



ELECTRICAL ROOM ACCESS PERMIT

DEPARTMENT OF AVIATION – FACILITIES DIVISION

**PERMIT MUST
BE POSTED AT
JOB SITE
“INSIDE” DOOR**

***** ONE PERMIT PER ELECTRICAL ROOM *****

FACILITIES PERMIT #	DIVISION →	DOA	CE	GA	ARACC
Office Use Only					
REQUESTOR / CONTRACTORS REPRESENTATIVE'S CONTACT INFORMATION					
Name:				Date:	
Company Name / Section:				Phone No.:	
Project Name (if applicable):				Project No.:	
DOA Project Coordinator/Phone No.:					
CERTIFIED ELECTRICIAN ~ USE SUPPLEMENTAL FORM FOR ADDITIONAL ELECTRICIANS					
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
MECHANICAL / ELECTRICAL / IDF ROOM ACCESS					
Room No.:		Check off if IDF Room		Is this permit associated with a Lock Change Request Form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Location of Room:				Panel No.:	
Reason for access:					
WORK REQUEST					
Equipment to be worked on:					
Description of work:					
PROPOSED DURATION OF WORK – MINIMUM 72 HOUR NOTICE IS REQUIRED					
Start Date:		Finish Date:		Extension Date:	2nd Ext. Date: <input type="checkbox"/>
PLEASE CONFIRM THE CERTIFICATIONS SUBMITTED WITH THIS PERMIT ARE VALID THRU THE END DATE OF PROPOSED WORK.					
1) Approval for Room Access					
Contractor Representative's Signature/Date		Facilities Signature/Date			
Safety's Signature/Date – if applicable		IS Signature/Date – if applicable			
TO BE COMPLETED BY THE DOA REPRESENTATIVE & RETURNED TO FACILITIES ADMIN					
2) PRE-INSPECTION CHECK LIST		ACTION NEEDED <input type="checkbox"/>		NO ACTION NEEDED <input type="checkbox"/>	
DOA Representative's Name/Date:					
Is the room in housekeeping condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Comments:					
3) FINAL INSPECTION CHECK LIST		ACTION NEEDED <input type="checkbox"/>		NO ACTION NEEDED <input type="checkbox"/>	
DOA Representative's Name/Date:					
Is the room in housekeeping condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Has LOTO been removed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Has lock been changed back to an HA-1?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:					
ALL PERMIT REQUESTS MUST BE SUBMITTED TO THE DEPARTMENT OF AVIATION – FACILITIES DIVISION (FACILITIES@LASAIRPORT.COM) OUR NORMAL BUSINESS HOURS ARE (6:00 AM – 4:00 PM), WITH A MINIMUM OF 72 HOURS NOTICE. FOR TIE-INS INTO EXISTING ELECTRICAL, MECHANICAL, OR PLUMBING SYSTEMS - A UTILITY INTERRUPTION NOTICE (UIN) FORM MUST BE SUBMITTED SEPARATELY. THIS PERMIT MAY BE CANCELLED AT ANY TIME, WITHOUT PRIOR NOTICE, BY THE DEPARTMENT OF AVIATION AT ITS SOLE DISCRETION.					

**** All forms must be typed for accuracy of processing ****

Revised: 6.4.24



FACILITIES DIVISION ELECTRICAL ROOM ACCESS PROCEDURE

The following process was developed for the purpose of worker safety, OSHA compliance, arc-flash study, and to maintain controlled access for the Department of Aviation (DOA) critical electrical rooms. Designation of a qualified worker is established by DOA Safety, and only staff that have been properly trained to the satisfaction of DOA Safety and DOA Facilities will be granted key or card access to these areas. Facilities Electrical, AEM, HVAC, Information Systems, and a portion of the Construction/Engineering groups have been allowed access.

1. NFPA 70E, Article 120: Establish an Electrically Safe Work Condition.
2. NFPA 70E, Article 110.2 (D)(3): specifies additional as needed worker training under certain conditions but it also **mandates retraining all qualified workers at an interval not to exceed three years**. Some companies have adopted a yearly retraining policy, due to the importance of the NFPA electrical compliance.
3. OSHA CFR 1910.333 "Subpart S": Safety-related work practices shall be employed to prevent electric shock or other injuries resulting from either direct or indirect electrical contacts.
4. Department of Aviation Electrical/Mechanical Room Access Permit: Locate the form on the DOA internet site www.harryreidairport.com, under Facilities.
 - a. DOA Intranet > Harry Reid Internet > Business > Facilities > Electrical Room Access
5. Qualified Worker: Requires DOA Safety Training:
 - a. Arc Flash Training – **Outside contractor required every three years**
 - b. Electrical Safety for Qualified Workers – **DOA requirement only**
6. Room Access: Facilities will review all electrical/mechanical room access forms received at least 72 hours in advance of requested access. This is similar to an escort planning activity where the work is reviewed and the room inspected prior to the start of work.
7. Emergent Room Access: Emergency access will only be let in under DOA electrical discretion.
8. Room Admittance: An approved Facilities Division Electrical or Mechanical Supervisor will control access to the requested room for the appropriate work to be performed.
9. Contact Airport Control Center at 702-261-5125 once at the door entry to notify electrical supervisor on duty to be let in.
10. Contract/permittee is responsible for ensuring that site is secured/locked on a daily basis.
11. **If permit is not posted at job site, there will be no entry. Permit must remain posted during the duration of the project.**

I, (print name of Contractors Representative) _____, am responsible for the work, have read, and agree to adhere to the above stated rules. I certify that any electrical equipment damage discovered as a result of work performed by the permit holder or their designee must be repaired at the permit holder's sole expense by and approved contractor. I understand that failure to follow these rules may result in the forfeiture of my privilege to future Electrical Room access at Harry Reid International Airport. I also understand that approval for Electrical Room access may be granted only by the Facilities Electrical Section.

Signature: _____ Date: ____/____/____