

**\*\*\* UIN WILL BE REJECTED UPON SUBMISSION, UNLESS CONTRACTOR HAS PROVIDED DOCUMENTATION THAT SHOWS A MEETING WITH IMPACTED PARTIES HAS BEEN COMPLETED AND VERBALLY APPROVED. \*\*\***



## CLARK COUNTY DEPARTMENT OF AVIATION UTILITY INTERRUPTION NOTICE (UIN)

Date: \_\_\_\_\_ Notice No: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Project No: \_\_\_\_\_  
Project Name: \_\_\_\_\_

### UTILITY TO BE INTERRUPTED

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Chilled Water Line       | <input type="checkbox"/> Security                    | <input type="checkbox"/> Gas            |
| <input type="checkbox"/> Domestic Water           | <input type="checkbox"/> Jet Fuel                    | <input type="checkbox"/> EMCS           |
| <input type="checkbox"/> Underground Supply Water | <input type="checkbox"/> Hot Water Lines for Heating | <input type="checkbox"/> Sanitary Sewer |
| <input type="checkbox"/> Baggage Handling System  | <input type="checkbox"/> Tram System                 | <input type="checkbox"/> Computer       |
- ☐ Fire Protection System – sprinklers, extinguishers, etc. (attach completed Fire Watch Guidelines)  
☐ Hot Work Permit (attach if applicable; Hot Work should be called out in the description)  
☐ Electrical – All Electrical UINs require the following: **REJECT** if items listed below are not provided  
    ☐ Arc Flash Training Certificates for all personnel are attached, OR  
    Provide Approved Electrical Room Access Permit #: \_\_\_\_\_  
    ☐ Panel Schedules for all impacted electrical panels are attached

Field Meeting Date: \_\_\_\_\_

Stakeholder Planned Outage Meeting Date (if applicable): \_\_\_\_\_

Describe in detail the location of the interruption/impact and exact area or facility to be affected including Tenants, Airlines, CCDOA Division/Equipment, etc.:

*\*Note: Prior to submitting a UIN the Contractor must verify that all impacted parties have been notified and the parties agree to this UIN. Contractor shall thoroughly read and understand the Instructions for UIN.*

### Time of Utility Interruption:

FROM:  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

TO:  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Contractor's Authorized Representative:

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name: \_\_\_\_\_

Cell: \_\_\_\_\_

APPROVED: \_\_\_\_\_

Date / Time: \_\_\_\_\_

CCDOA Authorized Representative

## Instructions for Utility Interruption Notice (UIN)

### CCDOA Construction UIN Process:

- 1) It is the Contractors responsibility to schedule with the CCDOA Inspector Field Meeting onsite two (2) to four (4) weeks prior to a planned utility interruption. The CCDOA Inspector will invite the affected CCDOA Utility Group to the onsite Field Meeting.

*For Electrical outages proceed to Step 2. For all other outages proceed to Step 5.*

- 2) The Contractor will provide the following items as a submittal via Procore:
  - a. A preliminary UIN.
  - b. An electronic copy of all panel schedules for each panel impacted by the outage.
  - c. Description of the work required.
  - d. Expected outage duration.
  - e. Anticipated date of the outage (typically no sooner than 2 weeks after the Stakeholder Planned Outage meeting date). After the meeting, it maybe decided to move forward with the outage at an earlier date.
  - f. List of known impacted Tenants, Airlines, CCDOA Divisions/Equipment, etc.
- 3) CCDOA Construction personnel will setup a meeting with all stakeholders. CCDOA Construction personnel will invite the Electrical Contractor, General Contractor, or Tenant, if it is a Tenant Improvement.
- 4) In the Planned Outage Meeting, it will be decided to move forward with the UIN or if more investigation is warranted. If it is decided additional investigation is warranted, then another Planned Outage Meeting will be scheduled after the investigation is complete.
- 5) The Contractor will prepare and submit the UIN via Procore as a submittal to the CCDOA Construction personnel (clearly communicated details will be required on the UIN such as all affected areas and times). UIN shall be provided on Tuesday by 12:00 PM (Noon) prior to the week the UIN is planned.

*The CCDOA Construction personnel to distribute the UIN accordingly for approval.*

- 6) The CCDOA Construction personnel will prepare a Tenant Bulletin from the information provided on the UIN and route to the Tenant Bulletin email, as well as the affected CCDOA Utility Group Superintendent/Supervisors, Impacted Parties, CCDOA Airport Program Administrator - Construction, and CCDOA Inspectors. Tenant Bulletin to be issued not less than three (3) days prior to the outage.

### *\*Additional Notes:*

- Must use UIN form – <https://www.harryreidairport.com/Business/Construction/CommonForms>
- Post Work Inspections are required prior to any connections to the Owner's main electrical & HVAC systems. System(s) are not to be activated until Owner inspection has taken place. Contractor must be onsite when utilities are restored.