractor or POS shall immediately notify and remove the employee(s) from the hazardous situation.

d) The Contractor shall provide timely written warning to the identified individual(s), as well as the direct supervisor and superintendent of that individual(s). The supervisor's names shall be recorded on the "Written Violation Notice."

e) To discourage "Repeat Violations" or supervisor apathy, the supervision is subject to disciplinary action as stated in the matrix.

f) The Contractor shall utilize the "Written Violation Notice" provided in this section.

5. Defining the "Results"

a) Personnel (including supervisors) receiving a Written Violation Notice shall be retrained in the appropriate standard or procedures. Said training shall be documented in writing and submitted to the Engineer.

b) Written Violation Notices received will remain in force for the duration of the project.

c) Removal from the project of an "employee" for a minimum of 3 working days.

d) Removal of an "employee" from any Port of Seattle project for one year.

e) Written notice sent to the appropriate corporate president.

f) Copies of all "written violation notices" are to be submitted to the Engineer with a copy forwarded to the Manager of Construction Safety Services within 24-hours of issuance of notice.

DISCIPLINARY ACTION MATRIX

FOCUS POINT /INCIDENT	1ST VIOLATION	2ND VIOLATION	3RD VIOLATION	NOTES
Worker	Verbal & Written Notice	3 Days Off	Removed From POS Projects For One Year	
Worker's Direct Foremen	Written Notice	Written Notice	3 Days Off	3 Worker Lay-offs = Removal From POS Projects For One Year
Worker's Direct Superintendent	Written Notice	Written Notice	Written Notice to Sub/Prime Superintendent and President of Sub/Company	3 Worker Lay-offs = 3 Days Off For Superintendent
Prime Contractor's Superintendent	Written Notice	Written Notice	Written Notice to President of Prime Company	3 Worker Lay-offs = 3 Days Off For Superintendent*

*Document 01 35 29 - Safety Management, this individual may also be removed from the project.

DISCIPLINARY ACTION MATRIX

WRITTEN VIOLATION NOTICE

PROJECT NAME: _____ PROJECT #: _____

CONTRACTOR: _____

EMPLOYEE BEING REPRIMANDED _____

DATE: _____ TIME: _____

VIOLATION:

_____
_____
_____
_____
_____

TASK BEING PERFORMED:

_____
_____
_____
_____
_____

CORRECTIVE ACTION/TRAINING REQUIRED:

_____
_____
_____
_____
_____

WITNESS: _____

FOREMAN: _____

SUPERINTENDANT: _____

GC SUPERINTENDANT: _____

FIRST NOTICE: _____ SECOND NOTICE: _____ THIRD NOTICE: _____

EMPLOYEE LAY-OFF OR REMOVAL REQUIRED (YES/NO): _____

WRITTEN NOTICE TO COMPANY PRESIDENT REQUIRED (YES/NO): _____

ISSUED BY: _____ COMPANY: _____

D. SAFETY PERFORMANCE

If the Contractor experiences ongoing safety concerns such as a Lost Work Day Case or Recordable Incident Rate greater than the Bureau of Labor Statistics National Average for Construction, experiences repeated violations of safety & health rules and regulations or “Imminent Danger” situations, or fails to abate violations in a timely manner, the Contractor shall be subject to the following action at the Ports discretion:

1. Removal and replacement of management personnel.
2. Submit a written Safety Recovery plan to the Engineer and Manager of Construction Safety Services detailing what changes will be made to their safety program and a timeline as to when the changes will be implemented.
3. Hiring an independent safety consultant who shall audit the Contractor’s procedures and operations. The consultant shall compile a plan detailing what changes the Contractor shall implement. This report shall be submitted to the Engineer, Construction Program Leader, and Manager of Construction Safety Services.
4. Notwithstanding 01 35 29 paragraph 1.05 (B)(9)(c), Disciplinary Action Matrix, above in 1.07 (C)(2), shall be used for determining the appropriate corrective action.
5. Conduct a “Safety Stand Down” (suspend all work or any portion thereof) in accordance with the provisions of the General Conditions 00 70 00, Article G-10-04 Port’s Right to Stop the Work for Contractor Non-Performance Suspended work shall not be allowed to resume until the Contractor has completed the following actions for review and acceptance by the Engineer:
    a) Hazardous conditions leading up to the Safety Stand Down shall be abated.
    b) Training of such type and duration shall be conducted to educate personnel on the awareness of, identification of, and correction of hazards leading up to the stand down.
    c) Document the completion of items a. and b. above.

E. TOUR GUIDELINES

1. It is imperative that the highest degree of protection is afforded to all individuals touring any Port construction site. The following guidelines have been prepared as general instructions for the organization, direction and safe conduct of such tours:
    a) Escorted Visitors: While on the job site, non-construction personnel or groups shall be accompanied at all times by an authorized representative, the Engineer, the Contractor or other designee familiar with the job site.
    b) Notification and Tours: Personnel tours including technical inspections need to be cleared through the Engineer, allowing maximum advance notice. The Engineer shall be consulted to coordinate the tour plan, identify specific rules, and to ensure necessary safety precautions are taken.

c) Safety Enforcement: Before entering a job site, all visitors must be informed regarding the need for careful, orderly conduct and notified of any special hazards that may be encountered.

d) Personal Protective Equipment: All visitors and tour groups must comply with proper dress, footwear, personal protective equipment or other safety requirements deemed appropriate.

1.08 CONTRACTOR ADMINISTRATIVE PROCEDURES

A. PROJECT SAFETY INSPECTIONS

1. Unsafe conditions or acts having the potential to cause bodily injury or property damage are classified as either “Imminent Danger” or “Serious.” In either case, action shall be taken immediately to correct the situation. Any item(s) that cannot be corrected immediately are required to be abated within 24-hours of notification. In the interim, other steps shall be taken to insure the safety of employees or the public.

2. The Construction Safety Inspection Report (CSIR) will be used by the Port Construction Safety Management as the field report for recording the Safety Manager’s observations in Section One (see Appendix D).

The following instructions apply to the use of this form:

a) Contractor’s Corrective Action (Section Two): The Contractor shall note the action taken to abate the observation. If an item is abated immediately, it will be so noted in Section One by the Port Safety Manager.

b) Date Corrected: The Contractor, upon completion, shall enter the date in the appropriate column.

c) Submittal Procedure:

1) Projects utilizing CMS will use this system to transmit the CSIR Form between the Port and the Contractor until the observation is satisfactorily resolved.

i. Email will be used on projects not utilizing CMS

2) When corrective action has been completed, the Contractor’s Project Manager or Designee will electronically sign and date the form and return it to the Engineer.

3) The Engineer will review the form and follow-up to ensure the “Contractor’s Corrective Action” has been addressed, verifying each item corrected.

4) The Engineer will discuss the noted observations at the Weekly Contractor Progress Meeting.

5) The completed CSIR form shall be returned to the Manager of Construction Safety Services within five working days.

B. ACCIDENT INVESTIGATION AND REPORTING PROCEDURES

1. All accidents and incidents occurring from operations or work performed under the contract shall be reported, verified, investigated, and analyzed as prescribed by the Port of Seattle Construction Safety & Health Manual.

Contractors and other individuals involved in the work shall instruct employees and other personnel to follow these procedures if someone is injured.

a) Seek medical assistance for anyone injured. The injured person's supervisor will see that first-aid is administered.

b) When a serious accident or emergency occurs/exists, secure the incident area tightly and quickly except for rescue and emergency personnel.

c) Send individuals as required, to assist or direct any emergency personnel arriving on the site.

d) The accident scene shall not be disturbed until released by the Incident Command or Manager of Construction Safety Services, except for circumstances where "Imminent Danger" exists to those performing any emergency services.

e) Immediately notify the Engineer and Manager of Construction Safety Services regarding any accident or injury requiring more than First Aid treatment, any third-party incident, or any equipment or property damage estimate in excess of $1,000. Notify the Engineer and Manager of Construction Safety Services of all other incidents including near miss incidents as soon as possible following the event.

f) Washington State Department of Labor and Industries must be notified immediately by the Contractor in the event of an accident involving the death or hospital admission of any employee.

g) Employees must report all injuries or occupational-related illnesses as soon as possible to their employer or immediate supervisor.

h) A detailed written report, identifying causes and recommending corrective action, must be submitted to the Engineer and Manager, Construction Safety Services within 24 hours through the Correspondence workflow. No supervisor may decline to accept a report of an injury from a subordinate.

i) Within 48-hours of a Recordable or Lost Work Day Case Injury, incident involving 3rd party, or property damage incident, the Contractor shall meet with the Engineer and Manager of Construction Safety Services. The meeting shall discuss the status of the injured employee, the root cause of the incident, corrective action implemented, the Job Hazard Analysis, and retraining of the employee and supervisor.

j) Report all accident exposures and near miss incidents that occur on the job site through the Correspondence workflow. These records are to be maintained and submitted to the Engineer or other designated authority upon request and shall include but not be limited to:

    1) First-aid injuries not reported on the OSHA No. 300 Form.

    2) The Contractor's OSHA 300 Form.

k) The above information shall be provided only to authorized personnel including the Engineer and Manager of Construction Safety Services.

l) All questions from the media regarding any incident occurring on site shall be referred to the Port's Public Affairs Manager via the Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Document

APPENDIX A

SAMPLE CONTRACTOR'S SAFETY PLAN

The Contractor is responsible for reviewing the requirements found and referenced in this Document, the Contract, the Port of Seattle Construction Safety & Health Manual as a minimum, and incorporating any additional specific or unique safety requirements into their written plan. The Contractor's Safety Plan shall include but not be limited to the following guidelines:

A. GENERAL PROVISIONS

1. **Compliance**: Provisions for accident investigations and reporting, formal incident review, reporting, corrective action and disciplinary action procedures meeting the minimum Port of Seattle requirements.

2. **Job Hazard Analysis (JHA)**: The Contractor shall complete detailed, written Job Hazard Analysis for the work to be performed, identifying hazards that may exist or be created, outline the equipment to be used, and what procedures and/or safety equipment will be used to eliminate or reduce those hazards. The Contractor shall use the form provided in the Port of Seattle's Construction Safety & Health Manual or contractor equivalent. Supplemental Daily Pre-Task Plans are strongly encouraged.

3. **Medical Treatment**: Provide medical treatment in compliance with Federal, State and local requirements. Names of individuals CPR and First Aid trained.

4. **Site Specific Emergency Procedures**: As related to injuries, weather or emergencies at an active POS facility including pre-determined sites for assembly and measures for accounting of employees shall be included. Emergency numbers shall be posted at the given work area(s):

Fire or Ambulance from a non-Port hard-line phone	911
Fire or Police from a Port hard-line phone	9911
Fire or Police Emergency (Airport)	(206) 787-5380
Fire (Seaport)	911
Police (Seaport)	(206) 787-5380

5. **DOSH/OSHA Requirements and Personal Protection**: Safety and health provisions for providing adequate lighting, ventilation, hearing conservation, CO monitoring, and housekeeping. A written Personal Protective Equipment Assessment for head, face, eye, hand and torso protection shall be included.

   a) **COVID-19**: section shall address the site-specific application of the L&I Requirements and Guidance for Preventing COVID-19.

6. **Personnel Instruction**: The Contractor must identify the greatest number of employees to be working at any one time during peak construction periods, the company policies for initial safety indoctrination of all employees, and company plans for continued safety education for all employees, including: weekly safety meetings, POS Safety Orientation,

Ergonomics, Asbestos Awareness training, and English as a second language.

7. **Responsibilities**: Acknowledgment that the Contractor is totally responsible for compliance with OSHA, DOSH, Port or other applicable rules and orders. Additionally, the plan will require a place of employment that is free of unsanitary or hazardous conditions that would harm an employee's health or safety.

8. **Safety Inspections**: Detailed information concerning how safety inspections will be conducted, their frequency, and their documentation.

9. **Safety Personnel**: State the name of the Contractor's Safety Representative(s), their experience and qualifications (i.e. Training in the OSHA 500 (or equivalent), 30-hour or 10-hour) Indicate their authority to take the appropriate measures to eliminate hazards or stop work until hazardous conditions are corrected.

10. **Safety Requirements, Electrical**: Testing, inspection and repair of electrical equipment, GFCI Program, lockout/tagout procedures, how existing circuits will be located and the installation of electrical circuits in accordance with the National Electric Code or Port Mandated Requirements.

11. **Safety Requirements, Equipment**: Operation, documented daily inspection, and maintenance for trucks and heavy equipment such as backhoes, dozers, motor graders, elevated work platforms, powered industrial trucks, and all hand and power tools.

12. **Safety Requirements, Ladders**: Types of ladders for specific uses and their training requirements.

13. **Site Layout**: A layout drawing of the site indicating access roads, fire and ambulance lanes, location of first aid stations, location of required alarm systems, location of offices, parking for private vehicles and equipment, and storage of all flammable and/or combustible liquids, gases, or other hazardous materials.

14. **Storage**: Requirements for storage of flammable and combustible liquids or gases.

15. **Field Sanitation**: Provisions for toilet and hand washing facilities, including the frequency at which they will be cleaned and maintained.

B. SPECIAL PROVISIONS

Depending on the type of construction, additional items must be incorporated into the Contractor's Safety Plan.

1. **Confined Space Entry**: Procedures for confined space entry and work operations in and around confined spaces (including elevator shafts) as well as emergency measures. These procedures must meet or exceed the Port of Seattle requirements found in the Port of Seattle Construction Safety & Health Manual. Prior to daily entry, prime/general contractor shall be notified.

a) **Airport**: . When entry is to be made into a Permit Required Confined Space the Port of Seattle Fire Department Emergency Dispatch shall be contacted prior to entry and at completion of shift.

2. **Respiratory Protection Plan**

a) Submit a letter signed by the Contractor stating that all employees or agents required to wear a negative pressure or supplied air respirator have been medically evaluated in accordance with WAC 296-842.

b) Submit National Institute for Occupational Safety and Health (NIOSH) certification for all respiratory protective devices utilized on site, including a list of approved components (parts) for each type of respirator that may potentially be used on the project.

c) Submit a letter signed by the Contractor stating that respirator fit testing is current for all Contractor employees and agents who wear negative pressure or supplied air respirators. This fit testing shall be in accordance with quantitative procedures as detailed in WAC 296-842 and 296-62-07715.

d) Respiratory protection requirements for work impacting the following regulated materials:

1) Fugitive and silica dust (see Section 02 87 00)

3. **Steel Erection**: These requirements shall meet or exceed the guidelines of Chapter 296-155 WAC Part P, and shall include: pre-planning, hoisting operations, fall protection procedures, overhead protection and Site-Specific Erection Plan.

4. **Cranes**: Use of cranes or derricks and the testing and inspection thereof, including hooks, latches, wire rope, operator certification, boom stops, load charts, wind speed, warning devices, fire extinguishers, crane operation signals, suspended work platform pre-lift planning, and critical lift plans.

5. **Excavations**: Excavation plans must indicate sloping, documented daily inspections, shoring, barricading, excavation access, *fall protection*, and excavated material storage.

6. **Fall Protection**:

a) Identify how 100% protection will be maintained, identify the use of personal fall arrest equipment, fall protection systems, and fall protection work plans for heights 10-Feet or greater. NOTE: The *Monitor System is prohibited*.

7. **Formwork**: Submittal of formwork and false work drawings for review and approval to the Engineer.

8. **Hazard Communication Program**: Including SDS, their location, Master List of Chemicals, Personal Protective Equipment, Training, Labeling, and SDS review and special procedures for sealers, coatings or specialty paints.

9. **Interruption of Fire/Security Systems**: Plans shall include measures and/or procedures to provide interim fire and security protection to facilities

or areas affected by interruptions. These include automatic detection devices and alarms, automatic sprinkler systems, fire pumps, fire hydrants, applicable water supplies and reservoirs.

10. **Lock-out/Tag-out**: Procedures for lock-out/tag-out of energy sources during work operations. The Contractor shall include as part of the Lock-out/Tag-out program protocol for *Clearance Orders and Switching Orders* on electrical and mechanical systems.

11. **Scaffolding**: Red/Yellow/Green “Use” tag system, planking, guardrails, toe boards, anchor points, fall protection, access points, and inspections of.

12. **Fire Protection**: Including Hot Work Permits, Welding, shields, fire extinguishers, ventilation, PPE, fire watch and cylinder storage.

13. **Work Adjacent To Occupied Spaces**: Procedures for ensuring occupants of spaces adjoining, above and below construction areas will be protected from hazards created by construction, including but not limited to, falling debris, equipment noise, and penetration of partitions, ceilings, and floors.

14. **Competent Persons**: Where regulatory requirements (DOSH) specify the use of Competent Persons, the Contractor shall submit in writing the names of those persons. Their area of competency and applicable experience/training documentation.

15. **Energized Electrical Work Plan**: Submit detailed procedures for working on and guarding of energized equipment or conducting system outages.

16. **Health Considerations**: The Contractor shall submit a plan that addresses safety & health procedures for working in contact with contaminated soils. This plan shall be revised and resubmitted in the event that conditions encountered during the work are different than those initially planned for. It shall also include:

    a) Identification and evaluation of the hazards and risks associated with each work task.

    b) The names and qualifications of each contractor’s representative(s) in charge of the work and present at the project when pipeline removal is performed.

    c) Identification of supervisory personnel and alternative responsibilities for site safety/response operations.

    d) Determine levels of personnel protection to be worn for various site operations.

    e) List equipment with adequate nomenclature by item that will be used at the job site and the date and location where the Engineer can inspect this equipment.

    f) Establishment of emergency procedures, such as: escape routes, fire protection, signals for withdrawing work parties from the site, emergency communications, wind indicators, including facility notification.

    g) Identification and arrangements with the nearest medical facility for emergency medical care of both routine-type injuries and

toxicological problems. Submit the name, location, and telephone number of this facility.

17. **Conveyor Safety Policy**: To include procedures for deactivation of conveyor systems, lockout/tagout of systems, working around operating conveyors and required Port of Seattle conveyor safety training.

18. **STS Tunnel Access Procedures**: What procedures employees will follow if work requires access into the STS system.

19. **Demolition**: The Contractor shall submit a plan to include how they will safely demolish existing structures, ensure security, safe guard employees and the public from falling material, electrical hazards and air quality issues. An Engineering Survey performed and signed by a Qualified Person shall be included.

20. **Public Protection Plan**: The actions the Contractor will take to protect the public while performing construction or demolition on the project. The plan shall include, but not be limited to, barricades, fencing, and signage. "Public" is defined as anyone not associated with the project - general public, POS and tenant employees.

Port of Seattle	JOB HAZARD ANALYSIS WORKSHEET			Site Specific Plan Addendum	
				Person in Charge* for Reporting Hazards and Injuries:	
Location/address:				Phone Number:	
				* requires OSHA 10 & complete documented daily inspections	
Title of Job/Operation:		Date:		Day of Safety Meetings:	
		Work Order #:		Emergency action plan	Call Fire Dept 787-5380 on airport grounds. 911 everywhere else. For large scale emergency meet at:
Analysis Made By:		Contact person:			
Analysis Reviewed By:		Phone Number:			
Location of Master Prevention Program:					

Sequence of Basic Job Steps	Potential Hazards/Ergonomics	Recommended Safe Job Procedures and Required PPE

Supervisor Signature:		Received by RE/CM:	

Will the Scope of Work consist of the following tasks? (check all that apply)			
	Traffic control*		Confined Space Entry*
	Welding, Cutting, Grinding*		Heavy Equipment
	Trenching or Excavation*		Flammable or Combustible materials[(a)]
	Carpentry		Steel Erection*
	Painting, Staining, Sealant*[(a)]		Ladder or Scaffold work
	Demolition (Structural)*		Roofing
	Energized Electrical*		Regulated Materials
	Use of a Crane/Boom/Hoisting device*		Hazardous Materials
	Work from heights of 6′ or greater*		Conveyors*

* Requires additional paperwork – checklists, plans, permits, shut-down notice, etc.

[(a)]List Chemicals to be used on the project.
Material Safety Data Sheets attached ☐ Yes ☐ No *Physical MSDS must be on-site.

(*) A ***Chemical Exposure Plan*** will be required for products containing isocyanates, methylene chloride, Hydroflouric Acid, lead, silica and processes involving floor sealers, traffic coatings, terrazzo sealers or specialty paints.

Description of public protection measures ("Public" is defined as anyone not associated with the project - general public, POS, Tenant, and Airline Employees):

Employee Disciplinary for non-compliance with set forth safety policies and procedures will be consistent Port of Seattle's disciplinary action matrix as described within your site-specific safety plan and site-specific orientation.

Sign Up			
Print Name	**Signature**	**Print Name**	**Signature**

APPENDIX B

CONTRACTOR CONFINED SPACE ENTRY PROGRAM CERTIFICATE

I hereby certify that the attached Confined Space Entry Program meets or exceeds the requirements of DOSH standards WAC 296-809 and the Port Of Seattle's Confined Space Entry Program.

My employees will utilize the Port of Seattle (POS) confined space entry permit(s). They will complete all other sections of the permit that are appropriate for the confined space being entered.

My employees will be informed that they must coordinate their confined space entry procedures with other Contractors and POS employees working in or around the confined space. On Airport projects, if entering into a Permit Required Confined Space, we will first contact the Port of Seattle Fire Department, notifying them of the specific location and activity to be performed.

My employees, who will be acting as authorized entrants, attendants, entry supervisors, and air testers, have been trained in accordance with the DOSH procedures and will be made aware of all of the POS procedures for entering confined spaces.

After the confined space entry project is complete my employees will make the Engineer and Construction Safety aware of any new hazards confronted or created during entry operations. On Airport projects, my employees will contact the Port of Seattle Fire Department and advise them that operations have ceased.

A copy of finalized permit with all attachments will be provided to the Engineer at the end of each project.

Contractor's Name: _____

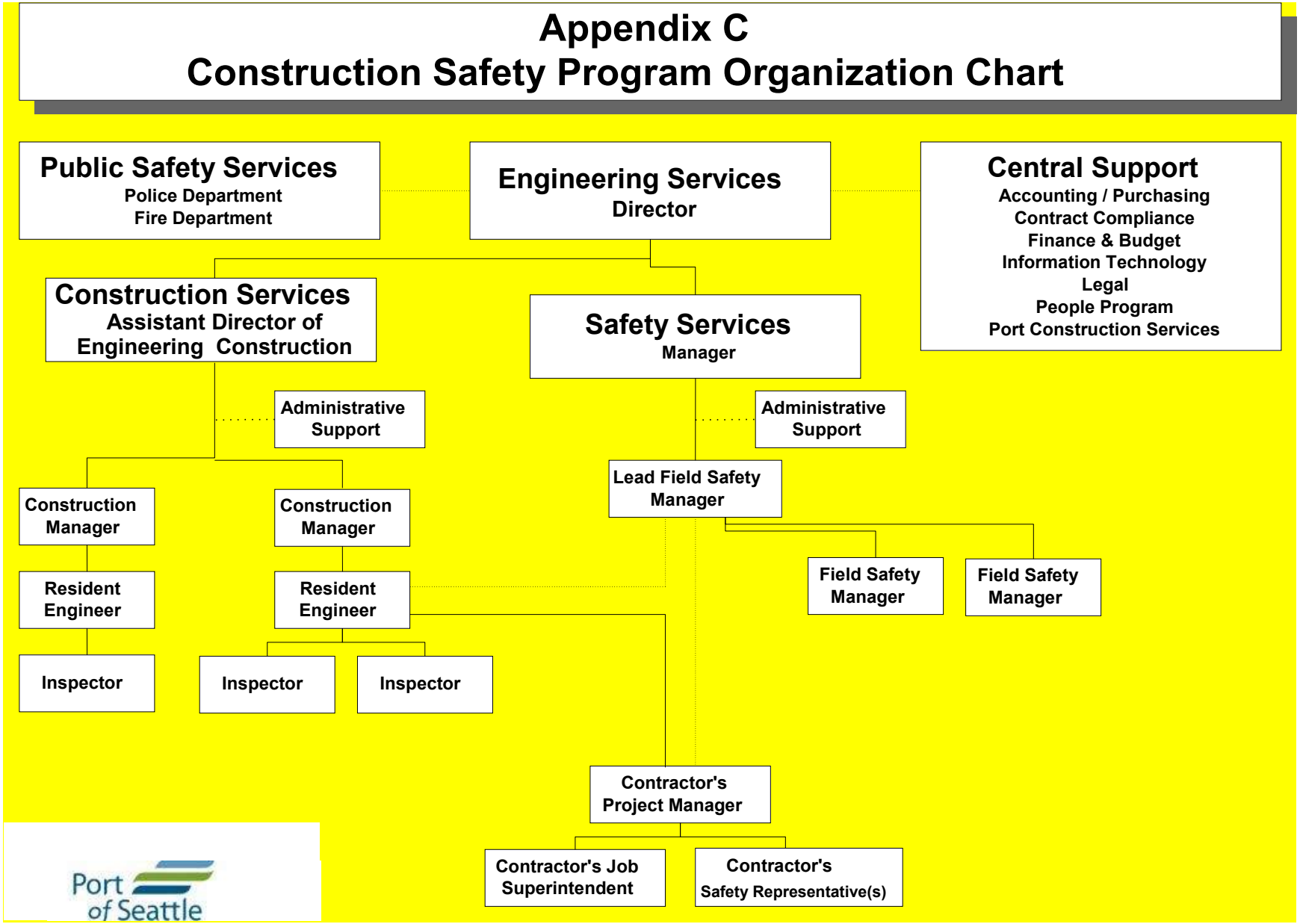
Contractor's Signature: _____

Company Name: _____ Date: _____

Port of Seattle Construction Manager: _____

Date: _____

Appendix C
Construction Safety Program Organization Chart



Appendix D

Construction Safety Inspection Report

General	
CSIR Number:	
Date of Observation(s):	
Contractor Name:	
Accompanied By:	
CSIR Prepared By:	
Contractor Representative:	

Observation	
Item No:	
Prime/Subcontractor:	
Category:	
Safety Observation:	
Reference:	

Attachments

Contractors Corrective Action Taken:	
Date Item Corrected:	
Inspector Comments:	
Inspector Date:	
Safety Comments:	
Safety Date:	

Contractors Corrective Action Taken:	
Date Item Corrected:	
Inspector Comments:	
Inspector Date:	
Safety Comments:	
Safety Date:	

Contractor COVID-19 Safety Program Evaluation Criteria Guide

Contractor:	Date:
Contract Type:	Project Name:
Contract Number:	

DOSH Guidelines/ Recommendations

See URL Below For Applicable L&I Guidance

L&I Requirements and Guidance for Preventing COVID-19- https://www.lni.wa.gov/agency/outreach/coronavirus/requirements-and-guidance-for-preventing-covid-19

ITEM	PROGRAM ELEMENT EVALUATED	Reference Location and Page Number
COVID-19 Safety Education /Training	**1.** Description of how project will educate workers about COVID-19 prevention in the language they understand best. **(Provide description on how workers will be educated)**	
Voluntary Respirator Use	**2. D**escription of policy that assures the voluntary use of respirators is safe. Workers may use N95 respirators as long as it doesn't create a safety or security issue. See voluntary use requirements in Respirators, Chapter 296-842, WAC. (link below) WAC 296-842-11005 Make sure voluntary use of respirator is safe. https://lni.wa.gov/safety-health/safety-rules/chapter-pdfs/WAC296-842.pdf#WAC_296_842_11005	
Employees Rights To Safe and Healthy Work Environment.	**3.** Included statement regarding employee's right to safe and healthy work environment. The Revised Code of Washington (RCW) Chapter 49.17 prohibits employers from engaging in safety discrimination against employees. (link below) See Discrimination in the Workplace (wa.gov) for more information. https://www.lni.wa.gov/workers-rights/workplace-complaints/discrimination-in-the-workplace	
Assessing COVID-19 Hazards	**4.** Description of how employers will assess and continually reassess COVID-19 hazards in their workplaces and worker exposure hazards when determining if additional precautions are needed. DOSH provides guidance to prevent COVID-19 workplace spread. Guidance located in the link at the top of this page.	
Sanitation And Cleanliness	**5.** Description of how contractor will provide hand washing facilities and supplies, and regularly clean and sanitize surfaces.	
What Employers Need To Do When An Employee Gets COVID-19	**6.** Detailed description of the jobsite methods used to keep employees who have tested positive or are symptomatic for COVID-19 out of the workplace by following appropriate isolation or quarantine guidance as outlined by the Washington State Labor and Industries Department of Safety and Health (DOSH). **(Contractor to Describe Method of prevent sick workers from being around others.)** Washington State Department of Labor and Industries (include linked guidance in plan) https://lni.wa.gov/agency/outreach/coronavirus/when-worker-gets-covid	
COVID-19 Hospitalizations And Fatalities Recording And Reporting	**7**. Description of recording work-related COVID-19 cases, hospitalizations, and fatalities, on the OSHA 300 log and reporting work-related COVID-19 hospitalizations and fatalities to DOSH.	

PART 1 GENERAL

1.01 SUMMARY

A. General: The list of environmental laws set forth in this section is provided pursuant to Section 39.04.120 of the Revised Code of Washington. The Contractor shall fully comply with the provisions of such laws as they may apply to the work.

1.02 LIST OF ENVIRONMENTAL STATUTES, ORDINANCES AND REGULATIONS

A. General: The following is a list of federal, State and local environmental statutes, ordinances and regulations which deal with the prevention of environmental pollution and the preservation of public natural resources that affect or may affect this Project. This list is not to be considered as all-inclusive, nor shall the absence of a law from this list be construed to relieve the Contractor from complying with such law, to the extent it is applicable to the Contractor.

B. Federal

1. Statutes:

a. National Environmental Policy Act: Establishes a Federal policy on the environment and requires the appropriate Federal agency, in any federally assisted or authorized project, to prepare an environmental impact statement for any "major action significantly affecting the quality of the human environment.

b. Clean Air Act: Establishes a Federal policy on air quality and directs each state to promulgate air quality laws and regulations to achieve the goals set forth in the Act.

c. Clean Water Act: Establishes a Federal policy on water quality and directs each state to promulgate water quality laws and regulations to achieve the goals set forth in the Act. In addition, the Act requires a permit for discharge of pollutants and sets forth oil spill prevention provisions and penalties.

d. Rivers and Harbors Act of 1899: Provides that discharge of refuse without a permit into navigable waters is prohibited.

e. Port and Waterways Safety Act of 1972: Provides vessel design and construction standards to protect the marine environment.

f. Resource Conservation and Recovery Act: Provides standards and requirements for the generation, transportation, treatment, storage and disposal of hazardous wastes.

g. Comprehensive Environmental Response Compensation and Liability Act: Provides standards and procedures for the investigation and remedial activities to clean up hazardous substances which substances that have been discharged into the environment.

h. Toxic Substances Control Act: Provides standards for the manufacture and distribution of chemicals and for the handling of PCBs.

i. Endangered Species Act: Establishes protection for species which are listed as threatened or endangered.

2. Regulations and Guidelines:

a. Environmental Protection Agency Regulations on National Primary and Secondary Ambient Air Quality Standards: Establishes national primary and secondary air quality standards for certain compounds pursuant to Section 109 of the Clean Air Act.

b. Environmental Protection Agency Regulations Establishing Effluent Guidelines: Establishes national effluent limitations for discharges into navigable waters.

c. Environmental Protection Agency Regulations on Discharge of Oil: Regulations promulgated pursuant to the Clean Water Act.

d. Coast Guard Regulations on Oil Spills: Regulations promulgated pursuant to the Clean Water Act.

e. Army Corps of Engineers Regulations on Navigable Waters: Establishes procedures for obtaining permits required by the Rivers and Harbors Act of 1899 and the Clean Water Act.

f. Environmental Protection Agency Regulations on Discharge of Dredged or Fill Material Into Navigable Waters: Establishes guidelines for placing dredge or fill material into navigable waters pursuant to the Clean Water Act.

g. Environmental Protection Agency Regulations for Hazardous Waste Management: Regulations promulgated pursuant to the Resource Conservation and Recovery Act.

C. State:

1. Statutes:

a. State Environmental Policy Act: Establishes a State policy on the environment and requires the appropriate State or local agency to prepare an environmental impact statement for any "major action significantly affecting the quality of the environment" which the agency either undertakes directly or authorizes.

b. Shoreline Management Act: Requires a permit for development on State shorelines.

c. Clean Air Act: Provides that it is the policy of the State to secure and maintain such levels of air quality to protect health and comply with the Federal Clean Air Act.

d. Water Pollution Control Act: Establishes a State policy to maintain the highest possible standards for all water of the State, requires permits for the discharge of pollutants into the waters of the State of Washington and complies with the Federal Clean Water Act.

e. Washington Solid Waste Management Law: Establishes uniform State-wide program for handling solid wastes, which will prevent land, air and water pollution.

f. Washington Hazardous Waste Disposal Law: Establishes a statewide program for the regulation of the disposal of hazardous waste.

g. State Noise Control Act: Authorizes the Department of Ecology to establish maximum noise levels in order to protect against adverse effect of noise in the health, safety and welfare.

h. Model Toxics Control Act: State "Superfund" Law which Law that establishes how cleanups of hazardous waste will be managed and sets standards for performing cleanups.

2. Regulations and Guidelines:

a. Department of Ecology Guidelines for the Implementation of the State Environmental Protection Agency. State guidelines for the implementation of the State Environmental Policy Act.

b. Department of Ecology Shoreline Development Permit Regulations: State guidelines for the issuance of shoreline permits.

c. Air Pollution Regulations on Record keeping: Requires operators of stationary sources of air contaminants to maintain records of emissions and submit periodic reports.

d. Department of Ecology Regulations Relating to Minimum Functional Standards for Solid Waste Handling: Regulations promulgated pursuant to the State Solid Waste Act.

e. Department of Ecology Regulations for Waste Discharge Permits: Establishes standards and procedures for obtaining permits to discharge pollutants in navigable waters pursuant to the federal and state Clean Water Acts.

f. Department of Ecology Regulations on Dangerous Waste: Regulations promulgates pursuant to the state hazardous waste disposal statute.

g. Department of Ecology Regulations Relating to Noise: Regulations establishing noise levels and noise performance standards for certain activities.

h. Department of Ecology Model Toxics Control Act Cleanup Regulation: Establishing rules for reporting, listing, investigation and cleanup of hazardous waste sites.

D. Local:

1. Ordinances, Regulations and Orders

a. King County Environmental Policy Ordinances: Provisions for carrying out the County's responsibilities pursuant to the State Environmental Policy Act.

b. King County Shoreline Management Ordinance: Establishes procedures for obtaining a permit under the Shoreline Management Master Program.

c. King County Solid Waste Code: Establishes provisions for the disposal of solid waste.

d. King County Grading Ordinance: Requires permit for grading, landfills, gravel pits, dumping, quarrying and mining operations.

e. King County Zoning Code: Establishes zoning designations and uses within those designations.

f. Seattle Shoreline Development Ordinance: Establishes procedures for obtaining a permit under the Shoreline Management Act.

g. Seattle-King County Noise Ordinances: Establishes noise levels for various activities in different areas of the city and county.

h. Seattle Environmental Policy Executive Order: Provisions for carrying out the City's responsibilities pursuant to the State Environmental Policy Act.

E. Port of Seattle:

a. Port of Seattle Sea-Tac International Airport National Pollutant Discharge Elimination System Waste Discharge Permit No. WA-002465-1.

b. Port of Seattle -King County Waste Discharge Permit No. 7810-02.

c. Sea-Tac International Airport Schedule of Rules No. 45.

d. Logistics Staging Area Stormwater Pollution Prevention Plan – Current Edition.

1.03 REQUIRED SUBMITTALS

A. Specific submittal requirements are called out in the applicable specification section.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION - Not used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the

Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION

A. Contractor Quality Control (QC) shall consist of plans, procedures, and organization necessary to provide materials, equipment, workmanship, fabrication, construction, and operations that comply with the requirements of the Contract Documents.

1.02 COORDINATION

A. As part of the Preconstruction Meeting the Contractor shall discuss the Contractor's Quality Control program. Items for discussion shall include:

1. Identification of the Contractor's QC Representative
2. Persons responsible for shop drawing review
3. Contractor's QC Program and Reporting

1.03 SUBMITTALS

A. Quality Control Plan

B. Quality Control Reports

C. Pre-Installation Meeting List

1.04 CONTRACTOR QUALITY CONTROL REQUIREMENTS

A. The Contractor shall staff its QC program at a satisfactory level as required to perform the activities outlined in this Section with the QC Representative having complete authority to take action necessary to ensure conformance with the Contract Documents.

B. Quality Control Plan: Submit a job specific quality control plan for approval by the Engineer fifteen (15) working days prior to the start of work on the job site. This pre-construction submittal shall include, at a minimum:

1. Statement of company QC philosophy and policy.
2. Company organization and designation of responsibility of QC activity at both corporate and job site level.
3. Qualifications of QC personnel.
4. Employee QC awareness and protocols.
5. Procedure for incorporating all subcontractors' QC plans into Contractor QC plan.
6. Description of routine daily and periodic QC activities.
7. Description of examination, testing or inspection activities, including certifications and reports.
8. Procedure for communicate and controlling design changes and revisions in the field.
9. Submittal and shop drawing control procedures.
10. Procedure for nonconformance reporting and disposition.
11. Procedure for control at off-site fabrication or production shops.

12. List of publications or references governing work on this job site.
13. Exhibits of any QC forms or checklists routinely used.
14. A line and grade survey controls plan.

C. The Contractor's QC Representative must have prior experience as a Project Engineer, QC Representative, Superintendent, Architect, on site representative or inspector on a project of comparable complexity to this project.

D. Reporting: Contractor's QC Representative shall maintain daily Quality Control (QC) Reports for each workday. QC Reports shall be factual records reporting test results and quality control activities. Submit QC Reports on accepted forms. The Contractor's QC Representative shall verify and sign all reports. Verification shall contain the statement that all supplies and materials incorporated in the Work are in compliance with the terms of the Contract Documents with noted variances.

E. QC Control of On-Site Construction: Contractor's Quality Control program shall include the following phases of control and management for definable features of work:

1. Pre-installation and Preparation Phase: A Pre-installation Meeting will be held prior to beginning work on each definable feature.
2. In-Process Inspection Phase: The follow-up phase shall be performed continuously to verify quality standards are maintained throughout the project. Adjustment to control procedures may be required based upon the results of this phase and control testing. Report the results of the inspection in the daily Contractor QC report.
3. Punchlist Inspections: Punchlist Inspections will be scheduled by the Engineer after the QC Representative notifies the Port the facility and its systems are complete and satisfactory.

F. Pre-installation Meetings

1. Pre-installation meetings will be required for every specification section unless agreed otherwise with the Engineer. The Contractor shall submit a list of pre-installation meetings which will be held during the project and an anticipated schedule for these meetings. This list shall be submitted for acceptance by the Engineer no later than 30 days after Contract Execution.
2. The Contractor shall conduct these meeting with the subcontractor, Port personnel, Contractor quality control and safety personnel, and any appropriate material suppliers at the beginning of each definable feature of the work. The purpose of the meetings is to review accepted submittals, sequence of field activities, contract details, and potential safety hazards to prevent problems in the field. Field work shall not commence prior to these meeting.
3. Meeting agenda shall cover:
    a. Introduction of responsible parties.
    b. Discussion of submitted and accepted materials.
    c. Status of material and equipment delivery.
    d. Preview of areas where work will begin.

e. Brief outline of the construction procedures and interface with existing work.

f. Job hazard analysis.

g. Quality control tests scheduled for definable feature of work.

h. Checklist for quality control activities during the work.

G. Control of Off-Site Fabrication/Construction: The Contractor's Quality Control program shall identify all off-site fabrication processes and its plan for monitoring the quality of fabricated materials prior to delivery to the project site. Coordinate inspections by Port representatives as requested.

H. The Engineer will monitor the performance of the QC Representative. If the QC Representative fails to perform in accordance with the requirements of this specification, the QC Representative will be replaced at the Engineer's request.

1. The QC Representative's performance will be judged principally on the timeliness, accuracy and completeness of the QC's assessment of the condition of the elements of the work.

2. Contract work will not be permitted to be performed without an acceptable QC Representative unless specifically authorized by the Engineer.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION

A. The Owner will employ an Independent Testing Agency or provide personnel to conduct tests of materials placed in their final locations in the project as specified by the permit. The Contractor shall assist the Owner's Testing Agency or personnel by providing access to the Work or storage of the materials.

1. Testing and inspection performed as a condition of the permit does not relieve the Contractor of responsibility for compliance with the Contract Documents.

B. The Contractor shall provide and pay for the off-site testing required to confirm the quality of materials delivered to the project. Tests and inspections associated with permits obtained by the Contractor shall be provided and paid for by the Contractor.

1.02 COORDINATION

A. As part of the Preconstruction Meeting the Contractor shall discuss the Contractor's Quality Control program. Items for discussion shall include:

1. Testing and administration processes for on-site and off-site fabrication processes

2. Interrelationship of the Contractor and Port's special testing contract administration

B. The Contractor shall upon request of the Engineer provide the Port storage space for testing equipment and materials.

1.03 SUBMITTALS

A. Schedule of Special Inspections

1.04 CONTRACTOR SPECIAL TESTING AND INSPECTION REQUIREMENTS

A. The Contractor's Quality Control Representative shall be responsible for coordinating the required special inspections. The QC Representative shall:

1. Prepare a schedule of the special inspections required.

2. Notify the Port's special inspector a minimum 24 hours in advance of the requirement for special inspections. Testing that requires special equipment may require additional time for scheduling.

3. Coordinate the work to assure obstructions, such as form work, are not put in place until the required special inspections have been performed.

4. Monitor the correction of all discrepancies noted by the Special Inspector.

5. Describe all special inspections and correction of discrepancies noted by the special inspector in the Daily Report.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

A. Install, maintain, and operate all temporary facilities and controls as long as needed for the safe and proper completion of the Work.

1.02 TEMPORARY ELECTRICITY UTILIZING PORT POWER

A. Cost: Unless otherwise indicated by the Engineer, the Contractor shall provide and pay for all temporary power and associated services required from utility source. When required, a subpanel and revenue meter will need to be supplied and installed by the Contractor.

B. The Contractor is required to submit a Port Application for Electrical Connection prior to using power in any location where the Port is providing power, including but not limited to, the Logistics Area, Terminal, Parking Garage, and Airfield. Included in the Application for Electrical Connection should be the following:

1. Panel schedule in Port Standard Excel format.
2. 30 day metered load data (7 day metered load data is acceptable for preliminary approval at preliminary design phase).
3. Load summary (existing load + 25% NEC Safety factor - removed load, if applicable, + new load = new total load).
4. Layout showing location of panel, location of load, and conduit routing showing conduit type and size, wire size, and quantity. Include the size and type of power conditioner being provided, if applicable.
5. One-line diagram if new panel is being added.

C. The Contractor shall provide an engineered temporary electrical plan, as part of the submittals defined in Section 01 32 19 - Pre-Construction Submittals. Include in the plan all temporary lighting and power needs for the project. This plan shall include:

1. Power outlets for construction operations, with branch wiring and distribution boxes located as required. Outlets for temporary power distribution boxes shall be protected by an overcurrent protection device adequately rated for the distribution box to be use. It is not acceptable to connect temporary power equipment directly to the panelboard bussing. A temporary outlet must be installed, then removed upon project completion.
2. Provide flexible cords from power distribution box as required. Where cords will pass through public areas, route cords such that they are unobtrusive and secure cords to structure.
3. Provide main service disconnect and overcurrent protection at convenient location.
4. When available the Contractor shall utilize existing outlets to power small tools and equipment rated below 6 Amps. Vacuums, core drilling equipment, and other high electrical draw tools shall not be used on the same circuit simultaneously. The Contractor is required to provide all overcurrent and GFCI protection.

D. Welders connected to the Ports electrical system shall include a power conditioner unit. The Contractor shall connect only one welder, via power conditioner unit, to each electrical connection.

1. Contractor must provide a Port Application for Electrical Connection for temporary electrical power, along with backup, to obtain acceptance before connecting welders to the Port's electrical system.

2. Based on the welder used, the Contractor shall connect the appropriately sized power conditioning unit. The conditioner shall comply with IEEE519 standards. The available power at the Airport Distribution Centers is 480V, three phase or single-phase. As appropriate, the Contractor shall provide 480V, 3-pole or single pole breakers at the Distribution Centers in order to obtain temporary power. Size breakers to match connected welder ampacity.

3. The Contractor shall coordinate and provide SO cords and twist-lock receptacles on the welders and conditioning units so that it is only possible for welders to be connected to conditioning units and not directly to the Airport's electrical system.

4. The Contractor shall utilize existing conduit/wire chases to route cables from the distribution centers up to the work area. As accepted by the Engineer, the Contractor may drill holes through floors or walls in order to route welder cables to the work area. Penetrations through floors or fire walls shall be packed solid with saving (fireproofing material) so as to maintain fire rating of partitions (1 hour) or floors and ceilings (2 hours). All drilled holes shall be patched to maintain fire rating and finished to match surrounding materials after work is completed.

E. The Contractor shall notify the Engineer a minimum of 7 days in advance of disconnecting from the Port's electrical system.

1.03 TEMPORARY ELECTRICITY UTILIZING GENERATORS

A. The Contractor shall provide noise-suppressed generators where Port power is unavailable or not approved for use. All fuel-operated generators shall be located outside the building within secondary containment capable of containing 110% of the fuel capacity of the tank. No welders shall be connected to the Airport's electrical systems unless a power conditioner unit is accepted for use by the Engineer.

1.04 TEMPORARY LIGHTING

A. Provide and maintain fluorescent/LED lighting for construction operations to achieve minimum lighting levels required by the Safety and Health Core Rules (WAC 296-155-165).

B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.

C. Maintain lighting and provide routine repairs.

D. In public areas the Contractor shall provide temporary lighting to maintain lighting levels present prior to beginning of work at all times during all Contractor operations.

1.05 TEMPORARY HEATING, COOLING, AND VENTILATING

A. Provide and pay for heating, cooling and ventilating devices and heat as needed to maintain specified conditions for construction operations.

B. Permanent equipment shall not be used for temporary heating, cooling, or ventilating purposes. Prior to operation of temporary equipment for heating, cooling, or ventilating purposes, verify that installation is accepted for operation, equipment is lubricated, and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

C. Maintain minimum ambient temperature of 50 degrees F and maximum temperature as required by Washington State Labor and Industries in indoor areas where construction is in progress, unless indicated otherwise in the specifications.

D. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gas.

E. The Contractor shall construct dust-, vapor-, and smoke-proof enclosures to separate the work area from the central HVAC system and the public whenever welding, dust-, or vapor-generating activities are taking place and during any demolition activities. All outlets and paths for air to return to the central HVAC system or public spaces shall be sealed with 6 mil visqueen to prevent recirculation of contaminated air. The Contractor shall provide temporary ventilation to remove objectionable vapors and dust from within the enclosure. The temporary ventilation shall not discharge within the terminal building.

F. In order to mitigate grinding, sanding, and electric welding smoke when indoors, the Contractor shall furnish and use self-contained, mobile, high efficiency extraction arm filtration units such as Plymo Vent, Nederman, Miller, Lincoln, or accepted equal whenever and wherever welding operations are taking place. Light duty and small (below 100 sq ft) construction zone extraction units to be minimum 130 CFM, include cleanable ASHRAE MERV 13 filter, and extraction arm. Medium and Heavy Duty and normal access construction zone extraction units to be 500 CFM min, include cleanable ASHRAE MERV 13 - 100 sq ft of filter area min, extraction arm. Contractor required to monitor space below OSHA and ACGIH levels for welding processes. If levels are exceeded, Contractor to take additional steps to avoid creating an unsafe working environment. Contractor to provide respirators, dilution ventilation, or temporary exhaust to outdoors as necessary to comply.

Brazing and gas welding requires temporary exhaust vented directly to outdoors. Refer to drawings for routing, sizes, and design requirements. Contractor is required to monitor space below OSHA and ACGIH levels for welding processes. If levels are exceeded, Contractor shall take additional steps to avoid creating an unsafe working environment. Contractor will provide respirators or dilution ventilation as necessary to comply.

1. All welding, brazing or work that has the potential to create sparks requires a hot work permit issued by the Port Fire Department.

1.06 COMMUNICATIONS

A. Cost: Unless otherwise indicated by the Engineer, the Contractor shall provide and pay for telephone and data services required for the project.

B. The Contractor shall provide his own means of job site communication.

1. Mobile communications equipment (i.e., Radio) must be accepted in advance by the Engineer.

2. Contractor shall submit the RF Application and Approval form to the Engineer in accordance with Section 01 33 00 - Submittals.

1.07 TEMPORARY WATER

A. Cost: Unless otherwise indicated by the Engineer, the Contractor shall provide and pay for all temporary water service required for construction operations.

1. No meter is required for connections smaller than 1 inch.

2. Metering is only required when Port Fire Hydrants will be used.

B. Drinking water for employees shall be provided in accordance with Washington State Department of Labor & Industries (L & I) Division of Occupational Safety and Health (DOSH) requirements.

C. Construction water for inside terminal/ramp and buildings shall connect to the existing water system through existing branch piping, or as provided in the Contract Documents. Provide temporary pipe insulation to prevent freezing for any piping exposed. Each connection shall utilize a lockable shutoff valve and a Reduced Pressure Backflow Preventer device (Washington State Department of Health approved; contact the Engineer for the list as necessary) and a calibrated water flow meter readable in cubic feet, to be provided and maintained by the Contractor. The Contractor shall be fully responsible for the security of the temporary water connection, including freeze protection. No Contractor shall use water from another Contractor's temporary water connection unless accepted in writing by the Port.

D. Construction water for exterior landside and airfield projects may be supplied via existing Port of Seattle supply mains under the following conditions:

1. Each connection shall be made at an existing Port of Seattle fire hydrant.

2. Only one 2 ½" side port of the Port of Seattle fire hydrants may be used for temporary water connection. The Contractor is responsible for ensuring the Fire Department has hydrant access, and no obstructions are in the way of the main 5" storz port of the hydrant.

3. The Contractor shall provide and install a reduced pressure backflow preventer device (RPBD) and a water meter. The contractor shall swab the fittings to the fire hydrant in the presence of the Operating Engineer, who will test the chlorine used for the swab with chlorine strips. The Operating Engineer will also test the RPBD and record the water meter.

4. The Port of Seattle Field Crew is responsible for turning Fire Hydrant valves. Contractor shall not operate the fire hydrant or foot valve at any time; contact the Engineer for assistance.

5. Upon completion of temporary water connection related work, the Contractor shall provide a photo of the meter location and reading to the Engineer.

6. The Port of Seattle reserves the right to test the water meter and operation of the reduced pressure backflow assembly at any time and require the Contractor to take necessary actions to maintain the integrity of the meter

and backflow assembly at all times. The Contractor will be required to conduct water filling and usage operations in such a manner that do not endanger the Port of Seattle Water System at any time nor cause the Port to be in violation of Washington State Administrative Code (WAC) Section 246-290.

7. Failure of the Contractor to follow these backflow prevention requirements will result in the removal or locking out of the Contractor's connection to the Port of Seattle water system. If the Contractor wishes to relocate the temporary connection to a new hydrant at any time, a new request must be submitted and the above outlined procedure repeated. Should the RPBD be disconnected during the duration of the hydrants use, the procedure for backflow testing shall be re-scheduled.

8. Provide temporary pipe insulation to prevent freezing for any piping exposed. The Contractor shall be fully responsible for the security of the temporary water connection, including freeze protection. No Contractor shall use water from another Contractor's temporary water connection unless accepted in writing by the Port.

E. The Port of Seattle shall receive a minimum 7-day notification prior to planned temporary water connection, and no later than Thursday at 8:00 AM for work the following week. The Contractor shall also notify the Engineer a minimum of 7 days in advance of disconnection of a temporary water connection.

1.08 TEMPORARY SANITARY FACILITIES

A. Contractor personnel may use public restrooms throughout the Airport Terminal.

B. When Airport Terminal restrooms are not available the Contractor must provide Temporary Sanitary Facilities as required by Washington State Labor and Industries.

C. Concrete, grout, debris, or other related construction activities shall not be washed down the Port's sanitary system.

1.09 BARRIERS AND ENCLOSURES

A. General Requirements – Non-Public Facing

1. Provide temporary Pedestrian Barriers, Partition Enclosures, and Polyethylene Enclosures as required to separate work areas from Owner/Public occupied areas, to prevent penetration of dust and moisture into Owner/Public occupied areas, and to prevent damage to existing materials, equipment, structures and other facilities. Constantly secure barriers and enclosures in a manner to prevent unauthorized entry into construction areas. Shield security and other stationary cameras from welding arc flash with visual barriers at the welding location. Do not obstruct the camera view unnecessarily. Notify the Engineer prior to shielding any cameras in order to obtain clearance from the Security Department.

2. All Barriers and Enclosures shall be fully installed and complete within 24 hours of initiating the installation. One week prior to installation, the floor area to be enclosed by a barrier or partition shall be clearly marked to indicate location and alignment. If more than 24 hours is required for large

areas, provide a plan for phasing of the installation. Obtain acceptance from the Engineer prior to installation of any enclosure or barrier.

3. Barriers and Enclosures shall be installed and maintained in straight lines and with 90-degree corners typically. In high traffic areas for improved visibility, the use of 45-degree corners may be required as directed by the Engineer. Partition panels shall neatly adjoin existing walls where necessary. Existing finishes shall be protected prior to installation of partitions. Gaps between existing walls and enclosures shall be 1-1/2" maximum. Provide braces as necessary to support enclosure. Cut bracing flush with exposed painted surface of panels. All wood surfaces that are exposed to Public view shall be painted.

4. Existing floor and carpet areas beneath panels and within barrier and enclosure areas shall be protected with polyethylene sheeting, cardboard, carpet or other suitable material.

5. Panels shall be pre-painted prior to installation or painting shall occur immediately after installation between the hours of 2300 and 0400. Nails, screws and other fasteners shall be installed flush with the face of the partition. All wood, fasteners, hinges and other hardware exposed to Public view shall be painted.

6. Project information and directional signage attached to the Public side of enclosures shall be supplied and installed by the Port. If additional directional signage is needed the contractor shall bring it to the attention of the engineer.

7. No signage of any kind shall be affixed to the public side of the barrier or partition without prior approval from the Engineer. Unapproved signage may be removed and disposed of by the Port without notification to the Contractor.

8. A neat, clean, uniform appearance of all Barriers and Enclosures shall be maintained at all times. Scuffed, dirty or discolored panels shall be cleaned or repainted as directed by the Engineer at no cost to the Port.

9. Barriers and Enclosures may be reused for subsequent phases of work at different locations if they are in acceptable condition as determined by the Engineer. Panels shall not be reused if visible damage to exterior surfaces includes holes, dents or splintering. Contractor shall repaint panels as directed by the Engineer at each location.

10. Paint for all Barriers and Enclosures, including exposed fasteners, hinges and other hardware, shall be Sherwin Williams Harmony Interior Acrylic Latex; or Kelly Moore with type and color to match or equal.

11. Provide electrical power outlets for any advertising, safety or exit signs to be relocated from their existing locations in or on walls to the surface of the construction barricades that would cover or otherwise block them.

B. Pedestrian Barriers

1. Pedestrian Barriers shall be constructed with integral base or other devices to resist an overturning moment created by the force of 50 pounds per lineal foot applied horizontally at the height of 3 feet 6 inches perpendicular to the partition for the full length of the partition.

2. Pedestrian Barriers shall be 3'-feet-6-inch minimum height constructed of 1/2-inch ACX fire retardant treated plywood fastened to either 3-5/8-inch - 18 GA light gage steel or 2"x4" fire retardant treated timber studs with continuous framing at top and bottom. Face of Barrier exposed to the Public shall be smooth (A side) and free from protrusions with edges.

3. Batten strips shall be securely fastened to the exterior face of barrier along the top edge and to neatly conceal all vertical joints and corners as shown in the sketches provided at the end of this section. Batten strips shall be 1/2-inch x 4-inches wide with exposed corners rounded or beveled at 45 degrees and shall be painted to match exposed face of barrier.

4. For Barriers with height of less than 6-feet-0 inch which enclose a vacant space such as the lower portion of a scaffold, provide fire retardant debris screen stretched horizontally over the enclosed space or as directed by the Engineer when no work is being performed within the space. Submit debris screen product and color for acceptance prior to installation.

5. When accepted by the Engineer, orange cones, stanchions, warning barrier fence or marker tape may be used as a temporary Pedestrian Barrier around the construction area where hazard exists to the public, airport facilities and staff, or Contractor personnel.

C. Partition Enclosures

1. Partition Enclosures shall be capable of resisting 5 psf applied over the entire surface of each side, separately. Where required or as shown on the plans, partitions shall be constructed to safely support dislocated or relocated functioning appurtenances such as telephones, advertising signs, fire extinguishers, and other similar items. The Contractor shall be responsible for the structural integrity and capacity of the partitions carrying the additional weight of these items.

2. Reference attachment 01 50 00 B Elevation and 01 50 00 C Section Model for construction of Partition Enclosures.

3. Partition Enclosures shall be 8-feet-0-inch minimum height, constructed of 1/2-inch ACX fire retardant treated plywood fastened to either 3-5/8-inch - 18 GA light gage steel or 2"x4" fire retardant treated timber studs with continuous framing at top and bottom. Face of Enclosure exposed to the Public shall be smooth (A side) and free from protrusions with edges and corners eased and painted per the General Requirements of this section.

4. Batten strips shall be securely fastened to the exterior face of barrier along the top edge and to neatly conceal all vertical joints and corners as shown in the sketches provided at the end of this section. Batten strips shall be 1/2-inch x 4-inches wide with exposed corners rounded or beveled at 45 degrees and shall be painted to match exposed face of partition.

5. Double wide delivery doors shall be constructed of similar fire-retardant materials and exposed finish used for partitions and shall be fully framed to eliminate warping. Doors shall remain flush with exposed partition face when closed. Rollers may be used to support doors, if necessary, to prevent damage to flooring. All exposed hinges and hardware for doors shall be clean and painted to match exposed face of partition. Holes in

doors for locks and chains shall be drilled or machine cut with edges eased and no larger than 5 inches in diameter. For adjacent doors, holes shall be the same diameter and occur at the same height.

6. All chains and locks used at delivery doors visible to the Public shall be clean and free from rust. Verify chain and lock arrangement with the Engineer to allow 24-hour access to enclosure areas for Contractor and authorized Port personnel. Delivery doors shall be secured when not in use.

7. Provide a 3-0 X 7-0 hollow metal door for general personnel access into the work space. The door shall be provided with a closure and lockset to keep the site secure during construction. Coordinate with the Engineer to have a Port of Seattle core installed in the lockset.

D. Polyethylene Enclosures

1. Polyethylene Enclosures: Enclosures constructed with polyethylene as described in the General Requirements that completely enclose the work area above the 8-foot-0-inch height enclosed by Partition Enclosures as shown in the sketch provided at the end of this section. Polyethylene Enclosure support framework shall be capable of supporting 1 psf applied over the entire surface of each side, separately.

2. Polyethylene sheeting for enclosures, wall, stationary objects, floors, ceilings and all other uses shall be white in color and at least 6-mil thickness. Exterior sheeting exposed to Public view shall be installed on the outside of the support framework to cover the framework. Sheeting shall be used in widths selected to minimize the frequency of joints. All polyethylene sheeting used shall be fire retardant and meet Port Fire Department requirements.

3. Joints between polyethylene sheets shall be securely taped. Tape shall be white in color and one type of tape shall be used for all enclosures. Sheeting and tape samples shall be submitted for acceptance by the Engineer prior to installation.

4. Polyethylene enclosures shall be neatly secured when not in use and care shall be taken to avoid loose sheeting and tape.

5. The use of polyethylene enclosures shall be minimized except as required in the General Requirements of this section or as directed by the Engineer.

1.10 FENCES

A. Provide a 6-foot-high chain link fence with gates around the perimeter of the site for security during the entire length of construction or unless accepted otherwise by the Engineer.

1.11 EXTERIOR ENCLOSURES

A. Provide temporary weather tight closure of exterior openings to outside of the building to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Exterior enclosures shall be constructed with full height,

insulated partitions having a minimum R Value of 12. Provide access doors with self-closing hardware and locks.

1.12 PROTECTION OF INSTALLED WORK

A. Protect installed work and provide special protection where specified in individual specification sections.

B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

E. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

F. Prohibit traffic across landscaped areas.

1.13 SECURITY

A. Provide security and facilities to protect the Work and Port's operations from unauthorized entry, vandalism, or theft.

B. The construction site shall be closed to the public at all times. Construction site is defined as the temporary facilities and work areas inside partitions, enclosures, and cones and tape.

C. Ensure the security of tenant facilities in the event construction activities endanger those facilities or commodities.

D. Abide by special requests of security personnel, Port of Seattle Police and Fire Departments.

E. Airport Security: See requirements summarized in paragraph, Airport Rules and Regulations, Section 01 35 13.13 - Operational Safety on Airports During Construction, and Section 01 14 13 - Airport Personnel Identification/Access Control and Security, of these specifications.

1.14 PROGRESS CLEANING AND WASTE REMOVAL

A. In addition to the requirements of Section 01 74 00 - Cleaning:

1. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

a. Do not litter in outdoor work or staging areas. Keep outdoor areas free of debris and sediment, including cigarette butts.

2. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

3. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.

4. Collect and remove waste materials, debris, and rubbish from site and dispose off-site in a legal manner.

5. Provide trash dumpster(s) for the packaging or waste material of all Port furnished items installed by the Port's vendors/installers.

1.15 STREET CLEANING AND DUST CONTROL

A. See Specification Section 01 57 13 - Temporary Erosion and Sediment Control Planning and Execution

1.16 REMOVAL OF CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

A. Remove temporary utilities, equipment, facilities, and materials, prior to Substantial Completion or as directed by the Engineer.

B. Clean and repair damage caused by installation or use of temporary work.

C. Removal of temporary facilities and controls, including but not limited to restoration of site and laydown area utilities to preconstruction conditions (capping, safing and incorporation of lockout/tag-out protocols), shall be an element of the final inspection and punchlist.

1.17 USE AND OCCUPANCY

A. The Airport is an operating facility that must remain in full operation throughout the term of this Contract. Where facility operations conflict with those of the Contractor, the operations of the facility will take precedence over those of the Contractor. It shall be the sole responsibility of the Contractor to schedule and coordinate its activities with those of the facility to assure minimum disruption of facility operations.

B. Contractor will be allowed space for the storage of materials and the pursuance of Work under this Contract in the areas as directed by the Engineer. The Contractor shall limit storage of materials, tools, and other items necessary to the Work, to areas within the construction barriers. Items stored outside the designated areas shall be prohibited without prior acceptance of the Engineer.

1. Contractor storage shall not exceed design load limits of existing structures. Refer to load limits in paragraph 1.20.

2. Provide signage identifying the Contractor and project(s) for items being stored.

C. The Contractor shall not use baggage carts provided by Smarte Carte or carts belonging to any Airport tenant to transport or store equipment and construction materials.

D. Time Restrictions will apply to locations for delivery of materials, tools, equipment, and debris disposal into or out of the work areas. The following time restrictions for deliveries or pickups shall apply unless accepted otherwise by the Engineer.

1.	Service Tunnel Loading Dock	2400 to 0500
2.	Departures/Upper Drive	2400 to 0900
3.	North and South Satellites	2400 to 0500
4.	Arrivals/Lower Drive	1000 to 2400

E. Roadway Load Limits apply for delivery of materials, tools, equipment, and debris removal into or out of work areas.

1. The Contractor shall restrict the gross vehicle weight to the legal limits allowed on public roads. In addition, construction vehicles will be limited to a maximum of four-axles when traversing the arrivals and departures drives at the Main Terminal, and a maximum of five-axles on other airport roadway structures as defined in Attachment 01 50 00 G Airport Roadway Structure Load Limits.

1.18 NOISE CONTROLS

A. At all times keep objectionable noise generation to a minimum by:

1. Equipping air compressors with silencing packages.
2. Equipping jackhammers with silencers on the air outlet.
3. Equipment that can be electrically driven instead of gas or diesel is preferred. If noise levels on equipment cannot reasonably be brought down to criteria, listed as follows, either the equipment will not be allowed on the job or use time will have to be scheduled subject to acceptance of the Engineer.
4. All construction vehicles and equipment on the project operating between 10:00 p.m. and 7:00 a.m. shall be equipped with an ambient noise sensing variable volume backup alarm system. The system shall be in compliance with Washington Administrative Code (WAC) 296-155-615.

B. Objectionable noise received on neighboring (non-Port owned) properties is defined as any noise exceeding the noise limits of State Regulations (WAC 173-60-040) or City ordinance, as stated below, or as any noise causing a public nuisance in a residential area, as determined by the Port and community representatives, or by the nuisance provisions of local ordinances.

1. The noise limitations established are as set forth in the following table after any applicable adjustments provided for herein are applied:

RECEIVING PROPERTY

NOISE SOURCE	RESIDENTIAL	COMMERCIAL	INDUSTRIAL
Airport	50 dBA	65 dBA	70 dBA

2. Between the hours of 2200 and 0500 on weekdays and 2200 and 0900 on weekends the noise limitations above may be exceeded for any receiving property by no more than:
   a. 5 (five) dBA for a total of 15 minutes in any one-hour period; or
   b. 10 (ten) dBA for a total of 5 minutes in any one-hour period; or
   c. 15 (fifteen) dBA for a total of 1.5 minutes in any one-hour period.

C. In addition to the noise controls specified, demolition and construction activities conducted within 1,000 feet of residential areas may have additional noise controls required.

D. The Contractor's operation shall at all times comply with all County and City requirements.

E. For work conducted within Airport buildings, noise levels from work activities shall not exceed 80 dBA on the slow scale at the project boundary.

F. The Contractor shall plan all work activities generating noise, such as saw cutting or core drilling, during periods of low airport activity.

1.19 SCAFFOLDING – Not Used

1.20 CONSTRUCTION EQUIPMENT

A. The Contractor shall submit a list of construction equipment or machinery that will be used to perform the Work. Construction machinery is a piece of equipment that will impose loads to the existing structure. (i.e., scissor lifts, man lift, etc.) The equipment list shall include the weights of the equipment and any axial loads or construction loads expected to perform the Work.

1. The maximum live load in the Parking Garage is 50 pounds per SF.

2. Reference paragraph 1.17.E for roadway load limits.

B. Equipment (Vehicles) used inside the building, including the baggage make-up (bagwell) area, shall be powered either electrically or by propane. If propane vehicles are used, the vehicles shall not be left running when not used.

C. Provide signage on the equipment identifying the Contractor and project(s) for which it is being used.

1.21 WASTE WATER CONTROL

A. Prevent discharge of any water/contaminated or otherwise from the site or work locations from any source, including runoff, from entering onto adjacent areas occupied or storage spaces or properties.

1.22 TEMPORARY OPENINGS

A. Ensure that all temporary openings formed required for execution of the Work, are labeled with the project name and contact information of the responsible contact. At the completion of work at each location, ensure that the openings are closed and restored to match the adjacent surfaces. This will include temporary ceiling

1.23 TEMPORARY CEILING REMOVAL

A. Where ceiling systems are required to be temporarily removed for construction purposes, ceiling removal shall be performed by the Contractor.

B. The Contractor shall ensure the ceiling envelope is maintained at all times throughout the project.

C. At the time the ceiling is initially opened and throughout the project, the Contractor shall inspect the work area for evidence of rodent or other pest activity. Any evidence shall be reported to the Engineer immediately.

D. The Contractor shall maintain a neat and clean appearance of the temporary ceilings throughout the project. Unkempt, dirty or discolored materials shall be cleaned or reinstalled as directed by the Engineer at no cost to the Port.

E. The number of ceiling openings shall be limited to the minimum quantity necessary to achieve to complete the current work item. The number of ceiling openings

shall be approved by the Engineer in advance. Existing ceiling openings may need to be closed in order for additional ceilings to be opened.

F. Installation of Temporary Ceiling Covers

1. To maintain the ceiling envelope for limited durations, white or opaque fire retardant, flame resistant polyethylene of at least 6 mil thickness shall be installed across temporary ceiling openings.
2. Polyethylene sheet shall be attached with Universal brand metal binder clips, 2-inch size with 1-inch capacity, or equivalent.
    a. Binder clips shall be installed on all sides of the ceiling opening, no more than 18 inches apart.
    b. Binder clips shall be installed in a manner sufficient to:
        (1) Maintain the ceiling envelope,
        (2) Prevent debris from the work area falling into the space below the ceiling, and
        (3) Prevent rodents or other pests from accessing the space below the ceiling.
3. The installation of the polyethylene sheeting shall be done in a neat manner, made as tight as possible across the opening, with no greater than 2 inches of sag and no gaps along the edges of the opening.
4. Polyethylene shall be trimmed neatly and may not be left hanging at the edges of the opening.
5. For ceiling openings above or adjacent to food service or other sensitive locations, the Engineer may require tape to be installed at the edges of the polyethylene sheeting. If tape is used, it shall be 4-inch wide poly tape of matching color. Any tape residue shall be removed by the Contractor. Tape shall not be used on surfaces that may be damaged by tape removal.
6. The Contractor shall ensure that the sheeting is legibly labeled in indelible black ink with the following information:
    a. Date the ceiling tile was removed,
    b. Contractor name, and
    c. Port Work Project number.
7. Reference attachments 01 50 00 A through G for installation and configuration requirements of temporary ceiling covers.

G. Accessing Existing Temporary Ceiling Openings

1. Temporary ceiling covers shall be opened carefully, with all components set aside for reinstallation at the end of the shift.
2. Any evidence of rodent or other pest activity shall be reported to the Engineer immediately.
3. On a given shift, the Contractor shall limit opening temporary ceiling covers to the locations where work will be performed during that shift.
4. The Contractor shall reinstall temporary ceiling covers as specified above.

5. The Contractor shall conduct a visual inspection of all temporary ceiling covers during each work shift. Any deficiencies shall be corrected by the Contractor prior to the end of the work shift.

H. Closing Temporary Ceiling Openings

1. Permanent ceiling systems shall be replaced as soon as possible to minimize the duration that temporary ceiling covers are in place.

2. The Contractor shall arrange for required inspections from the Port and regulatory agencies as soon as possible to minimize the duration the temporary ceiling covers are in place.

3. The Contractor shall contact the Engineer to request closure of temporary ceiling openings as soon as possible after work is complete in each area. Temporary ceiling openings shall not be maintained throughout the duration of the project.

4. Replacement of ceiling systems shall be performed by the Contractor.

1.24 MAINTENANCE OF OPERATIONS

A. Public Safety Convenience: The Contractor shall conduct all operations with the least possible obstruction and inconvenience to the Port, its tenants and the public.

1. Permit traffic (pedestrian and baggage) to pass through the work area with least possible inconvenience and delay.

2. Maintain pedestrian traffic routes and existing roadways within, and adjacent to, the work area.

3. Maintain existing signing and lighting systems in operation as the work proceeds unless noted otherwise on drawings.

4. Maintain access to entrances, driveways, loading docks, buildings, etc. Unless noted otherwise on drawings. Coordinate any reduction in service at such locations with Engineer.

5. Maintain all walkways, access ramps, entrances and related facilities that satisfy the requirements of the Americans with Disabilities Act (ADA) of 1990. If closure of such facilities is necessary, provide alternate temporary facilities that replace the temporarily closed facilities.

B. Responsible Representative: The Contractor shall appoint one employee as the Contractor’s responsible representative and point of contact. The appointed representative shall have authority to act on behalf of the Contractor and shall be available, on call, twenty-four hours a day, throughout the period of construction for the Contract. A twenty-four hour telephone number shall be provided to the Engineer for use in case of an off-hour emergency. The Contractor shall provide immediate response to correct all deficiencies upon notification.

C. Temporary Facilities: The Contractor shall provide temporary barriers, temporary enclosures or partitions sufficient to physically separate airport operations, including but not limited to pedestrians from the Work. The use of temporary scaffolding and other access equipment shall also be commensurate with facility operations.

D. Traffic Control Devices: The Contractor shall provide and maintain controls as required to warn and protect the public, tenants and Port employees from injury or

damage caused by the Contractor's operations. No work shall be performed on or adjacent to any vehicular or pedestrian roadway/walkway until all necessary signage and traffic control devices have been accepted and are in place. (Section 01 55 26 - Traffic Control).

PART 2 CONTRACTOR PARKING/SHUTTLE OPERATIONS

2.01 Contractor Parking

A. Limited parking for construction workers is available within the Contractor Parking Lot (CPL) located at 19020 28th Avenue South, SeaTac WA, 98188 at no additional cost to the Contractor. Use of the CPL will be permitted on a first-come first-served basis.

B. Access to the Contractor Parking Lot will be given at NTP. The Contractor shall coordinate with the Engineer for the number of parking passes to request. All issued parking passes shall be returned to Engineer at the time of Demobilization. Return of parking passes is a condition of Physical Completion.

C. Reference attachment 01 50 00 D CPL and Logistics Facilities for location and layout of the Contractor Parking Lot (CPL).

D. The CPL is to be used for parking of the Contractor's employees only.

1. Construction trailers, equipment, material storage, laydown space, and stockpiling of earthwork are prohibited in the CPL. All prohibited objects in the CPL are subject to removal at the contractor's expense.

2. Maintenance of vehicles or contractor equipment is prohibited within the CPL.

E. The Contractor shall be responsible for and bear all costs of transporting the employees between the CPL and the project work site. The Port does not direct the Contractor regarding the means and methods of transporting the employees, nor does the Port preclude the Contractor from making any reasonable arrangement for getting the employees to the project work site, including but not limited to paying their employees to park in the Airport Parking Garage. The Contractor shall ensure that whatever transportation method is utilized, it is implemented in a manner that maximizes project efficiency, minimizes working traveling time between the CPL and the project work site, and minimizes the impacts on public roadways and airport operations.

F. Access cards are required to utilize the CPL. The Contractor shall follow the steps outlined below to obtain, manage, and return the access cards:

1. The Contractor shall coordinate with the Engineer to determine the number of access cards required. If additional access cards are required, the Contractor shall notify the Engineer.

2. The Engineer will coordinate with Airport Landside Operations to obtain the requested access cards and will provide them to the Contractor.

3. The Contractor is required to track which access card is issued to each employee. Each access card will have a unique card number that will support this effort.

4. Upon completion of the work the Contractor shall collect all the issued access cards and return them to the Engineer. A portion of the issued

access cards can be returned earlier to the Engineer if the Contractor so chooses.

G. The Contractor shall be responsible for the costs to replace damaged, lost, stolen, or non-returned access cards. If an access card is damaged, lost or stolen the Contractor shall promptly notify the Engineer to arrange for a replacement card.

H. Upon project completion, if all access cards are not returned, the Contractor will continue to be billed the daily rate for each lost or damaged access card until it is returned, or the lost or damaged card fee is paid. Payment must be made at the Customer Service Window at the Seattle-Tacoma International Airport's onsite parking garage North Toll Plaza.

I. Access card usage will be monitored by the Port. If the Port determines that the access card was used for non-work related purposes, this will result in the loss of use of the Contractor Parking Lot for the responsible party.

2.02 Contractor Shuttle Operation

A. The Port anticipates that shuttling of employees will likely only be needed on larger scale projects. Should the Contractor choose to utilize shuttles for employee transport between the Contractor Parking Lot and the project work site, the following requirements must be satisfied:

1. The Contractor shall run an efficient shuttle operation and select appropriately sized shuttle vehicles.

2. All shuttles shall be in good working condition, mechanically sound, and meet all applicable federal, state, and county environmental regulations. Contractor shall provide all fuel, oil, tires, other necessary products, and mechanical maintenance and repair. Contractor shall not perform any fueling, cleaning, or maintenance on Port of Seattle property unless approved in writing by the Port. Any maintenance performed on-site shall be subject to the requirements of Section 01 50 00, Temporary Facilities and Controls.

B. All shuttles shall comply with the following:

1. Exterior: All headlights, tail lights, brake lights, signal lights, license plate lights, windshield wipers, horn, window raisers (if so equipped), doors and door locks, trunk locks (if so equipped), hood latch, door handles, mirrors, exhaust system, hubcaps, bumpers, fenders, body and tires shall be functioning safely and properly. There shall be no tears or rust holes in the vehicle body and no loose pieces such as fenders, bumpers, or trim hanging from the vehicle body. There shall be no un-repaired body damage or any body condition that would create a safety problem or interfere with the operation of the vehicle. Shuttles shall be uniformly painted, contain no advertising, and be clearly marked to indicate that they are providing transportation for the Contractors construction workers. All shuttles must display signs of commercial design on both sides of the vehicle to identify the vehicle as belonging to the Contractor firm. The Contractor’s name must appear in letters a minimum of two inches high. Magnetic signs are acceptable. The company name on the shuttle must match the company name on the driver's badge.

2. Interior: All shuttles shall be heated and contain seats that can withstand potential wear and tear from construction workers' tool belts. All shuttles shall be equipped with communication means between the shuttles and the Contractor's dispatching personnel. The rearview mirror, steering wheel, foot brakes, parking brakes, windows, interior lights and heating systems shall be functioning safely and properly. The seats, floor mats or carpet, seat belts (if so equipped), and door panels shall be clean and free of excessive wear.

3. Acceptable Operating Condition: Contractor shall keep the shuttles in proper working order. Contractor shall remove and repair or replace any vehicle that is not properly operating.

4. Acceptable Appearance: Contractor shall maintain the interior and exterior of all shuttles in a clean and attractive condition at all times, including repair of damage of any kind or character. Contractor shall remove any vehicle that the Port determines is unsightly. Contractor's employees or agents shall pick up trash in the shuttles throughout the day and properly dispose of it, and on a daily basis, sweep and/or vacuum the vehicle interiors as required, clean the glass as required, clean the grab bars as required, and clean the seats as required.

5. At the beginning and end of each scheduled shift the Contractor shall provide shuttle transportation for Contractor employees, subcontractors and suppliers between the designated loading/unloading area at the Contractor Parking Lot and the shuttle stop(s) located at the project site as approved by the Engineer. The location of shuttle stops is subject to change by the Port as necessary, depending on the particular construction projects in operation at any given time. Contractor is also responsible for transporting workers if they need to arrive or leave work prior to start or end of shift or otherwise return to the Contractor Parking Lot.

6. The Contractor shall have access to the airport by public and Port of Seattle roads as indicated on the drawings, or as otherwise designated by the Engineer.

7. Access to the Airport Operations Area (AOA) will be through Gate E-45 unless otherwise designated or approved by the Engineer. It may be used for the transportation of workers and deliveries in accordance with the requirements of Section 01 14 13 – Airport Personnel Identification/Access Control and Security, and Section 01 35.13.13 – Operational Safety on Airports During Construction. The Contractor shall be responsible for ensuring that the shuttle drivers do not allow the addition or removal of people or items once the shuttle has departed the designated loading area at the Contractor Parking Lot and prior to arriving at the shuttle stop(s) located at the project site.

8. The Contractor shall be responsible for coordinating the start and finish times for all work shifts with shuttle operations for other projects in order to facilitate efficient staging of all shuttle operations at the Contractors Parking Lot and the projects shuttle stops. Contractor shall notify the Engineer of any schedule changes at least twenty-four (24) hours in advance whenever possible.

9. The Contractor shall cooperate and coordinate with other contractors' shuttle operations and the Port to ensure smooth and efficient operation of the construction shuttle operations for their specific project. Contractor shall comply with all direction provided by the Port regarding shuttle operations conducted at the Contractor Parking Lot, the Airport, and points in between.

10. The Contractor shall require its employees, subcontractors and suppliers to conduct themselves in a civil manner while utilizing the Contractors Parking Lot. While at the Airport, Contractor Parking Lot, or logistics site Contractor employees shall not use profanity, engage in any loud, boisterous, or otherwise offensive or disturbing speech or conduct, nor display any rudeness whatsoever to any person at the Airport.

PART 3 LOGISTICS (FIELD OFFICE/LAYDOWN AREA)

3.01 Space may be available to the Contractor at the Port's Logistics sites and/or alternate laydown staging areas (LSAs) for field offices and laydown space. The use of this space may be provided to the Contractor at no additional cost. The Contractor is responsible for all costs associated with permits and connecting to temporary utilities

3.02 Reference attachment, 01 50 00 D CPL and Laydown Staging Areas, for location and layout of the Logistics Area.

3.03 Coordinate with the Engineer regarding use of the Port's Logistics sites.

A. The Contractor shall be responsible for all housekeeping, protection of Port stormwater facilities, and security within their assigned space in the Port's Logistics Area and must keep all of their materials and equipment within their assigned area. The utility areas, as delineated, must remain clear at all times.

B. Field offices and sheds in the Port's Logistics Area shall be weather tight, with lighting, electrical outlets, heating, cooling and ventilation equipment. All sheds, structures, and enclosures shall be free of exposed galvanized surfaces. The Contractor shall be responsible for obtaining the required building and mechanical permits from the Airport Building Department. (Section 01 50 00 Appendix E ABD Construction Trailers Permit).

C. Field offices, sheds, connex boxes, and other large equipment or storage items shall be marked with the Contractor's name clearly identifying ownership.

D. The Contractor shall review and comply with the conditions of the Port's Laydown Storage Area Stormwater Pollution Prevention Plan (LSA SWPPP) in addition to the lot restrictions outlined in Part 3.03.G below.

E. Removal of the field offices, sheds, and other equipment, including but not limited to restoration of the site and Logistics area utilities to pre-mobilization conditions (capping, safing and incorporation of lockout/tag-out protocols), shall be an element of Demobilization. (01 77 00 Construction Project Closeout). Work shall not be deemed complete until accepted by the Engineer.

F. The Contractor shall require its employees, subcontractors and suppliers to conduct themselves in a civil manner while utilizing the Logistics Area, the Contractor Parking Lot, or at other locations at the Airport. Contractor employees shall not use profanity, engage in any loud, boisterous, or otherwise offensive or

disturbing speech or conduct, nor display any rudeness whatsoever to any person at the Airport.

G. Lot Restrictions

1. All LSAs

   a. Material storage and contractor movement should only take place in designated areas. Landscaped areas must always be kept clear.

   b. All equipment containing fuels or oils, stored for longer than 4 hours, shall have drip protection placed underneath and spill kits must be available onsite.

   c. All materials requiring a Safety Data Sheet (SDS) shall be stored inside a conex box or within adequately sized and properly maintained secondary containment.

   d. Concentrated galvanized materials shall be stored off the ground, covered and secured at all times.

   e. No littering – keep all surfaces free of debris and trash at all times, including cigarette butts.

   f. Equipment maintenance, cutting or welding is prohibited.

   g. Spill kits are required in all areas where equipment containing fuel and/or oils and hazardous materials will be stored (per Section 01 57 23 – Pollution Prevention, Planning, and Execution (3.07.A.5.a-b).

   h. Only the following deicers are allowed for use: Potassium Acetate, Sodium Acetate (NAAC), and Calcium/Magnesium Acetate (CMA). All other deicers are prohibited.

2. Logistics Lots 1-5

   a. Stockpiling of earthwork material or erodible material is prohibited.

3. Radisson/Lot 6

   a. Fuels, liquids, or any hazardous material storage of any kind is prohibited.

   b. Concentrated bulk storage must be covered.

   c. Stockpiling of earthwork or erodible material is prohibited.

4. Cell Lot LSA

   a. Stockpiling of earthwork or erodible material is prohibited.

5. North LSA

   a. No stockpiling of earthwork or erodible materials of any kind.

   b. Contractor shall regularly sweep LSA pavement when LSA is in use. Use of power broom sweeper is prohibited – only working vacuum sweeper trucks are allowed per Temporary Erosion Control Specification (01 57 13 - 3.03.A.3).

c. Fuels, liquids or any hazardous material storage of any kind is prohibited.

d. Do not sand, salt or plow during snow or frozen conditions.

e. No Vehicles or equipment with aggressive treads.

f. Vehicles shall not use sharp turn radii (i.e. do not turn your tires while not moving).

g. No Single axle over 14,000lbs (20,000lb tandem axle) is allowed on any portion of the LSA.

h. Long-term storage of heavy material must be on plates to disperse load.

i. Material and equipment is not allowed within 6-feet of the pavement edge.

3.04 Temporary Logistics Utilities

All costs associated with connecting, disconnecting, and permitting for electrical, water, communication, and sewer utilities are the responsibility of the Contractor. Cost of usage for power, water, and sewer will be paid by the Port. The Contractor is responsible for all costs associated with communication and data.

A. Electrical

1. Power is provided by the Port through either a 100 amp, 150 amp, or 200 amp disconnect, depending upon the site assigned. The following steps are required to connect to the Port's Logistics electrical system.

a. The contractor shall submit a Port Application for Electrical Connection to the Engineer.

(1) Electrical Load Calculations, Site Plan, General Arrangement Drawings are required. 30 Day/7 Day metering recordings are not required for Logistics Site connections.

b. Once approved, the Contractor is required to obtain an electrical permit and make the connection to the Port's disconnect that is located within the assigned Logistics space.

c. The Contractor shall then have Labor and Industries inspect the connection and supply their sticker of approval.

d. The Contractor shall then inform the Engineer that the system is ready to be energized. The Port will perform a final inspection and remove the Port lock from the disconnect. It is then the responsibility of the Contractor to energize the system.

2. Before disconnecting power service, notify the Engineer 14 days in advance. De-energize the system and remove all Contractor installed equipment and material back to the disconnect. Secure and cap openings to the disconnect. Notify the Engineer for final inspection.

B. Water

1. Water, if available, is provided by a ¾" Stub-Up. The following steps are required to connect to the Ports Logistics water system.

a. The Contractor is required to submit a Facilities Water Activation Request (Attachment 01 50 00 A Facilities Water Activation Request) to the Engineer.

b. Once approved, the Contractor is required to make the connection to the ¾" Stub-Up that is located within the assigned Logistics Site. Before opening the valve, the connected system must be flushed and disinfected by the Contractor.

c. Disinfection Process: The Port Boiler Shop is required to observe the disinfection and flushing procedure. Coordinate all activities with the Engineer.

(1) The Contractor will install temporary valves at all ends of the new piping system for sterilizing, flushing and sampling activities.

(2) Flush the piping system and perform system pressure testing at 200 psig or 1-1/2 times the working pressure (whichever is greater).

(3) Flush piping system from one end to the other end(s) of piping system to ensure the entire system is flushed out.

(4) Drain the new piping system and fill with water. Add sufficient chlorine (sodium hypochlorite, bleach solution or calcium hypochlorite) so that the system will achieve a minimum of 50 mg/L (ppm) chlorine concentration from one end of the piping system to the other end(s) of piping. Exercise all valves and movable parts of the system to ensure they all are sanitized. Port Boiler Shop will verify chlorine levels to begin sterilization.

(5) Sterilize for a minimum of 24 hours. Residual chlorine shall have a minimum of 25 mg/L. Port Boiler Shop will verify chlorine levels. Drain and flush the entire system, from one end of the piping system to the other end(s) of piping. Dispose of disinfecting water in an approved environmentally safe manner.

(6) The Port Boiler Shop will check residual chlorine levels at the end of the flushing activities. If chlorine level is above 1.5 mg/l, additional flushing is needed. If chlorine level is below 1.5 mg/l, (but above 0.3mg/L) non-routine purity sample(s) will be collected by the Port Boiler Shop and sent to the lab for analysis at the Port's expense. Sampling can only be conducted between Monday and Friday, 7:00 AM thru 11:59 AM. Allow 3 to 5 working days for results from purity test to be obtained.

(7) When samples have passed, the Contractor can then connect to Port's existing water system.

(8) The Point of Connection will be "swabbed" with (at least 5%) chlorinated water. Port Boiler Shop shall witness the swabbing and connection activities.

(9) If, in the opinion of the Port Boiler Shop representative, sanitary conditions are not maintained at the point of connection, the new piping system will be flushed and sterilized again.

(10) If the sample fails analysis, a second sample shall be taken and analyzed. Failure of the second sample will initiate re-chlorination and 24-hour “bake” time followed by flushing, testing etc.

d. Before disconnecting water service notify the Engineer 14 days in advance. Close the valve and removal all Contractor installed equipment and material back to the Stub-Up. Notify the Engineer for final inspection.

C. Sewer

1. A sewer connection, if available, is provided by a 4” Stub-Up. The following steps are required to connect to the Port’s Logistics sewer system.

a. Obtain a Midway Sewer Side Sewer Permit prior to connecting to the sewer system. Information on the Side Sewer Permit can be found at: http://www.midwaysewer.org

b. Disconnecting from the sewer system requires a Midway Sewer Capping Permit. Information on the Midway Sewer Capping Permit can be found at: http://www.midwaysewer.org

D. Communication and Data

1. Communications and data are not provided by the Port of Seattle. The contractor is responsible for all arrangements to obtain and connect communications and data to the logistics site. Notify the Engineer of any plans for communication or data.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and

specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Port of Seattle

Work Project Number #: _____ - _____ Activity: _____ Resource Cat/Type: _____

Airport Facilities–Water Activation Request

REQUESTS MUST BE APPROVED NO LATER THAN 7 DAYS PRIOR TO ACTIVATION

Date of Request:	Date of Activation: Start Time: End Time:
Connection Number:	Connection Size:
Contractor Contact:	Phone No.:
Inspector:	Phone No.:
Contractor performing work:	Phone No:
Buildings & Area to be Activated (Accurate Description Required):	

APPROVALS

Boiler Shop: (Must be 1st contact prior to manager's signature):

POS Water Manager (Facilities & Infrastructure):

POS Aviation Mechanical Utilities Manager (Maintenance):

Other:

FOR DEPARTMENT USE ONLY:

Comments:

PLEASE RETURN A COPY OF THE COMPLETED SIGNATURE FORM TO ALL SIGNEES

****RESULTS MAY TAKE UP TO 4 DAYS AFTER TEST SAMPLES SUBMITTED****

DISTRIBUTION: Original: Boiler Shop; Copy To: Requestor, Water Manager, Utilities Manager, Fire Dept (if sign), Field Crew (if sign)
Revised 3-21-2017

List of Appropriate Systems Contacts

Maintenance Domestic Water

Erik Knowles	787-4117	787-4902 fax
Dan Hytry	787-7231	787-4902 fax
Doug Sinclair	787-7839	787-4938 fax
James Jackson	390-7451	787-4938 fax
Tracy Jonassen	735-9840	787-7221 fax

Facilities and Infrastructure

Mike Smith	787-4815	787-5515 fax
Paul Shen	787-5870	787-5515 fax
Bob Romero	787-3290	787-5515 fax

Utilities Manager

Greg Whiting	787-5117	787-5515 fax

Field Crew

Eric Schaefer	787-4047	787-5188 fax
Todd Hacke	787-6893	787-5188 fax

Fire Department

Jeff Nelson	787-6774	787-4908 fax
Adam Griffin	771-2917	787-4908 fax

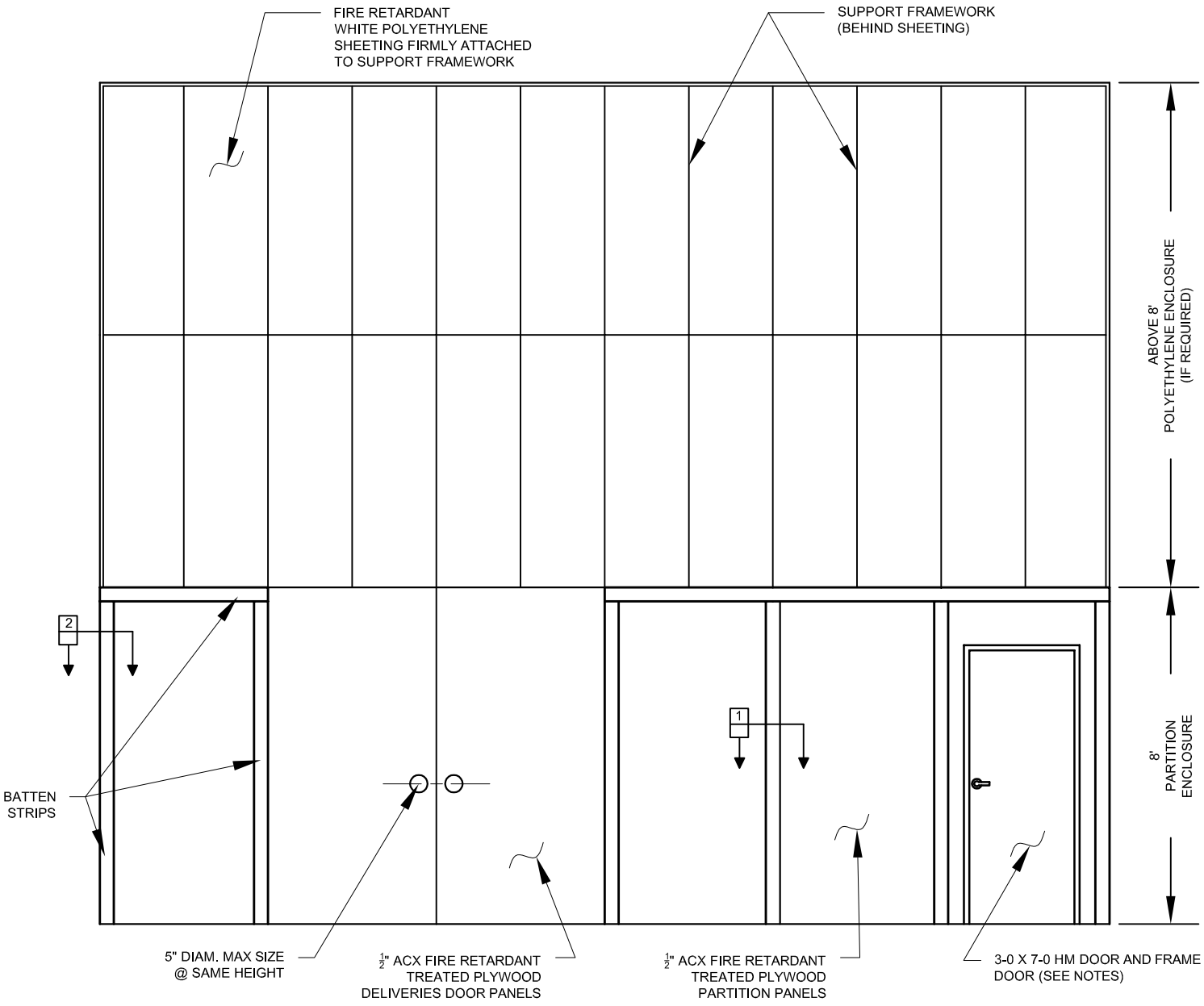
Airport Operations

Nick Terrana	787-4903	787-4837 fax
	714-5075	cell
Andy Ramsay	787-5187	787-4837 fax
	437-6323	cell

DISTRIBUTION: Original: Boiler Shop; Copy To: Requestor, Water Manager, Utilities Manager, Fire Dept (if sign), Field Crew (if sign)
Revised 3-21-2017

DIVISION 1 - GENERAL REQUIRMENTS

Attachment 01 50 00 B Elevation



NOTES:

1. PAINT FOR ALL EXPOSED WOOD SURFACES, DOORS, FASTENERS, HINGES, AND OTHER HARDWARE SHALL BE LOW ODOR INTERIOR LATEX-SEMI-GLOSS, 2 COATS MINIMUM, COLOR-PORT WHITE.

2. ALL DOORS SHALL SWING INTO THE CONSTRUCTION WORK SPACE. (IF OCCUPANCY IS GREATER THAN 49 PERSONS DOORS SHALL SWING OUTWARD.)

3. DOUBLE DOORS ARE FOR DELIVERIES ONLY AND ARE TO REMAIN LOCKED OTHERWISE. 3-0 X 7-0 HM DOOR IS FOR PERSONNEL ACCESS.

4. DOOR HARDWARE
   PROVIDE:
   HINGES1-1/2" PR 4-1/2"x4-1/2", CLOSER, LOCKSET (7-PIN STANLEY/BEST COMPATIBLE INTERCHANGEABLE SMALL FORMAT REMOVABLE CORE CYLINDERS). ACCEPTABLE MANUFACTURERS: STANLEY/BEST, SCHLAGE, FALCON OR APPROVED EQUAL .

ELEVATION

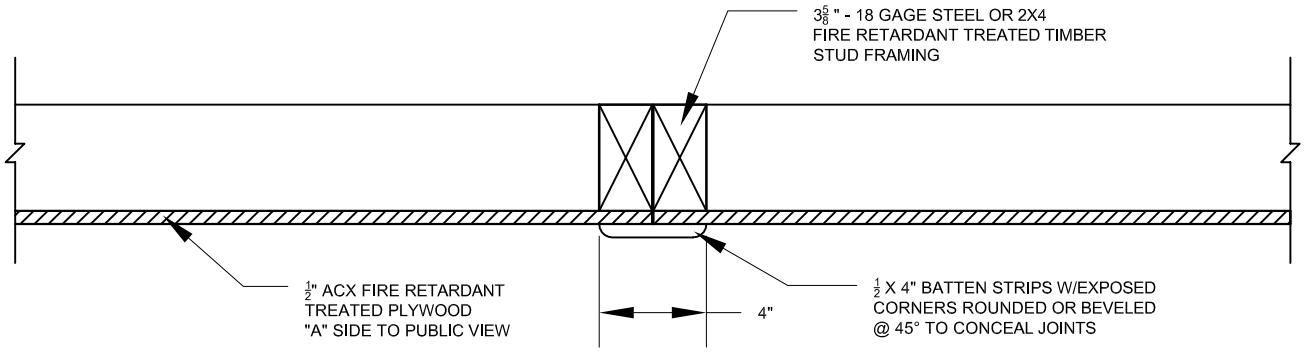
TYPICAL ENCLOSURE

(rev: 19 March 2014)

1

DIVISION 1 - GENERAL REQUIRMENTS

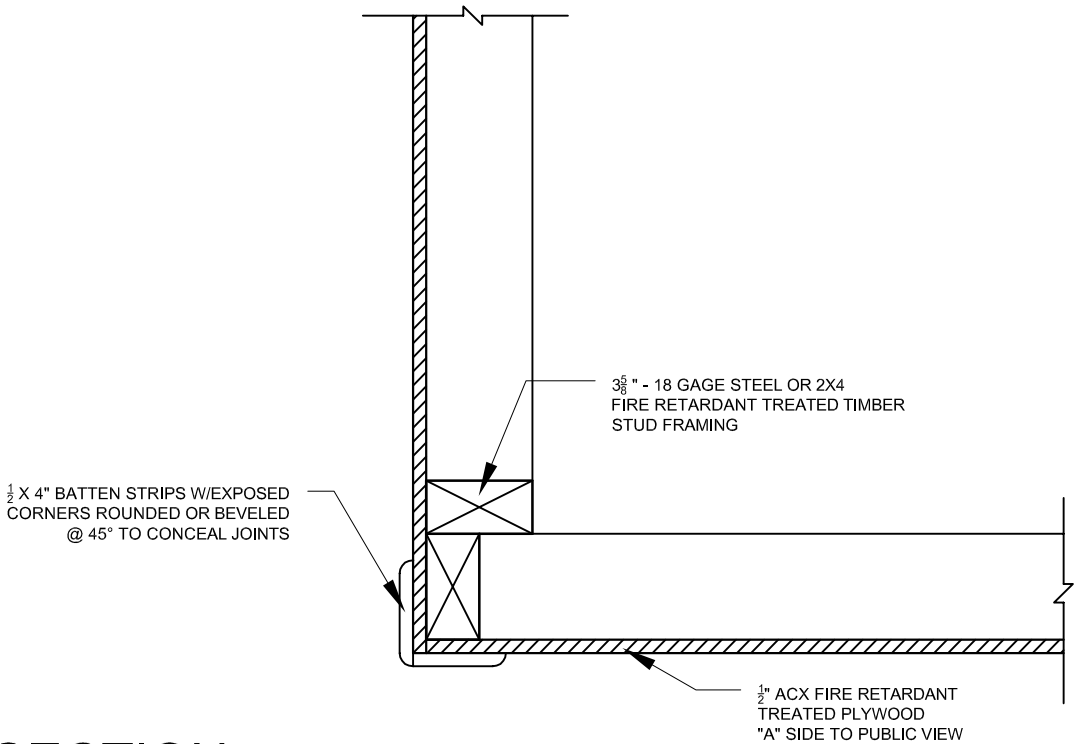
Attachment 01 50 00 C Section Model



SECTION 1

TYPICAL PARTITION JOINT

(rev: 04 NOVEMBER 2013)

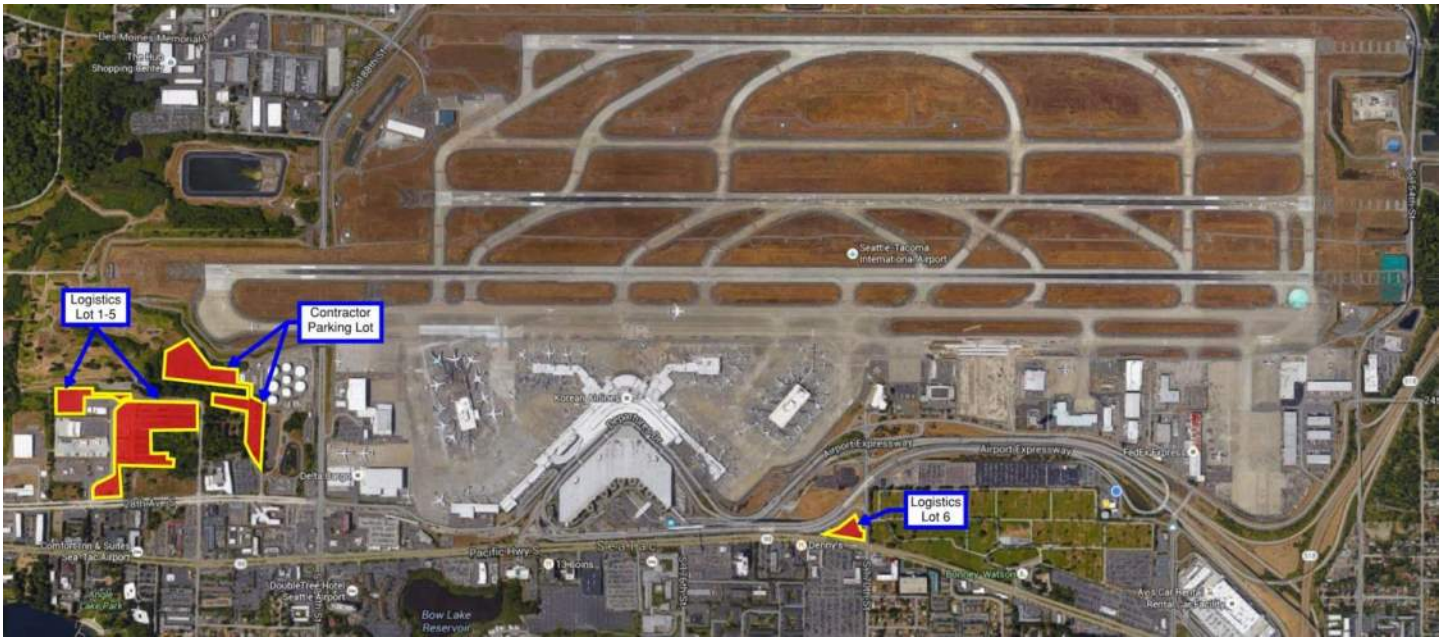


SECTION 2

TYPICAL PARTITION CORNER

(rev: 19 March 2014)

Attachment 01 50 00D
Contractor Parking Lot (CPL) and Logistics Facilites



CONTRACTOR PARKING LOT

The Contractor Parking Lot is located at 19020 28th Avenue South, SeaTac WA, 98188. Access to the lot is via 28th Ave S and requires an access card.

LOGISTICS AREA - FIELD OFFICES AND LAYDOWN AREAS

The Port's Logistics Areas are located at the following locations:

17001 International Blvd SeaTac WA, 98188

Port of Seattle South Logistics Area

Lot 1 - 2542 S 194th St SeaTac WA, 98188

Lot 2 - 2624 S 194th St SeaTac WA, 98188

Lot 3 - 2708 S 194th St SeaTac WA, 98188

Lot 4 - 2529 S 194th St SeaTac WA, 98188

Lot 5 (A-C) - 19332 24th Ave S, SeaTac WA, 98188

Lot 5 (E-I) – 19332 24th Ave S, SeaTac WA, 98188

Lot 6 - 17001 International Blvd SeaTac WA, 98188

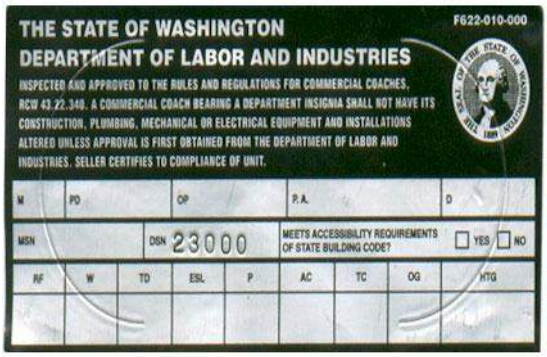
Port of Seattle

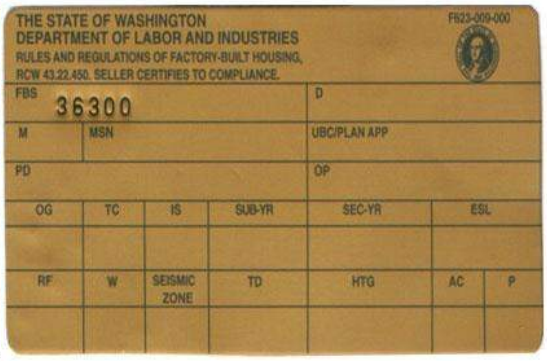
AIRPORT BUILDING DEPARTMENT (ABD)

Construction Trailers

A permit is required for any construction trailer or structure *(See exemptions from permit below)*

1. To begin the permit process, please complete a building permit application and, if applicable, a mechanical/plumbing permit application and submit to the Airport Building Department, with following:
    a. 2 plot plans that show the location of the trailer relative to other buildings and structures and property lines.
    b. 2 copies of trailer installation instructions which should include tie downs & skirting and access panel(s) to the under floor area.
    c. 2 copies of drawings that indicate how access to and egress from the structure is provided.
        i. For occupant loads 49 or less, a code compliant landing & stairway, or ramp is required.
        ii. For occupant loads of 50 or more, a minimum of 2 exits are required. At least one of the two exits **shall** have a code compliant ramp *(see attached typical ramp details)*.
        iii. A minimum of **one** code compliant access ramp is required if the intended use of the trailer is **outside of general operational purposes traditionally conducted within a construction site trailer** (i.e. a ramp is required if the trailer will be used to hold owner's meetings, preconstruction meetings, etc)**, and/or the trailer is connected to plumbing utilities**.
2. The trailer/structure must bear a Washington State black or gold insignia similar to the images below:





http://www.lni.wa.gov/TradesLicensing

Construction Trailers Exempt from Permit:

Trailers located on associated construction site and:

1. The trailer has no sewer or water connection. Power connected from a temporary power pole is permitted.
2. The trailer is not intended to hold meetings where outside personnel will be attending (owner's meetings, preconstruction meetings are examples of outside personnel.

Note: The trailer must be removed once the construction project is complete.

Trailers located off the construction site and:

1. Trailer will be in place less than 6 months.
2. The trailer has no sewer or water connection. Connecting power is permitted.
3. The trailer is not intended to hold meetings where outside personnel will be attending (owner's meetings, preconstruction meetings are examples of outside personnel.

Note: A letter stipulating the time, duration, and use of the construction trailer must be provided to ABD for this exception to be granted.

CODE COMPLIANT STAIR REQUIREMENTS:

Handrails: Handrails are required for both the stairway (if used) and ramp. They need to be placed within 34" to 38" above the walking surface and have to be 1-¼" to 2" in diameter or provide equivalent gripping surface (a 2 x 4 on edge is not acceptable). The handrail must extend horizontally at least 12" beyond the top riser & one tread depth beyond the bottom riser.

Riser height and tread depth: Stair riser heights shall be 7 inches (178 mm) maximum and 4 inches (102 mm) minimum. The riser height shall be measured vertically between the nosing of adjacent treads. Rectangular tread depths shall be 11 inches (279 mm) minimum measured horizontally between the vertical planes of the foremost projection of adjacent treads and at a right angle to the tread's nosing.

Dimensional uniformity: Stair treads and risers shall be of uniform size and shape. The tolerance between the largest and smallest riser height or between the largest and smallest tread depth shall not exceed 3 /8 inch (9.5 mm) in any flight of stairs. The greatest winder tread depth at the walk-line within any flight of stairs shall not exceed the smallest by more than 3 /8 inch (9.5 mm).

Exception: Where the bottom or top riser adjoins a sloping public way, walkway or driveway having an established grade and serving as a landing, the bottom or top riser is permitted to be reduced along the slope to less than 4 inches (102 mm) in height, with the variation in height of the bottom or top riser not to exceed one unit vertical in 12 units horizontal (8-percent slope) of stair width. The nosing or leading edges of treads at such non uniform height risers shall have a distinctive marking stripe, different from any other nosing marking provided on the stair flight. The distinctive marking stripe shall be visible in descent of the stair and shall have a slip-resistant surface. Marking stripes shall have a width of not less than 1 inch (25 mm) but not more than 2 inches (51 mm).

Landings at doors: Landings shall have a width not less than the width of the stairway or the door, whichever is greater. Doors in the fully open position shall not reduce a required dimension by more than 7 inches (178 mm). Where a landing serves an occupant load of 50 or more, doors in any position shall not reduce the landing to less than one-half its required width. Landings shall have a length measured in the direction of travel of not less than 44 inches (1118 mm).

Thresholds: Thresholds at doorways shall not exceed 1/2 inch (19.1 mm) in height above the finished floor or landing. Raised thresholds and floor level changes greater than 1 /4 inch (6.4 mm) at doorways shall be beveled with a slope not greater than one unit vertical in two units horizontal (50-percent slope).

Guards: Guards shall be located along open-sided walking surfaces, stairs, ramps and landings that are located more than 30 inches (762 mm) measured vertically to the floor or grade below at any point within 36 inches (914 mm) horizontally to the edge of the open side.

The guard height shall be a minimum of 42" and has to have intermediate pickets spaced such that a 4" diameter object does not go through the pickets/railing. In areas that are not open to the public, guards shall not have openings that allow passage of a sphere 21 inches (533 mm) in diameter.

CODE COMPLIANT RAMP REQUIREMENTS:

RAMPS

- Ramp surfaces are stable, firm, and slip resistant.
- Exposed exterior ramps and their approaches are constructed to prevent the accumulation of water on walking surfaces.
- Ramps used as part of means of egress have a maximum slope of 1:12.
- The maximum rise for any run is 30 inches.
- Ramp cross slopes are not steeper than 1:48.
- Ramps may not be less than the required exit width, with a minimum dimension of 36" between the handrails for interior ramps, and 44" for exterior ramps.
- Headroom at all parts of the means of egress is not less than 80 inches.

RAMP AND LANDING EDGE PROTECTION

- Any portion of the edge of a ramp with a slope greater than 1:20, or landing which is more than ½ inch above the adjacent grade or floor within 10 inches horizontally, requires edge protection.
- Edge protection is required on each side of ramp runs and at each side of ramp landings, by a curb or barrier or by extended floor surface. (An extended floor surface occurs when the surface of ramp or landing extends 12 inches minimum beyond the inside face of a railing.

  Exceptions:
  - Edge protection is not required on ramps not required to have handrails, provided they have flared sides complying with ICC/ANSI A117.1 2009 406.3 Sides of Curb Ramps.
  - Edge protection is not required on sides of ramp serving an adjacent ramp run or stairway.
  - Edge protection is not required on sides of ramp landings with vertical drop-off not more than ½ of an inch within 10 inches horizontally of the minimum landing area.

  Edge protection options:

  1. A curb or barrier is required that prevents passage of 4 inch sphere below the height of 4 inches.
  2. Railings: When used, railings are required to have one of the following features:
     a. An intermediate rail mounted 17-19 inches above the ramp or landing surface.
     b. A guard complying with IBC 1013
     c. The surface of the ramp or landing extends 12 inches beyond the inside face of the railing.

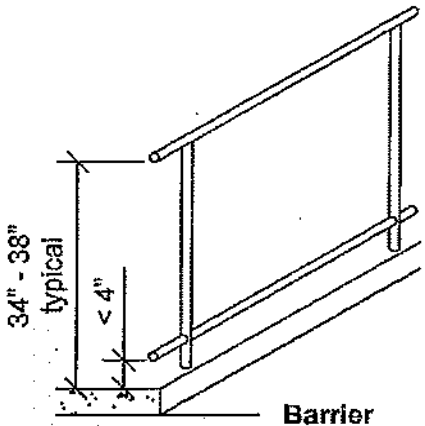
LANDINGS

- Ramp surfaces are stable, firm and slip resistant.
- Exposed exterior ramps and their approaches are constructed to prevent the accumulation of water on walking surfaces.
- Ramps within the accessible route of travel shall have landings at the top and bottom, points of turning, entrance, exits and doors and at least one intermediate landing for each 30 inches of rise with a minimum dimension of 60 inches in the direction of the ramp run.
- Ramps that change direction at landings shall have landings sized to provide a 60 inch turning space (60 X 60 inches) or a T-shaped intersection 60 inches long by 36 inches wide (36 inches wide at each arm of T)
- The minimum width of the landing is as wide as the widest ramp leading to the landing.
- Landings shall not slope more than 1:48.
- Maneuvering clearances for doors can overlap the landing area where doorways are adjacent to the ramp.

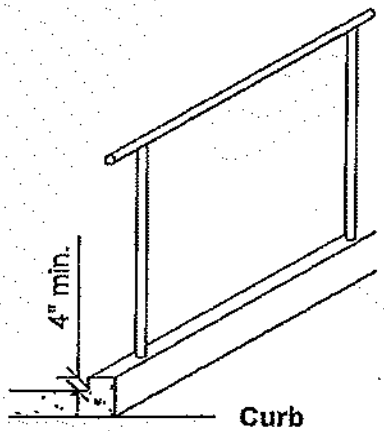
HANDRAIL AND GUARD REQUIREMENTS

- Ramps with a rise greater than 6 inches have handrails 34-38 inches in height.
- Handrails shall extend at least 12 inches beyond the top and bottom of any ramp run.
- Handrails are continuous except at points of access along the ramp.
- Provide guards for portions of landings or ramp that are more than 30 inches above adjacent grade.
- Guards shall be a minimum of 42 inches in height above the walking surface.

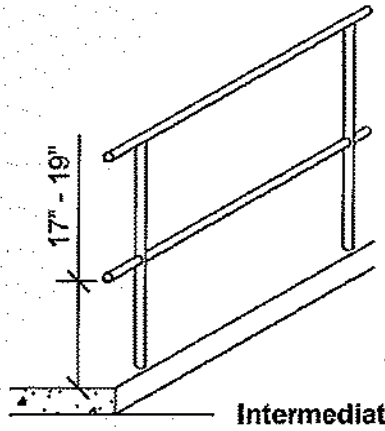
Typical Ramp & Edge Protection and Landing Details



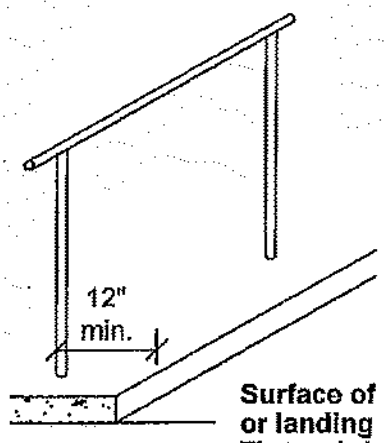
Barrier
Figure 1.a.



Curb
Figure 1.b.

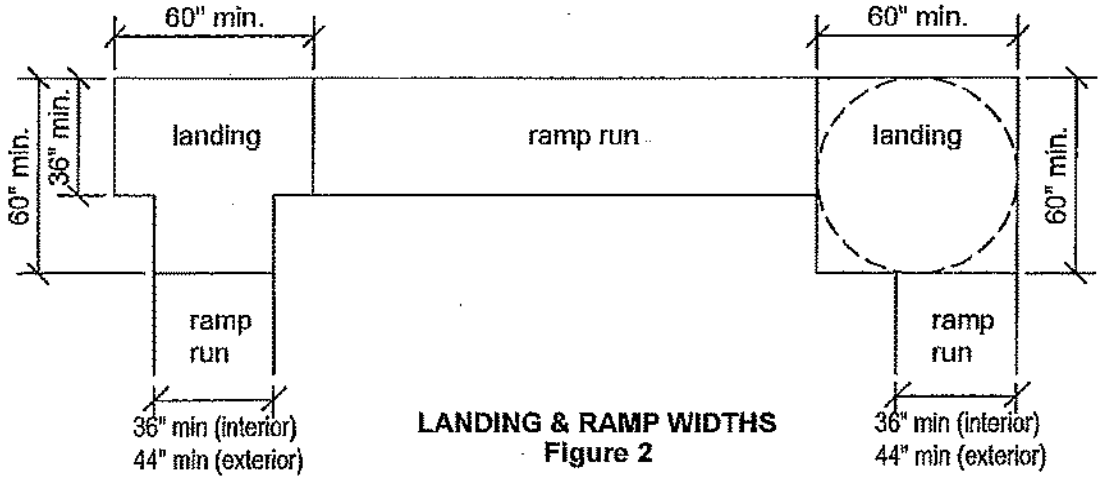


Intermediate rail
Figure 1.c.



Surface of ramp or landing
Figure 1.d.

EDGE PROTECTION
Figure 1



LANDING & RAMP WIDTHS
Figure 2

DRAFT 2/16/21
Obtain Final Version from
AVENV, Greg Ferris

Stormwater Pollution Prevention Plan

Laydown Staging Areas

Logistics Lot 1: 2542 S 194th Street, SeaTac, WA 98188
Logistics Lot 2: 2624 S. 194th Street, SeaTac, WA 98188
Logistics Lot 3: 2708 S. 194th Street, SeaTac, WA 98188
Logistics Lot 4: 2529 S. 194th Street, SeaTac, WA 98188
Logistics Lot 5: 19322 24th Ave S., SeaTac, WA 98188
Radisson/Lot 6: 17001 International Blvd, SeaTac, WA 98188
Cell Lot LSA: 2623 S. 170th Street, SeaTac, WA 98188
West LSA: 1006 S. 170th St, SeaTac, WA 98148
North LSA: North Haul Road, SeaTac, WA 98148

In accordance with NPDES Permit No. WA-0024651

Updated January 2021

TABLE OF CONTENTS

SWPPP Certification i
Record of SWPPP Revisions ii
Acronyms iii
Section 1: Contact Information 1
1.1 Operator/Owner 1
1.2 Stormwater Team 1
1.3 Contractor 1
Section 2: Site Information 2
2.1 Nature of Activity 2
2.2 Site Description and Discharge Locations 3
2.2.1 Logistics LSAs 3
2.2.2 Radisson/Lot 6 6
2.2.3 Cell Lot LSA 8
2.2.4 West LSA 10
2.2.5 North LSA 12
Section 3: Pollution Prevention 14
3.1 Best Management Practices 14
3.1.1 Minimum BMPs 14
3.1.2 LSA Use Restrictions 15
3.3 Inspections 16
3.4 Maintenance 16
3.5 Monitoring 16
3.4 Record Keeping 20
3.5 Spill Response 20
Section 4: References 20
APPENDIX A: Port of Seattle Emergency Spill Response Plan – Laydown Staging Areas (LSAs) 21

FIGURES

Figure 1. Logistics LSA Site Layout..... 4
Figure 2. Logistics LSA Drainage Details..... 5
Figure 3. Radisson/Lot 6 LSA and Cell Lot LSA Site Layout..... 6
Figure 4. Radisson/Lot 6 LSA Drainage Details..... 7
Figure 5. Cell Lot LSA Drainage Details..... 9
Figure 6. West LSA Site Layout.....10
Figure 7. West LSA Drainage Details.....11
Figure 8. North LSA Site Layout.....12
Figure 9. North LSA Drainage Details.....13
Figure 10. Logistics LSA Monitoring Locations (D-13 Outfall).....17
Figure 11. Cell Lot LSA Monitoring Locations (D-10 Outfall).....19

TABLES

Table 1. Lot and Laydown areas within Logistics Site 3
Table 2. Monitoring Parameters & Effluent Limits.....22

SWPPP CERTIFICATION

I, the undersigned, certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete, I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Arlyn Purcell

Title: Director, Aviation Environment & Sustainability

Signature _____

Date: _____

ACRONYMS

ac	acres
AOA	Air Operations Area
BMF	bus maintenance facility
BMP	best management practice
CNG	compressed natural gas
DMR	Discharge Monitoring Report
Ecology	Washington State Department of Ecology
IWS	industrial wastewater system
LSA	Laydown Staging Area
NPDES	National Pollutant Discharge Elimination System
NTP	Notice to Proceed
NTU	nephelometric turbidity unit
OWS	Oil water separator
PCS	Port Construction Services
Port	Port of Seattle
PPP	pollution prevention plan
SEA	Sea-Tac International Airport
SDS	Safety Data Sheet
SWPPP	stormwater pollution prevention plan
TPH	Total petroleum hydrocarbons

SECTION 1: CONTACT INFORMATION

1.1 OPERATOR/OWNER

Port of Seattle, Sea-Tac International Airport
17801 Pacific Highway South
Seattle, WA 98158

1.2 STORMWATER TEAM

Name: Jana Hindman	**Phone:** (206) 787-5485	**Affiliation:** Port of Seattle
Responsibilities: Oversee maintenance, revision, and implementation of SWPPP. Ensure that sediment control and hazardous material control monitoring takes place, certify compliance with SWPPP and Permit, and keep all records. NPDES point of contact.		
Name: Greg Ferris	**Phone:** (206) 787-6494	**Affiliation:** Port of Seattle
Responsibilities: Designated SWPPP inspector. Ensure that BMPs are in place and functioning as designed. Respond to sediment control and spill containment directives from the Port. Inspect BMPs weekly and following storms. Identify necessary changes to BMPs.		
Name: Troy Modie	**Phone:** (206) 787-5482	**Affiliation:** Port of Seattle
Responsibilities: Port of Seattle Engineering Department Erosion Control/Stormwater Engineer. Engineering operations point of contact.		
Name: Moshe Berman	**Phone:** (206) 787-7560	**Affiliation:** Port of Seattle
Responsibilities: Coordinate use of the Staging Areas and request forms.		
Name: Chad Wiggins	**Phone:** (206) 535-8284	**Affiliation:** Catchment Solutions LLC
Responsibilities: Oversee construction stormwater monitoring.		

1.3 CONTRACTOR

Members of the project specific pollution prevention team including names, roles and contact information are identified in the contractor's pollution prevention plan (PPP) developed per Port of Seattle's (Port's) Specification 01 57 23 – Pollution Prevention, Planning and Execution. The contractor's PPP is reviewed and approved by the Port's Engineering and Aviation Environmental staff prior to the issuance of a Notice to Proceed (NTP). The contractor's PPP is located in the contractor's project office at the project site.

SECTION 2: SITE INFORMATION

Sea-Tac International Airport (SEA) is covered by a Washington State Department of Ecology (Ecology) Individual National Pollutant Discharge Elimination System (NPDES) permit (WA-0024651)(Ecology 2015). This permit addresses the management of all stormwater within the Air Operations Area (AOA) and surrounding airport industrial support facilities. The NPDES permit contains three parts. Part 1 addresses the industrial wastewater system (IWS). Part 2 addresses general and permanent industrial stormwater runoff from the portions of the existing airport that do not drain to the IWS. Part 3 addresses stormwater discharges from construction sites.

The Port's laydown staging areas (LSAs) are located on the south, west and north sides of SEA, outside of the area of operations, and encompass approximately 17 acres.

- The Logistics LSA offers five lots (totaling 12 acres) off 192nd street.
- The Radisson/Lot 6 LSA (one-acre) is located off International Boulevard at S. 170th Street.
- The Cell Lot LSA is a 0.3-acre gravel lot located south of the cell phone waiting lot.
- The West LSA is a 0.8-acre gravel lot located just south of the Westside field office.
- The North LSA is a paved 2.9-acre lot just east of Pond 518 on the north haul road.

Each of these lots are offered to contractors working on construction projects at SEA for material staging and laydown space. The activities that occur within these areas fall under Part 3 (Construction Stormwater Runoff) of SEA's NPDES permit (Ecology 2015).

This stormwater pollution prevention plan (SWPPP) describes the construction stormwater procedures for the Logistics (Lots 1-5), Radisson/Lot 6, Cell Lot, West and North LSAs. The activities and best management practices (BMPs) described are related only to construction laydowns and contractor employee parking. The Port's SWPPP (Port 2020) covers the remaining activities and BMPs within the Logistics Areas, including those for the Bus Maintenance Facility (BMF), Compressed Natural Gas (CNG) station, and Maintenance Distribution Center. This SWPPP along with Port Specification 01 50 00 – Temporary Facilities and Controls and Port Specification 01 57 23 – Pollution Prevention, Planning and Execution serve as requirements for contractors within Port LSAs. This SWPPP was prepared in accordance with the requirements of SEA's NPDES permit (WA-0024651, Part 3)(Ecology 2015).

2.1 NATURE OF ACTIVITY

The LSAs serve as temporary locations for operations control, material handling, equipment handling, and storage for construction projects. The LSAs provide:

- Material staging and laydown space for contractors;
- Parking space for construction workers;
- Office trailer space for contractors.

Specific spaces within the LSAs are available for reservation by contractors throughout the duration of a project. Contractor requirements and controls are described in specification 01 50 00 – Temporary

Facilities and Controls. The LSA spaces are reserved by the project team (Engineer and Logistics Coordinator).

2.2 SITE DESCRIPTION AND DISCHARGE LOCATIONS

The Following Section provides the location, areas, and drainage details for each LSA.

2.2.1 LOGISTICS LSAS

2.2.1.1 Site Description

The five LSA lots within the Logistics Areas are paved and have defined entrances. They are located within the Logistics drainage basin. Lots 1, 2, 3, and 5 are located on the north side of 194th Street and lot 4 is south of the intersection of 24th Avenue South and South 194th Street.

Port Construction Services (PCS), the CNG station, the BMF, and the Maintenance Distribution Center are also located in the Logistics Drainage Basin. The PCS laydown area, the CNG station, and the BMF are located across South 194th Street from LSA Lots 1 through 3. The Maintenance Distribution Center is located south of the BMF and PCS.

Each lot contains separated LSAs. Of the approximately 12.0 acres comprising the five lots, approximately 7.2 acres are reservable designated areas for use as LSAs. Table 1 shows the area associated with each lot and area designated as LSA within each lot.

Table 1. Lot and Laydown areas within Logistics Site

Lot	Total Area (ac)	Laydown Area (ac)
Logistics Lot 1	1.1	0.9
Logistics Lot 2	0.7	0.6
Logistics Lot 3	1.5	1.3
Logistics Lot 4	2.5	1.8
Logistics Lot 5	6.2	2.6
Total	12.0	7.2

See 'Figure 1. Logistics LSA Site Layout' for detailed location of the laydown lots within the Logistics Areas.

Figure 1. Logistics LSA Site Layout

2.2.1.2 Discharge Location

The Logistics LSA is located within the SDD06A subbasin of Des Moines Creek. The Logistics LSAs contribute 12 of the total 45.3 acres of the SDD06A subbasin. The Logistics LSA lots 1-5 are stabilized with asphalt paving and concrete curbs and gutters. Slopes between lots and some ditches are vegetated (i.e., planted with grass). Runoff from the separate laydown lots are intercepted by curbs and gutters and enters the stormwater conveyance system through double catch basin structures. Drainage from the PCS yard, the BMF, and LSA lot 4 is combined with the drainage from the LSA lots to the north of 194th Street (lots 1, 2, 3, and 5). Eventually, stormwater from these combined drainage areas is conveyed west and passes through the Logistics Site construction oil-water separator (OWS), which is located at the southeast corner of the former Tyee Golf Course parking lot. Discharge from the OWS below the 6-month peak flow rate passes through a series of bioretention swales (each approximately 250 ft long), which have oyster shells placed at the end for additional treatment. Treated stormwater and stormwater that bypasses the OWS (i.e., in excess of the 6-month peak flow) is conveyed to the Level-1 SDD-06A/Logistics Pond before being discharged to the east branch of Des Moines Creek (Part 3 D13 Outfall/Part 2 SDD06A).

See Figure 2 for the drainage details of the main Logistics Area and the locations of treatment BMPs.

Figure 2. Logistics LSA Drainage Details

2.2.2 RADISSON/LOT 6

2.2.2.1 Site Description

The Radisson/Lot 6 LSA is a paved one-acre lot located at the southwest corner of 170th Street and State Route 99 (International Boulevard). There is a defined entrance off State Route 99.

See 'Figure 3. Radisson/Lot 6 LSA and Cell Lot LSA Site Layout' for detailed location of the Radisson/Lot 6 LSA.

Figure 3. Radisson/Lot 6 LSA and Cell Lot LSA Site Layout

2.2.2.2 Discharge Location

The Radisson/Lot 6 is stabilized with asphalt paving and concrete curbs and gutters. Stormwater either infiltrates in the surrounding vegetated areas or enters the City of SeaTac's stormwater system through a catch basin structure near the entrance to the Radisson/Lot 6. Stormwater from the Radisson/Lot 6 that enters the drainage system discharges to Bow Lake through a City of SeaTac outfall.

See Figure 4 for the drainage details of the Radisson/Lot 6 LSA, including vegetated areas and catch basin locations.

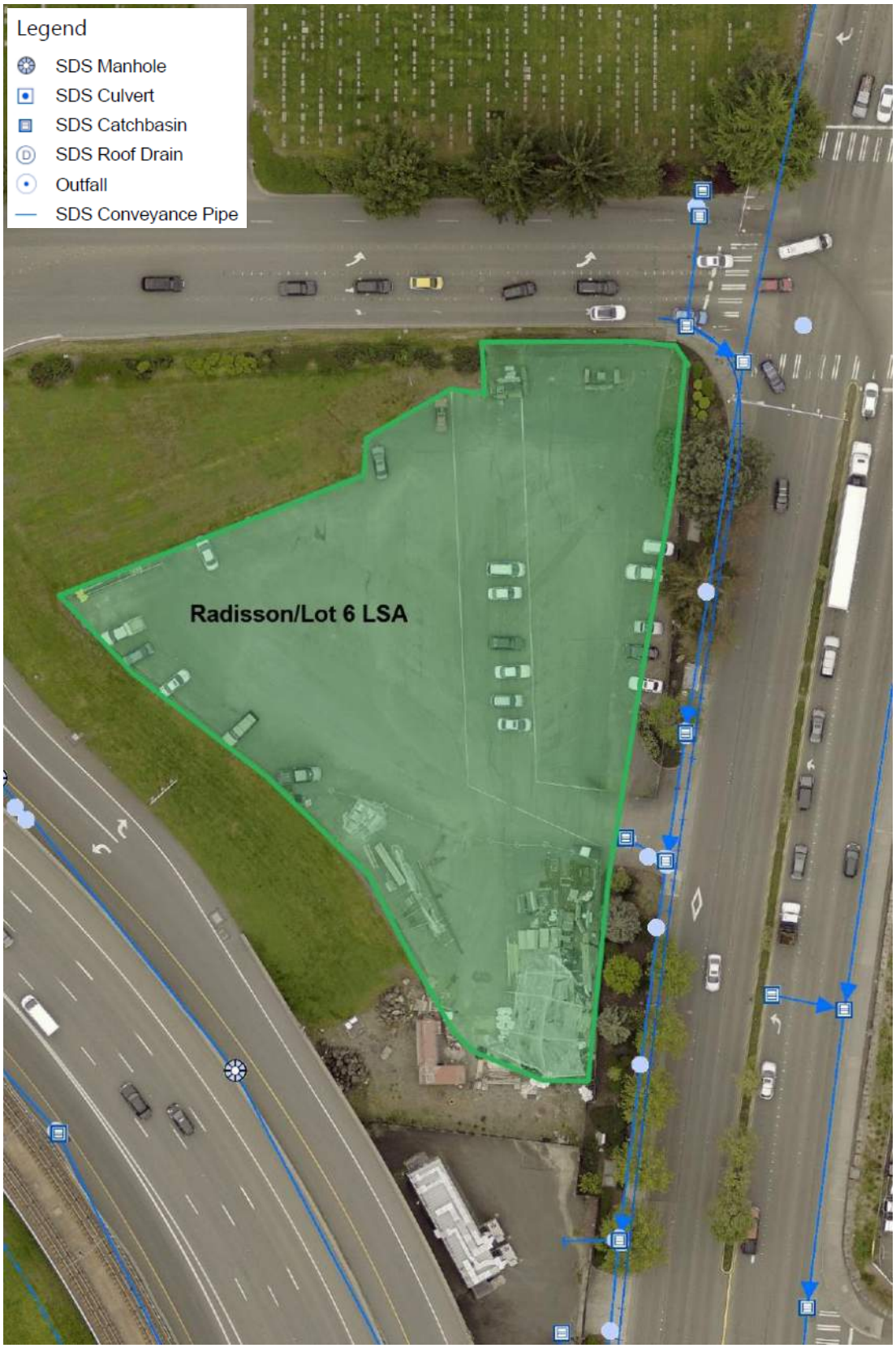


Figure 4. Radisson/Lot 6 LSA Drainage Details

2.2.3 CELL LOT LSA

2.2.3.1 Site Description

The Cell Lot LSA is a gravel lot (0.3 acres) with a defined entrance located within the Des Moines Creek drainage basin. The Cell Lot LSA is located just south of the Cell Phone Waiting Lot, south of 170th Street (between the North and South Airport Expressway Lanes).

See 'Figure 3. Radisson/Lot 6 LSA and Cell Lot LSA Site Layout' above for detailed location of the Cell Lot LSA.

2.2.3.2 Discharge Location

The Cell Lot LSA is 0.3 acres within the 167-acre SDE4 subbasin of Des Moines Creek. The Cell Lot LSA is a slightly elevated gravel lot surrounded by vegetation to the south, east and north, and by an asphalt-paved road to the west. The lot slopes gently to the south and east, away from the adjacent roadway to the west. The majority of stormwater falling on this site infiltrates through the gravel and surrounding vegetation. There is one CB located just below the southeast corner of the elevated LSA, and two CBs in vegetated areas stationed approximately 40 feet east and east-southeast of the Cell Lot LSA, respectively, that would capture any stormwater runoff that does not infiltrate during extremely high runoff events. These CBs are connected to the SDE4 storm drainage system that drains to the SDE4 pond south of the airport. The stormwater captured in the SDE4 pond gets treated through a series of filters before eventual discharge through a bio-swale to Des Moines Creek (Part 3 D10/Part 2 SDE4/S1) outfall). During inspections during heavy rainfalls discharge has never been identified from the Cell Lot LSA. Therefore, the Cell Lot LSA is considered a no discharge site.

See Figure 5 for the drainage details of the Cell Lot LSA, including vegetated areas and catch basin locations.

Figure 5. Cell Lot LSA Drainage Details

2.2.4 WEST LSA

2.2.4.1 Site Description

The West LSA is a gravel lot (0.8 acres) with a defined entrance located within the Walker Creek drainage basin. The West LSA is located just south of the Westside Field Office.

See 'Figure 6. West LSA Site Layout' for detailed location of the West LSA.

Figure 6. West LSA Site Layout

2.2.4.2 Discharge Location

The West LSA is located just outside the SDW2 drainage subbasin of Walker Creek. This LSA is a slightly elevated gravel lot surrounded by vegetation on all sides and is considered a 'No Discharge' site. The lot slopes east and north-east toward vegetated areas where stormwater infiltrates. The nearest catch basin is located approximately 150 feet north of the West LSA, across a paved road with vegetated strips on both sides, inside the curbed Westside Field Office parking lot. Any excess flow during extremely high runoff events that may leave the site would travel north across the roadway to a vegetated swale, east of the Westside Field Office parking lot, where stormwater would infiltrate.

See Figure 7 for the drainage details of the West LSA, including vegetated areas and nearest catch basin locations.

Figure 7. West LSA Drainage Details

2.2.5 NORTH LSA

2.2.5.1 Site Description

The North LSA is on the west end of the North ARFF/Haul Road under the 3rd Runway landing lights, just south of Hwy 518 and east of Des Moines Memorial Drive South and the 518 Pond. The North LSA is 2.9 acres of permeable pavement with a defined entrance on the southern edge at the North Haul Road.

See 'Figure 8. North LSA Site Layout' for detailed location of the North LSA.

Figure 8. North LSA Site Layout

2.2.5.2 Discharge Location

The North LSA is located within the Miller Creek drainage basin. It is paved with permeable asphalt, surrounded by vegetation on all sides, and gently slopes to the southeast. The North LSA is considered a no discharge site as all stormwater infiltrates. Any stormwater that does not infiltrate through the permeable pavement or surrounding vegetated areas (during peak rainfall events), would likely flow south to the North Haul Road then travel east approximately 400 feet before discharging to low lying areas connected to Miller Creek. The permeable asphalt infiltration rate was tested at above 100 inches per hour when built and is unlikely to ever discharge if use restrictions are followed (section 3.1.2.5).

See Figure 9 for the drainage details of the North LSA, including vegetated areas and nearest catch basin locations.

Figure 9. North LSA Drainage Details

SECTION 3: POLLUTION PREVENTION

All contractors that use the LSAs must comply with the Port's Specification 01 50 00 – Temporary Facilities and Controls along with the Port's Specification 01 57 23 – Pollution Prevention, Planning and Execution. Contractors must reserve LSAs, sign off on the appropriate Specifications and have Port approval prior to storing materials onsite.

Specification 01 50 00 sets requirements for limited use of temporary spaces including LSAs. Specification 01 57 23 includes contractor activities and BMPs to ensure pollution prevention is being properly addressed and to protect Port stormwater facilities from illicit discharges. This specification includes BMPs and requirements for the proper handling and storage of chemicals, equipment and vehicle fueling, housekeeping, the identification of contractor contact personnel, and spill prevention and response. Every project undertaken at SEA must have a contractor-prepared PPP that complies with Specification 01 57 23. The PPP must cover applicable BMPs for the construction area and include BMPs that address staging at the reserved space within the LSA. Each PPP is reviewed and approved by Port Engineering and Aviation Environmental personnel prior to the issuance of a Notice to Proceed. Each contractor's PPP must be held onsite at the contractor's office and updated as necessary.

Since LSAs are outside of the defined construction limits of a particular project or used by contractors working on small (less than 1 acre) and/or interior only projects, and to ensure stormwater controls being maintained, certain BMP requirements/restrictions are listed below for each LSA. Weekly inspections of the LSAs are performed by the Port and monitoring of LSA site discharges are conducted in accordance with Section 3 of the Ports NPDES Permit (Ecology 2015).

3.1 BEST MANAGEMENT PRACTICES

As mentioned above, Specification 01 57 23 must be followed, and the Contractor's PPP must be approved prior to operating within an LSA. Minimum BMPs are required at all LSAs and Certain LSAs have restrictions due to their location and receiving water.

3.1.1 MINIMUM BMPS

The Contractors PPP should address stormwater controls and use restrictions at each LSA they operate in including:

- Good housekeeping practices to reduce the potential for stormwater to come into contact with pollutants.
    - Keep pavement free of all debris, sediment, and trash, including cigarette butts.
    - Keep storm drains free of all debris so that stormwater can discharge.
    - Concentrated Materials (e.g. galvanized materials, conduit, etc.) shall be stored elevated off ground, covered and secured.
- Material storage and contractor movement should only take place in designated areas.
- Landscaped areas must always be kept clear of materials and equipment.
- Maintenance activities, cutting or welding should not be performed within LSAs.
- Equipment storage requirements and spill kit requirements for the project shall extend to the LSA.

- All materials requiring a Safety Data Sheet (SDS) shall be stored inside a con-ex box or adequately sized and properly maintained inside secondary containment.
- All Equipment containing fuels or oils that are stored for longer than four hours must have proper drip protection.

3.1.2 LSA USE RESTRICTIONS

The LSAs offer contractors space for laydown of materials and equipment for the duration of a project. These areas are outside of the disturbed activities of the construction site, have been stabilized and are considered to have eliminated risk of erosion. Depending on discharge characteristics of the LSA, certain activities are not allowed to ensure compliance with the SEA's NPDES permit. Other than the minimum BMPs listed above and requirements of Specification 01 57 23, specific use restrictions are listed below for each LSA.

3.1.2.1 Logistics LSA

There are no specific use restrictions for the Logistics LSA.

3.1.2.2 Radisson/Lot 6 LSA

The Radisson/Lot 6 is outside of the Port's drainage basins. There is potential for stormwater to discharge to the City of SeaTac stormwater system. Restrictions for use are placed on this LSA to minimize the potential of stormwater pollutants. The following materials are not allowed within the Radisson/Lot 6 LSA:

- Fuels, liquids or any hazardous materials, including heavy equipment containing fuels/oils.
- Stockpiles or any material that may erode or alter the pH of stormwater.
- Concentrated bulk storage that is uncovered.

3.1.2.3 Cell Lot LSA

There are no specific use restrictions for the Cell Lot LSA.

3.1.2.4 West LSA

There are no specific use restrictions for the West LSA.

3.1.2.5 North LSA

The North LSA is paved with permeable pavement. To protect the integrity of the pavement and infiltration capacity, the following materials and activities are not allowed within the North LSA

- No stockpiling of erodible materials of any kind.
- Contractor shall sweep LSA pavement as needed (or requested) when LSA is in use.
- No storage of liquid waste/fuels/chemicals of any kind.
- Any vehicle or equipment stored for over 4 hours containing fluids (e.g. fuel, hydraulics, coolants, etc.) requires placement of containment beneath for capture of fuel/oil leaks.
- Do not sand, salt or plow during snow or frozen conditions.
- No vehicles or equipment with aggressive treads.
- Vehicles shall not use sharp turn radii (i.e. do not turn your tires while not moving).

- No single axle over 14,000lbs (20,000lb tandem axle) is allowed on any portion of the LSA.
- Long-term storage of heavy material must be on plates to disperse load.
- Material and equipment storage is not allowed within 6-feet of the pavement edge.

3.3 INSPECTIONS

The Port conducts weekly inspections of the contractor's reserved LSA to ensure that BMPs are installed and used correctly, chemicals are stored properly and the BMPs meet the PPP specification requirements. Port inspectors are Certified Erosion Control Leads (CESL). If a project requires a contractor CESCL, the Contractor will provide daily inspections of the LSA.

Whenever an inspection reveals that the descriptions of pollutant sources or the BMPs specified in the PPP are inadequate based on the actual or potential discharge of a significant amount of any pollutant, the PPP will be modified as appropriate. The contractor will implement modifications to the PPP and BMPs per Specification 01 57 23 requirements. Port staff perform annual dry-weather inspections of the Logistics Site in compliance with the Port's NPDES permit (WA-0024651) (Ecology 2015).

3.4 MAINTENANCE

The Port maintains the conveyance system, OWS, bioretention swales, and Logistics Pond for the Logistics LSAs. The Port also maintains the SDE4 stormwater conveyance, pond, filters and outfall location that may receive discharge from the Radisson LSA. There is no stormwater infrastructure within the Radisson/Lot 6, West or North LSAs. The Port maintains the permeable asphalt pavement within the North LSA. These structural BMPs are inspected on a quarterly basis per SEA's SWPPP (Port 2020), and maintenance is performed as needed. It is the contractor's responsibility to maintain BMPs within its reserved space. The applicable BMPs are identified in each contractor's PPP.

3.5 MONITORING

The Port performs stormwater monitoring per its NPDES permit (WA-0024651), Part 3, Monitoring Requirements (Ecology 2015). A monitoring event is triggered when SEA receives 0.5 inch or greater of rain in a 24-hour period. The 24-hour period is defined as being from 8:00 a.m. to 8:00 a.m. (i.e., sampling is undertaken based on the accumulation of 0.5-inch of rain during the previous 24-hour-period at 8 a.m. of a given morning); this is to ensure that sampling is conducted during daylight hours for the safety of field samplers, and if necessary, allows for BMP adjustments or repairs to be completed the same day. The Port's NPDES permit also requires that discharges be monitored upstream and downstream of each outfall discharging stormwater from construction activities to receiving waters. The only outfalls that discharge stormwater from LSAs is from the Logistics Pond SDD06A outfall (D-13 outfall). During extreme rainfalls, there may be potential for the Cell Lot LSA to discharge which would be routed to the SDE4/S1 outfall (D-10 outfall).

The D-13 outfall discharges into a piped section of the east branch of Des Moines Creek. The upstream monitoring location is in the east branch of Des Moines Creek, approximately 190 feet upstream of the D-13 outfall, just prior to the point at which the creek flows into the piped culvert at the former Tyee Golf Course. The downstream monitoring location is at the daylight of the east branch of the Des Moines

Creek culvert, approximately 160 feet downstream of the D-13 outfall. Table 2 summarizes the discharge monitoring parameters and effluent limitations. The Logistics LSA monitoring locations (D-13) are shown on Figure 10.

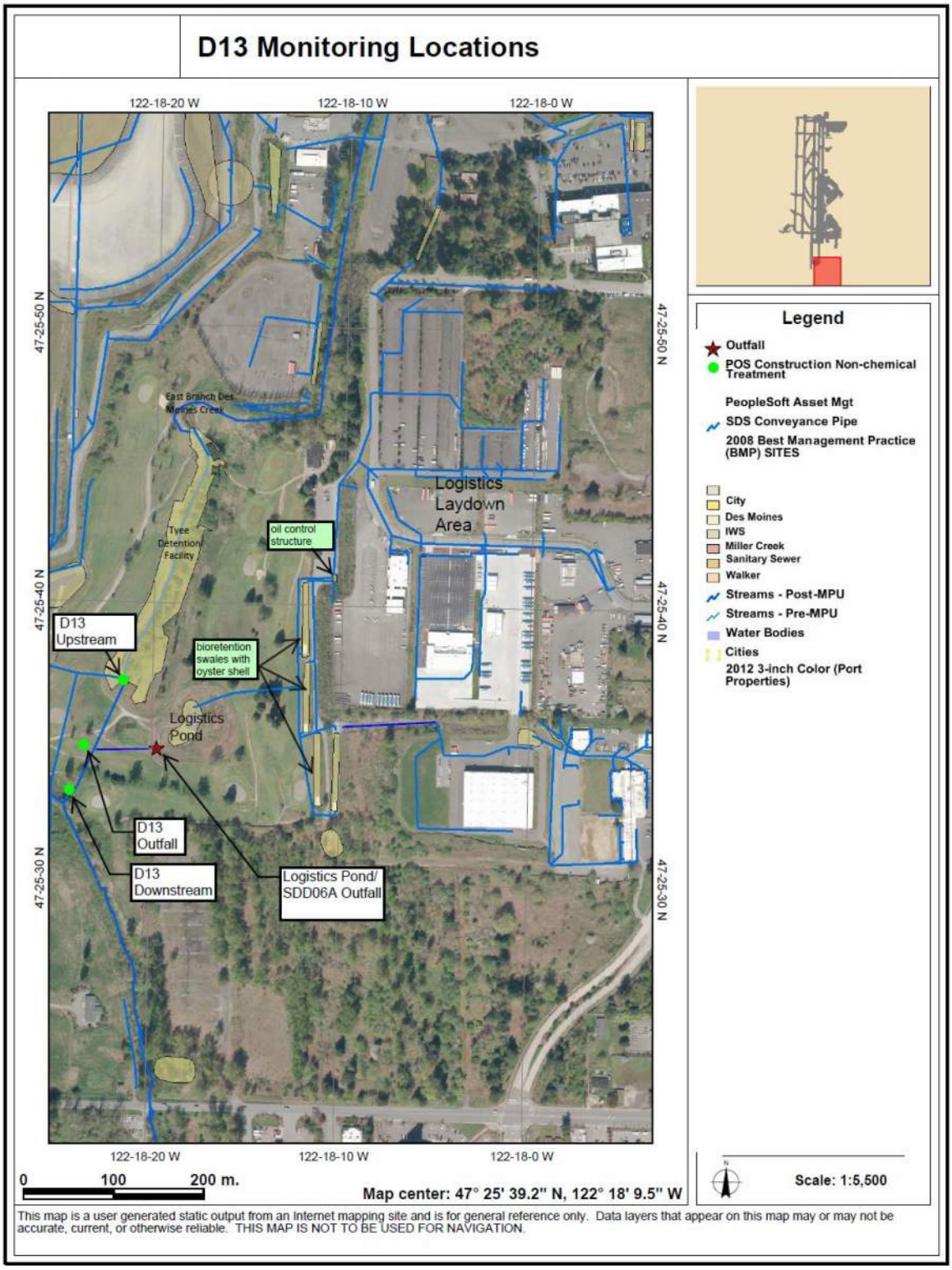


Figure 10. Logistics LSA Monitoring Locations (D-13 Outfall)

The D-10 outfall discharges to the east branch of Des Moines Creek just east of the fuel farm. The upstream monitoring location is in Des Moines Creek, approximately 5 feet upstream of the D-10 outfall, just downstream of where Des Moines Creek exits a piped section. The downstream monitoring location is the Tyee Pond outlet to Des Moines Creek. The Cell Lot LSA is not regularly monitored since it is a no discharge site, however if turbidity exceedances are identified from the D-10 monitoring locations, source tracing to the Cell Lot LSA may be prudent to verify no discharge. The Cell Lot LSA monitoring locations (D-10) are shown on Figure 11.

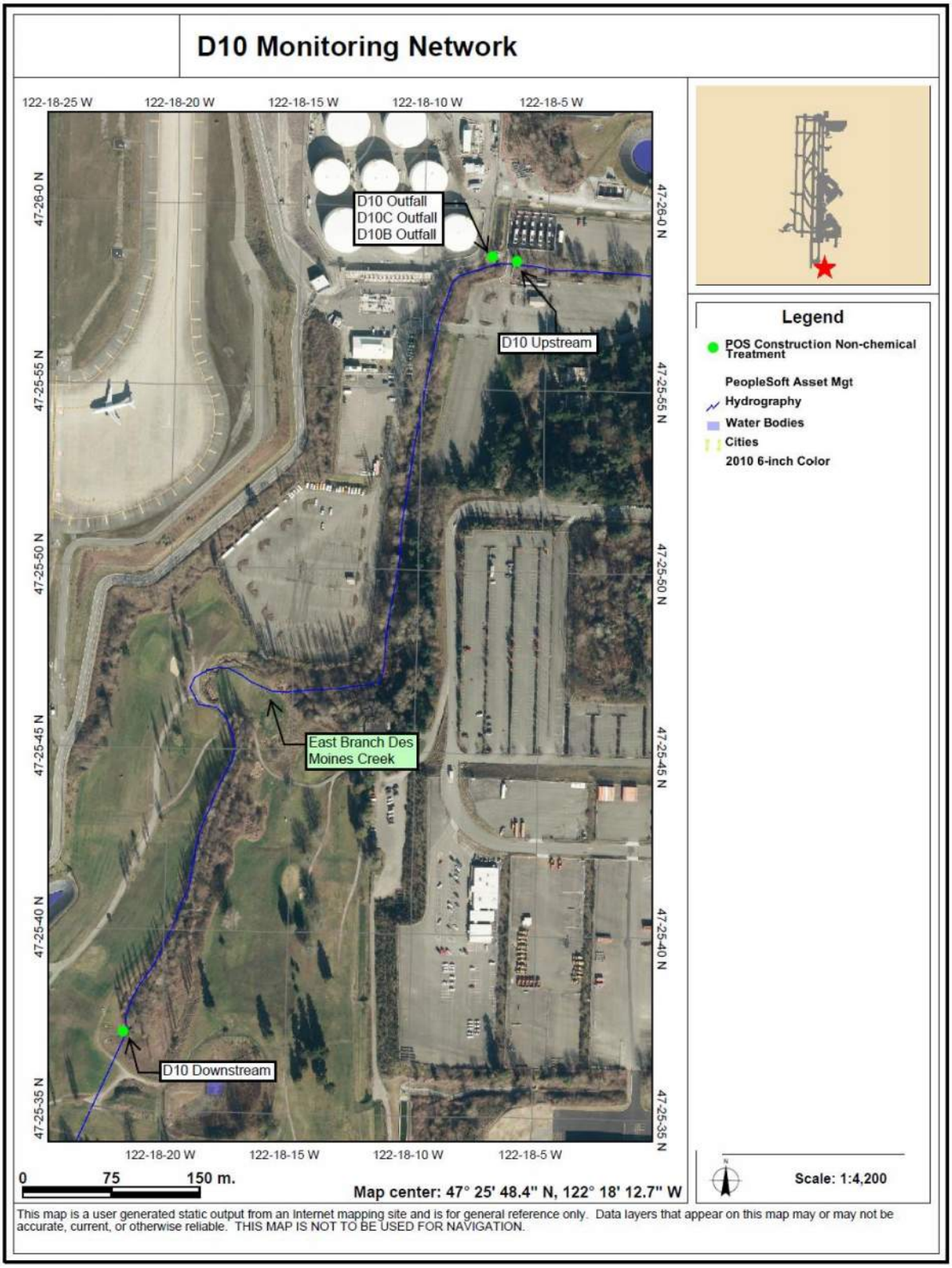


Figure 11. Cell Lot LSA Monitoring Locations (D-10 Outfall)

Table 2 below summarizes the discharge monitoring parameters and effluent limitations.

Table 2. Monitoring Parameters & Effluent Limits

Monitoring Parameter	Effluent Limit
Turbidity [(a)]	5 nephelometric turbidity units (NTU) or 10% increase above background
pH	6.5 to 8.5[(b)]
Total petroleum hydrocarbons (TPH)	5 mg/L[(c)]
Flow	Report

Footnotes:

a. If the background turbidity is 50 NTU or less, the downstream turbidity cannot exceed 5 NTU above background. If the background turbidity is greater than 50 NTU, the downstream turbidity cannot have 10% increase.
b. With the human-caused variation within the above range of less than 0.2 unit.
c. TPH will be measured and sampled only if visible sheen is observed.

Data collected during construction stormwater monitoring events are reported in monthly discharge monitoring reports (DMRs) submitted to Ecology. Additional information is presented in the LSA project-specific monitoring plans which are kept onsite by the Port's Aviation Environmental staff.

3.4 Record Keeping

This SWPPP will not be submitted to Ecology unless requested. The SWPPP, inspection reports, and all other reports required by NPDES permit (WA-0024651), Part 3, Special Condition S6 (Ecology 2015), will be retained for at least 3 years after the date of the closure of the LSAs. During LSA operations, this SWPPP and the BMP inspection reports will be kept onsite by the Port's Aviation Environmental staff. Discharge monitoring reports are submitted to Ecology on a monthly basis by the 28th of the following month.

3.5 Spill Response

In the event of a spill, the contractor must notify the Port's applicable Resident Engineer or call 911 to initiate a spill response. The spill response procedures outlined in the contractor's PPP and the Port's Emergency Spill Response Plan (Appendix A) will be implemented.

Section 4: References

Ecology. 2015. National Pollutant Discharge Elimination System and State Waste Discharge Permit No. WA0024651. Effective Date: January 1, 2016. Washington State Department of Ecology, Bellevue, WA.

Port. 2003. Amendment to: TESC/construction stormwater monitoring plan. Logistic site (103762). Port of Seattle, Seattle, WA.

Port. 2016. Seattle-Tacoma International Airport programmatic construction stormwater pollution prevention plan. Windward Envrionmental, Seattle, WA.

Port. 2020. Seattle-Tacoma International Airport stormwater pollution prevention plan. Port of Seattle, Seattle, WA.

APPENDIX A: Port of Seattle Emergency Spill Response Plan – Laydown Staging Areas (LSAs)


ENVIRONMENTAL SPILL
RESPONSE MAPS
2019
SEATTLE-TACOMA INTERNATIONAL AIRPORT
Port of Seattle
D1
Summer 2019

Port of Seattle

POS EMPLOYEES SPILL RESPONSIBILITIES SEA -TAC AIRPORT

A. Definition of a Spill

1. Any release of material that causes immediate danger to human safety.
2. Any release that enters the Industrial Wastewater System (IWS) or Storm Drainage System (SDS) conveyance system, soil or sanitary sewer.
3. Any release that could affect the normal operations of Seattle Tacoma International Airport (STIA).
4. Any release that could affect human health or the environment.

B. The Following Groups May Report a Spill:

1. POS employees: Fire Department (POS-FD), Maintenance (AV/M), Aviation Environmental (AV/ENV), Airport Duty Manager (ADM) ect.
2. Tenants
3. Consultants
4. Contractors
5. Public

C. Responsibilities of Involved Parties

1. POS-FD - 911 or 787-5380 (from cell phone)

a) Receive notification from any of the potential spill reporting parties.
b) Fire dispatch immediately contacts the ADM of the incident, if notification was not originally received from ADM.
c) Respond to spills and act as Incident Command and first responder.
d) Perform mitigation and communicate hazards to cleanup personnel.
e) Contact AFC or outside contractor to perform in cleanup.
f) Coordinate with AV/ENV to minimize environmental impacts.

2. ADM - 787-4635

a) Receive notification from any of the potential spill reporting parties.
b) Gather all necessary information by completing AV/ENV Environmental Incident Report (EIR) located at the following link: http://collab.portseattle.org/sites/avenvsurfwat/AirportNPDESSWPPP/SWPPPSourceDocumentsLibrary/STIA Environmental Incident Report.docx, or refer to Section D of Spill Responsibilities Plan.
c) Determine if POS-FD should be notified. If you're not sure call and report. If POS-FD is notified document POS-FD run # on Environmental Incident Form.
d) Immediately contact AV/ENV Spill Team via cell phone or Everbridge Paging - Spills. If confirmation phone call response is not received after 5 min. Re-page AV/ENV Spill Team. If still no response use callout roster in Section H.
e) Contact AV/M to help with countermeasures and or cleanup.
f) Verify that all parties are aware of the spill (POS-FD, AV/M, AV/ENV, & POS-PD, ATCT (if necessary). (Refer to Section G of Spill Responsibilities Plan for AV/M call out list)
g) and submit to AV/ENV within 24 hrs via fax 787-6617 or email: Fox.s@portseattle.org

3. Aviation Maintenance (AV/M)

a) Receive notification from ADM or POS-FD of spill.
b) Initiate response procedures, as permissible due to safety concerns.
c) Initiate controls and countermeasures as applicable, coordinate with AV/ENV.
d) Initiate IWTP response procedures, if applicable.
e) Provide cleanup/support to POS-FD or tenant if requested. Generate work request, if applicable.

4. Aviation Environmental (AV/ENV) Spill Team – (See Callout Roster in Section H)

a) After receiving page, call ADM and gather known information about the spill and contact information for personnel on-site.
b) Determine drainage basin(s) affected, facilitate activation of spill controls and countermeasures using AV/ENV Environmental Spill Response Plan. Coordinate with AV/M.
c) Respond to scene, if necessary. Contact on-site personnel to get any updated information.
d) Verify with Incident command personnel how material with be cleaned up.
e) Commence with AV/ENV Environmental Spill Response Plan, including agency notification.

D. ADM must ask the following questions to gather pertinent information. Record on Environmental Incident Report.

1. **Safety**: Ask if there are any injuries and if there is a concern about immediate safety or any threat to themselves or others.
2. Date and Time Spill was reported.
3. Time spill occurred, if known
4. Name of person and contact information from individual reporting spill
5. Name of responsible parties involved, if known (ex. Tenant, contractor)
6. Identify type of material spilled (Jet fuel, deicing fluid, lavatory fluid(biffy)), if known
7. Est. volume of material spilled or area covered by spill.
8. Ask for exact location of spill and equipment involved. If safe, request that reporting party locate nearest drain and read drain label.
9. Ask if spill has reached any drains and if so which ones.
10. Ask if spill reached soil, if so where.
11. Ask current weather conditions.
12. Identify measures taken to contain the spill and secure the area.
13. Instruct caller to stay at site until help arrives (POS-FD or AV/M).

E. Spills that must be reported to the POS-FD, AV/M and AV/ENV

1. ANY FUEL SPILL
2. All Spills other than FUEL defined as the following
   - any unknown material;
   - any material other than fuel with flash point less than 200°F (ex. Solvent cleaners, oil-based paint, paint thinners);
   - any other material regulated as Hazardous under DOT, EPA or any local government agency regulations. (ex. Concentrated soaps, bleach other concentrated cleaners, hazardous waste, used antifreeze).

F. All spills not specified in Section E must be reported to AV/M and AV/ENV

1. All spills not specified in Section E must be reported to AV/M and AV/ENV (ex. Lavatory (Biffy) waste, oil or hydraulic fluid, deicing/anti-icing fluids)

G. AV/M Callout Roster

AV/M Shops utilized to provide cleanup and countermeasure activation.

Airfield Crew (AFC)	787-4490
Boiler Room	787-5475
Electrician Shop	787-5311
IWTP	787-5911

H. AV/ENV Callout Roster

DURING REGULAR BUSINESS HOURS THE FOLLOWING CALL OUT IS IN EFFECT BEGINNING 1/1/2014 (General Airport Coverage)		
ENV Contact	**Work Phone**	**Cell Phone**
1. Bob Duffner	(206) 787-5528	(206) 979-2853
2. Stacy Fox	(206) 787-6182	(206) 465-2446
3. Josh Feigin	(206) 787-6798	(206) 291-4736
4. Sarah Cox	(206) 787-7137	(206) 605-0662
5. Chipper Maney	(206) 787-5516	(206) 914-2139
6. Aaron Moldver	(206)787-5508	(206) 310-7585
7. Chris Milewski	(206) 787-4633	(206) 605-8333
8. Don Robbins	(206) 787-4918	(206) 369-0808

Port of Seattle

POS EMPLOYEES SPILL RESPONSIBILITIES SEA -TAC AIRPORT

A. Definition of a Spill

1. Any release of material that causes immediate danger to human safety.
2. Any release that enters the Industrial Wastewater System (IWS) or Storm Drainage System (SDS) conveyance system, soil or sanitary sewer.
3. Any release that could affect the normal operations of Seattle Tacoma International Airport (STIA).
4. Any release that could affect human health or the environment.

B. The Following Groups May Report a Spill:

1. POS employees: Fire Department (POS-FD), Maintenance (AV/M), Aviation Environmental (AV/ENV), Airport Duty Manager (ADM) ect.
2. Tenants
3. Consultants
4. Contractors
5. Public

C. Responsibilities of Involved Parties

1. POS-FD - 911 or 787-5380 (from cell phone)

a) Receive notification from any of the potential spill reporting parties.
b) Fire dispatch immediately contacts the ADM of the incident, if notification was not originally received from ADM.
c) Respond to spills and act as Incident Command and first responder.
d) Perform mitigation and communicate hazards to cleanup personnel.
e) Contact AFC or outside contractor to perform in cleanup.
f) Coordinate with AV/ENV to minimize environmental impacts.

2. ADM - 787-4635

a) Receive notification from any of the potential spill reporting parties.
b) Gather all necessary information by completing AV/ENV Environmental Incident Report (EIR) located at the following link: **http://collab.portseattle.org/sites/avenvsurfwat/AirportNPDESSWPPP/SWPPPSourceDocumentsLibrary/STIA Environmental Incident Report.docx**, or refer to Section D of Spill Responsibilities Plan.
c) Determine if POS-FD should be notified. If you're not sure call and report. If POS-FD is notified document POS-FD run # on Environmental Incident Form.
d) Immediately contact AV/ENV Spill Team via cell phone or Everbridge Paging - Spills. If confirmation phone call response is not received after 5 min. Re-page AV/ENV Spill Team. If still no response use callout roster in Section H.
e) Contact AV/M to help with countermeasures and or cleanup.
f) Verify that all parties are aware of the spill (POS-FD, AV/M, AV/ENV, & POS-PD, ATCT (if necessary). (Refer to Section G of Spill Responsibilities Plan for AV/M call out list)
g) and submit to AV/ENV within 24 hrs via fax: 787-6617 or email: milewski.c@portseattle.org

3. Aviation Maintenance (AV/M)

a) Receive notification from ADM or POS-FD of spill
b) Initiate response procedures, as permissible due to safety concerns
c) Initiate controls and countermeasures as applicable, coordinate with AV/ENV
d) Initiate IWTP response procedures, if applicable.
e) Provide cleanup/support to POS-FD or tenant if requested. Generate work request, if applicable

4. Aviation Environmental (AV/ENV) Spill Team – (See Callout Roster in Section H)

a) After receiving page, call ADM and gather known information about the spill and contact information for personnel on-site.
b) Determine drainage basin(s) affected, facilitate activation of spill controls and countermeasures using AV/ENV Environmental Spill Response Plan. Coordinate with AV/M.
c) Respond to scene, if necessary. Contact on-site personnel to get any updated information.
d) Verify with Incident command personnel how material with be cleaned up.
e) Commence with AV/ENV Environmental Spill Response Plan, including agency notification.

D. ADM must ask the following questions to gather pertinent information. Record on Environmental Incident Report.

1. **Safety**: Ask if there are any injuries and if there is a concern about immediate safety or any threat to themselves or others.
2. Date and Time Spill was reported.
3. Time spill occurred, if known
4. Name of person and contact information from individual reporting spill
5. Name of responsible parties involved, if known (ex: Tenant, contractor)
6. Identify type of material spilled (Jet fuel, deicing fluid, lavatory fluid(biffy)), if known
7. Est. volume of material spilled or area covered by spill.
8. Ask for exact location of spill and equipment involved. If safe, request that reporting party locate nearest drain and read drain label.
9. Ask if spill has reached any drains and if so which ones.
10. Ask if spill reached soil, if so where.
11. Ask current weather conditions.
12. Identify measures taken to contain the spill and secure the area.
13. Instruct caller to stay at site until help arrives (POS-FD or AV/M)

E. Spills that must be reported to the POS-FD, AV/M and AV/ENV

1. ANY FUEL SPILL
2. All Spills other than FUEL defined as the following
   - any unknown material;
   - any material other than fuel with flash point less than 200°F (ex. Solvent cleaners, oil-based paint, paint thinners);
   - any other material regulated as Hazardous under DOT, EPA or any local government agency regulations. (ex. Concentrated soaps, bleach other concentrated cleaners, hazardous waste, used antifreeze).

F. All spills not specified in Section E must be reported to AV/M and AV/ENV

1. All spills not specified in Section E must be reported to AV/M and AV/ENV (ex. Lavatory (Biffy) waste, oil or hydraulic fluid, deicing/anti-icing fluids)

G. AV/M Callout Roster

AV/M Shops utilized to provide cleanup and countermeasure activation.

Airfield Crew (AFC)	787-4490
Boiler Room	787-5475
Electrician Shop	787-5311
IWTP	787-5911

H. AV/ENV Callout Roster

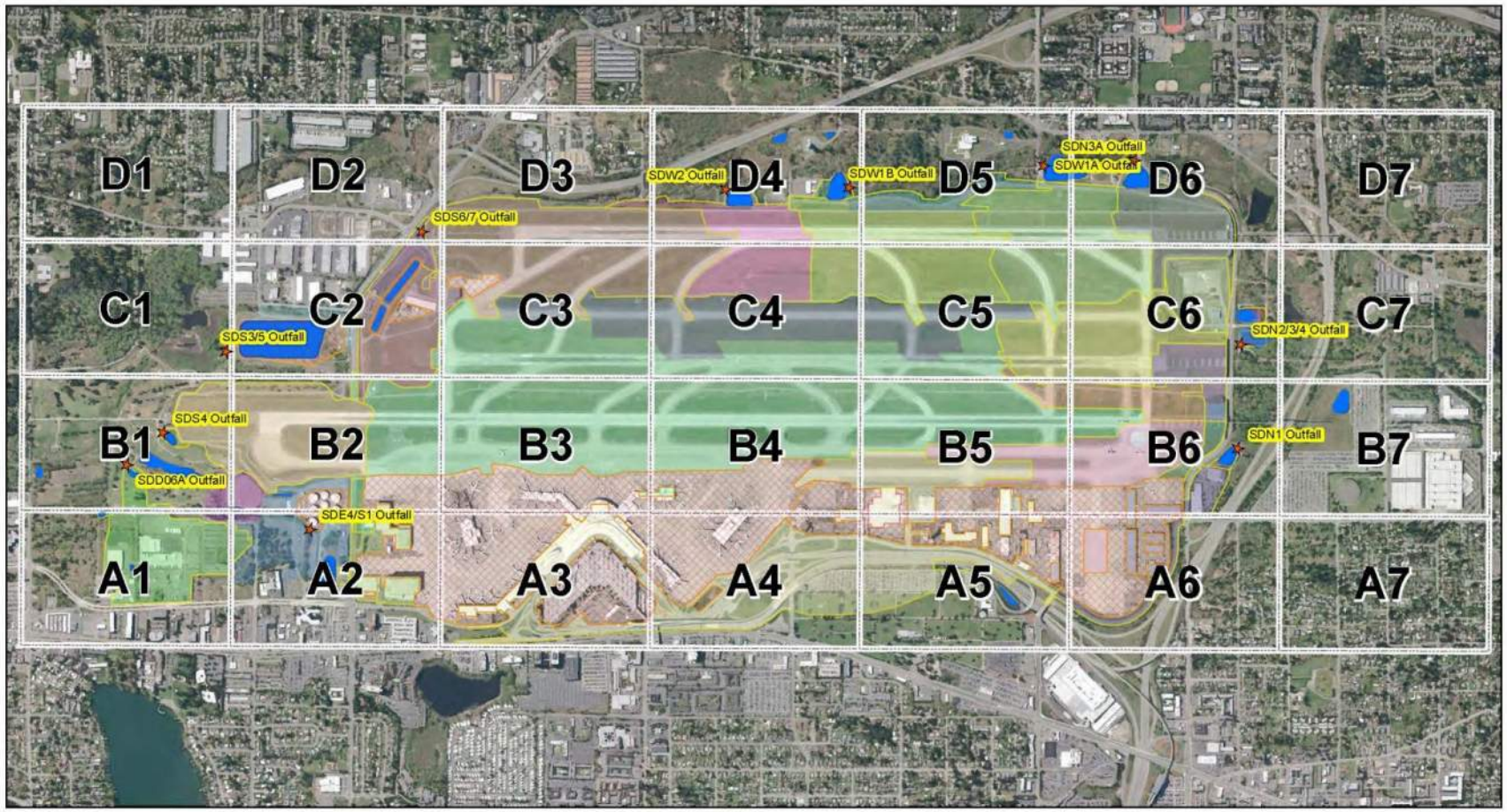
DURING REGULAR BUSINESS HOURS THE FOLLOWING CALL OUT IS IN EFFECT BEGINNING 7/20/2018 (General Airport Coverage)

ENV Contact	Work Phone	Cell Phone
1. Chris Milewski	(206) 787-4633	(206) 605-8333
2. Kurt Marx	(206) 787-4630	(206) 291-5886
3. Josh Feigin	(206) 787-6798	(206) 291-4736
4. Sarah Cox	(206) 787-7137	(206) 605-0682
5. Chipper Maney	(206) 787-5516	(206) 914-2139
6. Greg Ferris	(206)787-6494	(206 637-4710
7. Don Robbins	(206) 787-4918	(206) 369-0808
8. Tiffany Sevilla	(206) 787-3937	(206) 537-0751

EMERGENCY CONTACTS LIST

Port of Seattle Environmental Contacts	Port of Seattle Maintenance Contacts	Federal and State Contacts	Spill Response Contacts	City and Local Contacts
Name: **Chris Milewski, Sr Env Program Mgr** Office: (206) 787-4633 Cell: (206) 605-8333	**IWTP Plant Operator:** **(206) 787-5911**	**National Response Center-USCG** 800-424-8802	**NRC Environmental Services** **800-337-7455 (24 HR Response)** **Brad Schell: (206)** 786-0383	City of SeaTac (206) 973-4800
Name: **Greg Ferris, Environmental Mgmt Spec** Office: (206) 787-6494 Cell: (206) 637-4710	Name: **Paul Shen, Sr F&I ENG** Office: (206) 787-5870 Cell: (206) 617-9813	**Environmental Protection Agency Region 10:** (206) 553-1263	Alternate Response Contractor: CleanHarbors (800)-645-8265	City of Burien (206) 432-4463
Name: **Don Robbins Sr Env Program Mgr** Office: (206) 787-4918 Cell: (206) 369-0808	Name: **Eric Schaefer Manager AV Maint.** Office: (206) 787-4047 Cell: (206) 491-6298	**Washington State Dept. of Ecology**: Spill line: (425) 649-7000	Alternate Response Contractor: DH Environmental (206) 293-3126	City of Des Moines (206) 878-8104
Name: **Sarah Cox, Manager Env Programs** Office: (206) 787-7137 Cell: (206) 605-0662	Name: **Todd Hacke, FC Day Foreman** Office: (206) 787-6893 Cell: (206) 406-5045			City of Tukwila (206) 433-1850
Name: **Josh Feigin, Environmental Mgmt Spec** Office: (206) 787-6798 Cell: (206) 291-4736	Name: **Robbert Gillott Airfield Crew Swing Foreman** Office: (206) 787-4490 Cell: (206) 406-9176			**Midway Sewer District** 206 824-4906
Name: **Chipper Maney, Environmental Mgmt Spec** Office: (206) 787-5516 Cell: (206) 914-2139	Name: **Shawn McCormick , Crew Chief Day** Office: (206) 787-4490 Cell: (206) 310-5699			**King County, Industrial Waste Program** **Weekdays, 206-477-5300** **After HR South Treatment 206-263-1760** **West Point 206-263-3801**
Name: **Tiffany Sevilla, Environmental Mgmt Spec** Office: (206) 787-5516 Cell: (206) 914-2139	Name: **Angie Schmitke , Mgr AV Maint** Office: (206) 787-4832 Cell: (206) 348-9658			**Valley View Sewer District** Weekdays, 8am – 5pm 206-242-3235 After 5pm and Weekends 206-501-8158
	AV/M services line: (206) 787-5406			Swissport Fueling INC. 2350 S 190th St. 206-246-0407
Port of Seattle Fire Department: (206) 787-5380 Port of Seattle Police Department: (206) 787-5401	**Boiler Room (206) 787-5406**			
Airport Duty Manager (ADM): (206) 787-4685				
Airport Communication Center (ACC): (206) 787-5229				

Updated: 4/15/2020



Port of Seattle

Spill Response Grid Key

N

V:\AV-Environmental\GIS DATA\GIS Projects

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID A1

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental will notify the Department of Ecology Spill line 1-425-649-7000 for spills that are in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID A1

SDS DRAINS ARE STENCILED WHITE

Des Moines Creek Drainage Basin (Subbasin: SDD05B, SDD06A)

Examples of Drainage Areas:

- AV/M Distribution Center Warehouse
- Logistics Construction Lay-Down Areas
- Bus Maintenance Facility
- PCS Yard
- Learning Center
- Port Stormwater Lab

Did the Spill Enter East Tributary of Des Moines Creek, or conveyance leading to it?

NO,

Initiate Cleanup with booms and pads.

YES,

Immediate notification of the appropriate Agencies by Water Resources Manager or other Designee.

Respond downstream of spill with booms and pads to attempt to contain spill. Implement all available countermeasures with affected basins. Contact Spill Response Contractor if necessary. Call for Vacuum and/or Vactor truck.

Stormwater Spill Control Countermeasures located in Subbasin:

Location: Subbasin SDD06A

Type: Logistics Construction Oil Water Separator

Reference: STIA 0006 (const)


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Airfield Topo
Wetlands_2014
Spill Kit Materials
Haz-Mat Storage
SPCC-TANKS
Creek
Stormwater BMP
Subbasin
SDD05AX
SDD05B
SDD06A
LOGISTICS
Bus Maintenance Facility
DISTRIBUTION CENTER WAREHOUSE
PCS YARD
EPA ID #
WAH 000017301
CNG STATION
Learning Center
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
A1

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID B1

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID B1

SDS DRAINS ARE STENCILED WHITE

Des Moines Creek Drainage Basin (Subbasin: SDS4, SDD05A)

Examples of Drainage Areas:

- Logistics parking
- South End of Airfield/Runway 34R
- Tyee Pond
- Distribution Center
- Tyee Golf Course

Did the Spill Enter the SDS Conveyance System?

NO,
Initiate Cleanup with booms and pads.

YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary

RESPOND AT SDS4 POND FOR SPILL IN SDS4 BASIN.

Did the Spill Enter Tributary of Des Moines Creek?

NO,

Initiate cleanup with booms and pads.

YES,

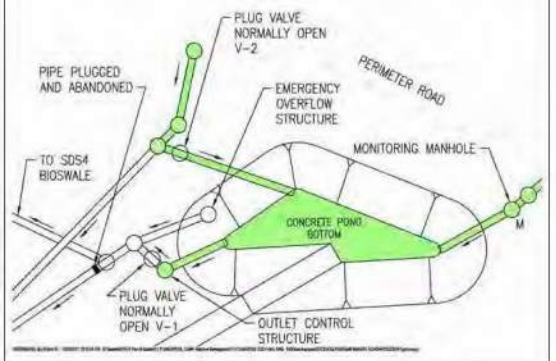
Immediate notification to the appropriate Agencies by Water Resources Manager or other designee.

Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. Call for Vactor and/or Vacuum truck.

Stormwater Spill Control Countermeasures Located in Subbasin:

Under an emergency spill condition, valves located at the SDS4 Pond can be configured to capture the spill and allow time for cleanup and removal of the spilled material. A schematic of this operation is presented in Diagram 5-13. Additional operation figures for SDS4 can be found in **Appendix A, page 35.**

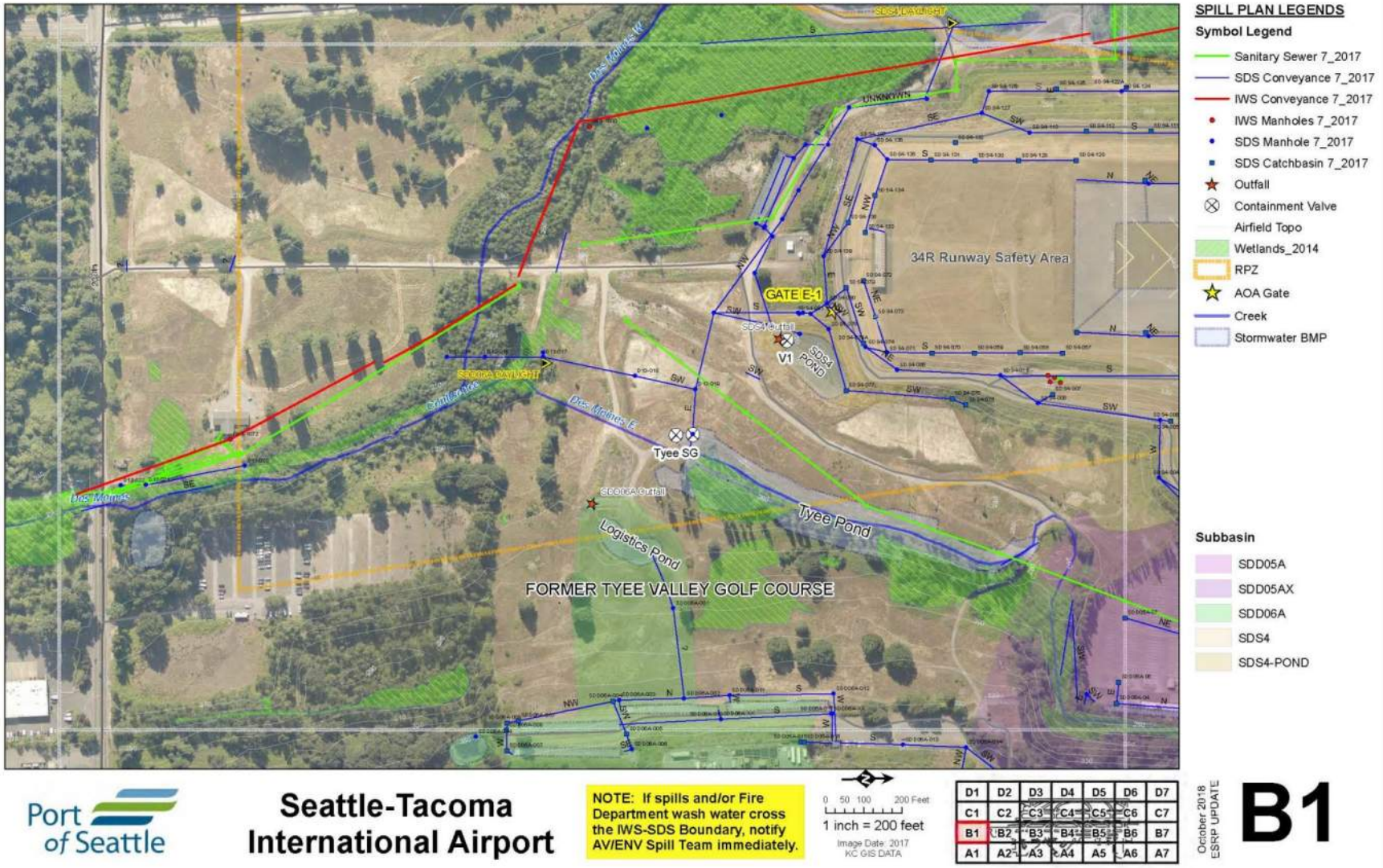
Diagram 5-13. SDS4 Pond Configuration During Spill Containment



Item	Description	Operational Setting	Comments
V-2	Inlet Plug Valve	Open	Keep open to capture spill in pond.
M	Secondary Inlet		This pipe drains a small area and is always open
V-1	Outlet Plug Valve	Open	Close to contain spill in pond.

NOTE: Prior to closing any valves check with AV/ENV to verify adequate storage capacity is available in pond to contain spill. After valves have been closed, pond levels must be monitored to prevent unanticipated bypass or discharge from overflow structures.

*NOTE: **The SDS4 pond has a** relatively small capacity and can bypass if weather conditions are severe.*


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
IWS Conveyance 7_2017
IWS Manholes 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Outfall
Containment Valve
Airfield Topo
Wetlands_2014
RPZ
AOA Gate
Creek
Stormwater BMP
Subbasin
SDD05A
SDD05AX
SDD06A
SDS4
SDS4-POND
34R Runway Safety Area
GATE E-1
V1
SDS4 POND
Tyee SG
Tyee Pond
Logistics Pond
FORMER TYEE VALLEY GOLF COURSE
Des Moines
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
October 2018
ESRP UPDATE
B1

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID A4

Spill To IWS Drainage Basin

Port Fire Department will make initial response and mitigate hazard.

Port Fire Department may wash material into IWS.

ADM: notify IWTP that spill has occurred, and volumes. ENV: verify that IWTP was alerted to spill.

IWTP Operators determine IWS Spill control:

Segregate contaminated portions of IWS, divert flow to Lagoon 1 or Lagoon 2 (avoid Lagoon 3).

Is there a threat of Lagoon Overflow?

YES,

IWTP Operators Implement IWS Overflow Contingency Plan in IWS O&M Manual (Manual located at the IWTP).

NO,

Implement recovery from Lagoon, or process as necessary. AV/ENV contact Spill Response Contractors if necessary.

IF SUFFICIENT VOLUMES OF FUEL CAN BE RECOVERED IN LAGOONS, SPILL RESPONSE CONTRACTORS OR AV/M SHOULD BE CALLED TO RECOVER AND RECYCLE FUEL (WHICH WILL HELP MITIGATE POTENTIAL ODOR ISSUES).

IWS DRAINS ARE STENCILED ORANGE

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental will notify the Department of Ecology Spill line 1-425-649-7000 for spills that are in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID A4

SDS DRAINS ARE STENCILED WHITE

Des Moines Creek Drainage Basin (Subbasin: SDE4)

Examples of Drainage Areas:

- Air Cargo Road
- Airport Upper Drive-Arrivals
- Lower Terminal Drives-Departures
- Doug Fox Lot
- Cell phone waiting lot. Radisson Lot/ North Substation

Did the Spill Enter the SDS Drainage Conveyance?

NO,

Initiate Cleanup with booms and pads.

YES,

Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.

MAJOR STORMWATER INFRASTRUCTURE

Location: Immediately west of the South Holding Lot and near the southwest intersection of S 188th Street and 28th Avenue N.

TYPE: SDE4 Pond and Filter Vault (requires AP-4 key).

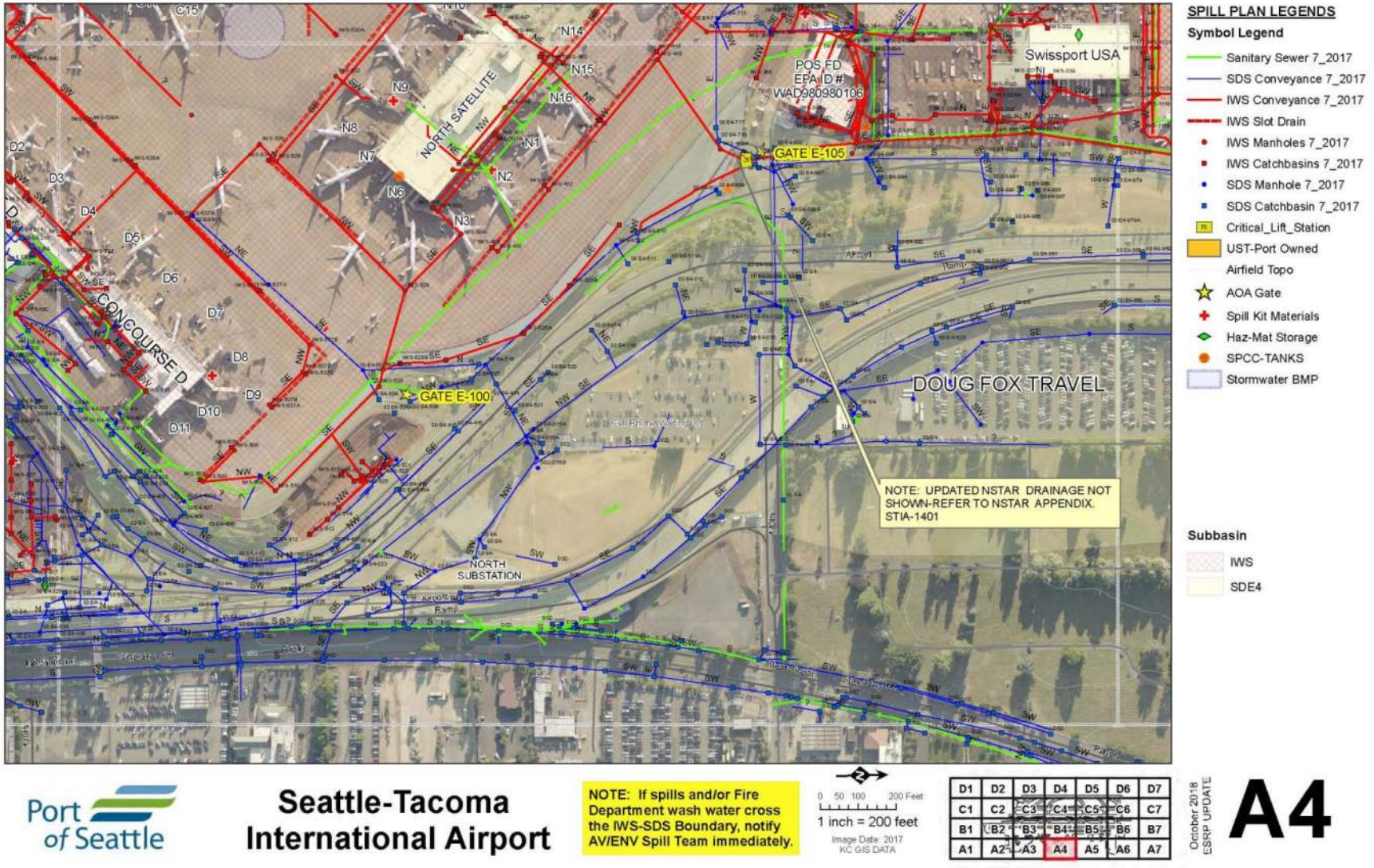
If a spill occurs in the SDE4 basin and enters the Port Conveyance system, it is possible to capture the spill within the SDE4 Pond. Under an emergency spill condition, activities in the SDE4 Pond, the WQ Vault, and the gate valve within MH5 must be coordinated to contain the spill in the pond and allow time for removal of the spill and cleanup of the contaminated material. The steps defined in Diagram 5-2 must occur to isolate potentially contaminated runoff within the pond. Additional operational diagrams for SDE4 can be found in **Appendix A, page 7.**

Stormwater Spill Control Countermeasures Located in Subbasin:

Diagram 5-2 SE Pond Configuration During Spill Containment

Item	Description	Operational Setting	Comments
G1	30-inch Inlet Slide Gate	Closed	
G2	42-inch Overflow Slide Gate	Closed	
G3	42-inch Effluent Slide Gate	Closed or Open	When Gate G3 is closed, flows will go from the High Flow Bypass Channel, to the Influent Channels, and then through the Cells for Treatment. If Gate G3 is opened, flows bypassing the pond will also bypass any treatment within the WQ Vault.
V1	6-inch Gate Valve	Closed	
GMH5	54-inch Slide Gate	Open	This gate should remain open to allow the spill to enter the pond for containment.
	30-inch Inlet		Flows will backup in this pipeline behind Gate G1.
	36-inch High Flow		If the Pond elevation is >312.50, flows will back up in this pipeline behind Gate G2.
	42-inch Overflow		If the Pond elevation is >321.00, flows will back up in this pipeline behind Gate G2.
	24-inch Bypass		
V2	8-inch Plug Valve	Closed	
G4	12-inch Slide Gate	Initial setting: 2-inch opening above invert	When V2 is open, field adjust G4 opening as needed to minimize/prevent surface water flow in swale.

NOTE: Prior to closing any valves check with AV/ENV to verify adequate storage capacity is available in pond to contain spill. After valves have been closed, pond levels must be monitored to prevent unanticipated bypass or discharge from overflow structures.


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
IWS Conveyance 7_2017
IWS Slot Drain
IWS Manholes 7_2017
IWS Catchbasins 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Critical_Lift_Station
UST-Port Owned
Airfield Topo
AOA Gate
Spill Kit Materials
Haz-Mat Storage
SPCC-TANKS
Stormwater BMP
Subbasin
IWS
SDE4
NORTH SATELLITE
CONCOURSE D
GATE E-100
GATE E-105
POS FD
EPA ID #
WAD980980106
Swissport USA
DOUG FOX TRAVEL
NORTH SUBSTATION
NOTE: UPDATED NSTAR DRAINAGE NOT SHOWN-REFER TO NSTAR APPENDIX. STIA-1401
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
A4

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID D4

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID D4

SDS DRAINS ARE STENCILED WHITE

Des Moines Creek Drainage Basin (Subbasin: SDS6/7)

Examples of Drainage Areas:

- Taxiway J, N, P
- Airfield/Runway16R/ 34L
- Perimeter Road

Did the Spill Enter the SDS?
NO,
Initiate cleanup with booms and pads.
YES,
Identify drainage Subbasin. Respond downstream of spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.
Did the Spill Enter the West Tributary of Des Moines Creek?
NO,
Initiate cleanup with booms and pads.
YES,
Immediate notification of the appropriate Agencies by Water Resources Manager or other designee.
Respond downstream of spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. Call for Vactor and/or Vacuum truck.

Miller Creek Drainage Basin (Subbasin SDW1B)

Examples of Drainage Areas:

- Runway 16R/34L
- Taxiway J, N

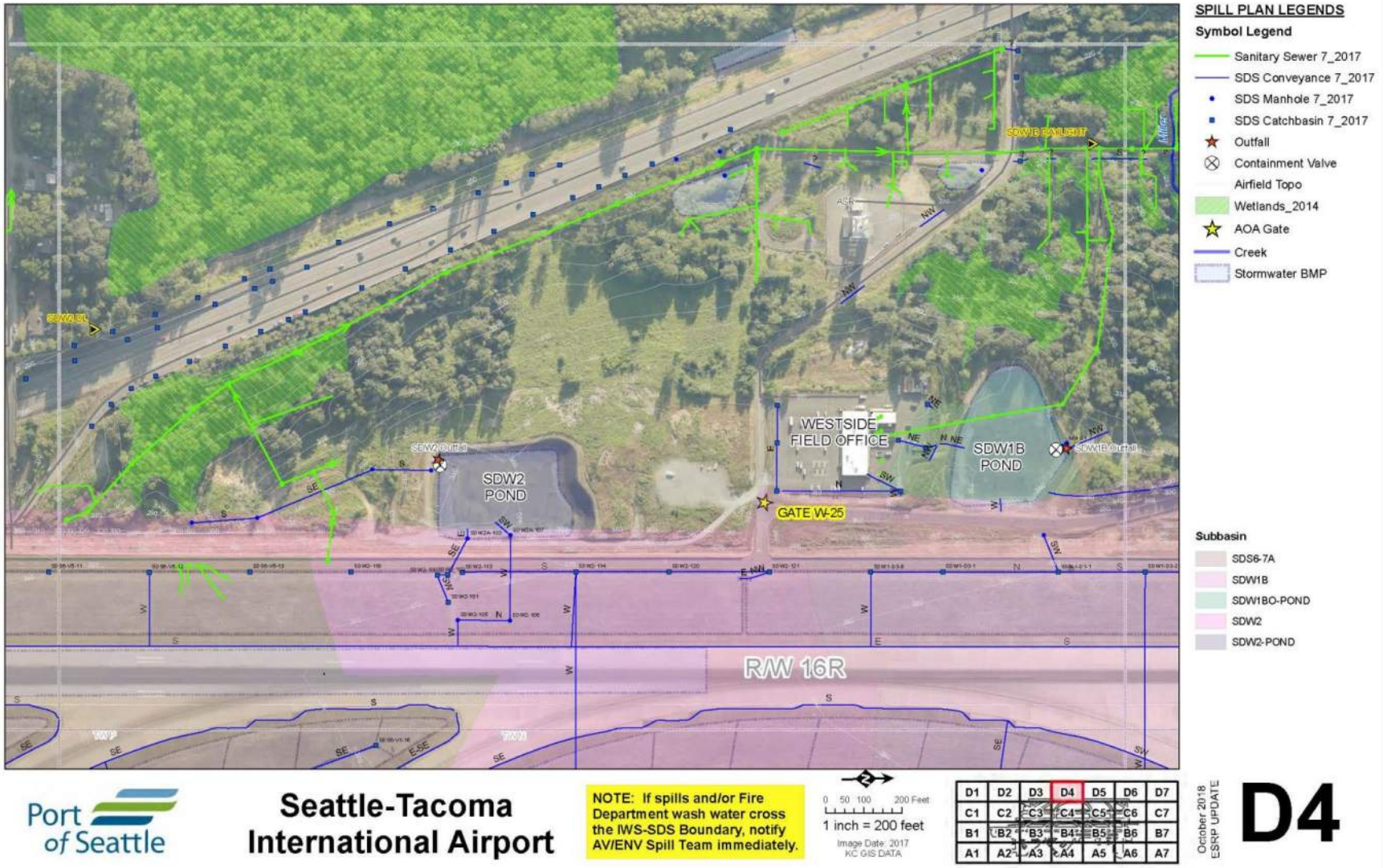
Did the Spill Enter the SDS Drainage Conveyance?
NO,
Initiate cleanup with booms and pads.
YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.

Pond SDW1B (Pond D) be configured to contain spills that occur on the west side of the Airfield, see **Appendix A, pages 23** for operational diagrams.
Did the Spill Enter Miller Creek?
NO,
Initiate cleanup with booms and pads.
YES,
Immediate notification of the appropriate Agencies by Water Resources Manager or other designee.
Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. Call for Vactor and/or Vacuum truck.

Walker Creek Drainage Basin (Subbasin SDW2)

Did the Spill Enter the SDS Drainage Conveyance?
NO,
Initiate cleanup with booms and pads.
YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.
Pond SDW2 (Pond F) be configured to contain spills that occur on the west side of the airfield. See **Appendix A, pages 27** for operational diagrams.

Did the Spill Enter Walker Creek?
NO,
Initiate cleanup with booms and pads.
YES,
Immediate notification of the appropriate Agencies by Water Resources Manager or other designee.
Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. Call for Vactor and/or Vacuum truck.


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Outfall
Containment Valve
Airfield Topo
Wetlands_2014
AOA Gate
Creek
Stormwater BMP
WESTSIDE FIELD OFFICE
SDW2 POND
SDW1B POND
GATE W-25
R/W 16R
Subbasin
SDS6-7A
SDW1B
SDW1BO-POND
SDW2
SDW2-POND
Port of Seattle
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
D4

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID C6

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID C6

SDS DRAINS ARE STENCILED WHITE

Miller Creek Drainage Basin (Subbasin: SDN3, SDN3A, SDN3X, SDW1A)

Examples of Drainage Areas:

- Airfield , Taxiway C, D, T, Z
- North End of Airfield/Runway 16C
- Olympic Road
- Batch Plant/Lighting Vault

Did the Spill Enter the SDS Drainage Conveyance?

NO,
Initiate cleanup with booms and pads.

YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.

Respond at the SDN3A Pond (Pond C) for spill in the SDN3A basin (requires AP-4 Key). Figures for SDN3A pond can be found in **Appendix A, page 31.**

Will Spill reach Miller Creek via SDN3 or SDN3X?

Yes,
Close gate valve at Miller Creek Detention Facility (MCDF), east end of Lora lake. Initiate cleanup with booms and pads. Call for vacuum truck at MCDF.

Will the Spill travel Past the MCDF?

Yes,
Immediate notification to the appropriate Agencies by Water Resources Manager or other designee. Respond downstream of spill with boom and pads to attempt to contain spill.

No,
Initiate cleanup with booms and pads. Call for vacuum truck at MCDF.

Miller Creek Drainage Basin (continued) (Subbasin SDW1A)

Examples of Drainage Areas:

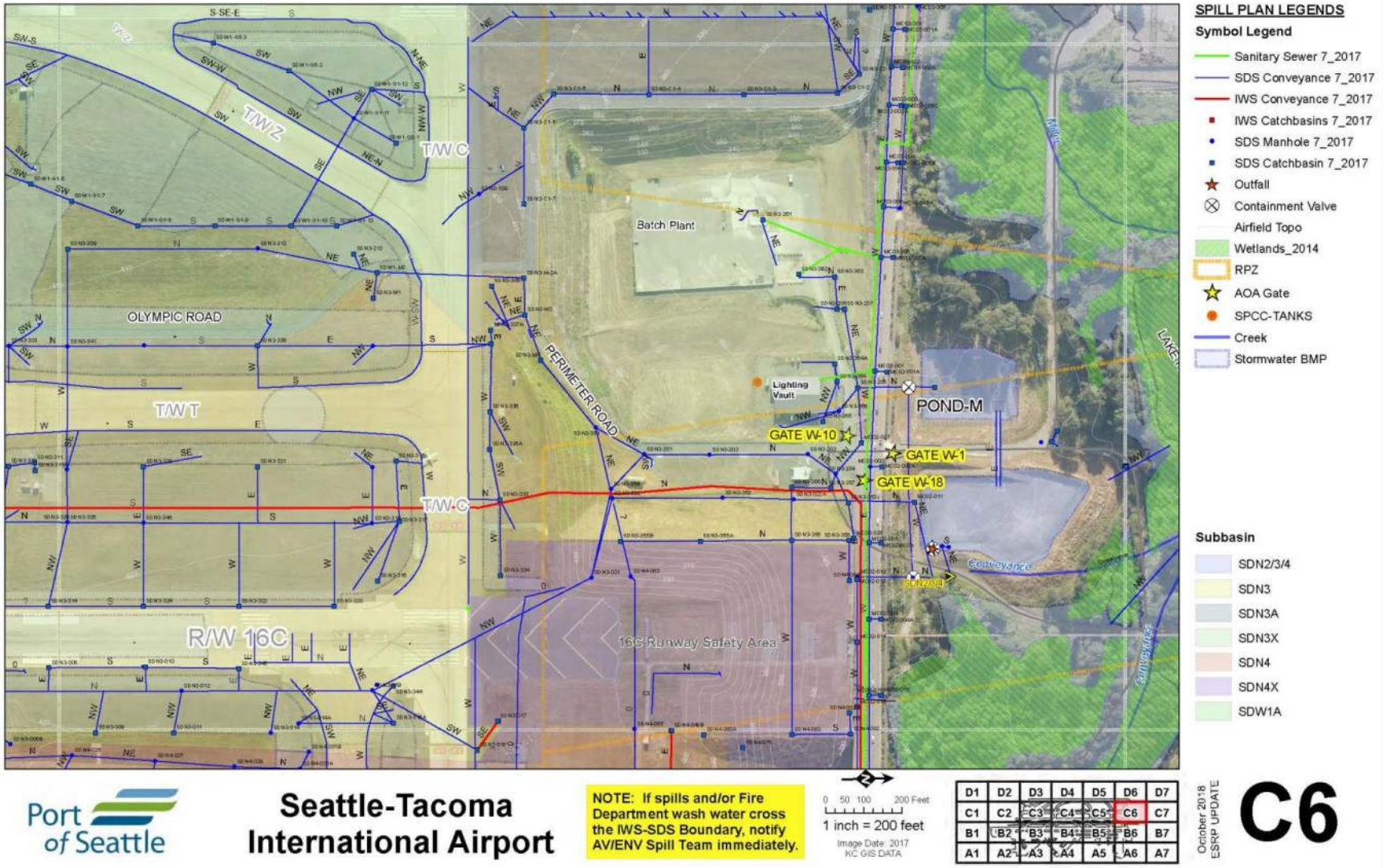
- Airfield , Taxiway C, Z
- Airfield/Runway 16C
- Olympic Road

Did the Spill Enter the SDS Drainage Conveyance?

NO,
Initiate cleanup with booms and pads.

YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.

Respond at the SDW1A Pond (Pond G) for spill in the SDW1A basin. The SDW1A Pond can be configured to contain spills that occur on the west side of the airfield (requires AP-4 Key). Figures for SD1A pond can be found in **Appendix A, page 19.**


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
IWS Conveyance 7_2017
IWS Catchbasins 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Outfall
Containment Valve
Airfield Topo
Wetlands_2014
RPZ
AOA Gate
SPCC-TANKS
Creek
Stormwater BMP
Subbasin
SDN2/3/4
SDN3
SDN3A
SDN3X
SDN4
SDN4X
SDW1A
OLYMPIC ROAD
T/W Z
T/W C
T/W T
R/W 16C
Batch Plant
PERIMETER ROAD
Lighting Vault
POND-M
GATE W-10
GATE W-1
GATE W-18
16C Runway Safety Area
Conveyance
Port of Seattle
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
C6

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN NOTIFY: Airport Duty Manager (ADM): (206) 787-4635 Port Fire Department: (206) 787-5380 IWTP Operator: (206) 787-5911 ***ADM-Notify AV/ENV Response Spill Team via Send Word Now***	**SPILL RESPONSE PROCEDURES - GRID C7**		
	General Spill Response Port Fire Department will conduct initial response and mitigate hazard as necessary. **Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.** ***Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?*** **YES - Spill contained,** Countermeasures available: Port Fire Department may wash material into IWS if possible and safe. If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads. Airfield Crew to dike or block all nearby storm drains, if safe. **NO - Spill has reached waters of the State** ***Which drainage basin will spill flow to?*** Refer to drainage maps. **If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.**	STORM DRAINAGE BASIN(S) – GRID C7 **SDS DRAINS ARE STENCILED WHITE**	
		Miller Creek Drainage Basin **(Subbasin: MC02 MC03, MC05, MC06)**	
		Examples of Drainage Areas: • SR 518 • Ball Fields ***Did the Spill Enter the SDS Drainage Conveyance?*** **NO,** Initiate cleanup with booms and pads. **YES,** Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary ***Can the spill be contained at Lake Reba?*** **Yes,** Close gate at Lake Reba Detention Facility Gate Valve Refer to Lake Reba Detention Facility closure Procedure **Appendix B**. Call for vacuum truck at Lake Reba facility. **No,** ***Will Spill reach Miller Creek?*** **Yes,** Close gate valve at Miller Creek Detention Facility (MCDF), east end of Lora lake. Initiate cleanup with booms and pads. Call for vacuum truck at MCDF. ***Will the Spill travel Past the MCDF?*** **Yes,** Immediate notification to the appropriate Agencies by Water Resources Manager or other designee. Respond downstream of spill with boom and pads to attempt to contain spill. **No,** Initiate cleanup with booms and pads. Call for vacuum truck at MCDF.	


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Airfield Topo
Wetlands_2014
RPZ
Creek
Stormwater BMP
Subbasin
Miller
Miller Creek
Conveyance
LAKE REBA
Des Moines Memorial
141th
Port of Seattle
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
C7

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN

NOTIFY: Airport Duty Manager (ADM): (206) 787-4635
Port Fire Department: (206) 787-5380
IWTP Operator: (206) 787-5911
ADM-Notify AV/ENV Response Spill Team via Send Word Now

SPILL RESPONSE PROCEDURES - GRID D6

General Spill Response

Port Fire Department will conduct initial response and mitigate hazard as necessary.

Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. **On-call ENV personnel must get spill report number from DOE.**

Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?

YES - Spill contained,

Countermeasures available:

Port Fire Department may wash material into IWS if possible and safe.

If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads.

Airfield Crew to dike or block all nearby storm drains, if safe.

NO - Spill has reached waters of the State

Which drainage basin will spill flow to?

Refer to drainage maps.

If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.

STORM DRAINAGE BASIN(S) – GRID D6

SDS DRAINS ARE STENCILED WHITE

Miller Creek Drainage Basin (Subbasin: SDW1A, SDN3A)

Examples of Drainage Areas:

- Runway 16R
- Taxiway C, E, J, Z
- Pacific Road
- Perimeter Road

Did the spill enter the SDS Drainage Conveyance?

NO,
Initiate cleanup with booms and pads.

YES,
Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary.

RESPOND TO THE SDW1APOND (Pond G) for spills in the SDW1A Basin. Pond diagrams are in Appendix A, page 19.

RESPOND TO THE SDN3A POND (Pond C) for spills in the SDN3A Basin. Pond diagrams are in Appendix A, page 31.

Did the Spill Enter Miller Creek?

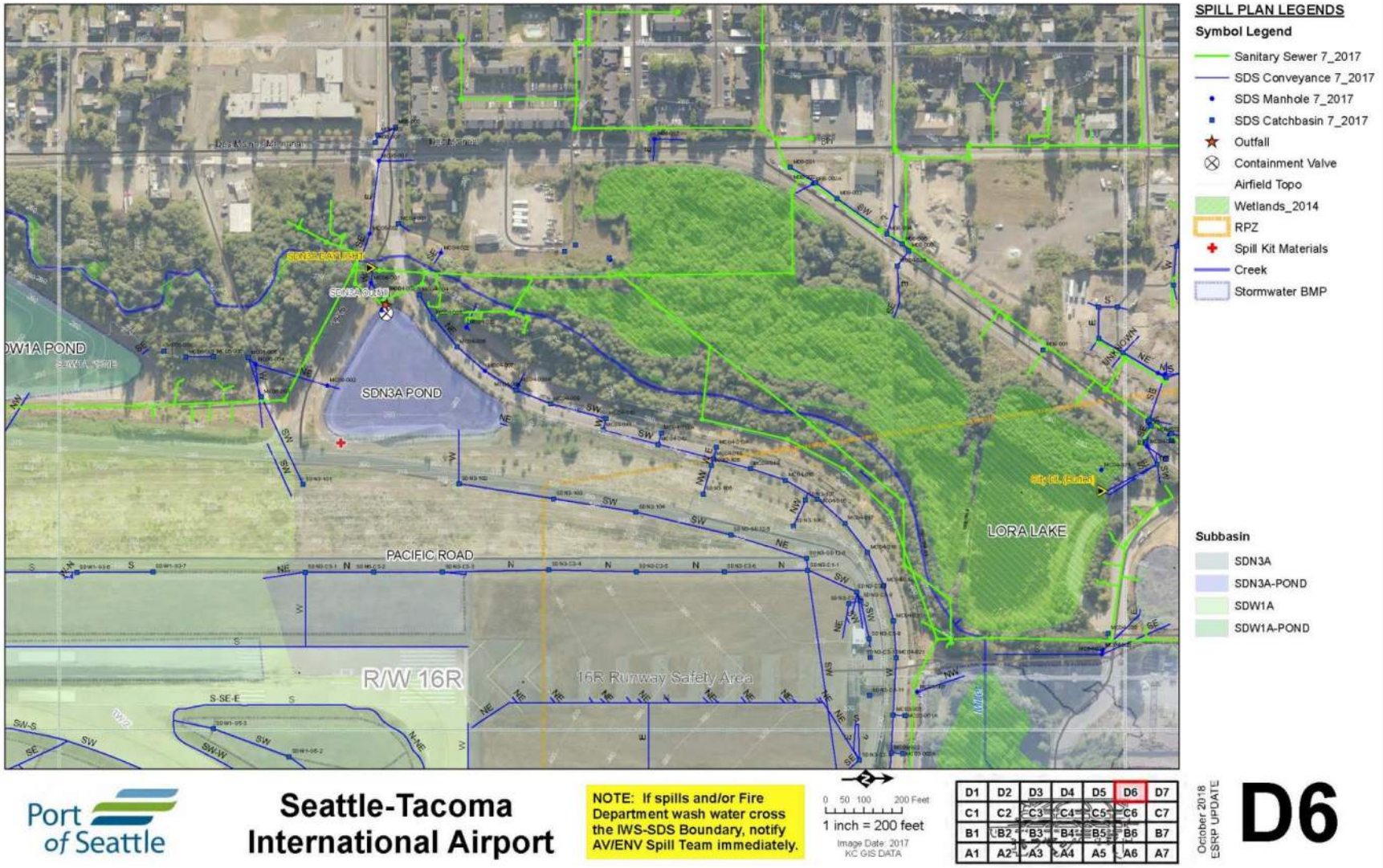
NO,
Initiate Cleanup with booms and pads.

YES,
Immediate notification of the appropriate Agencies by Water Resources Manager or other designee.

Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. Call for Vactor and/or Vacuum truck.

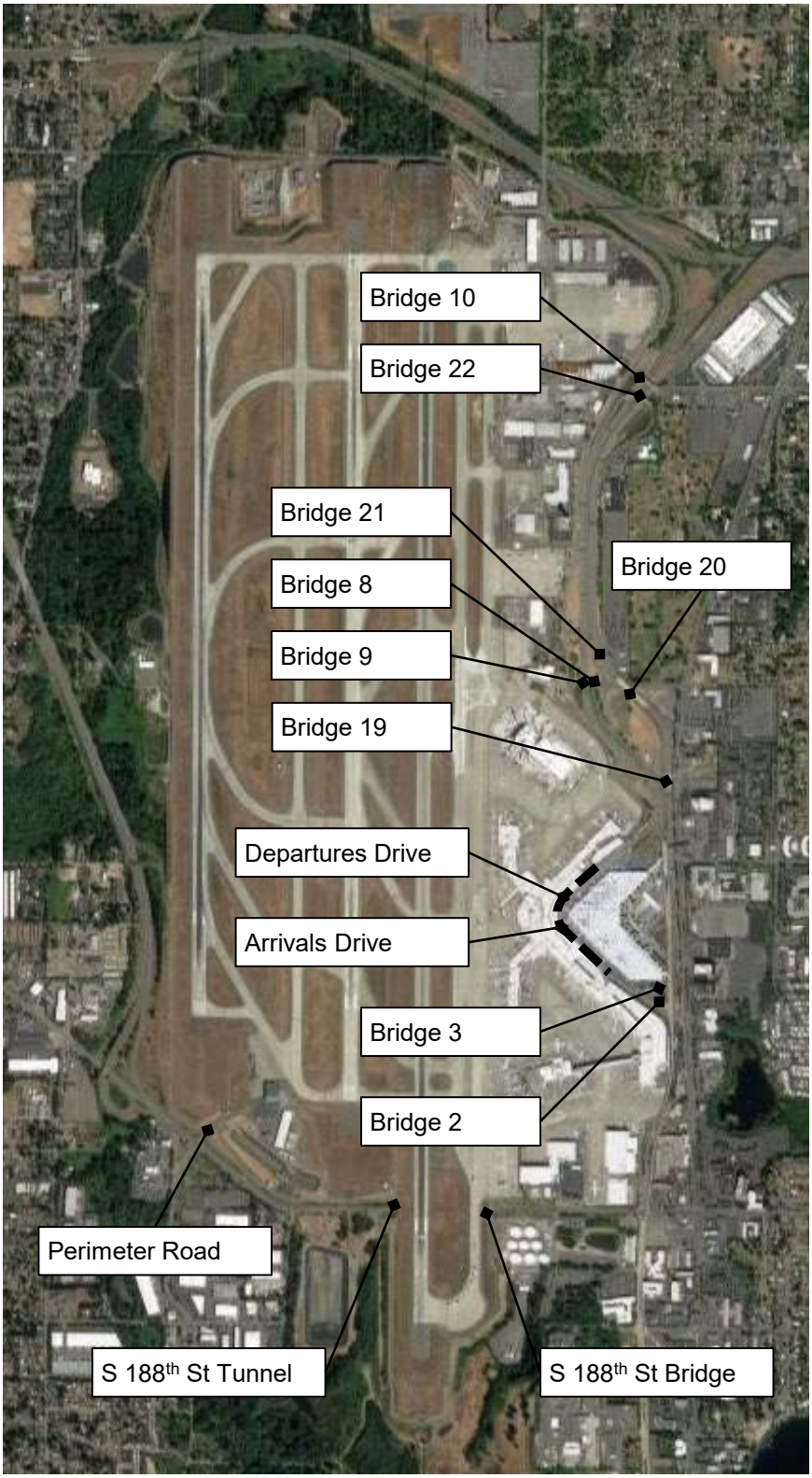
Pond SDN3A (Pond C), SDW1A (Pond G) Valve Configuration

TURN VALVE COUNTER CLOCKWISE TO CLOSE


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Outfall
Containment Valve
Airfield Topo
Wetlands_2014
RPZ
Spill Kit Materials
Creek
Stormwater BMP
Subbasin
SDN3A
SDN3A-POND
SDW1A
SDW1A-POND
SDN3A POND
LORA LAKE
PACIFIC ROAD
R/W 16R
16R Runway Safety Area
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
D6

SPILL ON PORT PROPERTY OR WITHIN PORT DRAINAGE BASIN NOTIFY: Airport Duty Manager (ADM): (206) 787-4635 Port Fire Department: (206) 787-5380 IWTP Operator: (206) 787-5911 ***ADM-Notify AV/ENV Response Spill Team via Send Word Now***	**SPILL RESPONSE PROCEDURES - GRID D7**		
	General Spill Response Port Fire Department will conduct initial response and mitigate hazard as necessary. **Port Environmental must notify the Department of Ecology Spill line 1-425-649-7000 for spills in the SDS Drainage area, large spills, or spills where fuel is still flowing. On-call ENV personnel must get spill report number from DOE.** ***Is Spill contained within the Airport Drainage System Infrastructure (Vaults, Ponds, or IWS)?*** **YES - Spill contained,** Countermeasures available: Port Fire Department may wash material into IWS if possible and safe. If material can be contained safely before discharge to any catchbasin or slot-drain, Airfield Crew may sweep up or contain material with pads. Airfield Crew to dike or block all nearby storm drains, if safe. **NO - Spill has reached waters of the State** ***Which drainage basin will spill flow to?*** Refer to drainage maps. **If the extent of the spill is unknown or if the spill crosses the IWS-SDS Boundary, respond to the nearest downstream control structure or catchbasin and reevaluate. If presence of spill is observed (visually or by smell), continue tracking downstream drainage until spill can be contained or cleaned up.**	STORM DRAINAGE BASIN(S) – GRID D7 **SDS DRAINS ARE STENCILED WHITE**	
		Miller Creek Drainage Basin (Subbasin:M03, M09)	
		Examples of Drainage Areas: • 518 Pond • Pond M • Miller Creek Detention Facility ***Did the Spill Enter the SDS?*** **NO,** Initiate cleanup with booms and pads. **YES,** Identify drainage Subbasin. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary. ***Did the Spill Enter Miller Creek?*** **NO,** Initiate cleanup with booms and pads. **YES,** Immediate notification of the appropriate Agencies by Water Resources Manager or other designee. Respond downstream of Spill with booms and pads to attempt to contain spill. Contact Spill Response Contractor if necessary Call for Vactor and/or Vacuum truck.	


SPILL PLAN LEGENDS
Symbol Legend
Sanitary Sewer 7_2017
SDS Conveyance 7_2017
SDS Manhole 7_2017
SDS Catchbasin 7_2017
Airfield Topo
Wetlands_2014
RPZ
Creek
Stormwater BMP
Subbasin
SR518
Miller
Port of Seattle
Seattle-Tacoma International Airport
NOTE: If spills and/or Fire Department wash water cross the IWS-SDS Boundary, notify AV/ENV Spill Team immediately.
0 50 100 200 Feet
1 inch = 200 feet
Image Date: 2017
KC GIS DATA
D1 D2 D3 D4 D5 D6 D7
C1 C2 C3 C4 C5 C6 C7
B1 B2 B3 B4 B5 B6 B7
A1 A2 A3 A4 A5 A6 A7
October 2018
ESRP UPDATE
D7



Construction vehicle gross vehicle weight is limited to the legal limits allowed on public roads.

Construction vehicles on the following airport roadway structures are limited to a maximum of four-axles:

- Departures Drive
- Arrivals Drive

Construction vehicles on the following airport roadway structures are limited to a maximum of five-axles:

- S 188th St Tunnel
- S 188th St Bridge
- Bridge 2 (Arrivals south recirculation ramp)
- Bridge 3 (Departures south recirculation ramp)
- Bridge 8 (S 170th St northbound)
- Bridge 9 (S 170th St southbound)
- Bridge 10 (S 160th St)
- Perimeter Road (Starling Drive)
- Bridge 19 (North Substation)
- Bridge 20 (S 170th St northbound)
- Bridge 21 (Doug Fox northbound)
- Bridge 22 (Return Ramp)

PART 1 GENERAL

1.01 SUMMARY

A. This section consists of planning for and implementing the temporary measures indicated herein, shown on the Contract Documents, or as ordered by the Engineer to prevent pollution of soil and water, and control, respond to, and dispose of potential pollutants or hazardous materials during the life of the Contract.

B. This work shall apply to all areas associated with Work including, but not limited to the following locations:

1. Project Site, including equipment and material storage areas
2. Remote Laydown Staging Areas (LSAs), including Logistics Lots (reference Section 01 50 00 – Temporary Facilities and Control for details and restrictions)
3. Stockpile areas

1.02 DESCRIPTION OF WORK

A. In order to comply with this specification the Contractor shall:

1. Develop and submit a site-specific Pollution Prevention Plan
2. Revise the Pollution Prevention Plan during the life of the Contract
3. Install, maintain, and remove all spill prevention, containment, countermeasures, and pollution prevention Best Management Practices during the life of the Contract
4. Contain, cleanup and dispose of all hazardous materials or potential pollutants
5. Maintain good housekeeping practices at the jobsite and laydown staging areas
6. Perform other work shown on the Contract Documents or as directed by the Engineer
7. Maintain any required Contractor pollution liability insurance including insurance liability for the transportation of hazardous materials for the duration of the Contract
8. Maintain a proper Hazardous Material Endorsement for any driver that is transporting hazardous material in a vehicle that requires the driver to maintain a valid and current Commercial Driver’s License in the State of Washington

1.03 POLLUTION PREVENTION PLAN

A. The Contractor shall develop and submit to the Port a site-specific Pollution Prevention Plan. The Pollution Prevention Plan must be a site-specific document that outlines the administrative, operational, and structural Best Management Practices that will be implemented on the project.

B. The Pollution Prevention Plan must, at a minimum, include the following:

1. Site specific description and drawings

2. Contractor pollution prevention contact personnel
3. Known or potential hazardous materials inventory list
4. Safety Data Sheets (SDSs) for hazardous materials identified on the inventory list
5. Hazardous material containers labeling system
6. Hazardous material container storage and handling procedures
7. Hazardous material spill prevention planning and execution
8. Hazardous material spill control and response planning and execution
9. Hazardous material cleanup and disposal planning and execution
10. Pollution Prevention BMP Selection
11. Pollution Prevention BMP Maintenance planning, execution, and inspection
12. Subcontractor's acknowledgment
13. Education

1.04 SUBMITTALS

A. As part of the required Preconstruction Submittals, Section 01 32 19 - Preconstruction Submittals, and before Notice to Proceed is issued, the Contractor shall submit the following information:

1. Pollution Prevention Plan and the required contents.
2. Insurance Endorsements verifying liability coverage for job-site work and any transportation of hazardous materials to or away from the jobsite.
3. Copy of a completed MCS-90 Certificate if required under the Motor Carrier Act of 1980 for transportation of hazardous material which verifies compliance with the financial responsibility requirements of the Act;
4. A list of all drivers who will be hauling hazardous material in a vehicle that requires the driver to maintain a Commercial Driver's License in the State of Washington under RCW 46.25.080. These drivers must show evidence of a proper Hazardous Material Endorsement in accordance with Washington RCW 46.25.070 and 46.25.085.

1.05 DEFINITIONS

A. Absorbent: Any material capable of absorbing oils, water-based materials, solvents, acids, and other hazardous materials. Absorbent materials include: pads, kitty litter, floor dry, and other commercially available materials.

B. Best Management Practice (BMP): The variety of administrative, operational, and structural measures that will be implemented to prevent and reduce the amount of contaminants in stormwater and the environment. (Examples: covering concentrated galvanized materials and providing secondary containment for liquid storage are BMPs).

C. Container: Any portable device, in which a material is stored, transported, treated, disposed of, or otherwise handled.

D. Dangerous Waste: Solid wastes designated by the State of Washington Under Chapter 173-303 WAC and regulated as Dangerous Waste, Extremely Hazardous Waste, or Mixed Waste. (The State of Washington is authorized to implement Federal Hazardous Waste Regulations - see also Hazardous Waste Definition)

E. Hazardous Material: A substance or material, including a hazardous substance, hazardous waste, marine pollutant, including but not limited to: diesel, gasoline, petroleum products, solvents, paints, acids, lubricants, curing compounds, form release agents, adhesives, sealants, and epoxies. (See also Hazardous Waste definition)

F. Hazardous Material Storage Area: The area used by the Contractor to store hazardous material.

G. Hazardous Material Container Labeling System: The system used by the Contractor for identifying the secondary containers used to store hazardous materials or wastes. Acceptable methods include: Department of Transportation (DOT), Hazardous Material Information System (HMIS); National Fire Protection Association Fire Diamond (NFPA Hazard Rating).

H. Hazardous Waste: Solid wastes designated by 40 CFR Part 261, and regulated as hazardous or mixed waste by the United States EPA.

I. Laydown Staging Area (LSA): Remote office, equipment and materials laydown staging areas, including Logistics Lots 1-5, Radisson Lot 6, Cell Lot, West, and North LSAs.

J. Project Site: The location(s) where the Work will be performed or constructed by the Contractor as set forth in the Drawings and Specifications. Project Site specifically includes areas identified by the Port for Contractor’s logistics or staging but does not include any areas separately secured by the Contractor, a Subcontractor of any tier, or Supplier for use in connection with the Work (e.g. Contractor’s home office, an off-site fabrication plant, etc.).

K. Safety Data Sheet (SDSs): Written or printed material available for each chemical that includes information on: the physical properties, hazards to personnel, fire and explosion potential, safe handling recommendations, health effects, fire-fighting techniques, and reactivity and disposal.

L. Secondary Container: Any container, other than the original container that is used for transferring, holding, storing or otherwise containing hazardous materials or wastes.

M. Secondary Containment: A device designed, installed, or operated to prevent any migration of wastes or accumulated liquid to the soil, ground water, or surface water. The device must, at minimum, hold 110 percent of the volume of the largest container being stored. The device must have the strength to contain a spill and be made of materials that will not be degraded by the wastes or accumulated liquids it is intended to contain.

N. Sorbent: A material used to soak up free liquids by either adsorption or absorption, or both.

O. Storm Drainage System (SDS): Consists of any drain, inlet, catch basin, slot drain, pipe, gully, fissure, ditch, or other form of conveyance that collects and transports stormwater.

1.06 REFERENCES

A. The following rules, requirements and regulations specified may apply to this work:

1. Washington State Dangerous Waste Regulations: Chapter 173-303 WAC, September, 2020 or current edition.
2. National Pollution Discharge Elimination System Waste Discharge Permit No. WA-0024651 (Seattle-Tacoma International Airport).
3. Part C - Hazardous Communication: Chapter 296-62-054 WAC, “Right to Know”.
4. Port of Seattle Regulations for Airport Construction (Current Edition).
5. Puget Sound Stormwater Management Plan, Puget Sound Water Quality Action Team; 1998.
6. Title 40 Code of Federal Regulation Subchapter I - Solid Wastes 261, 262, 263, 265, 268, 273, 279, 370 (Federal Hazardous Waste Regulations).
7. Sea-Tac International Airport Rules and Regulations (Current Edition).
8. Sea-Tac Airport Stormwater Pollution Prevention Plan, as required by NPDES permit No. WA-0024651.
9. Seattle-Tacoma International Airport Programmatic Construction Stormwater Pollution Prevention Plan: NPDES Permit WA0024651, November 2021
10. Seattle-Tacoma International Airport Spill Prevention Control and Countermeasure (SPCC) Plan: January 2021. Gresham Smith
11. Stormwater Management Manual for Western Washington, Department of Ecology; July 2019 (or current edition).
12. Surface Water Design Manual, King County Public Works, September 2021 (or current edition).
13. WAC 173-201 A, Water Quality Standards of the State of Washington.
14. Revised Code of Washington - 46.25.085, 46.25.080, 46.25.070, 46.48.170, 4.24.314.

1.07 PERMITS

A. Work shall be conducted in accordance with STIA NPDES Permit WA-0024651.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 SITE SPECIFIC DESCRIPTION AND DRAWINGS

A. A written site description shall be included in the Pollution Prevention Plan that addresses the following:

1. Physical description and location of the construction site and staging areas;
2. Construction activities that will involve the use of hazardous materials or generate hazardous waste;

3. Location of material storage areas and project staging areas;
4. Designated fueling areas;
5. Proximity to any natural or manmade drainage conveyance including ditches, catch basins, ponds, wetlands, and pipes;
6. Public areas relating to construction project;
7. Proximity to other construction sites;

B. Drawings shall be included in the Pollution Prevention Plan that show the construction site(s), location of fueling areas, equipment storage areas, catch basins and other man-made and natural drainage conveyances within the work area and storage areas. The drawings shall show locations of Pollution Prevention BMPs during each phase of construction. The drawings may be hand drawn sketches but must include the appropriate spatial information.

3.02 CONTRACTOR POLLUTION PREVENTION CONTACT PERSONNEL

A. The Contractor shall identify in the Pollution Prevention Plan at least one project personnel that will be available 24 hours a day to administer and respond to hazardous materials management requirements of the Contract and provide the following information:

1. Contact Name
2. Contact Phone Number
3. Contact E-mail Address

B. Duties

1. Maintain permit file on site at all times which includes the Pollution Prevention Plan, Contractor Erosion and Sediment Control Plan and any associated permits and plans;
2. Direct BMP installation, inspection, maintenance, modification and removal;
3. Available 24 hours per day, 7 days per week by telephone;
4. Update all drawings with changes made to the Pollution Prevention Plan;
5. Maintain daily logs;
6. Immediately notify the fire department (911) of any hazardous material spill that cannot be contained (see Paragraph 3.08.A.5 for detailed reporting requirements).
7. Immediately notify the Engineer of any and all spills, regardless of size.
8. Inspect for Pollution Prevention Plan requirements including BMPs as required to ensure adequacy. Facilitate, participate in, and take corrective actions within 24 hours resulting from inspections performed by outside agencies, Port employees, and Port designees.

C. Qualifications

1. The Pollution Prevention Plan Inspector shall have the following experience:

a. Prevention, control and clean-up of construction caused pollution from petroleum, hazardous materials and construction wastes.

b. Knowledge of basic hazard and risk assessment techniques.

c. An understanding of basic hazardous materials terms.

d. Ability to perform basic control, containment or confinement operations within the capabilities of the resources and personnel protective equipment available.

e. Installation, inspection, maintenance, reporting, record keeping, and removal of Pollution Prevention BMPs.

3.03 HAZARDOUS MATERIAL INVENTORY LIST

A. A complete list of all known or potential hazardous materials or waste to be used or generated during all phases of the construction project shall be included in the Pollution Prevention Plan.

3.04 SAFETY DATA SHEETS (SDSs)

A. A Hazardous Material Inventory List supported by a corresponding SDS for all materials that have an SDS shall be included in the Pollution Prevention Plan.

B. For all hazardous materials not submitted in the original Hazardous Material Inventory List, the Contractor shall provide SDSs to the Engineer prior to bringing the material on site and submit a revised inventory list (or plan if required) within 7 days.

1. Hazardous materials shall be permitted on the work site only with prior written acknowledgement of receipt of SDSs by the Engineer.

3.05 HAZARDOUS MATERIAL CONTAINERS LABELING SYSTEM

A. The Pollution Prevention Plan shall address and the Contractor shall implement the following:

1. Identification of container with a legible label containing the materials product name, as was written on the material’s original container label.

2. Include the name of the material’s manufacturer, as was written on the chemicals original container label.

3. Include appropriate hazard warnings, which identify the chemicals associated risks to health, flammability, or reactivity.

4. Contractor shall mark each container with the Contract project number and company owner of the container.

5. The mark shall be permanent, easily identifiable and placed with care to prevent defacing of the marker through abrasion, chemical reaction, or other means that would hinder marker identification.

6. At all times during the Work, the Contractor shall assure that proper and identifiable labels are attached to all hazardous materials and secondary containment

3.06 HAZARDOUS MATERIAL CONTAINER STORAGE AND HANDLING

A. Solid Chemicals, chemical solutions, paints, petroleum products, solvents, acids, caustics solutions, and any waste materials, including used batteries, shall be stored in a manner that will prevent the inadvertent entry of these materials into waters of the state, including groundwater. Storage shall be in a manner that will prevent spills due to overfilling, tipping, or rupture. In addition, the Pollution Prevention Plan shall address and the Contractor shall implement the following specific requirements:

1. All liquid products must be stored on durable, impervious surfaces and within a berm or other means of secondary containment capable of containing 110% of the largest single container volume in the storage area.
2. Waste liquids shall be stored under cover, such as tarps of roofed structures, in addition to secondary containment. Any waste storage areas, whether for waste oil or hazardous waste, shall be clearly designated as such and kept segregated from products to be used on the site.
3. In the event that the Contract Document Drawings designate a hazardous material storage area, the Contractor shall be restricted to storing hazardous materials or waste specific to the Project work to the area designated in the Contract Document Drawings.
4. All hazardous materials and waste containers shall be stored with the container lid secured, to prevent spills or leaking.
5. Upon completion of a specific task for which hazardous material(s) were used, the Contractor shall document in the Daily Report (Form CM03), the amount of hazardous material removed from the site, and the product and manufacturer name(s) of such material(s).

3.07 HAZARDOUS MATERIAL SPILL PREVENTION

A. The Pollution Prevention Plan shall address and the Contractor shall implement the following:

1. Hazardous Material Transfer
    a. All hazardous materials shall be transferred from primary to secondary containers using secondary containment with spill kits in close proximity.
2. Vehicle and Equipment Fueling
    a. All equipment fueling operations shall utilize pumps and funnels and absorbent pads and / or drip pans;
    b. Fueling shall not take place within 25 feet of any natural or manmade drainage conveyance including ditches, catch basins, ponds, wetlands, and pipes;
    c. Fueling shall be restricted to designated fueling areas as shown on the Contract Documents or as submitted and accepted by the Engineer as a part of the Pollution Prevention Plan;
    d. A spill kit will be located within 25 feet of the fueling operation;
3. Vehicle and Equipment Maintenance

a. Engine, transmission, and hydraulic oil may be added, as needed utilizing funnels and drip pans;

b. Absorbent pads shall be placed to prevent fluid contact with soil;

c. No fresh or used engine fluids will be stored on the project site;

d. No vehicle maintenance other than emergency repair shall be performed on the project site.

4. Small Engine Fueling and Maintenance

a. All fueling operations and engine fluid additions shall utilize funnels and be performed over drip pans.

b. Absorbent pads shall be placed to prevent fuel and engine fluid contact with soil.

c. Fueling shall not take place within 25 feet of any natural or manmade drainage conveyance including ditches, catch basins, ponds, wetlands, and pipes.

d. Contractor shall not drain and replace engine fluids on Port property.

5. Equipment Storage

a. Drip pans and absorbent padsshall be placed under all large fuel-powered and/or engine/hydraulic oil containing equipment that is unused for more than 4 hours, overnights, weekends, and holidays.

b. Small fuel powered and/or engine/hydraulic oil containing equipment (i.e. generators, light plants, etc) shall be stored inside properly sized secondary containment at all times.

6. Spill Response Kits

a. Spill kits shall be stored at designated locations on the project site, at the hazardous material storage areas, and in close proximity to any fueling operation.

b. The contents of the spill kit must be appropriate to the types and quantities of materials stored and used, and spill kit contents shall be replaced after use. Spill Kits shall, at a minimum, contain the following:

(1) 1-spill response procedures sheet

(2) 12-oil absorbent pads (17”x19”)

(3) 12-water-based absorbent pads (17”x19”)

(4) 3-oil absorbent socks/booms (3’x4’)

(5) 2-oil absorbent socks/booms (3’x10’)

(6) 1-roll of plastic sheeting

(7) 5-gallons (or ~25 lbs) of loose absorbent material (i.e. kitty litter or floor dry)

(8) 24-heavy duty garbage bags

(9) 1-shovel (non-metallic)

(10) 1-broom

(11) 1-pair splash resistant goggles

(12) 1-water resistant nylon bag

(13) 3-pair nitrile gloves

(14) 10-copies spill report form

3.08 HAZARDOUS MATERIAL SPILL CONTROL AND RESPONSE

A. The Plan shall contain information on how the Contractor shall control and respond to hazardous material spills. At a minimum, the Contractor's employee responsible for the spill must take appropriate immediate action to protect human health and the environment (e.g., diking to prevent contamination of state waters).

1. Hazard Assessment - assess the source, extent, and quantity of the spill.

2. Containment and personal protection - If the spill cannot be safely and effectively controlled, then evacuate the area and immediately notify outside response services (go to Step 5). If the spill can be safely and effectively controlled, secure the area and proceed immediately with spill control (impacts to waters of the state should be given the highest priority after human health and safety)

3. Containment and elimination of Source - Contain the spill with absorbent materials or a soil berm around the affected area. Eliminate the source of the spill by closing valves, sealing leaks, providing containment, or deactivating pumps.

a. Spill control measures may include damming the spill, covering floor drains, catch basins, or preventing the contaminant from entering water systems. Contaminants include turbidity as well as chemicals.

4. Cleanup - when containment is complete, clean or remove the spill with absorbents or by pumping and containerizing the material for off-site disposal.

5. Notification

a. Report all spills that cannot be contained immediately to the Port of Seattle Fire Department:

(1) Port Phone: 911

(2) External Phone: (206) 787-5380

(3) Provide the following information:

(a) Time spill occurred or was discovered

(b) Location of the spill and equipment involved

(c) Material spilled and estimated quantity

(d) Measures taken to contain the spill and secure the area

b. Report all spills (regardless of size) immediately to the Engineer.

c. Complete spill report form within 24 hours and submit to Engineer.

(1) The report shall include items from 3.08.5.a.3 above

(2) The report shall describe/propose preventative future measures

(3) An example spill report form is provided in the Pollution Prevention Plan template

3.09 HAZARDOUS MATERIAL CLEANUP AND DISPOSAL

A. The Plan shall contain information on how the Contractor shall characterize, cleanup and remove all hazardous material and waste generated from Contractor operations. At a minimum, the Plan shall include or communicate the following:

1. For the purposes of this section, clean shall be defined as the Work site being free of all hazardous material(s), product (or oil) sheen, waste(s) container(s), containment device(s), scrap material(s), used spill pads or absorbent pads, or any other hazardous material debris resulting from the Contractor activities.

2. The Port of Seattle will retain title to all existing hazardous waste on site if encountered during demolition, removal, or excavation. This does not include hazardous materials generated, or left behind by the Contractor, such as used motor oils, paints, lubricants, cleaners, spilled materials, etc. Contractor will be the generator and owner of these wastes and shall clean and dispose of such waste according to the Contract Documents and follow local, State, and Federalregulations. Any contractor materials brought onsite for the construction project that remain unused shall be removed from Port property following completion of the project, unless otherwise specified by the Contract. The Port of Seattle will be shown as the hazardous waste generator and will sign all hazardous waste manifests for non-Contractor generated hazardous wastes. Nothing contained within these Contract Documents shall be construed or interpreted as requiring the Contractor to assume the status of owner or generator of hazardous waste substances for non-Contractor generated hazardous wastes.

3. Hazardous material(s) and other waste(s) shall be disposed in a fully permitted disposal facility with the approvals necessary to accept the waste materials that are disposed. Use of the Port of Seattle’s EPA Identification Number for disposal purposes must be coordinated with the Engineer and all documentation such as manifests, land disposal restriction forms, and profiles must be delivered to the Engineer if the Port of Seattle’s EPA Identification number is being used for disposal on the project.

4. Handling of any contaminated soils resulting from a contractor spill shall be coordinated with the Engineer. Contaminated soil stockpiles must be on a plastic liner, covered with plastic, secured and labeled. Contaminated soils from a contractor spill of unknown source must be characterized for disposal purposes. Use of the Airport Environmental Soil Stockpile Facility is prohibited unless authorized by the Engineer.

5. Contaminated materials, such as absorbent materials, rags, containers, gloves, shall be collected, placed into labeled containers and properly disposed

6. Any unanticipated hazardous materials, waste, or contaminated soils encountered during construction that are not generated by the Contractor shall be immediately brought to the Engineer's attention for determination of appropriate action. Contractor shall not disturb such hazardous materials or contaminated soils until directed by the Engineer.

3.10 Pollution Prevention BMP Selection

A. The contractor shall document temporary Pollution Prevention BMPs that will be implemented during the duration of the project. Approved BMPs may be found in the Stormwater Management Manual for Western Washington, Department of Ecology, July 2019, or current edition.

B. At a minimum, the following Pollution Prevention BMPs will be required on the project site and at any LSA utilized by the contractor:

1. Housekeeping – Contractor areas and pavement shall remain free of loose trash/debris (including cigarette butts) and sediment at all times.

2. Concentrated galvanized materials shall not be stored directly on pavement and shall be under cover (or covered and secured with plastic sheeting or tarps) at all times.

3. Products with SDSs and small fuel-powered equipment shall be stored inside properly sized and maintained secondary containment.

4. Lids are required on all dumpsters and/or trash cans, and shall be secured at all times.

3.11 Pollution Prevention BMP Maintenance Planning, Execution and Inspection

A. Planning and execution

1. BMPs shall be maintained for the life of the project, the completion of a work phase and/or until removed by direction of the Engineer.

2. BMPs shall be maintained during all suspensions of work and all non-work periods.

3. BMPs shall be maintained and repaired as needed to assure continued performance of their intended function.

4. Sediments removed during BMP maintenance shall be placed away from natural and constructed storm water conveyances and permanently stabilized or removed from the project site or LSA.

5. All maintenance shall be completed within 24 hours of inspection.

B. Inspection

1. Contractor shall inspect all BMPs daily when work is occurring onsite and anytime 0.5" of rainfall has occurred within 24 hours on non-working days including, but not limited to, weekends, holidays, after hours, and suspension days. Rainfall amounts can be determined by contacting the National Weather Service.

2. Deficiencies identified during inspection shall be corrected within 24 hours or as directed by the Engineer.

3.12 SUBCONTRACTOR ACKNOWLEDGEMENT

A. The requirements of the Pollution Prevention Plan are the responsibility of the Contractor and compliance must be communicated at all tiers of the Contract. The Contractor must provide a written acknowledgement from all subcontractors that they have read, understand, and will comply with the requirements of the Pollution Prevention Plan. This written acknowledgement must be included in the Pollution Prevention Plan as part of the preconstruction submittal. The subcontractor acknowledgement section of the Pollution Prevention Plan must be updated as needed throughout the life of the Contract.

3.13 EDUCATION

A. The Contractor shall provide narrative in the Pollution Prevention Plan on how they will educate all personnel including subcontractors. At a minimum, the Contractor shall train staff through regularly scheduled meetings to discuss environmental protection subjects as related to this project. This may be added to any existing weekly meetings (such as safety meetings). Training content shall emphasize identifying Pollution Prevention team members, pollutant sources, sensitive areas, emergency response, spill prevention and inspections. Keep minutes of the meetings detailing attendees and subjects discussed. Submit the minutes to the Engineer monthly.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 DESCRIPTION

A. Definition

1. Cutting and patching refers to the modification, removal or repair of nominally completed or previously existing work in order to accommodate construction of the Work in this Contract. Cutting and Patching may include uncovering other work for access, inspection, obtain samples for testing or for similar purposes and is defined to include Cutting and Patching during the fabricating, erecting, and installing process for individual units of work. Drilling to install fasteners and similar operations are not included in this section. The work in this section does not include regulated materials work.

B. General Work

1. The Contractor represents that it has carefully reviewed all demolition, removal, modification, cutting, patching, and re-installation or replacement requirements of the Work and has included in its bid the cost for all such requirements described in this section.

2. Any existing, materials, structures, facility components or finishes that require cutting and or patching to complete the Work shall be repaired or reinstalled to equal or better condition as the adjacent finishes, to ensure a smooth and seamless transition, color matching or similar finish. Remove and replace work judged by the Engineer to be visually unsatisfactory at no additional cost.

3. The extent of the repair or reinstallation of the existing work shall be limited to areas affected by the Work. Costs to repair damage created by the Contractor during inspections, temporary removal or in the course of completing the Work shall be the burden of the Contractor.

C. Coordination with Subcontractors

1. The Contractor represents that the Subcontractors have been advised to review all demolition, removal, modification, cutting, patching, and re-installation or replacement requirements of the Work and that the Subcontractor has included in their bid the cost for all such requirements described in this section. The Contractor shall coordinate any cutting and patching described herein. If the Subcontractor refuses or fails to adhere to this section, the Contractor shall not be relieved of the requirements of this section.

2. The Contractor shall be responsible for cutting, patching, drilling, disconnecting electrical/mechanical services, disconnecting and capping utility lines at present locations, connections to new locations and modification in piping runs and electrical devices, including control access and signal, or such other work as may be required to complete the Work.

3. The Contractor shall remove and replace any and all temporary mechanical, electrical, access control and signal items installed to complete the Work whether shown on the drawings or not and shall restore all original systems or functions to equal or better condition existing prior to the Work.

1.02 ITEMS TO BE CUT AND PATCHED

A. The items anticipated to be patched and repaired, removed and reinstalled as part of this Work may include but is not limited to:

1. Utility components; i.e. water, steam, condensate, waste lines, HVAC supply and return lines, etc.
2. Concrete slabs
3. Concrete beams
4. Fireproofing
5. Metal trim
6. Roofing
7. Exterior finishes
8. GWB wall, surrounds and soffit surfaces
9. Ceiling systems; i.e. acoustical, gypsum board, metal, lay-in, etc.
10. Terrazzo Flooring
11. Painted finishes
12. Carpet, plywood deck, and framing
13. Plastic laminate wall surface systems
14. Signage/Signage bands
15. Mechanical Systems
16. Fire protection devices; i.e. pull boxes, alarms, sprinkler systems, fire extinguisher cabinets, etc.
17. Electrical components; i.e. distribution panels, junction boxes, lighting, conduit, etc.
18. Communication Systems
19. Security Systems

1.03 QUALITY CONTROL

A. Requirements for Structural Work:

1. Notify the Engineer immediately if work concerning structural integrity is involved.

B. Operational and Safety Limitations:

1. Do not cut and patch operational elements and safety-related components in a manner resulting in a reduction of capacities to perform in a manner intended or resulting in decreased operational life, increased maintenance, or decreased safety.

PART 2 PRODUCT

2.01 MATERIALS

A. Except as otherwise indicated or approved by the Engineer, provide materials for cutting and patching that will result in equal or better quality than the work being cut and patched in terms of performance characteristics, including visual effect where applicable. Comply with the requirements and use materials identical, including texture and color, with original where feasible and where recognized that satisfactory results can be produced thereby. Re-install undamaged materials temporarily removed in their original locations where feasible or indicated unless noted otherwise.

1. Primary Products: Those required for original installation.

2. Product Substitution: For any proposed change in materials, submit Request for Substitution.

PART 3 EXECUTION

3.01 GENERAL

A. Execute cutting, fitting, and patching, to complete the Work and to:

1. Gain access in order to install components associated with this work.

2. Fit the several parts together to integrate with other work.

3. Uncover work to install ill-timed work.

4. Remove and replace defective and non-conforming work.

5. Remove samples of installed work for testing.

6. Provide openings in elements of work for penetrations of mechanical, electrical, signal and access control work.

3.02 EXAMINATION

A. Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching.

B. After uncovering existing work, assess conditions affecting performance of work.

C. Beginning of cutting and patching means acceptance of existing conditions.

3.03 PREPARATION

A. Temporary support: Provide adequate temporary support for work to be cut to prevent failure or deleterious movement of materials to remain. Do not endanger other work.

B. Protection from weather: In accordance with Section 01 50 00 - Temporary Facilities and Controls, provide protection from elements for areas that may be exposed by uncovering work.

3.04 CUTTING AND PATCHING/REMOVAL AND RE-INSTALLATION

A. General - Employ skilled tradespeople to perform cutting and patching. If possible, employ original installer or fabricator to perform cutting and patching for visually exposed surfaces.

1. Cut work by methods least likely to damage work to be retained and work adjoining. Review proposed procedure with the original installer where possible and comply with their recommendations.

2. Cut rigid materials using saws, grinding tools or core drill. Pneumatic or percussion tools not allowed without prior approval of the Engineer.
3. Use drilled-in inserts only where shown or approved by the Engineer.
4. Core drill inside corners of cuts in terrazzo and concrete to avoid over cuts. Do not use power-driven impact tools to finish cuts.
5. Fit Work airtight to pipes, sleeves, ducts, conduits, structural elements and other penetrations through surfaces.
6. At penetrations of fire-rated material provide proper thickness of the construction element to maintain the required fire rating.

B. Condition removed materials to be reinstalled.

1. Clean, straighten and refinish materials to match existing surroundings.
2. Store and protect materials against damage as a result of weather, vandalism or neglect.

C. Patching

1. Execute patching to complement adjacent work. Inspect and test patched areas to demonstrate integrity of the work.
2. Fit products together to integrate with other work.
3. Restore work with new products in accordance with requirements of Contract Documents.
4. Restore exposed finishes of patched areas and, where necessary extend finish restoration onto retained work adjoining in a manner that will eliminate evidence of patching.
5. If a portion of a painted surface is patched and repaired, repaint entire surface to nearest natural break in wall surface, or as directed by Engineer, or as delineated on drawings for repaint.
6. Where new Work abuts or aligns with existing, perform a smooth and even transition. Patch Work to match existing adjacent Work in texture and appearance.
7. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Engineer.
8. Where wall systems (metal studs, gypsum wall boards, insulation, etc.) are removed for Work, reinstall wall system using new material of same size, quality, and quantity to match existing. Paint all exposed surfaces to match existing.
9. Where the fireproofing materials are removed for work, reinstall fireproofing materials to match existing conditions and current code requirements.

D. Where a change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition for Engineer’s review; do no work until acceptance by the Engineer.

3.05 CUTTING AND PATCHING FOR WORK BY SUBCONTRACTORS

A. Cutting and patching for all subcontracted work including but not limited to mechanical, electrical, plumbing and communication Work shall be included in the cost for such Work identified in the technical specification sections.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

Throughout the construction period, maintain the project site where Work is carried out in a standard of cleanliness to include progress and closeout cleaning, and dust control throughout construction.

1.02 QUALITY ASSURANCE

A. Inspection: Conduct daily inspections (and more often if necessary) to verify requirements of cleanliness are being met.

B. Codes and Standards: In addition to the standard described in this section, comply with all pertinent requirements of governmental agencies having jurisdiction.

PART 2 PRODUCTS

2.01 CLEANING MATERIALS AND EQUIPMENT

A. Provide all required personnel, equipment, and materials needed to maintain specified standard of cleanliness.

PART 3 EXECUTION

3.01 PROGRESS CLEANING

A. Site:

1. At all times, and as may specifically be requested by the Engineer, the Contractor shall cleanup and remove all refuse resulting from the Work in order that the Project site remains free from an accumulation of construction debris. Upon failure to do so within 24 hours after request by the Engineer, such cleanup work may be done by the Port and the cost thereof shall be charged to the Contractor and deducted from the Contract Sum.

2. Project sites adjacent to public areas shall at all times be maintained in a condition suitable for public viewing and ensure public safety is not compromised in any way. The Engineer’s right to require or perform any necessary cleanup to maintain this condition as stated above applies.

3. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.

4. Provide adequate storage for all items, awaiting removal from the job site, observing all requirements for fire prevention and protection of the ecology.

3.02 DUST CONTROL

A. Maintain continuous cleaning and wetting procedures to control dust pollution at project site and haul routes as required by governing authorities and the Contract Documents. Use vacuum sweeper with on-board water spray system, or alternate approved by the Engineer, for street cleaning, if necessary.

B. Schedule cleaning so that resultant dust and contaminants will not fall on wet or newly coated surfaces.

C. See additional requirements in related sections.

3.03 CLOSEOUT CLEANING

A. Cleaning: Provide final cleaning of Work prior to Final Inspection. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from normal commercial building cleaning and maintenance program. Comply with manufacturer's recommendations. Complete following cleaning operations:

1. In addition to removal of debris and cleaning specified in other sections, clean interior and exterior exposed-to-view surfaces.
2. Remove grease, mastic, adhesives, dust dirt, stains, fingerprints, labels, and other foreign matter from sight exposed interior and exterior surfaces.
3. Clean transparent and glossy materials to a polished condition; remove foreign substances. Polish reflective surfaces to a clear shine.
4. Remove temporary protection and labels not required to remain.
5. Vacuum clean carpeted and similar soft surfaces.
6. Clean, wax, and polish resilient and hard-surfaces floor as specified.
7. Clean equipment and fixtures to sanitary condition.
8. Clean surfaces of equipment; remove excess lubrication.
9. Clean plumbing fixtures to a sanitary condition.
10. Clean light fixtures and lamps.
11. Clean permanent filters of ventilating equipment and replace disposable filters when units have been operated during construction; in addition, clean ducts, blowers, and coils when units have been operated without filters during construction.
12. Clean mechanical and electrical equipment and spaces, including tops of pipes, ducts, equipment, etc.
13. Clean all exterior surfaces of structures.
14. Remove waste, foreign matter, and debris from roofs, gutters, area ways, and drainage systems.
15. Hose-clean exterior paved surfaces; rake clean other surfaces of grounds.
16. Remove waste, debris, and surplus materials from site. Clean grounds; remove stains, spills, and foreign substances from paved areas and sweep clean. Rake clean other exterior surfaces.
17. Maintain cleaning until Physical Completion.
18. Re-clean areas or equipment, after final inspection, if dirtied as result of Contractor's Work in preparing for final inspection or completion of punchlist.

B. Hazardous Material Cleanup and Disposal

1. At completion of the project, the contractor shall ensure that the work site is free of all hazardous material(s), waste(s) container(s), containment device(s), scrap material(s), used spill pads or absorbent pads, or any

other hazardous material debris resulting from the Contractor activities, including products that may have been unused or partially used.

2. The contractor shall follow all requirements to ensure proper disposal. Reference Section 01 57 23 Pollution Prevention, Planning and Execution.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

A. This section includes construction waste management requirements.

1.02 DEFINITIONS

A. Co-mingled or Off-site Separation: Collecting all material types into a single bin or mixed collection system and separating the waste materials into recyclable material types at an off-site facility.

B. Construction, Demolition and Land-Clearing (CDL) Waste: Includes all non-hazardous solid wastes resulting from construction, remodeling, alterations, repair, demolition, and land clearing. Includes material that is recycled, reused, salvaged or disposed as garbage. This also includes uncontaminated soils that are designated as geotechnically unsuitable or excess excavation.

C. Garbage: Product or material typically considered to be trash or debris that is unable to be salvaged for resale, salvaged and reused, returned, or recycled.

D. Hazardous/Dangerous Waste: As defined by Chapter 70.105.010 Revised Code of Washington and 40 Code of Federal Register 261 and by Washington Administrative Code 173-303.

E. Non-Recoverable Materials: Includes wastes, such as contaminated soils, asbestos, and lead (Pb) paint that have special handling and landfill disposal requirements.

F. Proper Disposal: As defined by the jurisdiction receiving the waste.

G. Recyclable Materials: Products and materials that can be recovered and remanufactured into new products.

H. Recycling: The process of sorting, cleaning, treating and reconstituting materials for the purpose of using the material in the manufacture of a new product. Can be conducted on-site (as in the grinding of concrete).

I. Recycling Facility: An operation that is permitted to accept materials for the purpose of processing the materials into an altered form for the manufacture of a new product.

J. Salvage for Reuse: Existing usable product or material that can be saved and reused in some manner on the project site or other projects off-site.

K. Salvage for Resale: Existing usable product or material that can be saved and removed intact (as is) from the project site to another site for resale to others without remanufacturing.

L. Source-Separated Materials: Materials that are sorted at the site into separate containers for the purpose of reuse or recycling.

M. Sources Separation: Sorting the recovered materials into specific material types with no, or a minimum amount of, contamination on site.

N. Time-Based Separation: Collecting waste during each phase of construction or deconstruction that results in primarily one major type of recovered material. The material is removed before it becomes mixed with the material from the next phase of construction.

1.03 SUBMITTALS

A. Waste Management Plan

B. Waste Management Final Report

1.04 PERFORMANCE GOALS

A. General: Divert CDL waste to the maximum extent practicable from the landfill by one or a combination of the following activities:

1. Salvage
2. Reuse
3. Source separated CDL recycling
4. Co-mingled CDL recycling

B. CDL waste materials that can be salvaged, resold, reused or recycled, include, but are not limited to the following:

1. Clean dimensional wood, pallet wood, plywood, OSB, and particleboard
2. Asphalt
3. Concrete and concrete masonry units
4. Brick
5. Ferrous and non-ferrous metals
6. Gypsum products
7. Acoustical ceiling tile
8. Glass, both window and bottle
9. Plastics, including plastic film
10. Carpet and pad
11. Cardboard packaging
12. Insulation
13. Field office waste paper, aluminum cans, glass, plastic, and cardboard

C. Hazardous/Dangerous Wastes, contaminated soils and other hazardous materials such as paints, solvents, adhesives, batteries, and fluorescent light bulbs and ballasts shall be disposed of at applicable permitted facilities.

1.05 WASTE MANAGEMENT PLAN

A. Per the requirements of Section 01 32 19 - Preconstruction Submittals, submit to the Engineer a Waste Management Plan narrative in accordance with these specifications. Use the Waste Management Plan Form attached at the end of this Section or other format as accepted by the Engineer (Attachment A).

B. The Waste Management Plan shall include the following:

1. Name of designated Recycling Coordinator
2. A list of waste materials that will be salvaged for resale, salvaged for reuse, recycled, and disposed.

3. Identify waste handling methods to be used, including one or more of the following:
    a. Method 1 – Contractor or subcontractor(s) hauls recyclable materials to an accepted recycling facility.
    b. Method 2 - Contracting with diversion/recycling hauler to haul recyclable material to an accepted recycling or material recovery facility.
    c. Method 3 – Recyclable material reuse on-site.
    d. Method 4 – Recyclable material salvage for resale.
4. Identification of each recycling or material recovery facility to be utilized, including name, address and types of materials being recycled at each facility
5. Description of the method to be employed in collecting, and handling, waste materials.
6. Description of methods to communicate Waste Management Plan to personnel and subcontractors.

1.06 WASTE MANAGEMENT FINAL REPORT

A. Use the Waste Management Final Report Form attached at the end of this section or other format as accepted by the Engineer (Attachment B). The Waste Management Final Report shall list the following for the project:
    1. A record of each waste material type and quantity recycled, reused, salvaged, or disposed from the Project. Include total quantity of waste material removed from the site and hauled to a landfill.
    2. Percentage of total waste material generated that was recycled, reused, or salvaged.

B. Quantities shall be reported by weight (tons) unless otherwise accepted by the Engineer.

C. Submit copies of manifests, weight tickets, recycling/disposal receipts or invoices, which validate the calculations or a signed certification of completeness and accuracy of the final quantities reported.

1.07 QUALITY ASSURANCE

A. Regulatory Requirements: The Contractor shall maintain compliance with all applicable Federal, State, or Local laws that apply to Construction Waste Management and material salvage, reuse, recycling and disposal.

B. Disposal Sites, Recyclers and Waste Materials Processors: All facilities utilized for management of any materials covered under this specification must maintain all necessary permits as required by federal, state and local jurisdictions.

C. For a comprehensive list of recycling facilities in King County, and other Contractor resources, contact King County's Construction and Demolition Recycling Program:

http://your.kingcounty.gov/solidwaste/greenbuilding/construction-demolition.asp

PART 2 NOT USED

PART 3 EXECUTION

3.01 SOURCE-SEPARATED CDL RECYCLING

A. Provide individual containers for separate types of CDL waste to be recycled, clearly labeled with a list of acceptable and unacceptable materials.

3.02 CO-MINGLED CDL RECYCLING

A. Provide containers for co-mingled CDL waste to be recycled, clearly labeled with a list of acceptable and unacceptable materials.

3.03 LANDFILL

A. Provide containers for CDL waste that is to be disposed of in a landfill clearly labeled as such.

3.04 REMOVAL OF CDL WASTE FROM PROJECT SITE

A. Transport CDL waste off Owner's property and legally dispose of them.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Attachment A
WASTE MANAGEMENT PLAN

Company:
Project:

Designated Recycling Coordinator:

Waste Management Goals:
This project will recycle or salvage for reuse CDL waste generated on-site to the maximum extent practicable.

Communication Plan:

Expected Project Waste, Disposal Facility, Collection Strategy, and Handling:
The following charts identify waste materials expected on this project, disposal facility details, collection strategies (e.g. source-separate, co-mingle), and waste handling methods

Deconstruction/Demolition Phase

Waste Material	Facility (name, address)	Collection Strategy	Waste Handling Method

Construction Phase

Waste Material	Facility (name, address)	Collection Strategy	Waste Handling Method

Port of Seattle

Attachment B
WASTE MANAGEMENT FINAL REPORT

Project:
Contractor:
Submittal Date:

Instructions:
*Please fill in the details for all of the disposed materials. Cells highlighted in **GREEN** are required/missing values.*
*Most cells have pulldown menus with valid values. Cells highlighted in **RED** indicate an error.*
New rows can be added in the table below by selecting a row, right-clicking and selecting insert.

MATERIAL TYPE(S)	RECOVERABLE MATERIAL?*	UNITS	DATE	Quantity Disposed in LANDFILL	Quantity Diverted from Landfill				RECYCLING OR MATERIAL RECOVERY FACILITY	NOTES
					RECYCLED	SALVAGED	ON-SITE REUSE	OFF-SITE REUSE		
Co-Mingled/Mixed CDL	Yes									
Acoustical Ceiling Tile	Yes									
Asphalt	Yes									
Brick	Yes									
Cardboard	Yes									
Carpet and pad	Yes									
Concrete	Yes									
Field office waste	Yes									
Glass	Yes									
Gypsum	Yes									
Insulation	Yes									
Metals	Yes									
Plastic	Yes									
Type B (Contaminated) Soil	No									

Total <u>Recoverable</u> Waste Material Tonnage: --

Total <u>Non-recoverable</u> Waste Material Tonnage (e.g., contaminated soils) --

Total Waste Diverted: --

**Non-recoverable materials (such as contaminated soils) are required for complete project documentation but are not included in diversion rate calculations*

PART 1 GENERAL

1.01 DESCRIPTION

A. Construction Project Closeout requires completing physical and administrative portions of the Work as identified in General Conditions.

B. The Contractor shall ensure that all procedures and actions identified in this section and elsewhere in the Contract Documents necessary to fully complete the Work are accomplished in a timely and effective manner. Lack of compliance with the closeout requirements may result in Contract time delays. The Contractor is expected to take the lead role in assembly of documents, execution of the Work and coordinating the startup and closeout process.

C. Refer to the attached closeout checklist, which identifies major closeout actions and milestones to be accomplished.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

APPENDIX A: CONSTRUCTION PROJECT CLOSEOUT CHECKLIST

ITEM:	Specification Reference(s): (As Applicable)	COMPLETION DATE:
Partial/Substantial Completion		
1. Request Punchlist Inspection (provide Contractor's Punchlist)	General Conditions	
2. Submitted draft O & M Documents (Accepted or Accepted as Noted)	Section 01 78 23.13 – Operations and Maintenance Documentation	
3. Completed Punchlist Inspection	General Conditions	
4. Completed Training of Port personnel	Section 01 79 00 – Training and Technical Sections	
5. Certificate of Occupancy/Easement issued by permit agency (if required)	General Conditions	
6. Completed commissioning activities	Section 01 91 00 – Commissioning and Technical Sections	
7. Submitted draft warranties and special warranties and bonds (if required)	Section 01 78 36 – Warranties and Bonds	
8. Perform closeout cleaning of project site	Section 01 74 00 – Cleaning	
Certificate of Substantial Completion Issued		
Physical Completion		
9. Punchlist Backcheck Accepted	General Conditions	
10. Perform final cleaning of project site (maintain closeout cleaning)	Section 01 74 00 – Cleaning	
11. Demobilization complete	General Conditions	
12. Project As-built (redlines) documents Accepted	Section 01 78 29 – As-Built Redline Documents	
13. Maintenance Period has concluded (if required)	TBD	

ITEM:	Specification Reference(s): (As Applicable)	COMPLETION DATE:
14. O&M Documentation Accepted	Section 01 78 23.13 – Operations and Maintenance Data	
15. Submitted Construction Waste Management Final Report	Section 01 74 19 – Construction Waste Management	
16. Submitted final warranties and special warranties and bonds (if required)	Section 01 78 36 – Warranties and Bonds	
17. Obtained badge(s) for Warranty work (if required)	Section 1 78 36 – Warranties and Bonds	
Certificate of Physical Completion Issued		
Closeout Administrative Requirements		
18. All Regulated Materials Project Record Documents Accepted		
19. All temporary locks, keys or other items loaned/signed out by the Contractor, subcontractors, suppliers and vendors have been returned (if applicable)	Section 01 14 13 – Airport ID Access Control; or Section 01 14 14 – Seaport ID Access	
20. All I.D. badges issued for Contract work, including subcontractors, suppliers and vendors have been returned (if applicable)	Section 01 14 13 – Airport ID Access Control; or Section 01 14 14 – Seaport ID Access	
21. Reconciliation of any Allowances, or Not-to-Exceed Change Orders completed	General Conditions	
22. All open cost items resolved	General Conditions	
23. Final progress payment requested	Section 01 20 00 – Measurement and Payment Procedures	
24. Complete all items on the Contractor's Public Works Closeout Checklist.	Section 01 77 20 – Public Works Project Closeout	

PART 1 GENERAL

1.01 GENERAL REQUIREMENTS

A. The Contractor shall ensure that all procedures and actions identified in this section and elsewhere in the Contract Documents necessary to fully complete the Public Works Project Closeout are accomplished in a timely and effective manner. Lack of compliance with the closeout requirements will result in delays to release of all responsibilities within the contract and retainage.

B. Refer to the attached Typical Public Works Project Timeline, which identifies the major closeout actions and milestones to be accomplished.

C. All Milestones identified in Section 01 77 00 Construction Project Closeout must be completed before achieving the Public Works Project Closeout Checklist identified herein.

1.02 CLOSEOUT ADMINISTRATIVE REQUIREMENTS

A. To achieve Final Acceptance, the Closeout Administrative Requirements must be achieved, as per the General Conditions.

1.03 RELEASE OF RETAINAGE TO CONTRACTOR

A. The Contractor must request release of retainage from the Port.

B. Refer to General Conditions for release of retainage requirements

1.04 POST-FINAL ACCEPTANCE INSURANCE REQUIREMENTS

A. Refer to General Conditions.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the

Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

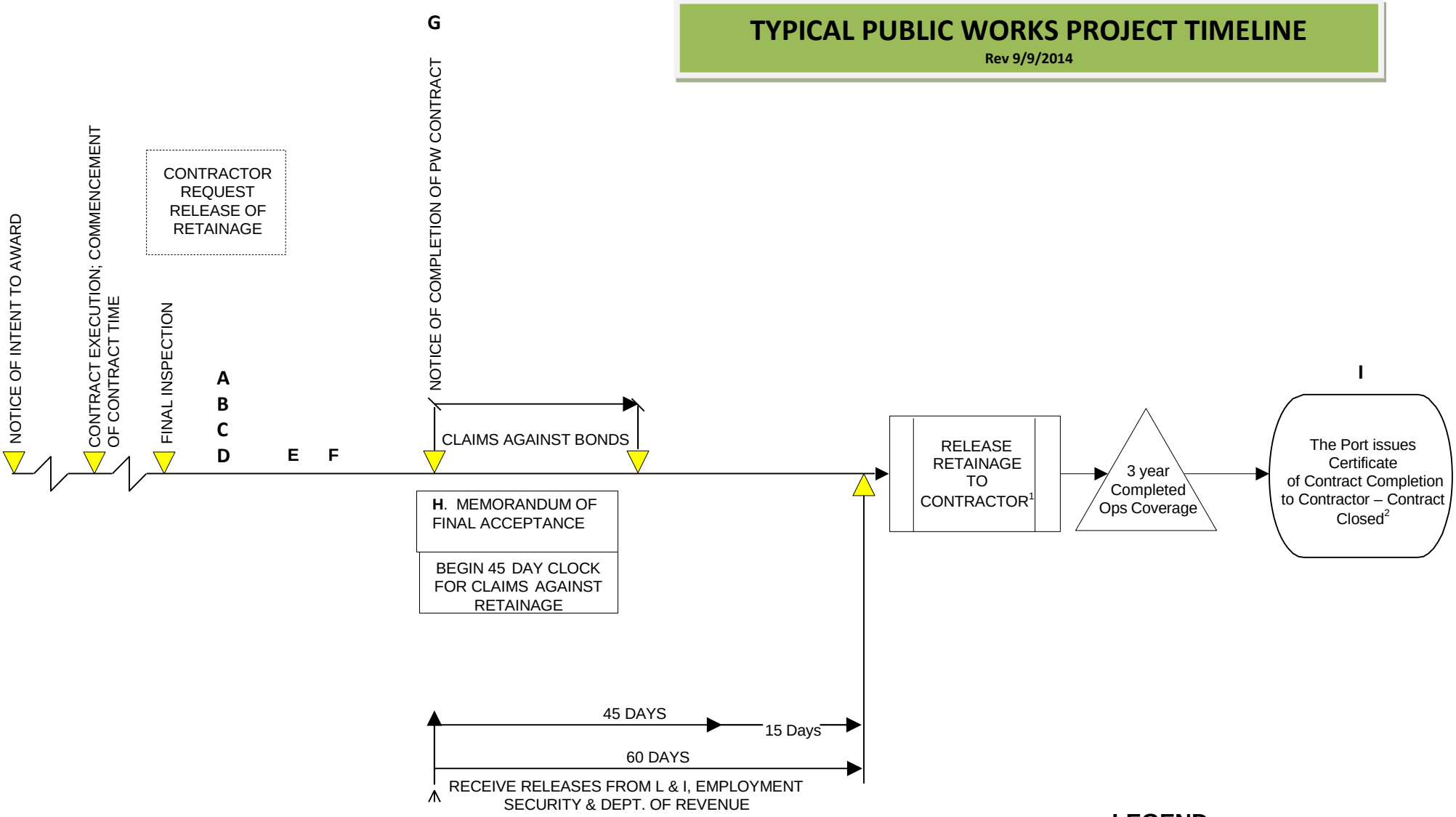
APPENDIX A

PUBLIC WORKS PROJECT CLOSEOUT CHECKLIST

ITEM:	BY:	DATE:
1. Receive Release of Claims from Contractor and verification that all Subcontractors Industrial Insurance is in good standing		
2. Contractor submits Affidavit of Wages Paid for Contractor and all subcontractors		
3. Memorandum of Final Acceptance issued		
4. Notice of Completion of Public Works Contract sent to state agencies and Contractor		
5. Port receives releases from L&I, Employment Security and Department of Revenue		
6. Release retainage or retainage bond		

TYPICAL PUBLIC WORKS PROJECT TIMELINE

Rev 9/9/2014



LEGEND

A EEO/EPI/WMBE/DBE DOCUMENTS
B ALL CLAIMS SETTLED
C FINAL PAYMENT
D RE COMPLETION MEMO
E RECEIVE CONTRACTOR RELEASE OF CLAIMS
F RECEIVE ALL AFFIDAVITS OF WAGES PAID
G NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT
H MEMORANDUM OF FINAL ACCEPTANCE
I POS CERTIFICATE OF CONTRACT COMPLETION

NOTES:

[1] As long as 60 days have transpired from the date of the "Memorandum of Final Acceptance" ", any claims previously made in writing and identified by the Contractor, a Subcontractor, or material supplier as unsettled at the time of application for Final Payment are resolved and no valid claims against retainage have been tendered.

[2] Port of Seattle Certificate of Contract Completion will be issued after the 3 year completed operations insurance coverage period. The completed operations period is from substantial completion date plus 3 years.

PART 1 GENERAL

1.01 SUMMARY

A. Submit a complete and concise description of the product, system, or piece of equipment, stressing and enhancing the importance of system interactions, troubleshooting, and long-term preventive maintenance and operation.

B. This section identifies the requirements for the formatting and compilation of all operation and maintenance (O&M) documentation for this project and equipment labeling by posting condensed operating instructions as identified in the technical specifications. Unless otherwise directed by the Engineer, the Contractor shall prepare and compile O&M documentation as defined in this section.

C. This section also includes requirements for the Contractor's input to the Port Computerized Maintenance Management System (CMMS) form listing equipment installed as part of the Work.

1. Attachment A to this section contains the project's CMMS form

1.02 SUBMITTALS/APPROVALS

A. O&M Documentation and the CMMS form shall be submitted in accordance with Section 01 33 00.

1. CMMS forms shall be submitted as a PDF within the O&M submittals along with the Excel source file.

2. Port acceptance of draft O&M, including acceptance of CMMS form, is required prior to training of Port personnel, Partial Substantial or Substantial Completion. Submit draft documentation 60 days prior to the anticipated Partial Substantial Completion or Substantial Completion date.

a. For Partial Substantial Completion, the O&M and index shall be complete for the respective elements being turned over to the Port. Partial manuals shall be clearly labeled on the cover sheet as "PARTIAL O&M MANUAL – [Identify Phase or Elements included]".

3. Port acceptance of the final O&M is required for Physical Completion and shall be submitted prior to Final Inspection. If changes are required to the Final Document, the Contractor shall incorporate revisions and resubmit a full electronic copy of the manual. All changes shall be submitted with a transmittal identifying all changes.

a. Final documentation shall contain "Partial" and/or "Draft" O&M documentation previously submitted.

1.03 OPERATING AND MAINTENANCE DOCUMENTATION

A. The O&M documentation shall be electronic utilizing Microsoft Word or searchable PDF format. The electronic data shall have software search features and interactive capabilities in the format prescribed within this section.

1. PDF versions originating from scanned documentation shall be generated from legible documents, indexed, formatted and fully text searchable.

2. Contractor is responsible for obtaining written releases dealing with copyright restrictions.

3. The maximum file size limit for an attachment in CMS is 2 GB. The Contractor shall be responsible for any adjustments to files to ensure this

limit is not exceeded while still maintaining the requirements and intent of this specification.

B. The electronic documentation shall be titled as follows:

1. Draft Partial O&M Manual – Phase [XX] MC-0321000 WP#U00504
2. Draft O&M Manual MC-0321000 WP#U00504
3. Final O&M Manual WP#U00504 Concourse Low Voltage Upgrades

1.04 CMMS FORMS

A. An electronic (Excel) file of the CMMS form (Attachment A) will be provided to the Contractor by the Engineer after Contract Execution.

B. The Contractor is responsible to ensure the form is accurately and fully completed.

1. The file name shall be titled: *WP#U00504 CMMS FORM [FINAL or DRAFT]*

2. CMMS forms are required to be accepted (or accepted as noted) by the Port to obtain draft O&M acceptance.

1.05 OPERATIONS AND MAINTENANCE (O&M) DOCUMENTATION FORMAT

A. The O&M documentation shall be organized to include four sections:

1. Title page
   a. The title page shall identify Port information including the Port project number and formal Port project name, Contractor name, Warranty Manager and proposed alternate name and contact information, and the anticipated substantial completion date and warranty start date(s). See Appendix A.
2. Table of Contents
   a. The table of contents shall identify product, system or piece of equipment by the CSI section within the technical specifications and shall be hyperlinked to the manual content.
3. Computerized Maintenance Management System (CMMS): provide a PDF of the Excel file within the O&M Documentation.
4. Technical Content of all the product, system(s) or equipment organized by technical specification Construction Specifications Institute (CSI) section number and title. It is comprised of two sections:
   a. Summary Information on products, systems and equipment
   b. Data Package information (see Parts 1.06B and 1.07).

B. The O&M documentation shall have a footer on each page after the Table of Contents with project number, project name, and page number.

1.06 TECHNICAL CONTENT

A. Summary Information on Products, Systems and Equipment.

1. Contractor, distributor and manufacturer support information:
   a. Provide the name, address, and telephone number of each Subcontractor who installed the product, system or equipment.

b. For each item, also provide the name address and telephone number of the manufacturer's representative and service organization that can provide replacements most convenient to the project site.

c. Provide the name, address, and telephone number of the product, equipment, and system manufacturers.

d. Include the 24-hour emergency support numbers.

2. Equipment information: All equipment information identified in the CMMS form shall be included in the O&M documentation on the first applicable product page and include the CMMS equipment identification number and description as provided in the CMMS form. All equipment identification numbers shall be in bold-type face in a contrasting color from the balance of the font on the page. Red is a typical contrasting color. Include the following:

   a. Equipment or system photo as installed within the project with description and design intent.

   b. Special outside agency permits including Washington State Labor & Industries.

   c. Copies of condensed operating instructions posted on equipment.

3. Submittal and Product Data: Include accepted submittal data, cut sheets and appropriate shop drawings. If submittal was not required for acceptance, descriptive product data shall be included.

   a. Include all building material and finishes. Provide specific information, lot numbers, local distributors and suppliers with their company names, addresses, and phones numbers. List all information needed to identify, maintain, and replace/duplicate any finish materials, equipment or features installed in this project. Examples include:

      (1) Material or finish designation.

      (2) Manufacturer’s name, model number, make, size, local vendor and supplier.

      (3) Proportions of mixes. (Example: terrazzo)

      (4) Color formula list for each project specific paint color used.

   b. Highlight the submittal/product data pertinent to the Contract within manufacturer’s boiler plate information documentation.

   c. Clearly mark the work product, system or piece of equipment and eliminate or strikeout advertisement and other data that does not specifically relate to the Work.

4. Warranty Information: List and explain the various warranties and clearly identify the servicing and technical precautions prescribed by the manufacturers or Contract in order to keep warranties in force.

   a. Include Warranty Manager name(s) and contact information per Section 01 78 36 - Warranties and Bonds.

5. Start Up and Testing/Balancing Information:

a. Testing and Performance Data: Include completed pre-functional checklists, functional performance test forms, and monitoring reports. Include recommended schedule for retesting and blank test forms.

b. Copy of the start-up report.

c. Completed pre-commissioning and pre-functional checklists with all data and documentation.

d. Completed functional test and calibration results.

B. Data Packages. The type of data depends upon the complexity of the product, system, or equipment. Data Package data is categorized into three (3) kinds of information: Operating Instructions, Preventive Maintenance, and Corrective Maintenance. See as identified in Table 1 and described below in Part 1.07 for the kinds of information included in the data packages.

1. Data Package 1: typically used for architectural items requiring simple but specific maintenance and replacement; for example, acoustical ceiling, floor tile or carpeting system.

2. Data Package 2: used for an item that has motors or adjustable electronics; for example, an item having a motor and some sequence of operation such as a refrigerated drinking fountain or adjustable photosensor.

3. Data Package 3: used for an complex piece of equipment, having an extensive sequence of operation, a complex troubleshooting sequence and one requiring frequent operator attention; at least for start-up and shut-down.

	TABLE 1	**Data Packages**		
	Technical Data Content	**1**	**2**	**3**
Operating Instruction				
	Safety Precautions	X	X	X
	Operator prestart			X
	Startup, shutdown, and post-shutdown procedures			X
	Normal operations		X	X
	Emergency operations			X
	Operator service requirements			X
	Environmental conditions		X	X
	Parts identification		X	X
	Testing equipment and special tool information			X

	TABLE 1	Data Packages		
	Technical Data Content	**1**	**2**	**3**
Preventive Maintenance (PM)Plan &Schedule				
	Manufacturer's PM recommendation		X	X
	Calibration recommendations		X	X
	Cleaning recommendations	X	X	X
	Lubrication data		X	X
Corrective Maintenance (Repair)				
	Troubleshooting guides and diagnostic techniques			X
	Wiring diagrams and control diagrams			X
	Maintenance and repair procedures	X	X	X
	Removal and replacement instructions		X	X
	Spare parts and supply lists	X	X	X
	Corrective Maintenance Work Hours			X
Video O&M Documentation				
	O&M Videos		**X**	**X**

1.07 DATA PACKAGE TECHNICAL INFORMATION

A. Operating Instructions: Include specific instructions, procedures, and illustrations for the following as required by installed products, systems and equipment:

1. Safety Precautions: List personnel hazards and equipment or product safety precautions for all operating conditions. Include Safety Data Sheets.

2. Operator Prestart: Include procedures required to install, set up, and prepare each system for use.

3. Startup, Shutdown, and Post-Shutdown Procedures: Provide narrative description for Startup, Shutdown and Post-shutdown operating procedures including the control sequence for each procedure.

4. Normal Operations: Provide narrative description of Normal Operating Procedures. Include Control Diagrams with data to explain operation and control of systems and specific equipment.

5. Emergency Operations: Include Emergency Procedures for equipment malfunctions to permit a short period of continued operation or to shut down the equipment to prevent further damage to systems and equipment or harm personnel. Include Emergency Shutdown Instructions for fire,

explosion, spills, or other foreseeable contingencies. Provide guidance and procedures for emergency operation of all utility systems including required valve positions, valve locations and zones or portions of systems controlled.

6. Operator Service Requirement: Include instructions for services to be performed by the operator such as lubrication, adjustment, inspection, and recording gage readings.

7. Environmental Conditions: Include a list of Environmental Conditions (temperature, humidity, and other relevant data) that are best suited for the operation of each product, component or system. Describe conditions under which the item equipment should not be allowed to operate.

8. Parts Identification: Provide identification and coverage for all parts of each component, assembly, subassembly, and accessory of the end items subject to replacement. Include special hardware requirements, such as requirement to use high-strength bolts and nuts. Identify parts by make, model, serial number, and source of supply to allow reordering without further identification. Provide clear and legible illustrations, drawings, and exploded views to enable easy identification of the items. When illustrations omit the part numbers and description, both the illustrations and separate listing shall show the index, reference, or key number that will cross-reference the illustrated part to the listed part. Parts shown in the listings shall be grouped by components, assemblies, and subassemblies in accordance with the manufacturer's standard practice. Parts data may cover more than one model or series of equipment, components, assemblies, subassemblies, attachments, or accessories, such as typically shown in a master parts catalog.

9. Testing Equipment and Special Tool Information: Include information on test equipment required to perform specified tests and on special tools needed for the operation, maintenance, and repair of components.

B. Preventive Maintenance Plan and Schedule: Include the following information for preventive and scheduled maintenance to minimize corrective maintenance and repair for installed products, and the model and features of each system and piece of equipment.

1. Include manufacturer's schedule for routine preventive maintenance, inspections, tests and adjustments required to ensure proper and economical operation and to minimize corrective maintenance.

2. For periodic calibrations, provide manufacturer's specified frequency and procedures for each separate operation.

3. Cleaning Recommendations: Provide environmentally preferable cleaning recommendations.

4. Lubrication Data: Include preventive maintenance lubrication data, in addition to instructions for lubrication provided under paragraph titled "Operator Service Requirements":

a. A table showing recommended lubricants for specific temperature ranges and applications.

b. Charts with a schematic diagram of the equipment showing lubrication points, recommended types and grades of lubricants, and capacities.

c. A Lubrication Schedule showing service interval frequency.

C. Corrective Maintenance (Repair): Include manufacturer's recommended procedures and instructions for correcting problems and making repairs as required for installed products, and model and features of each system and pieces of equipment. Include potential environmental and indoor air quality impacts of recommended maintenance procedures and materials.

1. Troubleshooting Guides and Diagnostic Techniques: Include step-by-step procedures to promptly isolate the cause of typical malfunctions. Describe clearly why the checkout is performed and what conditions are to be sought. Identify tests or inspections and test equipment required to determine whether parts and equipment may be reused or require replacement.

2. Wiring Diagrams and Control Diagrams: Wiring diagrams and control diagrams shall be point-to-point drawings of wiring and control circuits including factory-field interfaces. Provide a complete and accurate depiction of the actual job specific wiring and control work. On diagrams, number electrical and electronic wiring and pneumatic control tubing and the terminals for each type, identically to actual installation configuration and numbering.

a. Maintenance and Repair Procedures: Include instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards.

3. Maintenance and Repair Procedures: Include instructions and a list of tools required to repair or restore the product or equipment to proper condition or operating standards.

4. Removal and Replacement Instructions: Include step-by-step procedures and a list of required tools and supplies for removal, replacement, disassembly, and assembly of components, assemblies, subassemblies, accessories, and attachments. Provide tolerances, dimensions, settings and adjustments required. Instructions shall include a combination of text and illustrations.

5. Spare Parts and Supply Lists: Include lists of spare parts and supplies required for maintenance and repair to ensure continued service or operation without unreasonable delays. List spare parts and supplies that have a long lead-time to obtain. Corrective Maintenance Work Hours: Include manufacturer's projection of corrective maintenance work-hours including requirements by type of craft.

6. Corrective maintenance that requires completion or participation of the equipment manufacturer shall be identified and tabulated separately.

7. Video O&M Documentation: Include reference to training videos as identified by the technical specifications. See Section 01 79 00 – Training for video and audio technical requirements. Video titles shall be coordinated with the table of contents for the respective section

a. Example: *Section [XXXXX] Training Video for [specific equipment] provided separately.*

1.08 EQUIPMENT OPERATING INSTRUCTIONS: POSTING CONDENSED INSTRUCTIONS

A. Condensed operating instructions shall be clearly laminated and secured adjacent to or inside the equipment where it can be easily read by operating personnel performing the steps listed. The writing shall not fade in sunlight and shall be secured to prevent easy removal, peeling and degradation if exposed to the weather.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

APPENDIX A: Title Page for Operations and Maintenance Documentation

POS Project Number	
Project Name	
Port Project Manager	
Port Resident Engineer	
Prime Contractor Name	
Prime Contractor Project Number	
Primary Contact Name	
Primary Contact Number	
Contractor Warranty Manager [Alternate Warranty Manager]	
Warranty Manager Contact Number [Alternate Warranty Manager Contact Number]	
Warranty Manager Emergency Contact Number [Alternate Warranty Manager Emergency Number]	
Anticipated Substantial Completion Date	
Phased Warranty Yes/No	If yes, list all anticipated dates:
Anticipated Warranty Date(s)	

Instructions for

CMMS DATA FORM

The completed form is to be submitted to POS in electronic format and will only be acceptable as an Excel (.xls) file type

The Port of Seattle uses a Computerized Maintenance Management System (CMMS) called MAXIMO to schedule periodic maintenance. The completed Data Form for CMMS input will aid in providing accurate data on a piece of equipment or system to ensure timely commencement of periodic maintenance. Items to include:

- Items with equipment numbers on the contract drawings
- Items with extended warranties
- Equipment critical to operation of the airport
- Equipment that needs periodic maintenance or inspections (O&M manual)
- Equipment funded with grant funds (specify grant)

Information for items highlighted in yellow below are filled in by the Architect Engineer at 90% desgin only	
Project # & Name	# & name of POS Project provided by POS PM
POS Equipment ID Number **Equipment Description**	Items with equipment numbers on the contract drawings. Filled out at 90% design by POS A/E with PM oversite; Sent out as part of the Bid Package.
Location Information **Area>Section>Location>Place**	Choose from drop down menu options; if the menus do not drop down as it gets more specific, enter any remaining information you have into the Other Location Information Field
Other Location Information	If the location does not apply to the available options or the drop down menus do not continue, enter the rest of the information in this field

Information for items highlighted in green below are filled in by the contractor, plus update of yellow items above (oversite by Construction Management).	
Contact Information:	Name, telephone number, and e-mail address of the person in the General Contractor's office with whom POS Maintenance can discuss information submitted on the form.
Equipment Information	
Model Number	Alphanumeric as recognized by the equipment manufacturer
Serial Number	Alphanumeric as recognized by the equipment manufacturer
MANUFACTURER Information	
Manufacturer Name	Provide Manufacturer Name
Vendor	Provide Vendor name if known
Install or Purchase Date	Date DA/MO/YEAR on which equipment is purchased or installed.
End of Equipment Warranty Date	Date DA/MO/YEAR on which Warranty expires based on start date identified above.
Extended Equipment Warranty Date (if applicable)	Date DA/MO/YEAR on which *Extended* Warranty expires based on start date identified above (if applicable) - add who the extendard warranty is from in the notes section.
Estimated Equipment Value	Complete assembly/unit replacement in today's dollars.
Expected Equipment Life Span (Years)	Estimated # of years before the piece of equipment will need to be replaced if maintained properly.

Any extra notes can be put in the notes column at the end of the form.

Demo Data (use this tab to identify assets that are being removed)

For a blank electronic copy, or if you have any questions filling out this form, please contact one of the following people:

Deb Sorensen 206-787-7252	**Sorensen.D@portseattle.org**
Doug Bean 206-787-5584	Bean.D@portseattle.org
Beth Britz 206-787-3556	Britz.B@portseattle.org
Arland Fagerstrom 206-787-7807	Fagerstrom.A@portseattle.org

Chris Heimbigner 206-787-5823 Heimbigner.C@portseattle.org
Todd Kanyer 206-787-5553 Kanyer.T@portseattle.org

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	**CMMS Data Form**																
2					**Project #:**												
3	Version 2.20	5/5/2020			**Project Name:**												
4					**Contact Information:**												
5																	
6																	
7																	
8	**To be Completed by Architect Engineer at 90% Design Only**								**To be Completed by Contractor Only**								
9	**Port of Seattle Equipment ID/ Tag/Drawing Number** (ex. HBC.AH07.AHU)	**Equipment Description - Maximo Asset Description** (ex. AIR HANDLING UNIT, HBC.AH07.AHU)	**Area -** Select from drop down list (ex. Terminal)	**Section -** Select from drop down list (ex. Concourse)	**Location -** Select from drop down list (Level)	**Place -** Select from drop down (Room level)	**Other Location Information** (ex. Gate #, Room #) - If you've selected a blank drop down put additional information here:	**GIS ID**	**Model Number**	**Serial Number**	**Manufacturer**	**Vendor**	**Install or Purchase Date**	**End of Equipment Warranty Date**	**Extended Warranty Date (If Applicable)**	**Estimated Equipment Value**	**Expected Equipment Life Span (Years)**
10																	

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

A. Throughout the progress of the Work the Contractor shall maintain accurate set of As-built Redline Documents (including shop and Contractor bidder-design drawings and specifications).

B. As-Built Redline Drawings will be used by the Port at a future time as the basis of revision to the CAD drawing files and therefore must clearly communicate the changes in graphics and text to the CAD operator performing the drawing revisions.

1.02 QUALITY ASSURANCE

A. The responsibility for maintenance of changes to the As-Built Redline Documents shall be assigned to one person on the Contractor's staff.

B. As-Built Redline Documents:

1. Shall be kept accurate and current per the requirements of paragraph 3.01, Maintenance of As-Built Record Documents.

2. Thoroughly coordinate all changes by making redline entries on an ongoing basis on a single set of full-size Contract Documents maintained at the job site or an electronic version of the documents maintained on a shared drive accessible to the Port. Accuracy shall be such that future users of information showing the as-built condition of the Work may reasonably rely on the information shown.

3. As-Built Redline Documents Kick-off Meeting

a. Convene a meeting with the Engineer prior to making entries in the As-Built Redline Documents set to clarify level and style of information requirements.

b. Attendees shall include the Contractor's field manager, the Contractor's staff member responsible for making the entries, the Engineer, and Inspector(s) responsible for monthly review of the As-built Redline Documents.

4. Inspection and Quality of As-Built Redline Documents

a. A checklist is appended to this Section: (Appendix # 1-- Redlines Quality Checklist). This checklist will be used by Port personnel reviewing the Redline Documents for currency and quality prior to the Engineer's acceptance of the Progress Payment requests. The checklist will serve to define Contract requirements for quality and content of entries.

1.03 SUBMITTALS

A. Progress Submittals:

1. The Engineer's acceptance of the current status of changes to the As-Built Redline Documents will be a prerequisite to the Engineer's acceptance of requests for each Progress Payment. Appropriate payment may be withheld if documents are not up to date at the time of the Progress Payment request(s).

B. Draft As-Built Redline Documents Submittal:

1. Submit a draft electronic copy of the As-Built Redline Drawing Set, including shop drawings and bidder-design drawings, and Specifications, if modified, to the Engineer for acceptance as required for Substantial Completion.

a. If hard-copy as-built redline set, a scanned version of the set is required including front and back of each page as needed to capture all changes and attached directives.

b. The submitted file(s) shall be in .pdf format, each one no larger than 2 GB.

C. Final As-Built Redline Documents Submittal:

1. Submit a final electronic PDF file for acceptance as required for Physical Completion.

a. If hard-copy as-built redline set, a scanned version of the set is required including front and back of each page as needed to capture all changes and attached directives.

b. The submitted file(s) shall be in .pdf format, each one no larger than 2 GB.

PART 2 PRODUCTS - Not used

PART 3 EXECUTION

3.01 MAINTENANCE OF AS-BUILT PROJECT RECORDS

A. During construction of the Work, the Contractor shall use all means necessary to maintain a record of changes to the Contract documents completely protected from deterioration and from loss and damage.

B. As-Built Redline Documents

1. All change directives in the Work generated by Change Orders (CO), with reference to Written Authorizations (WA), Construction Bulletins (CB) Requests for Information (RFIs), and accepted substitutions, shall be recorded on the Contract Documents.

2. The Contractor shall revise (1) set of full-size Contract Documents, or one set of electronic Contract Documents, by red-line process to show the as-built conditions during the course of the project. Identify documents with the title REDLINES.

a. Define an accepted method for protecting the project As-Built Redline Documents for the duration of the Contract.

b. Do not use the As-Built Redline Documents for any purpose except entry of new data and for review by the Engineer.

c. Maintain and protect the documents at the site of Work or on an electronic shared location accessible to the Port

(1) Electronic location shall be compatible with both Windows and Apple operating systems, or as approved by the Port.

(a) Port access shall be read-only.

3. Changes shall show the actual Work with the same level of accuracy and completeness as the original Contract Documents. As-built Redline Documents should include changes in location, identification and sizes of material, equipment, utilities and elements of the project and reflect the correct scale, grade, elevations, dimensions and coordinates of changes.

    a. The change directive (CO/RFI/WA/CB) number should be identified on the drawing with the “clouded” changes. It is not necessary to describe the directive, when, why or who authorized the change.

        (1) If hard-copy as-built set, use an erasable red-colored pencil (not ink or indelible pencil) to clearly indicate the changed graphics or text.

        (2) On an electronic file, select red line color.

    b. Distinguish between annotations intended to be copied exactly by a future drafter creating As-Built files and information that is supplemental and not meant to be copied. Examples of supplemental information would include notes to the drafter and information purely for the Contractor’s information in monitoring the change. A suggested approach is to make all markings not to be copied by a CAD operator in a color other than red, reserving red for information to be copied exactly.

    c. Do not include markings or reference to documents that do not generate a graphic or text change.

4. Complex or complicated changes can be noted in the As-built Redline Documents with a cloud and reference to the directive attached to the document or the back of the sheet preceding it or as an attached file to an electronic As-built Redline file.

5. Include changes or modifications that result from final inspection.

C. Shop drawings and Contractor bidder-design drawings shall be maintained accurate and current and show, as a minimum, the following information:

1. Changes from approved detail drawings prepared and/or furnished by the Contractor; including but not limited to shop drawings, installation plans and dimensions of equipment.

2. The actual bidder-design work by the Contractor to meet performance specifications, such as HVAC controls, Fire Alarm, Sprinkler systems and Data Management systems, to the same level of detail as the submitted and approved bidder-design drawings.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General

Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Appendix #1: Redlines Quality Checklist

CHECK ITEM	EXAMPLE/COMMENT
Check that supplementary information is coded in such a way that it will not be transferred to the final record documents	Example: lines or notes not to be copied might be marked in a different color. An example of supplementary information might be references to dates or meetings or field conversations that the Contractor may want recorded on the As-Built Redline Documents for record purposes but that are not relevant to the physical as-built condition.
Check that the changes are marked exactly as they should be indicated in revised documents	An example of unacceptability would be a relocated light fixture shown by a circle around the item with an arrow leader pointing to the new location. Correctly it should be drawn in the final location in which it was actually installed exactly as a drafter would be intended to draw it with all circuits or connections included and previous circuits and connections shown deleted.
Check that a drafter could access the information from which the change was constructed	The change should be clouded or otherwise identified with a reference to the actual change directive from which it was constructed (CO, CB, FA, RFI, etc.) - this may not necessarily be the official Change Order. The traditional practice of attaching the directive to the back of the preceding sheet is recommended.
Check that the original information superseded by a sketch attachment to the change directive is clearly identified	It is not necessary for the Contractor to redraw what is clearly shown and dimensioned on the sketch. However, it should be clear what information the sketch replaces.
Check that the Contractor is keeping some kind of log or checklist of changes pending completion of the installation or construction in the cases where the Contractor does not record the change until the	This is important when the practice adopted is to not mark the changes until the work is completed to assure accurate "as-built" information. Without the checklist, the Contractor can easily lose track and it will be more difficult for the Port Inspector to check the status.

work is completed	
In the case of the item above, check the Contractor's method for verifying that the change directive does reflect the in-place (As-built) work	If the work is not constructed exactly per the sketch accompanying the change directive, the variation should be noted in a way that would be clear to a drafter.

PART 1 GENERAL

1.01 DESCRIPTION

A. This Section specifies general administrative and procedural requirements for warranties and bonds required by Contract Documents, including manufacturers' standard warranties on products and special warranties.

1. Refer to General Conditions for terms of Contractor's overall warranty of the Work.

2. Specific requirements for Work and products, and installations that are specified to be warranted are included in 01 78 36 Appendix A Warranty Requirements.

3. Certifications and other commitments and agreements for continuing services to the Port are specified elsewhere in Contract Documents.

a. Refer to Section 01 14 13 – Airport Personnel Identification/Access Control and Security regarding badging for Warranty work after Physical Completion.

B. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of warranty on Work that incorporates products, nor does it relieve suppliers, manufacturers, and subcontractors required to countersign special warranties with Contractor.

1.02 WARRANTY REQUIREMENTS

A. Replacement Cost: Upon determination that Work covered by warranty has failed, replace or rebuild Work to an acceptable condition complying with requirements of Contract Documents. Contractor is responsible for cost of replacing or rebuilding defective Work regardless of whether the Port has benefited from use of Work through a portion of its anticipated useful service life.

B. Related Damages and Losses: When correcting warranted Work that has failed, remove and replace other Work that has been damaged as result of such failure or that must be removed and replaced to provide access for correction of warranted Work.

C. Reinstatement of Warranty: When Work covered by warranty has failed and corrected by replacement or rebuilding, reinstate warranty by written endorsement. The reinstated warranty shall be equal in all respects to the original warranty duration and coverage.

D. The Port’s Recourse: Written warranties made to the Port are in addition to implied warranties, and shall not limit duties, obligations, rights, and remedies otherwise available under the law, nor shall warranty periods be interpreted as limitations on time in which the Port can enforce such other duties, obligations, rights, or remedies.

1. Port reserves right to reject warranties and to limit product selections to products with warranties not in conflict with requirements of Contract Documents.

2. Port reserves right to refuse to accept Work for project where a special warranty, certification, or similar commitment is required on such Work or

part of Work, until evidence is presented that entities required to countersign such commitments are willing to do so.

E. Contractor shall respond to and correct warranty related claims in a reasonable time frame.

F. Emergency Warranty Work: In cases concerning immediate or imminent impacts to Port Operations, the safety of persons, the Work, adjoining property, equipment or systems, the Port shall have the right to perform any necessary repair, replacement or rebuilding in order to restore full, unrestricted operation as soon as possible. In the event the Port performs such warranty-related work, it will charge the Contractor for all labor hours expended and all out-of-pocket costs incurred (whether for materials or specialized equipment, specifically including the cost of any inventoried items) plus fifteen percent (15%) markup to cover the Port's administrative and accounting costs. The Port will provide an itemized invoice to the Contractor, and Contractor shall make full payment thereon no later than thirty (30) days following receipt.

1.03 BOND REQUIREMENTS – Not Used

1.04 SUBMITTALS

A. Submit written warranties to the Engineer sixty (60) days prior to the anticipated Partial Substantial Completion or Substantial Completion date with the draft Operation and Maintenance Data. Warranty start dates commence on the date of the Certification of Substantial Completion or Physical Completion, whichever comes first.

B. A form for special warranties is included at end of this Section. Prepare a written document utilizing the appropriate form, ready for execution by the Contractor, or the Contractor and subcontractor, supplier, or manufacturer. Submit draft to the Engineer for acceptance prior to final submission.

1. Refer to technical specification for submittal of special warranties.

C. Include final executed sets of all required warranties in the final Operation and Maintenance data submission including name and contact information for a Warranty Manager for each warranty.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION - Not Used

PART 4 MEASUREMENT AND PAYMENT

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

SAMPLE

SPECIAL LIMITED PROJECT WARRANTY FOR

WHEREAS, _____

(Contractor),

Address _____

Telephone (___) ___-____ ext. _____ has performed _____

_____

(Work) on the following project: _____

_____

Address _____

For the Port of Seattle

and, WHEREAS, the Contractor has agreed to warrant said Work _____

_____

NOW, THEREFORE, the Contractor hereby warrants said Work in accordance with the terms hereof, complying with the terms of the Contract with the Port dated _____, that _____

_____

WARRANTY PERIOD _____, STARTING _____, TERMINATING _____.

IN WITNESS THEREOF, this instrument has been duly executed this ___ day of _____, 20__, for

Contractor _____as its _____
(typed name) (position)

Name of Firm _____

Address _____

And has been countersigned in accordance with terms and conditions, for the Manufacturer

_____ as its _____
(typed name) (position)

Name of Firm _____

Address _____

Appendix A – Warranty Requirements

Description	Extended Warranty
Sheet Metal, Flashing and Trim	2 years on material and workmanship
Joint Sealers	3 years
Expansion Control systems	5 years
Expansion Joints and Thresholds	5 years labor and materials
Hardware	Locks and locksets for lifetime of building, Door Closers for lifetime of building, Panic devices for 5 years
Direct Digital Controls	meters and sensors 2 years
Unit and Cabinet Heaters	5 years
Medium Voltage Cables	40 years manufacturer service life
Lighting Controls	5 years
Electrical Power Metering	2 years on instruments and software
Transient Voltage Suppression	5 years
Interior Lighting (all LED and drivers/power supply, luminaires and batteries)	5 years with no less than 90% output. 10 years on batteries (prorated last 9 years).
Exterior Lighting	3 years
Exterior Lighting (all LED and drivers/power supply, luminaires, pole finishes)	5 years and no less than 90% output for LED
General Communications Requirements	25 years fiber optics
Backbone Cabling Requirements (entire system)	25 years system as a whole
Horizontal Cabling	25 years system as a whole
Data Communications Network Equipment	2 years
Uninterruptible Power Supplies	5 years
Access Control	3 years
Video Surveillance Remote Devices and Sensors	3 years by manufacturer

PART 1 GENERAL

1.01 DESCRIPTION OF WORK

A. The Contract Management System (CMS) is a web-based system developed by the Port to manage Contract documents. The CMS will be used to generate and capture electronic Contract Documents, route them to the appropriate individuals, file them, and then allow for easy retrieval. The CMS shall be used for all Contract communications between the Port and the Contractor. CMS shall not be used for Electronic Payroll Information (EPI) or any type of payroll submittals.

PART 2 PRODUCTS

2.01 CONTRACT MANAGEMENT SYSTEM

A. The Port will provide the Contractor with one user login for the Port's CMS located at https://docmgt.portseattle.org at no cost to the Contractor. Access to the CMS web site will be provided by way of a Port provided password and username. The login will be subject to the terms and conditions of use as described in the Contract Documents and may be revoked by the Port at any time.

B. Additional logins may be provided at the Port's discretion. Each login will be subject to the same terms and conditions of use as the Contractor's initial login and will similarly be subject to revocation by the Port at any time. Coordination of the integration process will be the responsibility of the Contractor.

2.02 MINIMUM REQUIREMENTS

A. In order to utilize the CMS, the Contractor shall use equipment and software that meets the following minimal requirements:

1. Hardware:
   a. i5 compatible processor or higher IBM-compatible PC
   b. 16 GB free space on hard drive
   c. 4 GB of RAM
   d. Require VGA or higher-resolution monitor at least 1,024x768 pixel resolution
   e. DSL link to the Internet
2. Software:
   a. Operating System: Windows 7
   b. Browser: Chrome 87.0 or Edge 87.0
   c. PDF Reader for viewing attachments only.
   d. PDF Editor for markups and/or editing of attachments.
   e. MS Office 2010 Professional
3. Scanner:
   a. Flatbed scanner + ADF (automatic document feeder)
   b. TWAIN Compliant drivers
   c. Minimum 200-page Automatic Document Feeder

d. Scanning speed: Portrait 56 ppm simplex / 92 ipm duplex

e. Scanning resolution: 100 dpi - 400 dpi Optical; up to 600 dpi Interpolated

f. Paper size: Check 2.8” x 6.7” to ledger 11” x 17”

g. Capable of color scanning

4. Printer:

a. Inkjet or Laser printer

b. Paper size: Check 2.8” x 6.7” to ledger 11” x 17”

c. Capable of color printing

PART 3 EXECUTION

3.01 SETUP AND TRAINING

A. Setup

1. Prior to use, the Contractor shall be required to have at least two (2) project personnel attend and complete a training session conducted by the Port as specified below.

2. Following successful completion of the training session the Contractor will be provided with login with accompanying user name and password.

B. Training

1. The Port of Seattle will provide up to eight (8) hours of on the job training. Training shall be coordinated through the Engineer and will provide sufficient indoctrination to the system to allow the Contractor to access the system and use the basic features thereof.

2. Additional training may be requested by the Contractor to cover topics or information not included in the initial training session. These requests will be considered by the Engineer based on availability of training personnel.

3. Additional training may be requested by the Contractor for personnel in excess of the initial training allowed above. Such additional training requests will be considered by the Engineer based on availability of training personnel and the size of previously scheduled sessions.

3.02 SYSTEM USE

A. System Use

1. The Contractor shall use the Port’s Web-based CMS specified herein for all project communications, including but not limited to letters, daily reports, weekly reports, written notice of change, requests for change order, cost proposals, submittals, substitution requests, requests for information, pay applications, etc. CMS shall not be used for Electronic Payroll Information (EPI) or any type of payroll submittals.

a. The maximum file size limit for an attachment in CMS is 2 GB. The Contractor shall be responsible for any adjustments to files to ensure this limit is not exceeded.

2. Any information not transmitted via CMS will not be considered official documentation, unless specifically allowed as an exception by the Engineer based on extenuating circumstances. All information transmitted via CMS shall be in electronic format. The Contractor is required to scan all documents into a legible electronic form and will initiate workflows in CMS following the Ports standard protocols for format and system use. The scanned documents (such as pdf's) shall be submitted to the Port in a searchable format. The Contractor shall use Optical Character Recognition (OCR) software to convert all pdf documents produced, or received from subcontractors and supplier, to a searchable format prior to submitting to the Port. Workflows not initiated using the proper formatting protocols will not be accepted by the Port. Protocols will be covered in the Contractor training held at the beginning of the project.

3. The Port may, from time to time, require hard paper copies of certain documents, including Pay Estimates and Contracts, to be signed by the Contractor. In these cases, the Port will provide the Contractor with hard copies of the signed documents and will incorporate signed documents into the system for reference purposes. In the event the Contractor feels a certain document should be maintained in hard-copy form in addition to electronic form, the Contractor may submit such a request to the Engineer through CMS. Documents accepted for hard copy in this fashion shall be prepared by the Port at the sole expense of the Contractor.

4. The Contractor may request specific forms or reports be incorporated into the system for use in fulfilling the Contractor's requirements. Upon acceptance, the Port shall make reasonable efforts to prepare said form(s) or report(s) based on the Contractor's requirements at the sole expense of the Contractor.

3.03 CONTACT PERSONNEL

A. The Contractor shall designate one employee who shall serve as their primary contact in connection with the use of CMS for the Contract. The Contractor may change its primary contact by providing notice to the Engineer.

B. The Contractor shall further designate a back-up contact that shall serve as primary contact in the event the primary contact is unavailable.

C. The Contractor shall provide 24-hour availability telephone numbers for the primary and back-up contacts.

3.04 TERMS OF USE

A. Use and Protection of Passwords

1. The Contractor shall use each password in furtherance of Contract work and shall use the password for no other purpose. The Contractor assumes all risks associated with the failure to adequately protect such password. The Contractor further agrees:

a. To prohibit the disclosure of any password to any person not authorized by the Contractor to use the password.

b. To protect all passwords in a secure manner that will prevent unauthorized use.

c. That any Contractor access or information developed as a result of utilizing CMS by way of the password(s) shall be attributed to the Contractor, and that the Port and other users may rely upon such attribution.

B. Restrictions on Use

1. The Contractor shall make every reasonable effort to ensure that:

a. Computer codes, files, and programs which may interrupt, destroy, or cause damage shall not be uploaded into CMS.

b. Computer codes, files, and programs which interfere with the proper working of CMS or its use by others shall not be allowed access.

3.05 REVOCATION OF LICENSE

A. The Port may, at any time during the Contract, choose to revoke the Contractor's login or any such additional logins Such revocation may occur based on misuse, misconduct, termination of the Contract, or other such reasons as deemed justified by the Engineer. Such revocation may occur with or without prior notice to the Contractor or affected user(s).

3.06 DOWNTIME AND SYSTEM AVAILABILITY

A. Any interruptions in service based on Internet conditions, connection media, or the unavailability of servers for maintenance, repairs, or replacement shall not warrant additional compensation to the Contractor. The Port will not be liable for the unavailability of the system for any period of time nor will it be responsible for the inability of the Contractor to access the system or any of its components.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:
No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:
The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

PART 1 GENERAL

1.01 SUMMARY

A. Prior to Substantial Completion or Partial Substantial Completion, the Contractor shall provide orientation and training to a level that allows Port personnel to operate and maintain the Work per the documentation included in the draft Operation and Maintenance (O&M) Manual per Section 01 78 23.13 – Aviation Operations and Maintenance Documentation.

1. Training shall be provided for all modes, functions, operations and maintenance of all products, systems or equipment by project competent personnel familiar with the items installed, sequence of operations, maintenance procedures and troubleshooting.

B. Video requirements to capture training on operations and maintenance procedures for specific products, systems or equipment are as identified in this Section.

C. All systems and parts of the Work shall be commissioned and functional prior to conducting training on that system or piece of equipment.

D. Draft O&M Manual(s) submittal(s) shall be Accepted or Accepted as Noted prior to conducting training.

E. Provide training in conformance with:

a. Appendix A: Standard Training Days and Times.

b. Appendix B: Training Hour Requirements.

1.02 REQUIREMENTS/QUALIFICATIONS

A. The Training Plan and Syllabus shall be developed by the Contractor. Detailed content of the training sessions shall be submitted for acceptance by the Engineer prior to the scheduling of any training.

1. All required training or instructions from manufacturer's representatives required shall be conducted during the scheduled training sessions.

2. All training material and aides shall be provided during each training session and shall be included in the draft and final O&M Manual submittals.

3. Attendance and questions and answers from the training sessions shall be documented and included in the final O&M Manual submittal(s).

4. Group the training for each trade. For example, a piece of equipment may have training for both electricians and mechanics. Sequence the training so all the electrical training is combined and separate from the mechanical training and provide overlap where appropriate to minimize multiple trades having to be in attendance concurrently. Engineer must accept combined craft group training.

B. Training sessions shall be repeated to cover three (3) Port operational and maintenance shifts (day, swing, graveyard) as identified in Appendix A.

C. The Engineer can require additional training, at no cost to the Port, if the instruction is not deemed adequate for safe turnover and operations by Port personnel.

D. For Training Sessions, Contractor shall provide high-definition video resolution in mp4 file format with size not to exceed 2GB for each file. Audio shall be of a quality easily understood.

1.03 SUBMITTALS

A. Training Plan and Syllabus: The Contractor shall submit for review and acceptance the Training Plan and Syllabus detailing the content as shown below in 3.02.A no less than thirty (30) days prior to the proposed training date(s).

B. Include all training materials and aides in the draft O&M manual.

C. Training sign in sheets shall be submitted following completion of training session(s) on each piece of equipment or system.

D. Include all training materials, aides, questions and answers, and videos in the final O&M manuals.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 GENERAL

A. The appropriate trade or manufacturer's representative shall provide the instructions on each major piece of equipment or system. This person may be the start-up technician for the piece of equipment, the installing Contactor or manufacturer’s representative.

B. Trainers shall have practical building operating expertise with an in-depth knowledge of all modes of operation of the specific piece of equipment installed in this project. Contractor shall provide project competent personnel familiar with the item(s) installed, sequence of operations, maintenance procedures and troubleshooting to instruct in the operation and maintenance of the equipment and systems. More than one party may be required to execute the training.

3.02 TRAINING PLAN, PROCESS AND CONTENT

A. Training Plan

1. For each piece of equipment or system listed on the CMMS Form per Section 01 78 23.13 – Aviation Operations and Maintenance Documentation, the plan shall cover the following elements:

a. Equipment (included in training)

b. Intended audience (specific craft(s))

c. Location of training (offsite/factory, classroom, field, remote)

d. Proposed dates and times and locations

i. The time and place of the training session shall be coordinated by the Contractor with the Engineer.

ii. Training more than a one-hour drive from SeaTac Airport requires approved scheduling a minimum of sixty (60) days in advance.

e. Objectives

f. Detailed outline including overview for each system or piece of equipment.

g. Subjects covered (description, duration of discussion, special methods, etc.)

h. Duration of training on each subject

i. Instructor for each subject

j. Instructor qualifications

k. Methods (classroom lecture, site walk-through, operational demonstrations, written handouts, etc.)

l. Questionnaire/Testing and evaluation of Port staff for understanding of systems and equipment, safety features, and functional operation.

m. Identify required certifications for operating or maintaining equipment.

B. Training Process and Content:

1. Contractor shall provide a training sign in sheet per training session and submit it after trainees have signed in and the training is complete.

2. Training content shall:

a. Utilize the accepted Training Plan and instructions in the O&M Manual(s) to emphasize safe and proper operating requirements, preventative maintenance, special tools needed and recommended spare parts inventory.

b. Include equipment and system overview with schematics and/or one-line diagrams.

c. Review sequence of operations.

d. Include classroom, site familiarization walks and hands-on training for each piece of equipment and system to illustrate all modes of operation including, but not limited to, startup, shutdown, emergency procedures, manual vs automatic, interrelationships with other equipment or systems.

e. Review routine preventative and periodic maintenance including schedules for all pieces of equipment.

f. Review relevant health and safety issues and concerns.

g. Review maintenance associated with maintaining warranties.

h. Review common troubleshooting and maintenance issues, problems, and solutions.

i. Review of any peculiarities of equipment installation or operation.

3. During any demonstration, should the system fail to perform in accordance with the requirements of the O&M Manual or sequence of operations, the system shall be repaired or adjusted as necessary, and the demonstration repeated – which shall be re-scheduled based upon Port staff availability.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

STANDARD TRAINING DAYS AND TIMES

(Times are defined using the 24-Hour format)

Shift	Preferred Day of Week for Training	Preferred Time of Day to Start Training	Lunch Breaks	Shift Schedule and Work Hours	Notes
Mechanical Systems HVAC Water & Waste (Boiler Room OE)					
Day	Tuesday	0700	1100 – 1130	4x10 0600-1630	
Swing	Wednesday	1600	1900 – 1930	4x10 1500-0100	
Graveyard	Wednesday	0500	0400 – 0430	4x10 2200-0800	Graveyard BLRM training needs to be scheduled to end by 0700. Start earlier for longer training classes.
Weekend Day	Monday	0700	1130 – 1200	4x10 0600-1600	
Weekend Graveyard	Monday	0500	0400 – 0430	4x10 2200-0800	Graveyard BLRM training needs to be scheduled to end by 0700. Start earlier for longer training classes.
Passenger Loading Bridges and Baggage Handling Systems (Conveyor Shop BHS)					
Day	Wednesday	0730	Flexible	4x10 0530 - 1530	
Swing	Wednesday	1430	Flexible	4x10 1400 - 2400	
Graveyard	Tuesday	2330	Flexible	4x10 2200 - 0800	
Architectural (Carpenters)					
Day & Swing combined	Tuesday Wednesday Thursday	1400	Day 1100 – 1130 Swing varies	4x10 0600-1630 1300-2330	

Shift	Preferred Day of Week for Training	Preferred Time of Day to Start Training	Lunch Breaks	Shift Schedule and Work Hours	Notes
Electrical (Electricians)					
Day	Wednesday	0730	1200 - 1230	5x8 0700 – 1530	No training sessions shall be scheduled the third Wednesday of the month.
Swing	Wednesday	1530	1800 - 1830	5x8 1500 – 2330	No training sessions shall be scheduled the third Wednesday of the month.
Graveyard	Tuesday	2130 If the training is under two hours, then 0530 start training is acceptable.	0500 - 0530	4x10 2100 – 0730	No training sessions shall be scheduled the third Wednesday of the month.
Special Systems (Electronic Technicians ET)					
Day	Wednesday	0730	Flexible	Varies	
Swing	Wednesday	1530	Flexible	Varies	
Graveyard	Wednesday	2330	Flexible	Varies	
Civil (Field Crew)					
Day	Tuesday Wednesday Thursday	0700	Flexible	Varies	
Fire Systems (Port of Seattle Fire Department)					
Day	Tuesday Thursday	0900	Flexible	Varies	

End of Appendix A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1										Mechanical (OE)			Carpenters			Electricians			Electronic Technicians			Field Crew			POS Fire Department			Conveyor (OE)			
2	Division	Description	Spec #	Title	O&M Data Package 1, 2, 3 or 0 for N/A	Location of Training: Site or Classroom or Mix (TBD if blank)	Video? Y if yes	Training not required (sort field if all columns to the right are blank)	Monday	Day	Swing	Grave	Day	Swing	Grave	Day	Swing	Grave	Day	Swing	Grave	Day	Swing	Grave	Day	Swing	Grave	Day	Swing	Grave	Comment
120	- FIRE SUPPRESSION	Basic Materials and Methods for Fire Suppres	21 03 00	Training																					8						POSFD site orientation four crews each on different day two hours each crew
121			21 10 00	Basic Fire Suppression Materials and Methods		M				2	2	2	2																		
122			21 12 00	Standpipes and Hoses																											
123			21 13 13	Wet-Pipe Fire-Suppression Sprinklers																											
124			21 13 16	Dry-Pipe Fire-Suppression Sprinklers																											
125			21 13 26	Deluge Fire-Suppression Sprinklers																											
126			21 22 00	Clean-Agent Fire-Extinguishing System					1	1	1	1				1	1	1	1	1	1				2						POSFD site orientation four crews each on different day 1/2 hours each crew

End of Appendix B

PART 1 GENERAL

1.01 SUMMARY

A. The intent of Commissioning is to verify systems and equipment are being delivered to the Port fully functioning in accordance with Contract Documents.

B. Commissioning activities will be provided by the Contractor utilizing the attached Port's checklists and as described in Divisions 2 through 48.

C. Where 01 91 00.13 - Commissioning specifications or requirements conflict with Divisions 2 through 48 or other requirements, the Divisions 2 through 48 requirements shall take precedence.

1.02 TERMS AND DEFINITIONS

A. Commissioning: The process certifying that mechanical, electrical, communications, and control and life safety systems, equipment, subsystems or systems, function together properly to meet performance requirements and design intent as shown in a composite manner in the Contract Documents.

B. Systems: Group of components and equipment functioning as a unit or performing a common function. (IE: Chilled Water System: consisting of piping, valves, fittings, controls, chillers, expansion tanks, air relief, chemical treatment, pumps, etc.)

C. Functional Testing: That full range of checks and tests carried out to determine if all components, sub-systems, systems, and interfaces between systems function in accordance with the contract documents. In this context, "function" includes all modes and sequences of control operation, all interlocks and conditional control responses, and all specified responses to abnormal emergency conditions.

D. Acceptable Performance: A component or system shall meet specified design parameters and criteria under actual load conditions for duration of time as indicated within the functional test criteria as determined by technical specifications and manufacturer's literature.

1.03 COMMISSIONING TEAM

A. The commissioning team shall consist of the Port's representatives, Contractor, Subcontractors, Manufacturers, and the project Designers in accordance with their contractual arrangements with the Port. The Port's operating staff will be included during specific elements of the commissioning process.

1.04 CONTRACTOR

A. Execute the testing procedures in accordance with the commissioning checklists.

B. A Contractor's representative shall be present during all commissioning activities performed by itself or one of its Subcontractors.

C. The Contractor will schedule and execute the commissioning activities.

1.05 DUTIES OF THE CONTRACTOR

A. Contractor solely responsible for the operations, testing, and results during the commissioning process for systems and equipment to perform in accordance with the Contract Documents.

B. Subcontractor installing equipment and systems shall execute the commissioning activities on their respective Work.

C. Include Commissioning activities and durations within the master schedule.

D. Coordinate all phasing and/or sequencing requirements to integrate the commissioning activities and durations within the master schedule.

1.06 ACCEPTANCE PROCEDURES

A. The Contractor shall verify all checklists have been completed and equipment and systems functional testing successfully met or exceeded the established acceptance criteria.

B. The Contractor shall provide all acceptance test results, checklists and associated documentation to the Engineer for review and acceptance.

PART 2 PRODUCTS - Not Used

PART 3 EXECUTION

3.01 GENERAL

A. Contractor shall operate equipment and systems and conduct all tests in presence of the Engineer and/or a designated Port Representative(s) to demonstrate compliance with Divisions 2 through 48.

1. Testing shall be conducted under design operating conditions as defined within the specifications and in the commissioning activities and approved by the Engineer.

B. All elements of systems shall be tested to demonstrate that total systems satisfy all requirements of the technical specifications. Testing shall be accomplished on hierarchical basis. Each piece of equipment will be tested for proper operation, followed by each subsystem, followed by entire system, followed by interfaces to other major systems.

C. Contractor or their subcontractor shall provide all special testing materials and test equipment.

3.02 PRE-COMMISSIONING WORK

A. Attend a commissioning scoping meeting and other meetings necessary to facilitate the commissioning process. One representative of the Contractor cognizant of respective aspects of their work shall attend commissioning meetings. Other trades shall attend the commissioning meetings when their portions of the work are being tested. The Engineer will administer the meetings. Meeting location will be determined.

B. Normal start-up services required to bring system into a fully operational state. This includes cleaning, filling, purging, leak testing, motor rotation check, control sequences of operation, full and part load performance, and similar conditions.

C. Completion of controls installation, calibration, programming, and testing is critical for efficient and successful commissioning process.

3.03 EXECUTING CHECKLIST REVIEW, TESTING AND ACCEPTANCE PROCEDURES

A. CHECKLISTS

1. The Contractor shall utilize the following checklists with an “X” on this project. Applicable Checklists are attached to this specification.

	Checklist Title		**Checklist Title**
	Chilled Water Piping		Heating Hot Water Piping
	Direct Digital Control (DDC)		Lighting and Lighting Control
	Ductwork		Panels
	Emergency Lighting		TAB Plan Review
	Fan-Coil with Hydronic Coils		Variable Air Volume with Hot Water Reheat

B. FUNCTIONAL TESTING AND ACCEPTANCE PROCEDURES

1. Start up and test of systems shall be by skilled technicians. Make these same technicians available to assist Port personnel in completing the commissioning process as it relates to each system and their technical specialty.

2. Coordinate work schedules and time required for commissioning activities, with the Port. Ensure that qualified technicians are available and present during agreed upon schedules and for sufficient duration to complete necessary tests, adjustments, and problem resolutions.

C. System Issues and Discrepancies: Additional technician time and Port personnel time may be required to resolve issues and discrepancies. Make additional technician time available for subsequent commissioning periods until required system performance is obtained.

1. Complete corrective work to permit completion of commissioning activities.

2. If deadlines pass without resolution of the problems, the Port reserves its right to obtain supplementary services and equipment to resolve problems. Costs incurred to solve problems in an expeditious manner will be the Contractor's responsibility.

PART 4 MEASUREMENT AND PAYMENT

4.01 GENERAL

A. For incidental work:

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in: (i) the established hourly rates for any portion of the Work falling within

the scope of Preconstruction Services, (ii) the Fixed Amount for Specified General Conditions or Percent Fee for any portion of the Work falling within the scope of Construction Services and performed by the GC/CM, and (iii) the Total for Subcontract Costs for any portion of the Work falling within the scope of the Construction Services and performed by any Subcontractor, GC/CM (of any tier) or Supplier.

B. For work separately paid:

The cost for the portion of the Work required by this section shall: (i) to the extent performed by the GC/CM and not specifically identified as Negotiated Support Services, be incidental to, and included within, the Fixed Amount for Specified General Conditions or Percent Fee, (ii) to the extent performed by the GC/CM and specifically identified as Negotiated Support Services, be paid as authorized by the Port when the NSS item was approved, and (iii) to the extent performed by any Subcontractor, GC/CM (of any tier) or Supplier, at the contract price included within the Total for Subcontract Costs. Such payment shall be full compensation for providing this Work.

End of Section

Chilled Water Piping Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Mechanical Contractor	Date	Controls Contractor	Date
Electrical Contractor	Date		
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup and initial checkout, preparatory to functional testing.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Associated Checklists					
Chilled Water Pump(s)	☐	**Heat Exchanger**	☐	**DDC**	☐
Other	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Performance data (pump curves, coil data, etc.)	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Sequences and control strategies	☐	
Flushing and cleaning plan	☐	
Leak test reports	☐	
Water treatment report	☐	
Welder Certification	☐	
Comments:		

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Piping			
Piping installed per the drawings and details	☐	☐	
Piping, fittings, valves and equipment properly supported and seismically anchored per the details	☐	☐	
Piping, fittings and valves insulated per specification	☐	☐	
In-line equipment insulated per specification	☐	☐	
Piping labeled per specification with flows indicated in the correct direction	☐	☐	
Strainers and low-point drains opened and verified to be clean	☐	☐	
Construction strainers removed	☐	☐	
Test plugs (P/T) installed near all control sensors and as per spec	☐	☐	
Flushing and cleaning plan submitted and approved	☐	☐	
Piping system properly flushed and cleaned and temporary piping removed	☐	☐	
Piping pressure tested according to contract documents	☐	☐	
Chemical treatment system or plan installed	☐	☐	
No leaking apparent	☐	☐	

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
ASME pressure vessel data sheet or certification tag posted and inspection complete for each expansion tank	☐	☐	
Expansion tanks verified to not be air bound and system completely full of water. System completed purged of air	☐	☐	
Air vents and bleeds at high points of systems functional	☐	☐	
Valves			
Isolation valves provided at all branches and main takeoffs to facilitate isolation (as required by contract)	☐	☐	
Valve installation per manufacturer's instructions	☐	☐	
Valve manufacturer labels permanently affixed	☐	☐	
Manual isolation valves checked for proper seal and found to travel freely	☐	☐	
Valves installed in proper direction	☐	☐	
Valves stroke fully and easily and spanning is calibrated (see calibration section below)	☐	☐	
Valves that require a positive shut-off are verified to not be leaking when closed at normal operating pressure	☐	☐	
No leaking apparent	☐	☐	
Valves tagged and valve schedule submitted and displayed as required	☐	☐	
Adequate maintenance clearance in provided and valve is accessible	☐	☐	
Sensors and Gages			
Temperature, pressure and flow gages and sensors installed	☐	☐	
Piping gages, BAS and associated panel temperature and pressure readouts match	☐	☐	
TAB			
Installation of system and balancing devices allowed balancing to be completed following specified NEBB or AABC procedures and contract documents	☐	☐	

Sensor and Actuator Calibration

All field-installed sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated in accordance with Specification Section 01 91 00. All test instruments shall have had a certified calibration within the last 12 months: **Y/N_____.** Sensors installed *in* the unit at the factory with calibration certification provided need not be field calibrated.

Sensor or Actuator Tag & Location	**Location OK**	***1st* Gage or BAS Value**	**Instrument Measured Value**	***Final* Gage or BAS Value**	**Pass Y / N**

Sensor or Actuator Tag & Location	Location OK	*1st* Gage or BAS Value	Instrument Measured Value	*Final* Gage or BAS Value	Pass Y / N

Comments:

Direct Digital Control (DDC) Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Mechanical Contractor	Date	Controls Contractor	Date
Electrical Contractor	Date	Sheet Metal Contractor	Date
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- If this form is not used for documenting, one of similar rigor shall be used.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Equipment Verification.

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Sequences and control strategies	☐	
Sequences and list of all control strategies	☐	
Completed control drawings	☐	
List of all control parameters, settings and setpoints	☐	
Point-to-point checks	☐	
Comments:		

Installation Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comment**
Terminal Interface and Sub-Panel Checks			
General appearance good, no apparent damage	☐	☐	
Equipment labels affixed	☐	☐	
Layout and location of control panels match drawings	☐	☐	
Areas or equipment panels served clear in control drawings	☐	☐	
Wiring labeled inside panels (to controlled components)	☐	☐	
Controlled components labeled/tagged	☐	☐	
DDC connection made to labeled terminal(s) as shown on drawings	☐	☐	
Control wiring routed in conduits where specified	☐	☐	
110 volt AC power available to panel	☐	☐	
Compressed air available to panel (if applicable)	☐	☐	
Battery backup in place and operable	☐	☐	
Surge suppression in place and operable	☐	☐	
Panels properly grounded	☐	☐	
Environmental conditions according to manufacturer's requirements	☐	☐	
System date and time correct	☐	☐	
Siemens Equipment Panels / Boxes Labeled "Siemens DDC"	☐	☐	
DDC graphics updated	☐	☐	

Comments:

Ductwork Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Mechanical Contractor	Date	Sheet Metal Contractor	Date
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup and initial checkout, preparatory to functional testing.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Requested documentation submitted	Rec'd	Comments
Ductwork Construction Details	☐	
Submittal/Shop Drawing Information	☐	
O&M manuals	☐	
Comments:		

Note: This form should be completed [weekly]

[DUCT LEAKAGE TESTING REQUIREMENTS MUST BE COORDINATED WITH CONTRACT DOCUMENTS AND EDITED TO MATCH]

Support: Ductwork is supported properly.

Seal: All ductwork openings are sealed with plastic or a metal cap to keep out dust, dirt, and debris.
All ductwork connections are fastened and sealed with high quality duct sealer.

Clean: All ductwork is free of dust, dirt, and debris.

Conflicts: Were any conflicts or potential conflicts with the work of other trades discovered? If so, describe in section 3.

Drawings Updated: The installed system is shown on the as-built drawings.

1. Medium Pressure Ductwork Installation

Date	Description of Work Performed/ Drawing Reference	Items (see descriptions above)				Drawings Updated?	Percent Complete	Initial
		Support	Seal	Clean	Conflicts			
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		

		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		

2. Low Pressure Ductwork Installation

Date	Description of Work Performed/ Drawing Reference	Items (see descriptions above)				Drawings Updated?	Percent Complete	Initial
		Support	Seal	Clean	Conflicts			
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		
		Yes / No	Yes / No	Yes / No	Yes / No	Yes / No		

3. **Conflicts** (attach sheets as necessary)

Date	Description of Conflict	Suggested Resolution	Resolved
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

4. Pressure Testing (required to document the conditions of the test)

Medium Pressure	Low Pressure
The operating pressure of this system is _____ inches	The operating pressure of this system is _____ inches
The test pressure of this system is the maximum of: Med Pressure Ductwork: 2" + operating pressure = 2" + _____ = _____ inches	The test pressure of this system is the maximum of: Low Pressure Ductwork: 1" + operating pressure = 1" + _____ = _____ inches
The maximum leakage rate is: 0.01 x _____ cfm (section air flow rate) = _____ cfm	The maximum leakage rate is: 0.01 x _____ cfm (section air flow rate) = _____ cfm

Complete Table 1 during the actual pressure testing.
Test 2 is only to be completed if the first test detects excessive leakage.

Table 1: Leakage and Pressure Readings

Time (min)	Medium Pressure				Low Pressure			
	Test 1		Test 2		Test 1		Test 2	
	Pressure inches	Leakage cfm	Pressure inches	Leakage cfm	Pressure inches	Leakage cfm	Pressure inches	Leakage cfm
Begin								
1								
2								
3								
5								
7								
10								
End								

Required Test Pressure (from previous page):

Primary: _____ inches Secondary: _____ inches

Maximum allowable leakage rate (from previous page):

Primary: _____ cfm Secondary: _____ cfm

Primary

Test 1:
Start Time: _____
End Time: _____
Date: _____
Initials: _____

Test 2:
Start Time: _____
End Time: _____
Date: _____
Initials: _____

Secondary

Test 1:
Start Time: _____
End Time: _____
Date: _____
Initials: _____

Test 2:
Start Time: _____
End Time: _____
Date: _____
Initials: _____

5. Calibration Information

Data on the unit used to measure the leakage of air needs to be recorded to document its calibration and accuracy information if questions arise after the testing. The accuracy of the unit should be **[+/- 7.5%]** of expected leakage rate (for example if the leakage rate is not to exceed 200 cfm, then the unit must have an accuracy of 15 cfm).

Manufacturer: _____

Model: _____

Range: _____

Accuracy: _____

Last calibration date: _____ (include copy of calibration report)

Emergency Lighting and Control Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Electrical Contractor	Date	Controls Contractor	Date
		General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Associated Checklists					
Panels	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Factory Test Results	☐	
Sequences and control strategies	☐	
Warranty Certificate	☐	
Comments:		

Installation Checks – Emergency Battery Ballast			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Emergency Lighting			
Devices installed per manufacturer's instructions and specifications	☐	☐	
Devices installed agrees with shop drawings and specifications	☐	☐	
Verify mounting, location and clearances are per plans and specifications	☐	☐	

Operational Checks – Emergency Battery Ballast			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Specified sequences of operation and operating schedules have been provided with all variations documented	☐	☐	
Specified point-to-point checks have been completed and documentation record submitted for this system	☐	☐	
Verify correct operation based on specified sequence of operation	☐	☐	

Installation Checks – Emergency Lighting Control Unit			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Emergency Lighting			
Devices installed per manufacturer's instructions and specifications	☐	☐	
Devices installed agrees with shop drawings and specifications	☐	☐	
Verify mounting, location and clearances are per plans and specifications	☐	☐	

Operational Checks – Emergency Lighting Control Unit			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Specified sequences of operation and operating schedules have been provided with all variations documented	☐	☐	
Specified point-to-point checks have been completed and documentation record submitted for this system	☐	☐	
Verify correct operation based on specified sequence of operation	☐	☐	

Comments:

Fan-Coil with Hydronic Coils Construction Checklist

Project:	

Date:	
VAV tag:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. ___ List attached.

Mechanical Contractor	Date	Controls Contractor	Date
Electrical Contractor	Date	Sheet Metal Contractor	Date
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Fan Coil Unit Information					
Make		**Model Number**			
Serial Number		**Function**		**Service Area**	
Fan HP		**Fan V/Ph**			
GPM		**MBH Cooling**			
Comments:					

Associated Checklists					
Chilled Water Piping	☐	**Heating Hot Water Piping**	☐	**DDC**	☐
Ductwork	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Performance data (pump curves, coil data, etc.)	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Factory test results	☐	
Sequences and control strategies	☐	
Warranty Certificate	☐	
Comments:		

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
General			
General appearance good, no apparent damage	☐	☐	
Installation is per manufacturers instructions	☐	☐	
Permanent labels affixed	☐	☐	
Casing condition good: no dents, leaks, door gaskets installed	☐	☐	
Record drawings updated to reflect the actual installation	☐	☐	
Access doors close tightly - no leaks	☐	☐	
Connection between duct and unit tight and in good condition	☐	☐	
Vibration isolation equipment installed & released from shipping locks	☐	☐	
Maintenance access acceptable for unit and components	☐	☐	

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Sound attenuation installed	☐	☐	
Thermal insulation properly installed and according to specification	☐	☐	
Clean up of equipment completed per contract documents	☐	☐	
Verify that inlet conditions are OK: Smooth, round, straight duct for at least 3 duct diameters when possible and 2 diameters minimum for velocity pressure sensor and 3 to 5 diameters for single point electronic sensors, else airflow straighteners	☐	☐	
Verify that outlet conditions are OK, per manufacturer's recommendations	☐	☐	
Valves, Piping and Coils			
Pipe fittings complete and pipes properly supported	☐	☐	
Pipes properly labeled	☐	☐	
Pipes properly insulated	☐	☐	
Strainers in place and clean; blowdown installed	☐	☐	
Piping system properly flushed	☐	☐	
No leaking apparent around fittings	☐	☐	
All coils are clean and fins are in good condition	☐	☐	
Valves properly labeled	☐	☐	
Valves installed in proper direction	☐	☐	
Sensors calibrated	☐	☐	
P/T plugs and isolation valves installed per drawings	☐	☐	
Low Point Drains Installed	☐	☐	
Fans and Dampers			
Fan and motor alignment correct	☐	☐	
Fan area clean	☐	☐	
Fan and motor properly lubricated	☐	☐	
Smoke and fire dampers installed properly per contract docs (proper location, access doors, appropriate ratings verified)	☐	☐	
All dampers open fully	☐	☐	
All dampers close tightly	☐	☐	
All damper actuators installed	☐	☐	
Ducts			
Duct joint sealant properly installed	☐	☐	
No apparent severe duct restrictions	☐	☐	
Turning vanes in square elbows as per drawings	☐	☐	
Branch duct control dampers operable	☐	☐	
Ducts cleaned as per specifications	☐	☐	
Balancing dampers installed as per drawings and TAB's site visit	☐	☐	
Electrical and Controls			
Power disconnects in place and labeled	☐	☐	
All electric connections tight	☐	☐	
Proper grounding installed for components and unit	☐	☐	

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Safeties in place and operable	☐	☐	
Overload breakers installed and correct size	☐	☐	
Control system interlocks connected and functional	☐	☐	
All control devices and wiring complete	☐	☐	
Filter			
Filter installed correctly	☐	☐	
Access acceptable for filter removal and replacement	☐	☐	
Sensors and Gages			
Temperature, pressure and flow gages and sensors installed	☐	☐	
Piping gages, DDC and associated panel temperature and pressure readouts match.	☐	☐	
TAB			
Installation of system and balancing devices allowed balancing to be completed following specified NEBB or AABC procedures and contract documents	☐	☐	

Sensor and Actuator Calibration

All field-installed sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated. All test instruments shall have had a certified calibration within the last 12 months: **Y/N_____.** Sensors installed *in* the unit at the factory with calibration certification provided need not be field calibrated.

Sensor or Actuator Tag & Location	**Location OK**	***1st* Gage or BAS Value**	**Instrument Measured Value**	***Final* Gage or BAS Value**	**Pass Y / N**

Comments:

Heating Hot Water Piping Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Mechanical Contractor	Date	Controls Contractor	Date
Electrical Contractor	Date		
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Associated Checklists					
Heating Hot Water Pump(s)	☐	**Heat Exchanger**	☐	**DDC**	☐
Other	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Performance data (pump curves, coil data, etc.)	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Sequences and control strategies	☐	
Flushing and cleaning plan	☐	
Leak test reports	☐	
Water treatment report	☐	
Welder Certification	☐	
Comments:		

Installation Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comment**
Piping			
Piping installed per the drawings and details	☐	☐	
Piping, fittings, valves and equipment properly supported and seismically anchored per the details	☐	☐	
Piping, fittings and valves insulated per specification	☐	☐	
In-line equipment insulated per specification	☐	☐	
Piping labeled per specification with flows indicated in the correct direction	☐	☐	
Strainers and low-point drains opened and verified to be clean	☐	☐	
Construction strainers removed	☐	☐	
Test plugs (P/T) installed near all control sensors and as per spec	☐	☐	
Flushing and cleaning plan submitted and approved	☐	☐	
Piping system properly flushed and cleaned and temporary piping removed	☐	☐	
Piping pressure tested according to contract documents	☐	☐	
Chemical treatment system or plan installed	☐	☐	
No leaking apparent	☐	☐	

Installation Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comment**
ASME pressure vessel data sheet or certification tag posted and inspection complete for each expansion tank	☐	☐	
Expansion tanks verified to not be air bound and system completely full of water. System completed purged of air.	☐	☐	
Air vents and bleeds at high points of systems functional	☐	☐	
Provisions in place for expansion compensation	☐	☐	
Record drawings updated to reflect the actual installation	☐	☐	
Valves			
Isolation valves provided at all branches and main takeoffs to facilitate isolation (as required by contract)	☐	☐	
Valve installation per manufacturer's instructions	☐	☐	
Valve manufacturer labels permanently affixed	☐	☐	
Manual isolation valves checked for proper seal and found to travel freely	☐	☐	
Valves installed in proper direction	☐	☐	
Valves stroke fully and easily and spanning is calibrated (see calibration section below)	☐	☐	
Valves that require a positive shut-off are verified to not be leaking when closed at normal operating pressure	☐	☐	
No leaking apparent	☐	☐	
Valves tagged and valve schedule submitted and displayed as required	☐	☐	
Adequate maintenance clearance in provided and valve is accessible	☐	☐	
Unions installed to allow for easy removal of control valves	☐	☐	
Sensors and Gages			
Temperature, pressure and flow gages and sensors installed	☐	☐	
Piping gages, BAS and associated panel temperature and pressure readouts match.	☐	☐	
TAB			
Installation of system and balancing devices allowed balancing to be completed following specified NEBB or AABC procedures and contract documents	☐	☐	

Sensor and Actuator Calibration

All field-installed sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated. All test instruments shall have had a certified calibration within the last 12 months: **Y/N_____.** Sensors installed *in* the unit at the factory with calibration certification provided need not be field calibrated.

Sensor or Actuator Tag & Location	Location OK	*1st* Gage or BAS Value	Instrument Measured Value	*Final* Gage or BAS Value	Pass Y / N

Comments:

Lighting and Lighting Control Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Electrical Contractor	Date	Controls Contractor	Date
		General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Associated Checklists					
Panels	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Factory Test Results	☐	
Sequences and control strategies	☐	
Warranty Certificate	☐	
Comments:		

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Lighting			
Devices installed per manufacturer's instructions and specifications	☐	☐	
Devices installed agrees with shop drawings and specifications	☐	☐	
Verify mounting, location and clearances are per plans and specifications	☐	☐	
Lighting control system installed per plans, specifications and manufacturer's recommendations	☐	☐	
Switches, dimmers and occupancy sensors installed at correct height and have correct cover / escutcheon plate	☐	☐	
All zone circuits and inputs are correctly wired, circuits labeled	☐	☐	
Communications interconnection / interface is connected	☐	☐	

Operational Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Specified sequences of operation and operating schedules have been provided with all variations documented	☐	☐	
Specified point-to-point checks have been completed and documentation record submitted for this system	☐	☐	
Occupancy sensors – sensitivity settings are correct.	☐	☐	
Occupancy sensors – Aiming is correct to function per plans.	☐	☐	
Occupancy sensors – auto on/manual on and auto off settings are per plans. Auto off time delay setting is per plans.	☐	☐	
Daylight Harvesting photocells – dimming/switching occurs at ambient light level per plans.			
Daylight Harvesting photocells – verify correct deadband operation and time delay function.			

Comments:

Panel Construction Checklist

Project:	

Date:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

Electrical Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Panel Schedule (Add as required)

Panel Information			
Panel Tag		**Panel Location**	
System (Circle one)	Power / Lighting	208 - 120 / 480 - 277	Normal / Emergency
Manufacturer		**Model Number**	
Serial Number		**Short Circuit Capacity**	
Volts/Phase Rating		**Amperage Rating**	
Service Area			
Comments:			

Associated Checklists					
Grounding	☐	**Lighting**	☐	**Low Voltage Transformer**	☐
Low Voltage MCC	☐	**Low Voltage Switchgear**	☐	**Unit Substation**	☐
Unit Substation Transformer	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Sequences and control strategies	☐	
Warranty Certificate	☐	
Field test reports	☐	
Comments:		

Distribution Panel Enclosure/Cabinetry			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Equipment installed per manufacturer's instructions and specifications	☐	☐	
Equipment installed agrees with shop drawings and specifications	☐	☐	

Verify mounting, location and clearances are per plans and specifications	☐	☐	
Inspect for physical, electrical and mechanical condition of equipment and cabinet - no damage evident	☐	☐	
Inspect panels and doors for proper fit and alignment	☐	☐	
Equipment labels permanently affixed, compliant with Port standards	☐	☐	
Panel is clean and clear of dust or dirt	☐	☐	
Verify correct circuit breaker sizes and types per the specifications and manufacturer's drawings	☐	☐	
Verify door-in-door panel cover.	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
Circuit Breakers 208/120 VAC Panels			
Installed per manufacturer's instructions, plans and specifications	☐	☐	
No physical damage	☐	☐	
Verify voltage and current rating of circuit breaker are per plans and specifications	☐	☐	
Verify breakers are mounted securely and operates smoothly	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

Operational Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Specified sequences of operation and operating schedules have been provided with all variations documented	☐	☐	
Specified point-to-point checks have been completed and documentation record submitted for this system	☐	☐	

Comments:

TAB Plan Review Checklist

Project:	

Date:	
System:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. **___ List attached.**

TAB Contractor	Date	General Contractor	Date

Checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout or procedures in standards referenced in the specifications, but is intended to augment them.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This completed checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

Associated Systems					
Air Side	☐	**Water Side – Heating Hot Water**	☐	**Water Side – Chilled Water**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
TAB plan	☐	
TAB procedures	☐	
Sample TAB forms	☐	
Comments:		

General Objectives.

- The purpose of this checklist is to verify that necessary components of the TAB Plan have been included.
- A checkmark indicates that item is included in Plan. If deficient, identify issue in Comment section.

TAB Plan Checklist.

Review Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comments**
Specified qualifications and certifications of parties performing TAB work submitted and approved	☐	☐	
TAB contractor has reviewed drawings and walked through the site and verified that there are sufficient balancing dampers and valves, isolation dampers and valves and test ports installed to perform TAB per spec. Any deficiencies in design or installation that will adversely affect or preclude proper TAB have been reported.	☐	☐	
TAB contractor has reviewed the construction documents and the systems with the design engineers and contractors to sufficiently understand the design intent for each system	☐	☐	
Prior to plan, TAB contractor had planning meeting with controls contractor to discuss using BAS for TAB	☐	☐	
All field checkout sheets and logs provided as part of plan	☐	☐	
Final test report sheets to be used provided as part of plan	☐	☐	

Review Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comments**
Field and final test report sheets list each piece of equipment to be tested, adjusted and balanced with the data cells to be gathered for each	☐	☐	
Discussion of what notations and markings will be made on the duct and piping drawings complete	☐	☐	
List of all air flow, water flow, sound level, system capacity and efficiency measurements to be performed and provide a description of specific test procedures, parameters, formulas and test instrument type to be used for the measurements Sample forms have been included	☐	☐	
Detailed step-by-step procedures for TAB work include: terminal flow calibration (for each terminal type), diffuser proportioning, branch / submain proportioning, total flow calculations, rechecking, etc. Similar for water side	☐	☐	
Details of how *total* flow will be determined (Air: sum of terminal flows via BAS calibrated readings or via hood read of all terminals, supply (SA) and return air (RA) pitot traverse, SA or RA flow stations. Water: pump curves, circuit setter, flow station, ultrasonic, etc.)	☐	☐	
Specific procedures that will ensure (and which can be verified) that both air and water side are operating at the lowest possible pressures	☐	☐	
Outside air ventilation criteria under all conditions clearly understood by TAB contractor	☐	☐	
Details of if and how min. outside air cfm will be verified and set and for what level (total bldg, zone, etc.)	☐	☐	
Details of how building static and exhaust fan / relief damper capacity will be checked	☐	☐	
The identification and types of measurement instruments to be used and their most recent calibration date submitted	☐	☐	
Proposed selection points for sound measurements included	☐	☐	
Details of any TAB work to be done in phases (by floor, etc.), or of areas to be built out later	☐	☐	
Details regarding specified deferred or seasonal TAB work	☐	☐	
Details of any specified false loading of systems to complete TAB work	☐	☐	
Details of all exhaust fan balancing and capacity verifications, including any required room pressure differentials (Not applicable to Heating Hot Water and Chilled Water TAB Plans.)	☐	☐	
Plan for hand-written field technician logs of discrepancies, deficient or uncompleted work by others, contract interpretation requests and lists of completed tests (scope and frequency)	☐	☐	
Plan for formal progress reports (scope and frequency)	☐	☐	

Review Checks			
Check if acceptable, provide comment if unacceptable		**NA**	**Comments**
Plan for formal deficiency reports (scope, frequency and distribution)	☐	☐	

Comments:

Variable Air Volume with Hot Water Reheat Construction Checklist

Project:	

Date:	
VAV tag:	
Building:	
Location:	

Submittal / Approvals

Submittal. The above equipment and systems integral to them are complete and ready for functional testing. The checklist items are complete and have been checked off only by parties having direct knowledge of the event, as marked below, respective to each responsible contractor. This construction checklist is submitted for approval, subject to an attached list of outstanding items yet to be completed. A Statement of Correction will be submitted upon completion of any outstanding areas. None of the outstanding items preclude safe and reliable functional tests being performed. ___ List attached.

Mechanical Contractor	Date	Controls Contractor	Date
		Sheet Metal Contractor	Date
TAB Contractor	Date	General Contractor	Date

Construction checklist items are to be completed as part of startup & initial checkout, preparatory to performing test procedures.

- This checklist does not take the place of the manufacturer's recommended checkout and startup procedures or report.
- Contractors assigned responsibility for sections of the checklist shall be responsible to see that checklist items by their subcontractors are completed and checked off.

Approvals. This filled-out checklist has been reviewed. Its completion is approved with the exceptions noted below.

Project Engineer	Date	Owner's Representative	Date

VAV Information					
Make		**Model Number**			
Serial Number		**Function**		**Service Area**	
GPM		**MBH**			
Comments:					

Associated Checklists					
Ductwork	☐	**Heating Hot Water Piping**	☐	**DDC**	☐
Other	☐	**Other**	☐	**Other**	☐
Comments:					

Requested documentation submitted	Rec'd	Comments
Manufacturer's cut sheets	☐	
Performance data (airflows, coil data, etc.)	☐	
Installation and startup manual and plan	☐	
O&M manuals	☐	
Factory test results	☐	
Sequences and control strategies	☐	
Warranty Certificate	☐	
Comments:		

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
General			
General appearance good, no apparent damage	☐	☐	
Installation is per manufacturers instructions	☐	☐	
Permanent labels affixed	☐	☐	
Casing condition good: no dents, leaks, door gaskets installed	☐	☐	
Record drawings updated to reflect the actual installation	☐	☐	
Access doors close tightly - no leaks	☐	☐	
Connection between duct and unit tight and in good condition	☐	☐	
Vibration isolation equipment installed & released from shipping locks	☐	☐	

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Maintenance access acceptable for unit and components	☐	☐	
Sound attenuation installed	☐	☐	
Thermal insulation properly installed and according to specification	☐	☐	
Instrumentation installed according to specification (thermometers, pressure gages, flow meters, etc.)	☐	☐	
Clean up of equipment completed per contract documents	☐	☐	
Verify that inlet conditions are OK: Smooth, round, straight duct for at least 3 duct diameters when possible and 2 diameters minimum for velocity pressure sensor and 3 to 5 diameters for single point electronic sensors, else airflow straighteners	☐	☐	
Verify that outlet conditions are OK, per manufacturer's recommendations	☐	☐	
Valves, Piping and Coils			
Pipe fittings complete and pipes properly supported	☐	☐	
Pipes properly labeled	☐	☐	
Pipes properly insulated	☐	☐	
Strainers in place and clean; blowdown installed	☐	☐	
Piping system properly flushed	☐	☐	
No leaking apparent around fittings	☐	☐	
All coils are clean and fins are in good condition	☐	☐	
All condensate drain pans clean and slope to drain, per spec	☐	☐	
Valves properly labeled	☐	☐	
Valves installed in proper direction	☐	☐	
OSAT, MAT, SAT, RAT, chilled water supply sensors properly located and secure (related OSAT sensor shielded)	☐	☐	
Sensors calibrated	☐	☐	
P/T plugs and isolation valves installed per drawings	☐	☐	
No Air Leaks that can be felt or heard			
Dampers			
Smoke and fire dampers installed properly per contract docs (proper location, access doors, appropriate ratings verified)	☐	☐	
All dampers open fully	☐	☐	
All dampers close tightly	☐	☐	
All damper actuators installed	☐	☐	
No Air Leaks that can be felt or heard	☐	☐	
Ducts			
Sound attenuators installed	☐	☐	
Duct joint sealant properly installed	☐	☐	
No apparent severe duct restrictions	☐	☐	
Turning vanes in square elbows as per drawings	☐	☐	
Branch duct control dampers operable	☐	☐	
Ducts cleaned as per specifications	☐	☐	

Installation Checks			
Check if Acceptable; Provide comment if unacceptable		**NA**	**Comment**
Balancing dampers installed as per drawings and TAB's site visit	☐	☐	
No Air Leaks that can be felt or heard	☐	☐	
Electrical and Controls			
All electric connections tight	☐	☐	
Proper grounding installed for components and unit	☐	☐	
Safeties in place and operable	☐	☐	
Control system interlocks hooked up and functional	☐	☐	
All control devices and wiring complete	☐	☐	
Sensors and Gages			
Temperature, pressure and flow gages and sensors installed	☐	☐	
Piping gages, BAS and associated panel temperature and pressure readouts match	☐	☐	
TAB			
Installation of system and balancing devices allowed balancing to be completed following specified NEBB or AABC procedures and contract documents	☐	☐	

Sensor and Actuator Calibration

All field-installed sensors and gages, and all actuators (dampers and valves) on this piece of equipment shall be calibrated. All test instruments shall have had a certified calibration within the last 12 months: **Y/N_____.** Sensors installed *in* the unit at the factory with calibration certification provided need not be field calibrated.

Sensor or Actuator Tag & Location	**Location OK**	***1st* Gage or BAS Value**	**Instrument Measured Value**	***Final* Gage or BAS Value**	**Pass Y / N**

Comments: