

# TENANT IMPROVEMENT MANUAL

2025 Edition Rev. 0

## CLARK COUNTY DEPARTMENT OF AVIATION



HARRY REID  
INTERNATIONAL  
LAS VEGAS

**HND**  
HENDERSON EXECUTIVE AIRPORT

**VGT**  
NORTH LAS VEGAS AIRPORT

## TABLE OF CONTENTS

Revisions Are Indicated By Gray Shading

<b>PART 1. INITIATING A TENANT IMPROVEMENT .....</b>	<b>6</b>
1.0 CONCEPT DEVELOPMENT / PROJECT REQUEST .....	6
1.0.1 GENERAL INFORMATION REQUIRED .....	6
1.0.2 CONCESSION SUBMITTAL REQUIREMENTS .....	6
1.0.3 EXCEPTIONS .....	6
1.0.4 APPROVAL .....	6
1.0.5 BUSINESS OFFICE'S RESPONSIBILITIES .....	6
1.0.6 CONSTRUCTION AND ENGINEERING RESPONSIBILITIES .....	7
1.0.7 TENANT RESPONSIBILITIES AFTER PROJECT IS APPROVED .....	7
1.0.7.1 NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION (FAA FORM 7460-1) .....	7
1.0.7.2 NATIONAL ENVIRONMENTAL POLICY ACT APPROVALS .....	7
1.0.7.3 LAND USE AND ZONING APPROVALS .....	8
1.0.8 TENANT RESPONSIBILITIES .....	8
1.0.9 TRANSMITTAL, REVIEW AND APPROVAL OF DOCUMENTS .....	8
1.1 DESIGN AND CONSTRUCTION .....	9
1.1.1 DESIGN KICK-OFF MEETING .....	9
1.1.2 TENANT RESPONSIBILITIES DURING DESIGN .....	9
<b>PART 2. AVAILABLE RESOURCES AND INFORMATION .....</b>	<b>10</b>
2.0 EXISTING AIRPORT RECORD DRAWINGS .....	10
2.1 AIRPORT GEOTECHNICAL INFORMATION .....	10
2.2 AIRPORT FIBER OPTIC INFRASTRUCTURE .....	10
2.2.1 RATES .....	10
2.2.2 COMMITMENT TERM .....	10
2.2.3 TENANT PROVISIONING PROCESS (TPP): .....	10
2.2.4 INSTALLATION PROCESS (IP) .....	11
2.2.5 ORDER COMPLETION PROCESS (OCP) .....	11
2.2.6 CONTACT INFORMATION .....	11
2.3 VIDEO SURVEILLANCE AUTHORIZATION .....	11
<b>PART 3. GENERAL DESIGN REQUIREMENTS .....</b>	<b>12</b>
3.0 COMPUTER-AIDED-DRAFTING (CAD) STANDARDS .....	12
3.0.1 50 PERCENT DESIGN DRAWINGS .....	12
3.1 100 PERCENT DESIGN DRAWINGS .....	13
3.1.1 REVISED 100 PERCENT DESIGN DRAWINGS (RE-SUBMITTAL) .....	13
3.2 ISSUED FOR CONSTRUCTION DRAWINGS .....	13
3.3 REVISIONS TO THE ISSUED FOR CONSTRUCTION DRAWINGS .....	14
3.4 TENANT RECORD DRAWINGS .....	15
3.4.1 RECORD DRAWING SUBMITTAL REQUIREMENTS .....	15
3.5 SIGNAGE & GRAPHICS DRAWING SUBMITTAL .....	16
3.6 SIGNAGE & GRAPHICS DRAWING STANDARDS .....	17
3.7 SIGNAGE & GRAPHICS: 100% DESIGN DRAWINGS .....	17
3.8 SIGNAGE & GRAPHICS: ISSUED FOR CONSTRUCTION DRAWINGS .....	17
3.9 SIGNAGE & GRAPHICS: REVISIONS TO THE ISSUED FOR CONST. DRAWINGS .....	18
3.10 SIGNAGE & GRAPHICS: RECORD DRAWINGS .....	19
<b>PART 4. DESIGN DRAWING REQUIREMENTS .....</b>	<b>20</b>
4.0 EXCEPTIONS FOR NON-DOA BUILDINGS CONSTRUCTED ON DOA PROPERTY .....	20
4.1 ARCHITECTURAL .....	20
4.1.0 ACCESS PANELS .....	20
4.1.1 DOOR / FRAME / HARDWARE .....	21
4.1.2 NON-COMBUSTIBLE MATERIALS .....	21
4.1.3 TILED FLOORS .....	21
4.1.3.1 TERRAZZO FLOOR .....	22
4.1.4 CARPET .....	22
4.1.5 PAINT .....	22
4.1.6 STUDS .....	22
4.2 CIVIL DESIGN CRITERIA .....	22
4.2.1 GEOTECHNICAL INFORMATION .....	22
4.2.2 PAVEMENT & UTILITIES .....	23

4.3	ELECTRICAL .....	23
4.3.1	ELECTRICAL REQUIREMENTS .....	23
4.3.2	ELECTRICAL RESTRICTIONS .....	24
4.3.3	MECHANICAL/ELECTRICAL ROOM ACCESS PROCEDURE .....	25
4.3.4	PERMITS FOR LOW VOLTAGE WIRING .....	25
4.3.5	CONDUIT ROUGH-IN FOR WIRELESS .....	25
4.3.6	RACEWAY IDENTIFICATION AT HARRY REID INTERNATIONAL AIRPORT .....	26
4.3.7	ARC FLASH REQUIREMENTS .....	26
4.4	FIRE PROTECTION .....	26
4.4.1	DESIGN CRITERIA.....	26
4.4.2	PERMIT PROCESS .....	27
4.4.3	SYSTEM INSTALLATION.....	27
4.4.4	CLARK COUNTY FIRE DEPARTMENT .....	27
4.4.5	PLACES OF ASSEMBLY PERMIT .....	27
4.4.6	SMOKE DETECTORS .....	27
4.4.7	SPRINKLER SYSTEMS.....	27
4.4.7.1	ISOLATION VALVE .....	27
4.4.8	APPROVED MANUFACTURERS .....	27
4.5	MECHANICAL.....	28
4.6	PERMANENT FENCES .....	29
4.7	PLUMBING.....	29
4.8	PROPRIETARY SYSTEMS .....	31
4.8.1	BUILDING AUTOMATION CONTROLS, LIFE SAFETY AND FIRE ALARMS .....	31
4.8.2	SECURITY CARD ACCESS SYSTEM .....	31
4.8.3	SECURITY SURVEILLANCE SYSTEM.....	31
4.9	STRUCTURAL .....	31
4.10	TELECOMMUNICATIONS.....	31
4.10.1	TELECOMMUNICATIONS DESIGNER.....	32
4.10.2	SUBMITTALS AND DOCUMENT REVIEW .....	32
4.11	AIR QUALITY PERMIT REQUIREMENTS .....	32

## **PART 5. GENERAL CONSTRUCTION REQUIREMENTS .....** **33**

5.0	SECURITY PROCEDURES AND BADGING .....	33
5.0.1	AUTHORIZED SIGNATORIES .....	33
5.0.2	BACKGROUND INVESTIGATIONS .....	33
5.0.3	VETTING REQUEST FORM.....	33
5.0.4	BADGE TYPES.....	34
5.0.4.1	GREEN/CHARCOAL (LAS Identification Badge) .....	34
5.0.4.2	YELLOW .....	34
5.0.4.3	TEMPORARY EXCORT BADGES (WHITE) .....	34
5.0.5	LAS IDENTIFICATION BADGE APPLICATION/DOCUMENTATION .....	34
5.0.6	BADGE AND FINGERPRINT FEES .....	35
5.0.6.1	BADGE REPLACEMENT FEE.....	35
5.0.6.2	BADGE CLASS APPOINTMENT RESCHEDULING FEE .....	35
5.0.6.3	YELLOW BADGE FEE.....	35
5.1	BARRICADES .....	35
5.2	DUST CONTROL .....	35
5.3	ELECTRIC METER INSTALLATION .....	35
5.3.1	POWER NOT INCLUDED IN THE LEASE RATE .....	35
5.4	ESCORT PROCEDURES.....	36
5.4.1	CONTRACTOR ESCORT NEEDS .....	37
5.5	EXCAVATIONS.....	37
5.6	FAA OBSTACLE EVALUATION .....	37
5.7	FIRE ALARM SYSTEM.....	37
5.8	FIRE SPRINKLER SHOP DRAWINGS .....	38
5.9	FLOOR PENETRATIONS.....	38
5.10	HAZARDOUS MATERIALS .....	39
5.11	MACHINERY AND EQUIPMENT .....	39
5.12	RETROFITTING AN EXISTING AREA.....	39
5.13	ANTENNAS.....	39
5.13.1	IDENTIFICATION REQUIREMENTS .....	39
5.13.2	INSTALLATION REQUIREMENTS .....	40

5.14	ROOF INSTALLATION AND/OR PENETRATIONS.....	40
5.15	SAFETY & HEALTH .....	41
5.15.1	ASBESTOS OPERATIONS & MANAGEMENT PROGRAM (AO & MP) .....	42
5.16	SECURITY REQUIREMENTS.....	42
5.16.1	GENERAL SECURITY REQUIREMENTS .....	42
5.16.2.1	MINOR INFRACTIONS.....	43
5.16.2.2	MAJOR INFRACTIONS .....	43
5.16.2.3	CIVIL PENALTIES .....	44
5.17	SMOKING .....	44
5.18	SOIL AND DEMOLITION MATERIALS .....	44
5.19	TEMPORARY CONSTRUCTION WALLS.....	44
5.20	TOOLS AND LIQUIDS IN STERILE AREAS.....	44
5.21	UTILITY INTERRUPTION NOTICE.....	44
5.22	VEHICLE DECALS .....	45
5.23	WORK HOURS.....	45
5.24	UNUSED SYSTEMS.....	45
5.25	PATCHING.....	45
5.26	UPDATED CODE REQUIREMENTS.....	45
<b>PART 6. CONSTRUCTION PROCESS.....</b>		<b>46</b>
6.0	PRE-CONSTRUCTION MEETING.....	46
6.1	REQUIRED DOCUMENTS FROM CONTRACTOR .....	46
6.1.1	DRAWINGS .....	46
6.1.2	CONTRACTOR PERMITS: .....	46
6.1.3	INSURANCE REQUIREMENTS.....	46
6.1.4	JOB SITE EMERGENCY PHONE LIST .....	49
6.1.5	WRITTEN WORK PLACE SAFETY PLAN.....	49
6.1.6	SCHEDULE .....	49
6.2	REQUIRED DOCUMENTS FROM TENANTS .....	49
6.2.1	PROJECT CLOSE-OUT DEPOSIT .....	49
6.2.2	SURETY REQUIREMENTS .....	49
6.3	PROJECT ACCESS .....	50
6.3.1	LAY DOWN AREA.....	50
6.3.2	VEHICLE PARKING .....	50
6.4	SAFETY AND ENVIRONMENT.....	51
6.5	MIX DESIGNS .....	51
6.6	HOT WORK PERMITS .....	51
6.7	WORK PLANS.....	51
6.8	INSPECTION OF WORK.....	51
6.9	QUALITY CONTROL REPORTS .....	51
6.10	PUNCH LIST.....	51
6.11	OPEN WALL PHOTOGRAPHS.....	52
<b>PART 7. SIGN STANDARD FOR TENANT RETAIL &amp; AIRLINES.....</b>		<b>53</b>
7.0	OVERVIEW.....	53
7.0.1	PURPOSE .....	53
7.0.2	PHILOSOPHY.....	53
7.0.3	COMPLIANCE .....	53
7.0.4	ADA SUMMARY .....	53
7.1	ALL TENANT SIGNAGE.....	53
7.1.1	CONCEPT AND DEVELOPMENT .....	53
7.1.2	GENERAL REQUIREMENTS.....	55
7.1.3	ADVERTISING.....	56
7.2	AIRLINE SPECIFIC TENANT SIGNAGE .....	56
7.2.1	TERMINAL BUILDING.....	56
7.2.1.1	CURBSIDE .....	56
7.2.1.2	TICKETING.....	57
7.2.1.3	TERMINAL 1 AND TERMINAL 3 DYNAMIC SIGNAGE.....	58
7.2.1.4	FIRST CLASS CARPET MATS .....	59
7.2.1.5	INTERIOR PENDANT SIGNS .....	59
7.2.1.6	DEPARTURE GATES.....	59
7.2.1.7	BAGGAGE CLAIM.....	59



7.3.2.2	READY RETURN AREA (PARKING GARAGE).....	60
7.3.2.3	AUXILIARY BUILDINGS AND SITE ELEMENTS.....	60
7.4	PEDESTRIAN WAYFINDING SIGNAGE.....	60
7.4.1	TERMINAL BUILDING .....	61
7.4.2	PARKING FACILITIES .....	61
7.5	ROADWAY WAYFINDING SIGNAGE .....	62
7.5.1	NEVADA DEPARTMENT OF TRANSPORTATION (Public Roadways).....	62
7.5.2	DEPARTMENT OF AVIATION (LAS Airport Roadways).....	62
7.6	DOA GENERAL AVIATION (GA).....	62
7.6.1	DOA GENERAL AVIATION (GA) TENANT SIGNAGE .....	62

## **PART 8. EXHIBITS**

EXHIBIT A:	SIGNAGE FOR CONSTRUCTION WALLS.....	E60
EXHIBIT B:	SAMPLE APPROVAL EMAIL .....	E61
EXHIBIT C:	FAA FORM 7460-1 .....	E62
EXHIBIT D:	DIRECTOR'S PERMIT.....	E63
EXHIBIT E:	ONROAD/NONROAD CONST .....	E64
EXHIBIT F:	VIDEO SURVEILLANCE REQUEST .....	E65
EXHIBIT G:	DESIGN DRAWING REVIEW COMMENTS.....	E66
EXHIBIT H:	DOOR HARDWARE AUTHORIZATION.....	E67
EXHIBIT I:	FACILITIES DIVISION ELECTRICAL ROOM ACCESS PERMIT .....	E68
EXHIBIT J:	PLACES OF ASSEMBLY PERMIT .....	E69
EXHIBIT K:	FENCE DETAILS .....	E70
EXHIBIT L:	WORK PLAN FORM .....	E71
EXHIBIT M:	ANTENNA / DISH ID TAG .....	E72
EXHIBIT N:	SIGNATORY LETTER.....	E73
EXHIBIT O.1:	VETTING REQUEST FORM.....	E74
EXHIBIT O.2:	AUTHORIZED REPRESENTATIVE LETTER.....	E74
EXHIBIT O.3:	YELLOW BADGE VETTING REQUEST .....	E74
EXHIBIT P:	UTILITY METER REQUEST .....	E75
EXHIBIT Q:	ESCORT REQUEST FORM .....	E76
EXHIBIT R:	FACILITIES DIVISION ROOF ACCESS PERMIT .....	E77
EXHIBIT S:	ASBESTOS NOTIFICATION FORM.....	E78
EXHIBIT T:	DOA ASBESTOS PROGRAM POLICY .....	E79
EXHIBIT U:	UTILITY INTERRUPTION NOTICE .....	E80
EXHIBIT V:	CERTIFICATE OF INSURANCE .....	E81
EXHIBIT W:	JOBSITE EMERGENCY CONTACT LIST.....	E82
EXHIBIT X:	SURETY BOND FORM.....	E83
EXHIBIT Y:	HOT WORK PERMIT .....	E84
EXHIBIT Z:	MASTER DEVELOPMENT STANDARDS, PART I SECTION 3.....	E85
EXHIBIT AA:	MASTER DEVELOPMENT STANDARDS, PART II SECTION 3.....	E86
EXHIBIT BB:	MASTER DEVELOPMENT STANDARDS, PART III SECTION 7 .....	E87
EXHIBIT CC:	FIRE WATCH GUIDELINES.....	E88
EXHIBIT DD:	ASBESTOS ASSESSMENT REQUEST FORM.....	E89
EXHIBIT EE:	FIRE PROJECTION LETTER OF INTENT .....	E90
EXHIBIT FF:	LIFT PERMIT REQUEST.....	E91

## **PART 1. INITIATING A TENANT IMPROVEMENT**

---

### **1.0 CONCEPT DEVELOPMENT / PROJECT REQUEST**

A Tenant desiring to make an improvement in their leasehold space at Harry Reid International Airport or the Airport Rent-A-Car Center must submit the proposed change to the Department of Aviation (DOA) Business Office for approval:

Clark County, Department of Aviation  
Business Office  
P.O. Box 11005, Airport Station  
Las Vegas, Nevada 89111

General Aviation Tenants will follow the same guidelines as described in this manual.

For North Las Vegas and Overton the initial request will be forwarded to:

North Las Vegas  
General Aviation Manager  
2730 Airport Drive, Suite 101  
North Las Vegas, Nevada 89030

For Henderson and Jean the initial request will be forwarded to:

Henderson Executive Airport  
General Aviation Manager  
1400 Executive Airport Drive, Suite B  
Henderson, Nevada 89052

The General Aviation Manager approves the concept, the approved concept is then forwarded to the DOA Business Office.

#### **1.0.1 GENERAL INFORMATION REQUIRED**

- Defined scope
- Graphic Depiction (sketches, photos, specification sheets, drawing mark-ups, etc.)
- Defined location
- Justification for requested change

#### **1.0.2 CONCESSION SUBMITTAL REQUIREMENTS**

- A color rendering of the proposed change with detailed concept notes
- A sample color/material board may be required
- Proposed type and color of signage, reference Section 7.1.3
- Pre-opening wall signage rendering created with the DOA approved format templates provided by the Business Office (Reference EXHIBIT A)

#### **1.0.3 EXCEPTIONS**

Deviations from the requirements are at the discretion of the DOA Business Office.

Note: Computer-Aided Drafting (CAD) drawings are not required for the presentation of the Concept Development phase.

#### **1.0.4 APPROVAL / DENIAL**

Initial approval/denial is based on the concept only. The Tenant will be notified accordingly.

#### **1.0.5 BUSINESS OFFICE'S RESPONSIBILITIES**

The Business Office will:

- Review preliminary concept for appropriateness, i.e. choice of colors, major types of materials, proposed storefront configuration, type and color of signage and compliance with the lease line
- Determine if a full-blown concept presentation is required
- Generate the Project Request utilizing Airport Projects, and submit for review and approval to Airport Staff
- Provide Tenant with electronic templates for the creation of pre-opening wall signage

- Approve signage design concept(s) prior to Tenant installation

## 1.0.6 CONSTRUCTION AND ENGINEERING RESPONSIBILITIES

The Construction and Engineering Division will:

Assign the Tenant Improvement (TI) number, the Project Coordinator (PC) for the design phase and the Project Coordinator (PC) for the construction phase.

Provide written notification to the Tenant indicating concept approval (Reference EXHIBIT B), including the Project Coordinator's (PC's) contact information and TI number. Work may not commence until the Design Kick-Off Meeting has been held.

The PC must notify the DOA Environmental Coordinator of any Tenant proposing alterations of existing structures for asbestos determination.

## 1.0.7 TENANT RESPONSIBILITIES AFTER PROJECT IS APPROVED

Upon written receipt of the concept approval, contact the PC to schedule the design kick-off meeting.

### 1.0.7.1 NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION (FAA FORM 7460-1)

- Any Tenant proposing construction of a new building or structure, including antennas (see Section 5.0), must complete a Federal Aviation Administration (FAA) form 7460-1 "Notice of Proposed Construction or Alteration" (Reference EXHIBIT C) for the project, and submit it to the DOA Planning Section.
- A 7460-1 form is not required for projects that are interior remodels only.
- Tenants may file the 7460-1 electronically at the FAA's Obstacle Evaluation web site: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp> or contact the DOA Planning Section for instructions and assistance with the 7460-1 form.
- The DOA Business Office must receive a copy of the completed form.
- The FAA will take a minimum of 6 to 8 weeks to process a 7460-1 form for an on-airport project and issue a determination regarding it.
- Tenants may also be required to obtain a "Director's Permit" from the Director of Aviation prior to construction (Reference EXHIBIT D). If this is required, the Tenant will be notified during the land use application process (see Section 1.0.7.3).
- **Solar Photovoltaic Panel Installation:**  
Consistent with *Interim Policy, FAA Review of Solar Energy System Projects on Federally Obligated Airports* (78 FR 63276; see <http://www.faa.gov/airports/environmental/>)--or an equivalent process the FAA may require in any subsequent policy or rule--before on-airport rooftop- or ground-mounted solar panels can be installed, the Tenant must complete and provide to the DOA Planning Section the results of employing the Solar Glare Hazard Analysis Tool (SGHAT) for the Airport Traffic Control Tower (ATCT) and ramp control tower (RTC) cab(s) and final approach paths. The results of conducting an SGHAT analysis are to be submitted to the FAA as part of the Form 7460-1 application. [Beginning on May 10, 2016, the SGHAT web application formerly found on <https://share.sandia.gov/phlux>, which was accessible for free to the public, was disabled. Tenants seeking to use SGHAT for glare analyses can access it for a nominal fee at [www.sghat.com](http://www.sghat.com) (hosted by Sims Industries, LLC); the cost of which shall be borne by the Tenant.] A successful analysis, including the receipt of an FAA Letter of Approval, demonstrates:
  - No potential for glint or glare in the ATCT and RTC cab(s)
  - No potential for glare or "low potential for afterimage" along the final approach paths

**NOTE**

**Before a solar photovoltaic panel installation project will be approved by DOA, the tenant must ensure that the 7460-1 is filed with the FAA (including the SGHAT analysis results), and that a Determination of No Hazard to Air Navigation is made by the FAA.**

### 1.0.7.2 NATIONAL ENVIRONMENTAL POLICY ACT APPROVALS

- Any new on-airport construction or paving project generally with the exception of interior-only projects will require approval by the FAA under the National Environmental Policy Act (NEPA) of 1969, as amended.
- The Tenant must contact the DOA Planning Section to determine if and/or what level of NEPA documentation and approvals are required by the FAA.
- If NEPA documentation is required for a Tenant improvement project, the minimum level of documentation is a Categorical Exclusion (Cat Ex), the application is to be submitted to the FAA for approval. This application may be found at: [http://www.faa.gov/documentLibrary/media/order/energy\\_orders/1050-1E.pdf](http://www.faa.gov/documentLibrary/media/order/energy_orders/1050-1E.pdf)

- For all land lease agreements signed by DOA and a Tenant after January 1, 2013, the following is applicable:

The DOA Planning Section will work closely with the Tenant to prepare the NEPA documentation, for which a thorough description of the project will be required. In the event the FAA requires additional studies or data collection in the preparation of the NEPA documentation and application, the Tenant will bear all costs (e.g., consultant fees) associated with such activities.

- In some cases, the Tenant will be required to provide the Planning Section with an estimate of the numbers and types of construction equipment that will be used on the project (reference EXHIBIT E).
- The FAA approval of a NEPA application may take from several weeks to several months. No construction can commence until the DOA Planning Section receives NEPA approval from the FAA.

### **1.0.7.3 LAND USE AND ZONING APPROVALS**

- Most new on-airport construction (including some interior-only uses) will require some sort of land use application approval by the Clark County Planning Commission and/or Board of County Commissioners.
- Most land use and zoning applications take 6 to 8 weeks to be heard by the appropriate public body after submittal of the application.
- Tenants are responsible for understanding what land use and zoning approvals are required for their project(s) from the appropriate jurisdiction, and for applying for and obtaining said approvals. Tenants should contact the appropriate planning agency to receive information and instructions regarding the needed applications. Appropriate agencies are as follows:

For projects at Harry Reid International Airport, Jean Sport Aviation Airpark or Overton Municipal Airport/Perkins Field, or the Airport Rent-A-Car Center: Clark County Comprehensive Planning, (702) 455-4314.

For projects at the North Las Vegas Airport: City of North Las Vegas Planning and Zoning Department, (702) 633-1537.

For projects at the Henderson Executive Airport: City of Henderson Community Development Department, (702) 267-1500.

- Land Use applications requiring an Owner signature will be submitted to the Business Office to obtain the Director's signature.
- Applicants must provide the DOA Planning Section with one copy of all land use applications and associated plans submitted by the Tenant to the local planning agency
- Once the land use application has been approved, the Tenant must submit a copy of the approval letter received from the authority having jurisdiction to the DOA Planning Section.
- Tenants are responsible for compliance with all conditions placed upon approval of their land use application(s) by the local jurisdiction.

### **1.0.8 TENANT CONTRACTOR RESPONSIBILITIES**

The Tenant Contractor:

May need to complete an Onroad/Nonroad Construction Equipment & Construction Phasing Form (Reference EXHIBIT E) as determined by the Planning Department. The Onroad/Nonroad Construction Equipment & Construction Phasing Form is a supplement to the Categorical Exclusion Form and is used by the FAA to ensure compliance with the Clean Air Act of 1970. The Contractor may use previous projects of the same magnitude to complete the form if required.

### **1.0.9 TRANSMITTAL, REVIEW AND APPROVAL OF DOCUMENTS**

All documents shall be transmitted between the PC and the Tenant utilizing the Procore software. Document reviews/approvals shall be accomplished through the review/approval processes included in the Procore software.

Access to the web based Procore software shall be provided to the Tenant by the PC at no cost. The Tenant shall identify specific personnel who will require access to the software so that user IDs and passwords can be established.

## **1.1 DESIGN AND CONSTRUCTION**

The PC assigned to the TI will schedule the design kick-off meeting when contacted by the Tenant. During the course of design and construction, all consultants, sub-consultants, Contractors, Subcontractors, and other Tenant representatives must communicate with the PC through the Tenant or Tenant's designated representative. All communication shall include the official TI Project Number for reference.

### **1.1.1 DESIGN KICK-OFF MEETING**

At the Design kick-off meeting the PC will make introductions and discuss the following items:

- Tenant Improvement Manual location
- DOA and Tenant authorized representatives
- Existing Airport Record Drawings
- Drawing Submission requirements
- Design Drawing Requirements
- 100% Drawings
- Pre-check
- Issued for Construction
- Construction Closeout Deposit
- Revisions to DOA approved drawings
- Tenant Record Drawing requirements
- DOA bond requirements
- Procore Requirements
- Video Surveillance Approval
- Wi-Fi Installation

### **1.1.2 TENANT RESPONSIBILITIES DURING DESIGN**

The Tenant is responsible for:

- Defining the scope of work and VERIFYING ALL SITE CONDITIONS (The A/E of record is required to visit the project site prior to design).
- Conforming to all DOA requirements as defined in various sections of this manual.
- Conforming to the Authority Having Jurisdiction (AHJ) over the project for the permitting requirements, codes, amendments, ordinances and regulations (Clark County Department of Building and Fire Prevention, City of Henderson or City of North Las Vegas).
- Responsible for the Architect or a representative to attend the Design Kick-Off Meeting either in person or by teleconference.
- Provide Record Drawings in accordance with DOA requirements at the end of the project.

DOA will review the Tenant improvement drawings and provide a review/approval stamp before they go to the AHJ. This stamp is to indicate that the documents were reviewed for general compliance with DOA Tenant Improvement Manual and DOA Standard Specifications. Approval DOES NOT alleviate the Tenant from complying with all DOA requirements and local codes and regulations. DOA is NOT responsible to review the Tenant's documents for codes and regulations. DOA may notice items not in compliance and as a courtesy notify the A/E. However, it is the A/E of Record that is ultimately responsible to verify the documents comply with the requirements of the AHJ.



## PART 2. AVAILABLE RESOURCES AND INFORMATION

---

### 2.0 EXISTING AIRPORT RECORD DRAWINGS

The Tenant and their designer shall visit the site and field verify all existing site conditions before any drawings are submitted to the DOA. A written request may be submitted to the PC for Record Drawings, either hard copies or electronic format, of the base building, previous Tenant space or shell space.

DOA provides drawings to Tenants as a courtesy; Tenant is responsible to verify utility locations and all dimensions.

If Record Drawings of the previous space are not available, the DOA will furnish the base building Record Drawings of the general area only.

The Tenant is not permitted to borrow the Record Drawings from the DOA files. In addition, CAD (DWG) files are not available for all Record Drawings. If electronic files are requested, the DOA will furnish whatever electronic files are available; DWG, PDF or TIFF.



"The Department of Aviation shall not assume any liability for the accuracy of information shown on airport-provided construction or as-built drawings or other technical documentation. As such, any utilities, known or unknown, that are damaged by a Tenant's Contractor or his Subcontractor during the course of his work shall become the obligation of the Tenant Contractor to repair and return to working service as soon as possible. Such repair work shall be at no cost to the Department of Aviation. "

### 2.1 AIRPORT GEOTECHNICAL INFORMATION

If a Tenant requires access to geotechnical data already on file with DOA, Tenant shall submit a written request for such information to the PC. Once this is obtained from DOA archives, the PC will call the Tenant into the office to review the report.

### 2.2 AIRPORT FIBER OPTIC INFRASTRUCTURE

Harry Reid International Airport has an extensive fiber-optic infrastructure that was built and designed to support the Airport's operational and administrative networking requirements. Additional capacity has been built into the system to accommodate future growth and expansion. As a valued added service, the lease of idle fiber is hereby extended to Airport Tenants.

Tenants requesting the use of the Airport's Fiber Optic Infrastructure will provide a written correspondence to the Business Office detailing their requirements. The Business Office will approve each request and notify the Information Systems Division (I.S.). Applicable fees and charges will be applied pursuant to the outlined provisions contained in all Tenant lease agreements.

#### 2.2.1 RATES

Contact the Airport Business Office for current rates and fees.

#### 2.2.2 COMMITMENT TERM

No less than 1 year with option period offered at the end of each term.

The instructional information provided below is to further assist Tenants regarding the customer provisioning, installation, and completion process.

#### 2.2.3 TENANT PROVISIONING PROCESS (TPP):

- I.S. receives order from the Business Office.
- I.S. reviews the requirement and validates request.
- Tenant's Technical contacts are established by I.S. responsible party.

- End points are identified with the Tenant's representative.
- Fiber routes and facilities are identified and approved by I.S.
- Proposed route is provided to the Tenant for final review.
- Time interval: 2 business days.

#### 2.2.4 INSTALLATION PROCESS (IP)

- I.S. receives formal feedback from Tenant to proceed.
- Network technician is assigned.
- Cross-connects are installed at each respective telecom closet.
- End to end connectivity is established.
- Continuity is verified.
- Tenant's technical representative verifies connectivity.
- Time interval: 5 business days.

#### 2.2.5 ORDER COMPLETION PROCESS (OCP)

- Facilities are handed over to the Tenant for acceptance tests.
- Network Technician verifies operational status by Tenant feedback.
- Receive job completion feedback from Provisioning Technician.
- Tenant signs the Acceptance Document.
- Finance Division notified by I.S. to initiate the billing process.
- Time interval: 1 business day.

#### 2.2.6 CONTACT INFORMATION

OFFICE	NAME/TITLE	PHONE/FAX/EMAIL
Airport Business Development	Scott Kichline	Phone: (702) 261-5690 Fax: (702) 261-5050 Email: <a href="mailto:Scottk@lasairport.com">Scottk@lasairport.com</a>
Airport Information Systems	Richard McElman	Phone: (702) 261-5414 Fax: (702) 261-3755 Email: <a href="mailto:RichardM@lasairport.com">RichardM@lasairport.com</a>
Airport Finance	Accounts Receivable	Phone: (702) 261-5172 Fax: (702) 261-3103
Airport Network Provisioning & Installation	Richard McElman	Phone: (702) 261-5414 Fax: (702) 261-3755 Email: <a href="mailto:RichardM@lasairport.com">RichardM@lasairport.com</a>

### 2.3 VIDEO SURVEILLANCE AUTHORIZATION

All Tenants must have approval prior to installing any type of video surveillance. Tenants must submit to the TI Project Coordinator a completed request letter. (Reference EXHIBIT F).

The PC will review and forward all requests to the DOA Security Division for review and notify the Tenant of DOA's approval or rejection.

## PART 3. GENERAL DESIGN REQUIREMENTS

### 3.0 COMPUTER-AIDED-DRAFTING (CAD) STANDARDS

All drawings shall be prepared on 30" x 42" size sheets for architectural projects and 24" x 36" size sheets for civil projects. The Tenant shall download and use the latest DOA Cover, DOA G1.0 and Title Block Sheets available from the LAS website, under Drawing Standards:

<https://www.lasairport.com/Business/Construction/DrawingStandards>

Follow all instructions on the Cover Sheet, DOA G1.0 Sheet and Title Block Sheets that are shown as defpoints. All drawings shall be prepared as follows:

- The Tenant shall not XREF any of the standard DOA sheets onto another sheet. **All design details shall be prepared onto the standard DOA sheets.**
- **The Tenant shall not explode or modify any of the attributes, text and logos on the DOA sheets.**
- All drawing file names shall be kept to the Drawing Number only. Do not add long sheet descriptions to a file name.
- All drawings shall be prepared using AutoCAD Release 2014 or later. Purge and audit the files to remove all unused objects and registry applications.
- For Architectural projects, the drawings shall comply with the National CAD Standards and AIA CAD Standards for layer management.
- **Only ARIAL font to be used – 1/8" minimum height for all NOTES, KEYNOTES, DIMS., ATTRIBUTES and BLOCKS.**
- For Civil projects, the Tenant shall follow the DOA CAD Standards available from the LAS website under Drawing Standards for layer management.
- Inserted after the DOA Cover Sheet. The Tenant shall not rename this sheet. The Tenant may add other "G" sheets, if necessary, *after* the DOA "G1.0" sheet. The standard DOA G1.0 sheet shall include at a minimum, the site plan, key plan (if applicable), general notes, abbreviations, legend, sheet index and code analysis. Outline the project location on the Project Location Map. The Tenant shall not modify the indexing number on the 'G' sheet next to the sheet name/number.
- On the Cover Sheet, the project location shall be outlined to the nearest 'X' & 'Y' grid lines using a halftone shading or cross hatch pattern – the complete 'X' & 'Y' "square" must be covered. The shading shall be moved to the back of the drawing so it appears translucent.
- Drawings shall have a letter(s) to designate discipline and sequential number, and follow industry standards.
- Include the name, address and telephone numbers of the primary A/E firm and all subs in the space provided on the Cover Sheet. For each of the Title Block Sheets, include the name of the primary A/E firm only.
- The Tenant shall use the latest the DOA Color Dependent Plot Style Table (CTB) file from the LAS website under Drawing Standards with the Cover Sheet only.
- Each Sheet Title in "**DRAWING INDEX**" to be numbered. Number each title sequentially – Do not reset the sheet count for each discipline.
- The standard DOA "G1.0" sheet is on all drawing sheets, use the color green or red for all text. The yellow color shall not be used for any text on white background.
- For ACAD only, there is to be a single sheet per Drawing. Every sheet should be represented by on (1) electronic (drawing) file.
- The drawings shall comply with the Standard DOA Specifications. The Standard DOA Specifications for Divisions 8 (DOA Facilities Design Standards), 13, 14, 15 & 16 are available from the LAS website, under Standard Specifications:

<https://www.lasairport.com/Business/Construction/StandardSpecifications>

#### 3.0.1 50 PERCENT DESIGN DRAWINGS

For non-DOA buildings to be constructed on DOA property (i.e. land lease developments), the Tenant shall provide a 50% design review submittal to the DOA for review and comment. This 50% progress submittal is required for DOA's review to discuss the potential need for DOA telecommunications infrastructure to be integrated into the facility, potential access control requirements, fire alarm monitoring back to the main DOA campus system, potential security camera requirements, airfield access and security requirements, etc. The 50% design review submittal is in addition to the 100% design drawing submittal requirement outlined below. The submittal format shall be the same requirements as the 100% Design Drawings as indicated in the Tenant Improvement Manual.

### 3.1 100 PERCENT DESIGN DRAWINGS

For most Tenant improvement projects the Tenant's first drawing submittal is the "**100% DESIGN DRAWINGS**". (For Tenants constructing non-DOA owned buildings on DOA property, a 50% design submittal is required in addition to this 100% design submittal.) In addition to the requirements specified in Part 3.0, the Tenant shall prepare the 100% Design drawings as follows:

- Update the date on all sheets to reflect the date the 100% Design drawings were prepared (Spell out the date on each sheet; ie; JANUARY 23, 20XX).
- On the Cover Sheet, edit the drawing submittal phase below the Project Title to "**100% DESIGN**".
- On the Cover Sheet, type in "100% DESIGN - <submittal date>" on the right edge of the sheet.
- In the revision block of each sheet after the Cover Sheet, the first entry shall read "**100% DESIGN**", Rev. "0" with a date.
- In the bottom right block of each sheet after the Cover Sheet, edit the Drawing Submittal phase below the Sheet Number to "**100% DESIGN**".
- Verify that all sheets are complete with no missing information, details, etc.

The Tenant shall provide electronic format of the following via Procore (or approved by DOA):

- PDF drawing files. The Tenant shall create full-size PDF files, in **black in white** (change the plot style table), from within AutoCAD using the plot command and selecting the PDF option. The sheets shall be re-named to the actual sheet name (i.e; "Cover", "G1.0", etc.) before saving. **Combine all individual PDF files for all disciplines into one single PDF file.**
- Combine all individual PDF files onto one single PDF file.
- Fire Protection Report (PDF format)
- Specifications (PDF format)
- Interior Lighting Compliance Certificate (PDF format)
- Structural calculations (PDF format)

The review process will not commence until all required documents are submitted to the PC. Incomplete submittals will be returned to the Tenant.

The Engineer/Architect will compile the comments from the various Airport reviewers and return one (1) set of redlined drawings and any electronic review comments (PDF and CSV format), if available, to the Tenant. The DOA review process is a minimum of 10 business days, depending on the complexity of the project.

#### 3.1.1 REVISED 100 PERCENT DESIGN DRAWINGS (RE-SUBMITTAL)

The Tenant shall address all DOA review comments and revise the drawings accordingly. The Tenant shall provide a written response to all DOA comments using the format in EXHIBIT G and submit the following to the PC:

- Tenant's written response to all DOA comments in PDF format
- Revised drawings in PDF format (this back check set can be emailed in PDF format to verify comments are picked up prior to submitting IFC drawings)
- Revised 100 PERCENT drawings should be identified as "R1", or similar (e.g., "project name" - 100% Design R1.pdf) in all subsequent submittals
- Written narrative of the revisions (PDF format)

**If the Tenant does not adequately address all of the DOA review comments or did not field verify all existing site conditions prior to preparing the 100% design drawings, the Tenant will be subject to financial penalties to cover the cost of multiple reviews by DOA personnel.**

### 3.2 ISSUED FOR CONSTRUCTION DRAWINGS

After all 100% design comments have been addressed by the Tenant to the satisfaction of the PC, the Tenant shall prepare the "**ISSUED FOR CONSTRUCTION**" drawings to be used for the permitting and construction phases as follows:

- Update the date on all sheets to reflect the date the **Issued for Construction** drawings were prepared (Spell out the date on each sheet; ie; JANUARY 23, 20XX)
- Remove all deltas and clouds (For the initial submission to the Building Department only).
- On the Cover Sheet, edit the drawing submittal phase below the Project Title to "**ISSUED FOR CONSTRUCTION**".
- On the Cover Sheet, type in "ISSUED FOR CONSTRUCTION - <submittal date>" on the right edge of the sheet.
- In the revision block of each sheet after the Cover Sheet, the first entry at the bottom shall read "**ISSUED CONSTRUCTION**", Rev. "0" with a date. Remove all previous entries.

- In the bottom right block of each sheet after the Cover Sheet, edit the Drawing Submittal phase below the Sheet Number to **“ISSUED FOR CONSTRUCTION”**.
- Verify that all sheets are complete with no missing information, details, etc.

If approved by the PC, the Tenant may submit by e-mail or Procore the **“ISSUED FOR CONSTRUCTION”** drawings as a Pre-Final Check Set in **PDF** format to the PC for review.

When all comments have been properly addressed by the Tenant to the satisfaction of the PC, the Tenant shall submit the Issued for Construction drawings as follows:

- Two (2) half-size (ARCH C 18x24 or ANSI C 17x22) hardcopy stapled drawing sets

In addition to the drawings, the Tenant shall provide the following via Procore:

- DWG drawing files. Bind each AutoCAD (DWG) file with all associated external files (**Architectural projects only**). Purge and audit files to remove all unused objects and registry applications.
- PDF drawing files - combine all individual PDF files onto one single PDF file
- Final Fire Protection Report (PDF format)
- Specifications (PDF format and Word doc format).
- Interior Lighting Compliance Certificate (PDF format)
- Structural calculations (PDF format)

The Building Department having jurisdiction over the project will not review the Tenant drawings for permitting until the DOA stamps and signs the Cover Sheet. The DOA will not stamp the Tenant drawings if the electronic files are missing, the deltas and clouds are not removed or the drawings are incomplete. The DOA will review the drawings and if acceptable, will provide the DOA approval stamp and signature on each drawing page and return the files electronically in PDF format through Procore to the Tenant for the Tenant's submittal to the Building Department.

For any offsite civil submittals by the Tenant to the authorities having jurisdiction, DOA review and approval is also required prior to submitting to those agencies as well. This includes drainage submittals, grading permits, submittals to utility agencies, etc. The DOA review and approval stamp with DOA signature is also required for these agency submittals.

After the Building Department having jurisdiction over the project approves the drawings, the Tenant shall submit the following to the PC:

- A scanned PDF file of the Building Department wet stamped approved drawings to Procore
- Two (2) half-size (ARCH C 18x24 or ANSI C 17x22) hardcopy stapled drawing sets
- Copies of all permits to Procore

### **3.3 REVISIONS TO THE ISSUED FOR CONSTRUCTION DRAWINGS**

All revisions to the DOA approved Issued for Construction drawings shall be submitted to the PC for review and approval, regardless if it is a permitted or non-permitted change. Drawing revisions during the permitting and construction phases shall be entered into the revision block with a revision number, description and a date. All drawing changes shall be clouded with a revision number (1, 2, 3, etc.).

- A. For drawing revisions that will not be submitted to the Building Department, the Tenant shall submit the following to the PC for review and approval:
- Written narrative of the revisions, PDF format.
  - PDF and DWG format via Procore.

The Tenant shall not proceed with the changes until the DOA stamps and signs the drawings with the DOA approval stamp.

- B. For drawing revisions that will be submitted to the Building Department, the Tenant shall submit the following to the PC for review and approval and DOA stamping:
- **PDFs** of the revised sheets only for DOA approval stamp and signature.
  - Written narrative of the revisions, including sheet number for references, PDF format.
  - Building Department comments and the A/E's written response (if applicable), PDF format.
  - PDF and DWG format via Procore.



The Tenant shall not proceed with the changes until the DOA and the Building Department having jurisdiction over the project approves the drawings.

The Building Department having jurisdiction over the project will not review the Tenant drawings for permitting until the DOA stamps and signs the Cover Sheet. The DOA will not stamp the Tenant drawings if the electronic files are missing or the drawings are incomplete. The DOA will review the drawings and if acceptable, stamp and sign the Cover Sheet.

### 3.4 TENANT RECORD DRAWINGS

Prior to commencing the design of a TI project, the Tenant shall identify, in writing, the design firm responsible for preparing and submitting the Record Drawings.

The Tenant shall submit the Record Drawings via Procore within thirty (30) calendar days of project completion. If the DOA does not receive the Record Drawings within the thirty (30) day deadline, the DOA's Business Office may, at its sole discretion, deny the Tenant the use and occupancy the leased space impacted by TI project and/or deny any or all of the Tenant's future TI project requests until all Record Drawings and any other required plans and documents have been provided to the DOA. Additionally, if a Tenant has failed to provide the DOA with acceptable Record Drawings for more than one (1) year from the Tenant occupying or conducting business from the leasehold where the TI project work was performed, the Tenant's project close-out deposit as described in Section 6.2.1 below will be forfeited and surrendered to the DOA.

#### 3.4.1 RECORD DRAWING SUBMITTAL REQUIREMENTS

Record Drawings shall consist of as-built redline information from the Tenant Contractor and all design changes incorporated into the original design for all Tenant improvement work.

Record Drawings include drawings prepared by others; Fire Protection Drawings, Fire Alarm Drawings, Mechanical Shop Drawings, etc. These drawings shall accurately reflect the "as-built" condition and be submitted as **separate PDF files**. These drawings shall be prepared as follows:

- Remove all deltas and clouds on all sheets.
- Remove all previous entries in the Revision Block and type in "**Record Drawings**" at the bottom of the Revision Block.
- Update drawing date in the Revision block to reflect the date the Record Drawings were prepared. Any design and construction additions/changes/revisions/updates/installations from the "Issued For Construction" labeled submittal shall be included.

The Tenant Contractor shall coordinate and field verify all redline and as-built information with the DOA inspector before turning over the drawings to the Tenant A/E. As-built drawings shall have all construction changes clearly marked on the issued for construction drawing set in RED pen or ink to clearly distinguish the construction changes. As-builts are also required to include Contractor's field verified measurement updates to the Floor Penetration Plan drawing from the issued for construction submittal. The final submitted as-builts are required to have the DOA inspector's signature on each page indicating DOA inspector approval of the as-built documents prior to scanning in to color PDF and uploading to procore for review. The Tenant A/E is responsible to verify the as-built information provided to them by the Tenant Contractor and to prepare the Record Drawings.

The Record Drawings shall be prepared as follows:

- Include ALL design and construction additions/changes/revisions/updates/installations from the "Issued For Construction" labeled submittal into the final Record Drawings set."
- Update the date on all sheets to reflect the date the **Record Drawings** were prepared.
- On the Cover Sheet, update the drawing phase below the Project Title to "RECORD DRAWING" and type in "RECORD DRAWING - <submittal date>" on the right edge of the sheet.
- Remove all deltas and clouds.
- In the revision block of each Title Block Sheet, the only entry shall read "**RECORD DRAWING**", Rev. "0" with a date. Remove all previous entries.
- Check all sheet numbers and update "**DRAWING INDEX**" as required. The Cover Sheet, which is not numbered, is sheet 1. All subsequent sheets in the drawing set are numbered sequentially. Do not reset the sheet count for each discipline.
- In the bottom right block of each sheet after the Cover Sheet, type "**RECORD DRAWING**" below the sheet number.
- Verify that all sheets are complete with no missing information, details, etc.

The following shall be submitted to the PC within 30 calendar days after the completion of construction activities via Procore:

- PDF set of the complete Record Drawings submittal for DOA review and approval.
- PDF set of the final approved Fire Sprinkler Drawings, Fire Alarm Record Drawings, Mechanical Shop Drawings, Structural Calculations, etc.
- Contractor's original As-Built redline drawings with all construction changes clearly indicated in Red pen or ink. As-Built drawings shall be scanned in Color to PDF including DOA inspectors signatures for the Procore upload.
- PDF set of the final test and balance reports (Required for all HVAC modifications).

In addition to the drawings, the Tenant shall provide the following via Procore:

- **DWG** Record Drawing files: Bind each AutoCAD (DWG) files (Architectural projects only) for the main "sheet" drawings with all associated external files. Provide a separate individual XREF base DWG files along with the "bound" DWG files. XREF files to be included in separate folders per discipline.
- Purge and audit files to remove all unused objects and registry applications (command: PURGE ALL and PURGE REGISTRY).
- **PDF** Record Drawing files: individual PDF files (per sheet) and also one overall PDF file containing the entire drawing set.
- **PDF** Record Drawing files for all Specifications, Fire Sprinkler Record Drawings, Fire Alarm Record Drawings, Mechanical Shop Drawings, all test reports, etc.
- PDF color scan (or original PDF) of fire sprinkler and fire alarm record drawings (submittals/as-builts).

**The record drawings will be reviewed by the DOA and all comments must be addressed by the Tenant before the project close-out deposit will be returned.**

### **3.5 SIGNAGE & GRAPHICS DRAWING SUBMITTAL**

The SIGNAGE PACKAGE requires a separate CCBP (or AHJ) permit. Please reference PART 7. SIGN STANDARD FOR TENANT RETAIL & AIRLINES. For the TI Project Title, the Tenant shall add "**SIGNAGE**". The Tenant shall verify the Project No. and Project Title with the PC before preparing the drawings.

- Structural calculations with code required design loads (gravity and lateral) and load combinations are required for all blade signs. Signs located inside the building shall be checked for minimum of 5 PSF lateral wind pressure.
- Structural calculations are required for all signs mounted flush to the wall that weigh more than 1.8 PSF or more than 50 pounds total.
- Structural calculations are required for all signs with a center of gravity that extends more than 2" from the face of the wall.
- All sign submittal calculations shall be stamped by a Nevada licensed Engineer/Architect.
- Mounting details are required for all sign submittals. Provide proposed fastener product data and certification from ICC-ESR, IAPMO or UL.
- For BLADE SIGNS, connection to the gypsum board alone is not permitted (i.e. toggle bolts, drywall anchor) – connection to the metal studs or backing is required.
- Tenant shall not protrude past the lease line by more than 1'-6" for store graphics / signage (excludes blade signs).
- Tenant shall not install any signs outside their lease limits or locate them on any DOA finishes.
- Tenant installed signs shall meet the Building Department having jurisdiction over the project all applicable codes and ADA requirements for the particular sign type.
- Wood backing is not allowed. All backing material shall be secured to the wall and/or wall studs.
- No exposed conduit is allowed unless approved by the DOA.
- If the signage & graphics consultant has AutoCAD, the drawings shall be prepared on full size 30" x 42" sheets using the latest DOA Cover Sheet, DOA "G1.0" sheet and Title Block Sheets. Do not manipulate or re-size the drawing sheets to 11" x 17".
- If the signage and graphics consultant does not use AutoCAD, the Tenant may request in writing to the PC, 11" x 17" size Cover, DOA "G1.0" Sheet and Title Block Sheets in PDF format. In this case only, the Tenant will be allowed to submit 11" x 17" drawings in PDF files only. **Do not create/convert AutoCAD or PDF files from within a graphics program.**
- Tenant shall refer to "TERMINAL 3 TENANT DESIGN STANDARDS" for additional guidelines for all work at the Terminal 3.
- A "**Commercial Signage Permit**" number (BD# or sim. from the AHJ) is required prior to the construction "Notice to Proceed" (NTP) being granted by the DOA Construction group.

### 3.6 SIGNAGE & GRAPHICS DRAWING STANDARDS

- For 11" x 17" size submittals only, follow all instructions on the DOA furnished "reference" files. Import the DOA furnished "template" PDF files into the graphic program and draw all design details onto the sheets. Do not copy and re-create the sheets or scan and import the sheets.
- On the Cover Sheet, Type in the Project Title and the CCDOA TI Number in the spaces shown on the Cover Sheet.
- Add Drawing Numbers to all sheets except for the Cover and G1.0 sheet. Drawing Numbers shall conform to AIA CAD Layering Guidelines. Signage series drawings shall use "IG1.0", "IG2.0", etc. Electrical Sheets are "E1.0", "E2.0", etc. Structural is "S1.0", "S2.0", etc.
- Insert sheet G1.0 after the Cover Sheet. Outline the project location, add general notes as required and update the DRAWING INDEX.
- Add sheet numbers for each Sheet Title in "DRAWING INDEX".
- Provide a unique Sheet Titles for each sheet. For example, "SIGNAGE DETAILS", "SIGNAGE MOUNTING DETAILS", etc. Identify all sheets in the Drawing Index on G1.0.

### 3.7 SIGNAGE & GRAPHICS: 100% DESIGN DRAWINGS

The Tenant's first drawing submittal is the **"100% DESIGN Drawing Set"**. In addition to the requirements specified in Part 3.0, the Tenant shall prepare the 100% Design drawings as follows:

- Update the date on all sheets to reflect the actual **100% Design** drawings submittal date (use format JANUARY 01, 2020).
- On the Cover Sheet, edit the drawing submittal phase below the Project Title to **"100% DESIGN"**.
- On the Cover Sheet, type in "100% DESIGN - <submittal date>" on the right edge of the sheet
- Edit the DOA G1.0 sheet to include the Drawing Index and any General Notes that are applicable to the project. Outline the project location on the Project Location map.
- In the revision block of each sheet after the Cover Sheet, the first entry shall read **"100% DESIGN"**, Rev. **"0"** with a date.
- In the bottom right block of each sheet after the Cover Sheet, edit the Drawing Submittal phase below the Sheet Number to **"100% DESIGN"**.
- Verify that all sheets are complete with no missing information, details, etc.
- The signage drawings shall include all electrical details including, but not limited to, the point of connection, location of the sign transformer, conduit type and size, wiring requirements, electrical requirements (Volts, Watts, Amps, etc.), circuit number(s), etc. The drawings shall clearly identify all new and existing electrical items.
- **The signage drawing shall include all structural details, including, but not limited to, the weight and height of the sign and method of attachment. Include the type, size, length, diameter and number of fasteners.**

The Tenant shall submit the following via Procore:

- Complete "100% DESIGN" labeled drawing package in PDF format.
- Structural calculations (if applicable) stamped and signed by a licensed engineer registered in the State of Nevada in PDF format.

### 3.8 SIGNAGE & GRAPHICS: ISSUED FOR CONSTRUCTION DRAWINGS

After all 100% design comments have been addressed by the Tenant to the satisfaction of the PC, the Tenant shall prepare the **"ISSUED FOR CONSTRUCTION"** drawings to be used for the permitting and construction phases as follows:

- Update the date on all sheets to reflect the date the **Issued for Construction** drawings were prepared (Spell out the date on each sheet; ie; JANUARY 23, 20XX).
- Remove all deltas and clouds (For the initial submission to the Building Department only).
- On the Cover Sheet, edit the drawing submittal phase below the Project Title to **"ISSUED FOR CONSTRUCTION"**.
- On the Cover Sheet, type in "ISSUED FOR CONSTRUCTION - <date>" on the right edge of the sheet
- In the revision block of each sheet after the Cover Sheet, the first entry shall read **"ISSUED FOR CONSTRUCTION"**, Rev. **"0"** with a date. Remove all previous entries.
- In the bottom right block of each sheet after the Cover Sheet, edit the drawing submittal phase below the Sheet Number to **"ISSUED FOR CONSTRUCTION"**.
- Verify that all sheets are complete with no missing information, details, etc.

If approved by PC, the Tenant may submit the **"ISSUED FOR CONSTRUCTION"** drawings as a Pre-Final Check Set in **PDF** format to the DOA for review.

The Tenant shall submit the ISSUED FOR CONSTRUCTION via Procore:

- For signage projects that are not using AutoCAD, the Tenant shall submit the drawing files in PDF format.
- For signage projects using AutoCAD, the Tenant shall submit the drawing files in PDF and DWG format.
- Issued to Construction structural calculations (if applicable) shall be stamped and signed by a licensed engineer registered in the State of Nevada, in PDF format.

The Building Department having jurisdiction over the project will not review the Tenant drawings for permitting until the DOA approval stamp/signature is affixed on the Cover Sheet and on each individual sheet. The DOA will not stamp/sign the Tenant drawings if the electronic files are missing, the deltas and clouds are not removed, or the drawings are incomplete.

Provide/Submit the required “**Commercial Signage Permit**” number (BD# or sim. from the AHJ) as soon as the DOA approved “SIGNAGE – ISSUED FOR CONSTRUCTION” set has been submitted to the AHJ.

After the Building Department having jurisdiction over the project approves the drawings, the Tenant shall submit the following to the PC:

- The approved set of drawings (including the structural calculations, if any) from the Building Department in PDF Format.
- Two (2) hard-copies for the required Pre-Construction Meeting.

### **3.9 SIGNAGE & GRAPHICS: REVISIONS TO THE ISSUED FOR CONSTRUCTION DRAWINGS**

All revisions to the DOA approved Issued for Construction drawings shall be submitted to the PC for review and approval, regardless if it is a permitted or non-permitted change. Drawing revisions during the permitting and construction phases shall be entered into the revision block with a revision number, description and a date. All drawing changes shall be clouded with a revision number (1, 2, 3, etc.).

- A. For drawing revisions that will not be submitted to the Building Department, the Tenant shall submit the following to the PC for review and approval:
- Revised set of drawings with the correct revision clouds and deltas notating the revisions in PDF format.
  - Written narrative of the revisions in PDF format.
- B. For drawing revisions that will be submitted to the Building Department, the Tenant shall submit the following to the PC for review and approval:
- Complete revision drawing set in PDF format.
  - Written narrative of the revisions in PDF format.
  - Building Department comments and the A/E's written response (if applicable) in PDF format.

The Tenant shall not proceed with the changes until the DOA and the Building Department having jurisdiction over the project approves the drawings.

The Building Department having jurisdiction over the project will not review the Tenant drawings for permitting until the DOA approval stamp/signature is affixed on the Cover Sheet and on each individual sheet. The DOA will not stamp/sign the Tenant drawings if the electronic files are missing, the deltas and clouds are not removed or the drawings are incomplete.

After the Building Department having jurisdiction over the project approves the drawings, the Tenant shall submit the following to the PC:

- The approved set of drawings (including the structural calculations, if any) from the Building Department in PDF format
- Two (2) hard-copies of the approved set of drawings

### **3.10 SIGNAGE & GRAPHICS: RECORD DRAWINGS**

Record Drawings shall consist of as-built redline information from the Tenant Contractor and design changes incorporated into the original design for the signage improvements.

The Tenant Contractor shall coordinate and field verify all redline and as-built information with the DOA inspector before turning over the drawings to the Tenant A/E. The Tenant A/E is responsible to verify the as-built information provided to them by the Tenant Contractor and to prepare the Record Drawings.

Upon completion of the sign installation, the Tenant shall submit to the PC via Procore:

- The final red-lined Contractor as-built drawings with the REQUIRED DOA Inspector's signature/date on each sheet SCANNED IN COLOR titled "Contractor As-Built" in PDF format.

The Tenant shall submit The Record Drawings to the PC within 30 calendar days after the completion of construction activities as follows:

- The final Record Drawings package in AutoCAD dwg (separate file per sheet) and the PDF file (all sheets combined into one file) – for signage projects not using AutoCAD program, only in PDF format will be sufficient.
- Update the date on all sheets to reflect the date the Record Drawings were prepared.
- Remove all deltas and clouds.
- On the Cover Sheet, update the drawing phase below the Project Title to "**RECORD DRAWING**", and type in "RECORD DRAWING - <submission *date*>" on the right edge of the cover sheet.
- In the revision block of each Title Block Sheet, the only entry shall read "**RECORD DRAWING**", (Rev. 0) with a date. Remove all previous entries.
- In the bottom right block of each sheet after the Cover Sheet, type "**RECORD DRAWING**" below the sheet number.
- Check all sheet numbers (Sheet xxx of xxx) and update as required on the "G1.0" (DRAWING INDEX) sheet. The Cover Sheet, which is not numbered, is sheet 1. All subsequent sheets in the drawing set are numbered sequentially. Do not reset the sheet count for each discipline.
- Verify that all sheets are complete with no missing information, details, etc.
- The completed "check list" from the "TI DESIGN KICK-OFF MEETING – AGENDA" **ATTACHMENT 'C'** shall be included in the final Procore "SIGNAGE – RECORD DRAWINGS" Submittal.



## **PART 4. DESIGN DRAWING REQUIREMENTS**

The following represents criteria to be included on design sheets submitted to DOA for each specific discipline. In addition to the following, Tenants should comply with the provisions of all applicable Federal, State, and Municipal, Local and Departmental laws, ordinances, rules, regulations and orders. DOA reserves the right to require stricter requirements which will take precedence.

### **4.0 EXCEPTIONS FOR NON-DOA BUILDINGS CONSTRUCTED ON DOA PROPERTY**

For Tenant Improvements in buildings not owned by DOA, but constructed on DOA property, sections do not apply to the items listed below except as required by applicable building codes.

- 4.1.1 Door/Frame/Hardware
- 4.1.2 Non-Combustible Materials
- 4.1.3 Tiled Floors
- 4.1.4 Carpet
- 4.1.5 Paint
- 4.9 Structural

For Tenant Improvements in buildings not owned by DOA, but constructed on DOA property, DOA will evaluate the design drawings to determine if the TI project systems and infrastructure will impact DOA systems or infrastructure. If the TI systems are separate and stand-alone and do not impact DOA systems or infrastructure, at its sole discretion, DOA may agree that this section does not apply to the items listed below except as required by applicable building codes.

- 4.3.2 Electrical Restrictions
- 4.4 Fire Protection
- 4.4.6 Smoke Detectors
- 4.4.8 Approved Manufacturers
- 4.5 Mechanical
- 4.7 Plumbing
- 4.8.1 Building Automation Controls, Life Safety and Fire Alarms
- 4.8.2 Security Card Access System
- 4.10 Telecommunications
- 4.10.1 Telecommunications Designer
- 4.10.2 Submittals and Document Review
- 5.8 Fire Alarm Systems

### **4.1 ARCHITECTURAL**

Design specifications shall clearly define the scope of work and materials required for the project. The design shall include the following:

- Depict conformity with existing airport properties and finishes.
- Limitations, restrictions or conditions due to existing environment.
- Doors, hardware schedule, paint, finishes, flooring, wall types, ceiling and roofing.
- Indicate verification of strength and markings of all glass subject to human impact.
- Please provide "FLOOR PENETRATION PLAN" in the drawing set. The plan shall include all EXISTING / DEMO / NEW floor penetrations with penetration size(s) and complete reference dimensions to centerline on a separate stand-alone floor plan (also refer to Section 4.9 in TIM). A final, accurate dimensioning (+/- 1/2") must be updated on the GC red-lined as-built set to be incorporated in the final Record Drawings submittal for ALL FLOOR PENETRATIONS.

Quality of materials utilized and installation methods and design standards shall meet or exceed the existing base building in which the Tenant project resides.

Tenant is not allowed to attach to or disturb DOA finishes adjacent to Tenant spaces.

#### **4.1.0 ACCESS PANELS**

Flush Access Doors, JL Industries Model TMS: Fabricated from stainless steel sheet.

1. Locations: wall surfaces over Tiled finish, LP or Gyp, Bd., Model TMS.
2. Door: Minimum 16 gauge stainless steel.
3. Frame: Minimum 14 gauge stainless steel with 1' wall flange – 1 5/8" deep.
4. Finish: 304 stainless, #4 Satin Finish.

5. Hinges: 90 degree continuous, concealed stainless steel piano hinge.
6. Lock: Prepare for and install a "CR25LM/DM" Cam lock to receive a Corbin Russwin Interchangeable Core. Cam lock specified is as listed in Olympus Lock, Inc., Data Sheets, (206)362-32909, Finish is 26D, std. Cams if they work with the latch catch layout in the access panel, if not an alternate Cam shall be ordered to accomplish a complete and secure panel locking system. Provide a TR201 Series 1/8 inch deep Trim Collar for the Cam Lock. The entire assembly shall be installed when delivered to the Project Site and installed. The Owner will provide and install the Corbin Russwin interchangeable Core at all locations for the final installation. Coordinate handling of all the Panels with the Contractor based on layout conditions in the field providing the most accessible way to open and work through the opened access panel.
7. Latch: Self-latching bolt operated by flush key with interior release, stainless steel.
8. Min. Size: 12" x 12" for Plumbing Valve or other Connections and Access.
9. DOA to determine during design review.

#### **4.1.1 DOOR / FRAME / HARDWARE**

All hardware shall have 626 finish.

Door lock hardware shall be Corbin Russwin Mortise Lock Set only (no cylindrical locks). Lever trim – ML2000 SERIES with 626 SATIN CHROME FINISH.

Von Duprin 99 series concealed rod hardware shall be used for all exit device hardware.

All hardware lock cylinders shall be Corbin Russwin 6-Pin 0-Bitted. Keyway (H01, H02, H03 or H04) to be determined at pre-construction meeting.

Lock cylinders shall be delivered to DOA warehouse and will be installed by DOA Lock Shop. Note: All lock hardware for temporary doors, construction or permanent doors to be supplied and installed by Contractor. DOA will key the locks.

Storefront roll up doors, security gates, security grills or coiling doors shall be prepped to accept a Corbin Russwin Large Format 6 Pin Interchangeable Core (IC) cylinder.

Metal door frames shall be minimum 16 gauge thick cold-rolled steel with mitered or coped corners, continuously welded construction for all applications. Metal doors shall be a minimum of 18 gauge.

For exterior frames over 48 inches wide shall be a minimum of 16 gauge thick galvanized steel sheet. PC needs to send authorization letter (Reference EXHIBIT H) to ASSA ABLOY-DOOR approved vendor authorizing the purchase of keyways, key blanks, and 0 (zero) bitted cylinders. Keys and cylinders are to be delivered to the PC who will transmit them to Facilities Lock Shop.

#### **REFERENCE LIST FOR HARDWARE DISTRIBUTORS:**

The Hallgren Co. 702-644-0800  
 Southwest Door & Hardware 702-221-2486  
 Aztec Door & Hardware 702-384-1300  
 Door Solutions of Nevada 702-736-3667  
 Five Star Systems 702-656-8005  
 Vegas Valley Locking Systems 702-614-3939  
 Intermountain Lock & Security 702-939-5625  
 Security Lock Distributors 702-434-6866  
 Clark Security Products 702-221-0271

#### **4.1.2 NON-COMBUSTIBLE MATERIALS**

DOA does not allow wood for backing, sheathing or support. Fire-treated wood is not allowed.

#### **4.1.3 TILED FLOORS**

Apply water-proofing materials 4" on walls above floors of restroom and kitchen. Flood testing is required prior to tile installation. This test will consist of a 2 hour water / flood test, and the DOA Inspector must witness this test.

#### **4.1.3.1 TERRAZZO FLOOR**

The airport terrazzo flooring shall be protected at all times. If any discoloration or damage occurs, the Contractor is responsible for all repairs to the satisfaction of the DOA and at no cost to the DOA.

Tenants are not allowed to penetrate the terrazzo flooring.

#### **4.1.4 CARPET**

The Contractor will protect existing carpet areas by utilizing thick plastic and fiber board. If approved by the DOA, the carpet may be removed by the Contractor and delivered to the DOA for storage. Do not use tape on the carpet. The Contractor will replace any damaged carpet at their expense.

#### **4.1.5 PAINT**

LAS White Paint is Valspar Ultra Interior Semi-Gloss and is available at Lowes Pro Desk, 5825 South Eastern Avenue, Las Vegas, NV. LAS uses semi-gloss finish (Tenant to verify sheen matches neighboring finish). Contact number is (702) 352-9090.

#### **4.1.6 STUDS**

Provide a minimum size of 3-5/8" (20 gauge – 33 mil.) on metal stud wall framing with a minimum spacing of 16" O.C. (24" for CH-studs). Three (3) metal studs are required at ALL corners and intersections. All jambs (door/window) to have double king studs each side.

#### **4.2 CIVIL DESIGN CRITERIA**

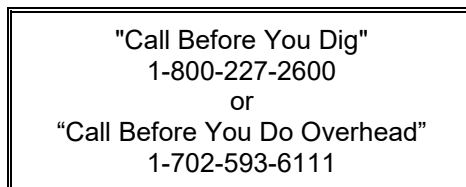
Construction plans shall show location and plot plans with lease line(s) and all coordinates, based on the Modified LAS Coordinate System. The Tenant shall use the latest Records of Survey available from the LAS website under Drawing Standards: <https://www.lasairport.com/doingbusiness/TechnicalSpecifications.html>

All civil design shall be in accordance with the latest editions of all applicable local, state and federal codes and regulations including the following standards:

- Clark County Uniform Standard Drawings and Specifications for Public Works Construction Off-Site Improvements.
- Design and Constructions Standards for Wastewater Collection Systems
- Uniform Design and Construction Standards for Potable Systems

Civil drawings shall include the following, at a minimum:

- Site Plan, Vicinity Plan and Key Plan
- General Notes
- Abbreviations
- Legend
- Sheet Index
- Survey Control
- Plan and Profiles
- Horizontal and vertical controls
- Existing and new utilities
- Grading and drainage showing existing and proposed grades and contour lines
- All details and sections



Flowable fill concrete is not allowed unless approved by the DOA.

#### **4.2.1 GEOTECHNICAL INFORMATION**

A Geotechnical Report is required for all new construction (i.e; buildings, concrete pads, etc.) on Airport property. The Tenant shall utilize a geotechnical company licensed and registered in the State of Nevada to prepare the Geotechnical Report. The Tenant shall submit the Geotechnical Report and a CD with the report in PDF format to the PC for review and approval with the Final Construction Drawings. The Geotechnical Report shall be bound and include, at a minimum, the following:

- Table of Contents
- Project description
- General site vicinity map
- Exploration location map
- Geologic map
- Description of field exploration

- Description of laboratory testing and test methods
- Description of site conditions
- Engineering analysis and recommendations
- References
- Boring logs

#### **4.2.2 PAVEMENT & UTILITIES**

If existing paving and/or utilities are to be disturbed during the new construction, these areas must be identified in the design. Provisions shall be made ahead of time for the emergency repair at Tenant's expense.

All areas to be paved shall indicate pavement thickness, type materials, profiles, existing elevations, and finished grade elevations.

The minimum concrete strength shall be 3,000 PSI using Type V cement. All "architectural concrete" shall be sealed with an appropriate sealer that does not affect the color of the concrete.

Plans must be wet stamped by a licensed Architect/Engineer/Surveyor, registered in the State of Nevada.

The Tenant shall obtain all horizontal and vertical control information from the DOA Representative upon receipt of written request. Coordinates will be based upon the Modified LAS Grid System.

All survey monuments or control points damaged, displaced or removed as a result of, or during construction, shall be replaced by a land surveyor registered in the State of Nevada at the Tenant's expense.

The Contractor shall obtain DOA approval to utilize any fire hydrant located on Airport property. For all fire hydrants located off Airport property, the Contractor shall obtain approval from the authority having jurisdiction over the fire hydrant: Las Vegas Valley Water District (LVVWD) or the Southern Nevada Water Authority (SNWA). A Jones valve is required for all fire hydrant connections. The Contractor shall not utilize a fire hydrant as a valve. The DOA may require a meter for fire hydrants located on Airport property.

#### **4.2.3 LANDSCAPING**

The Tenant shall not use any plants that are a wildlife attractant. DOA to approve all landscape designs.

#### **4.3 ELECTRICAL**

Where necessary, the power distribution system meter (feeders, switchgear, transformers, panels and over current protective devices), including coordination of plans regarding connections and available capacities with airport utilities shall be depicted on the drawings.

Numbering of meters is required to allow DOA Facilities to track power loads.

Contractor is to replace or add new name plates on Tenant meter, shut off, and transformers for all spaces in DOA. All electric equipment (panels, disconnects, etc.) shall have this new phenolic label with the name, number and "fed" location.

All work shall be done in accordance with the currently adopted edition of the National Electric Code (NEC) including all applicable Southern Nevada amendments to the NEC.

Electrical terminations into any DOA panel are not allowed without written approval from the DOA Facilities' Representative.

When the Contractor is directed to use existing conduits for electrical/data, the Contractor shall be required to bring it up to Clark County Code and DOA Standard Specifications. Place lids on open junction boxes, open pull boxes, secure conduit couplers to maintain conduit from separating, grounding where required, etc.

#### **4.3.1 ELECTRICAL REQUIREMENTS**

The design shall include the following:

- Source identification and capacity.
- Conductor types and sizes.
- Connected and demand loads and adequacy of over current protection.
- Detailed characteristics of special loads; i.e. large motors.

- All panel boards to be labeled with panel number and “fed from” location.
- When adding additional loads to existing system, designer is to comply with NEC 220.87 which may require a 30-day load study.
- Include single line, indicating room numbers of all electrical and data room.
- Use LED lighting and when remodeling replace old fixtures with new LED fixtures.
- For additional requirements, the Tenant shall refer to Division 13 & 16 of the standard DOA Facility Specifications available on the LAS website under “Standard Specifications”: (<https://www.lasairport.com/Business/Construction/StandardSpecifications>).

#### **4.3.2 ELECTRICAL RESTRICTIONS**

The following restrictions shall apply for all DOA TI projects:

- All electrical conductors shall be copper.
- All transformers shall have copper windings.
- All data cable shall be installed in a raceway.
- All data cable shall be Commscope Systemax Cat 6 in Terminal 1 and Cat 6A at Terminal 3. Cable coloring shall be Blue for Data and Gray for Voice.
- Minimum size raceway for electrical is  $\frac{3}{4}$ ".
- Minimum size raceway for data is 1".
- All #10 AWG and smaller shall be solid.
- All #8 AWG and larger shall be stranded.
- Data runs shall not exceed 180 degrees of bend or 100'.
- Electrical runs shall not exceed 270 degrees of bend or 100'.
- Data runs shall not change directions in a j-box. All directional changes shall be made in the raceway.
- All electrical raceways shall have a green equipment ground.
- All abandoned conductors shall be removed back to source.
- All abandoned raceways shall be removed back to source.
- All EMT fittings shall be steel compression. No die-cast or setscrew.
- All flex shall be steel, maximum length of 6' with steel compression fittings.
- All underground raceways shall be PVC schedule 40 with rigid 90s.
- All exterior raceways, exposed to physical damage shall be rigid.
- Install all overhead raceways as high as possible.
- Use Minerallacs for single overhead runs and strut/all-thread trapeze systems for multiple runs.
- Metal Clad (MC) is prohibited except for a 6' light fixture whip.
- Batwings are prohibited except for 6' MC light fixture whip.
- All raceways shall be color-coded. See Section 4.3.6 for color schedule.
- All electrical panel covers shall be double-hinged.
- All newly installed electrical panels, disconnects, transformers, and other components are to be infrared scanned.
- New panel boards and associated transformers shall come with minimum 25% spare capacity. Panel boards shall come fully furnished with 20amp 1 pole spare circuit breakers in all available spaces. Panel boards shall be 3 phase, 42 pole/space minimum, (208/120volt 200amp, 480/277volt 400amp) or as directed by DOA.
- Provide a printed panel schedule indicating circuit descriptions and overall panel calculated load for all new panels. Place printed schedule inside the panel door.
- Transformers shall be sized to achieve maximum bus rating of the panel boards.
- Telephone backboards shall be  $\frac{3}{4}$ " A-C grade, void-free and fire-rated plywood with C side against wall. The plywood shall be painted on all sides with at least one coat of flat white fire-resistant paint. Securely fasten plywood to wall-framing members. With DOA approval, a commercially available  $\frac{3}{4}$ " A-C plywood backboard meeting ASTM E84/UL723 requirements may be provided.
- Torqueing shall be witnessed by a DOA representative.
- All engraved legends for normal power shall be black letters on yellow face. All engraved legends for emergency power shall be white letters on red face and include the upstream panel and space number.
- Sticky-back double tape is acceptable for updating labels.
- All trim plates and J-boxes shall reflect the panel description, panel space number and circuit number. Information shall be printed behind the trim plate or written on the exterior of the J-box.



- Electrical outlet backed up by a UPS shall have blue trim plates.
- Phenolic labels are required on all electrical equipment with name and fed from information.
- A 30-day load study shall be performed for an additional electrical load added to existing panels unless an architect/engineer's report stating otherwise is submitted and approved by the DOA.
- Prior to pulling wire, plastic bushings are required on all connectors 1" and smaller and ground metallic bushings are required on all connectors 1 ¼" and larger.
- Any electrical assets over 30 years old, or that pose a safety risk, shall be considered for replacement.
- Utilization of existing conduits must have prior approval before use, and if existing conduits are utilized, the Contractor is responsible to bring that conduit and associated junction/pull boxes up to current standards and specs.
- No exposed electrical raceways will be allowed in general, exceptions will have to be approved by the DOA design team.

There are approved manufacturers and requirements for DOA equipment. Refer to DOA Facility Specifications available from the LAS website under "Standard Specifications."  
(<https://www.lasairport.com/Business/Construction/StandardSpecifications>).

#### **4.3.3 MECHANICAL/ELECTRICAL ROOM ACCESS PROCEDURE**

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 Facilities will be granted key or card access to these areas.

##### **QUALIFIED WORKER:**

Required DOA Safety Training:

Arc Flash Training

Electrical Safety for Qualified Workers

Room Access:

Facilities will review all electrical/mechanical room access forms (Reference EXHIBIT I) at least **72** hours in advance of requested access.

Room Admittance:

DOA will control access to the requested room for the appropriate work to be performed.

Electrical Room NEC Code Compliant:

DOA and Authority Having Jurisdiction (AHJ) will ensure all electrical work done by Contractor is National Electrical Code compliant. Electrical rooms are to be kept free of storage and debris.

#### **4.3.4 PERMITS FOR LOW VOLTAGE WIRING**

Electrical permits are required for low voltage raceways and low voltage wiring for Fire and Emergency and Smoke Control Systems.

Requirements apply to buildings where NM cable is not approved.

The electrical amendments require all wiring systems to be installed in a raceway or cable tray system (with some exceptions such as Mc Cable). *NEC Amendments.*

Electrical permits are required for fire warning system wiring. *Building Admin. Code.*

Electrical permits are required for control wiring for required emergency power systems and smoke control systems. *Building Admin. Code.*

Electrical permits are required for raceways enclosing low voltage (telephone, television cable, data cable) wiring. *Plans Exam P/P.*

Raceway systems for buildings or structures of Type I or Type II-A construction shall be of metallic non-combustible materials and cable trays shall be of the fully enclosed type. *NEC Amendments*

#### **4.3.5 CONDUIT ROUGH-IN FOR WIRELESS**

Depending on the nature and location of the Tenant improvement, the Department of Aviation (DOA) may require the installation of conduit infrastructure to support the installation of future DOA wireless (WIFI) service. The electrical designer is required to verify the requirements with the Information Systems division for the DOA. The point of contact is: **Vincent Macri**, Information Systems, e-mail: [vincem@lasairport.com](mailto:vincem@lasairport.com).

#### 4.3.6 RACEWAY IDENTIFICATION AT HARRY REID INTERNATIONAL AIRPORT

SERVICE	COLOR BAND	MINIMUM BAND WIDTH
Security Access Control & CCTV	Purple	2"
EMCS	Navy Blue	2"
Data Communications	Light Blue	2"
Telephone	Black	2"
Power	Yellow	2"
Emergency Power	Red	2"
Life Safety/Fire Alarm	White	2"
Fiber Optics	Orange	2"
Paging System	Brown	2"
Tenant Advertising	Pink	2"

\*Conduits shall have an identification band installed at 30' maximum spacing and also at all changes in conduit routing direction.

This table shows the identification of raceways in accordance with Clark County DOA Standard Specifications – Owner Design Requirements, Section 26 05 33, Version 1, Part 3 dated 01/20/2021. Reference Field Inspection Guideline

Any equipment outside of the immediate lease space, such as in equipment room, telephone room, IDF, on roof, etc. shall be clearly marked with the equipment usage, Tenant owner. For example, on roof exhaust hood there should be a sign stating "Exhaust Hood, XYZ Restaurant" or conduit running to telephone room labeled "Telephone, ABC Store."

#### 4.3.7 ARC FLASH REQUIREMENTS

When adding additional panels, transformers, or distribution boards, Contractor shall update the arc flash report to include an updated model, coordination study, and arc flash stickers. Contractor shall hire Vertiv (702-597-0020) to perform the arc flash study and update the model. SKM software is mandatory with no substitutions for the updated report.

#### 4.4 FIRE PROTECTION

Local building codes require that a Life Safety System (fire alarm) be installed throughout DOA facilities. The DOA provides the main panel, however, remote devices; i.e., smoke detectors, speakers, strobes, pull stations, smoke control devices and audio amplifiers are the responsibility of the individual Tenant. Generally, all areas are affected, including small areas such as retail structures. This pertains to new construction as well as remodel of existing spaces.

##### 4.4.1 DESIGN CRITERIA

Design shall indicate the following: "Contractor must take all precautions to protect sprayed-on fireproofing. Furthermore, Contractor shall be responsible for the repair of the same if damaged or removed during construction" and "There shall NOT be any connection to the Department of Aviation EMCS/Life Safety or Sprinkler Systems without written approval from the DOA Representative."

In order to secure a "Certificate of Occupancy" from the Building Department having jurisdiction over the project, the Life Safety System must be designed and installed for each individual location. The design of the system must be accomplished during the design phase of the project. The sole source Life Safety provider, Honeywell, will provide engineering assistance to your designer. This process requires a long lead time.

Only Honeywell can connect into LAS's existing fire alarm system. The software associated with the system is proprietary. The point of contact for the Life Safety System is:

Honeywell, Inc.  
3255 Pepper Lane, Suite 106  
Las Vegas, NV 89120

Office: (702) 895-6200  
Fax: (702) 895-6260

Tenant and/or Tenant's A/E are to contact Honeywell at the start of design to coordinate the drawings that are produced by Honeywell for submission to the Building Department.

#### **4.4.2 PERMIT PROCESS**

When Notice to Proceed is given to the Tenant for the building phase of the improvement, Honeywell, Inc. must again be contacted to provide the installation of the system. The Building Department having jurisdiction over the project and Fire Departments will not perform an inspection until Honeywell, Inc. has obtained a permit from Clark County. Expect the permit process to take up to 10 weeks.

#### **4.4.3 SYSTEM INSTALLATION**

To initiate the fire alarm system design and installation, a contract from the Tenant is required by Honeywell.

#### **4.4.4 CLARK COUNTY FIRE DEPARTMENT**

The Contractor shall be aware that the Clark County Department of Building and Fire Prevention will only perform Inspections between the hours 4 am to 5 am. In addition the Clark County Department of Building and Fire Prevention must be notified a minimum of two days in advance to schedule an inspection (subject to inspector availability).

If a proposed Tenant improvement interferes with existing fire sprinkler systems, the Clark County Department of Building and Fire Prevention may require a review to determine adequate sprinkler coverage as a result of the alteration.

#### **4.4.5 PLACES OF ASSEMBLY PERMIT**

AHJ requirements for renewable Places of Assembly Permit for a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation, having an occupancy of 50 persons or more. The purpose is to standardize the plan/permit requirements by the Fire Department in accordance with the Clark County Fire Code. Permits expire one year from the date of issue and shall be renewed annually. (Reference EXHIBIT J).

#### **4.4.6 SMOKE DETECTORS**

Smoke detectors shall be required inside ductwork. These detectors shall be tied into existing fire alarm systems.

#### **4.4.7 SPRINKLER SYSTEMS**

Drawings shall indicate that fire suppression system (sprinklers, standpipes, controls, etc.) must be designed and installed by a General Contractor who is licensed in Fire Suppression Systems.

- Contractor to provide identification signage for Fire Suppression Systems per DOA Standard Fire Suppression Specifications.
- Contractor to design system to sprinkler occupancy hazard classifications per DOA Standard Fire Suppression Specifications.
- Contractor to prepare and provide O&M's per DOA Standard Fire Suppression Specifications.

#### **RESTRICTIONS:**

Fire Sprinkler Control Valves are to be Victaulic brand.

All fire sprinkler piping and fittings shall be Schedule 40 black steel, or for larger diameter piping, schedule 10 black steel per ASTM-A795 and DOA Standard Fire Specifications for pipe and fittings.

#### **4.4.7.1 ISOLATION VALVE**

All Tenant spaces shall have an isolation valve installed on their system. If the existing Tenant space does not have a valve, the new Tenant will be responsible for installing one.

#### **4.4.8 APPROVED MANUFACTURERS**

The following Sprinkler Manufacturers are allowed at LAS:

- Badger Fire Protection, Inc.
- Globe Fire Sprinkler Corp.
- Victaulic Fire Safety Co.

- Reliable Automatic Sprinkler Co., Inc.
- Viking Corp.

#### **4.5 MECHANICAL**

- Tenant's designer must coordinate with Airport staff prior to releasing a final design.
- Tenant is only to use manufacturers who are listed in the DOA's standard specifications. If Tenant deviates from this list they will be responsible for replacing equipment at their cost.
- Tenant's designer must visit the site to determine and incorporate existing conditions.
- Any modifications to an existing system must be identified in the design.
- If an existing HVAC system is to be modified or retrofitted, the Tenant designer shall add the following note to the appropriate drawing sheet(s).
- Tenant is to refurbish existing VAV Boxes (clean and check reheat coils) and calibrate controls.
- Design Coil is to have Delta T of 16-18°. The chilled water is 42-45° on supply and 52-54° on the return.
- Submit Fan Coil Unit water balance and air-balance testing to DOA for review and approval.
- Pro-press fittings are not allowed on Hydronic piping.

**"THE CONTRACTOR MUST PROVIDE AIR BALANCING REPORTS TO DOA FOR REVIEW UPON COMPLETION OF INSTALLATION."**

If a Tenant anticipates modifying the airflow into their space and recommends a tie into an existing duct, the Tenant's designer is responsible for determining volume and capacity of the intended space and verifying the air handler has the reserve capacity. The modification must not alter or adversely affect the capacity to adjacent spaces, utilizing the same duct. Therefore a Test & Balance is to be conducted prior to start of construction and after construction to verify system was not altered. All duct construction and installation shall be per the latest SMACNA standards. All piping shall be identified by pipe markers.

Any equipment outside of the immediate lease space, such as in equipment room, telephone room, IDF, on roof, etc. shall be clearly marked with the equipment usage, Tenant owner. For example, on roof exhaust hood there should be a sign stating "Exhaust Hood, XYZ Restaurant" or conduit running to telephone room labeled "Telephone, ABC Store".

Tenant's mechanical equipment located on roof shall be installed above their Tenant lease limits (Reference Section 5.14).

#### **RESTRICTIONS:**

- Flexible duct can only be used for the last 5 foot of a duct run and cannot be used as an elbow in the middle of a duct run.
- All HVAC control tubing shall be copper with soldered connections except for the last 24 inches to the control device. Verification is required for the system that is utilized. Some buildings are direct digital control.
- Fiberglass duct, snap-lock duct, and in most cases, adjustable duct elbows are not allowed.
- Round duct must be spiral.
- Quadrant locking devices are acceptable for use on dampers of square duct only for all other applications, ensure shaft to control damper is raised to avoid damage to surrounding insulation.
- Central Plant chilled water is available for building space cooling only. Ice makers, walk-in coolers, walk-in freezers and similar types of equipment are to be independent air cooled stand alone units. This limitation is necessary due to the Central Plant chilled water being limited in many areas. The DOA remains committed to assisting Tenants in finding cost effective alternatives if possible. If no alternatives are available, the DOA will allow use of excess capacity when available. This will be at the discretion of the Facilities Division.
- Make-up units shall be provided with condensing units to provide cool air to space.
- Remote locate condensers for kitchen equipment on roof.
- Any ductwork located on roof to be provided with insulation, it shall be internal to duct or it is to be wrapped with metal if it is on the exterior of the duct.
- Fire sprinkler and plumbing piping shall be on independent hangers.

There are approved manufacturers and requirements for DOA equipment. Refer to the DOA Facility Specifications available from the DOA website under "Standard Specifications" (<https://www.lasairport.com/Business/Construction/StandardSpecifications>).

#### **4.6 PERMANENT FENCES**

Any permanent fences to be constructed and tied into the perimeter/security fence shall be designed per the Fence Details in (Reference EXHIBIT K). All new or reconstructed perimeter/security fencing must be set back a minimum of 4'-0" from the property line to allow enough space for DOA to review and inspect the fence from landside, the non-secure side of the fence. The fence design must be submitted to DOA for approval prior to installation. The Tenant Contractor shall not tie into the existing DOA security fence until the new fence is inspected and approved by the DOA.

#### **4.7 PLUMBING**

The Tenant designer shall identify unused above-ground piping as part of demolition. This pipe shall not be abandoned "in place".

The Tenant designer shall add the following note to the appropriate drawing sheet(s):

**"PIPING SHALL BE REMOVED BACK TO SOURCE OR POINT OF DISCHARGE AND RESULTING OPENINGS PLUGGED. SUCH WORK SHALL BE DEPICTED ON THE RECORD DRAWINGS."**

The Tenant designer shall conform to the following:

- Provide evidence to DOA via pictures or DOA visual inspection. Water heaters shall have drain pans.
- Water heaters shall not sit directly in a drain pan.
- If Tenant intends to suspend water heater, Tenant A/E shall provide all required details including seismic bracing, structural calculations and support information. DOA will make the final determination if the concept is acceptable.
- PVC piping shall not be used above ground or in exposed locations. Schedule 20 or lighter is not allowed under the ground.
- All new floor drains must include installation of a trap primer. The Tenant designer is responsible for coordinating with the DOA representative for recommendation on specific type. Type is based upon terminal location and should be agreed upon by the DOA representative prior to specifying such trap primer in construction drawings.
- All above ground copper piping shall be Type L or heavier. All copper piping 1½" and below shall have soldered, brazed, or pro-press joints. All copper piping 2" and above shall have brazed joints. Type M copper shall be permitted only for condensate drainage.
- Metal jacketing shall be used on plumbing of exterior of building. All hot water piping shall be insulated with the appropriate insulation.
- Kitchen drains to be tied to grease interceptors.
- All work to adhere to DOA specifications.
- Domestic water lines are required to be chlorinated and tested by a certified lab per UPC and Health District.
- When tying into existing utilities, a future stub and valve shall be supplied.
- All trenches shall be compacted at 95%.
- All hot and cold water lines are to be insulated.
- All clean outs shall be brought out to face of wall and shall be installed above the flood rim of all fixtures including urinals and toilets. A two-way clean out shall be installed in all mainlines.
- Install clean outs on all end of line runs as well as on the branch/main drops (above flood rim's).
- Cast-Iron drainage and vent piping/fittings shall be connected with the use of Heavy-Duty No-Hub Shielded Couplings.
- Tenant shall comply with Southern Nevada Health District (SNHD) Chapter 5 requirements and provide trough pans under all soil lines, waste lines and roof drain lines in areas of food preparation and storage including overhead of another Tenant space which may contain the original Tenant's lines. In addition trough pans are required to be installed and maintained for the Tenant lines that are above TSA or DOA equipment or equipment rooms including computer rooms, HVAC units/rooms, baggage handling equipment/rooms and electrical equipment/rooms. Tenant designer to coordinate with DOA for final locations for all required troughs. All trough pans shall be drained to a floor sink with cleanouts at every change in direction and the appropriate air gap at the floor sink.
- All sanitary sewer and grease lines will have a minimum of ¼ inch per foot slope for positive drainage in the entire route of the piping.
- Pipe sleeves through concrete decks or masonry walls must be schedule 40 galvanized steel pipe for 6 inches or larger. 10 gauge galvanized sheet metal may be used for pipes less than 6 inches. There must be allowance for annular spacing for the fire proofing.

- All support hangers must be dedicated supports for the conduits, ductwork, sprinkler piping, plumbing piping, etc. There is to be no hanging from a different discipline.

#### Restaurant Tenants

- Grease Waste
  - a. Replace all piping to Level 1 Slab Penetration. Provide clean-out at 48"AFF.
    1. Exception: if all of the below are met, the existing piping may be re-utilized if desired by the tenant:
      - i. If less than 25% of the fixtures are being replaced
      - ii. If the existing piping has been jetted / professionally cleaned from each of the fixtures out to the grease interceptor
      - iii. If a camera inspection of the piping from each of the fixtures out to the level 1 floor slab penetration has been performed with no issues visible
      - iv. If CCDOA has externally inspected the pipe for leaks and damage and sees no major issues
  - b. Materials (domestically purchased when possible):
    1. Stainless steel press fit waste piping (due to the caustic nature of the liquids draining into the system)
    2. Transition coupling similar to Butcher BTC-XXX for connections to piping of dissimilar material
- Sanitary
  - a. All clean-outs are to be flush with finished wall and installed above the fixture it serves where possible.
  - b. Replace all piping to Level 1 Slab Penetration. Provide clean-out at 48"AFF.
  - c. Materials (domestically purchased when possible):
    1. Stainless steel press fit waste piping is recommended.
    2. Or, cast-iron piping with heavy duty hubless couplings (heavy-duty 4-bolt).
- Vent
  - a. Replace from floor through roof.
  - b. Materials (domestically purchased when possible):
    1. New-Age Epoxy Lined Cast-Iron Pipe
  - c. Grease waste vent piping shall be separate from sanitary waste vent piping.
- Domestic Water (Cold, Hot, Tempered)
  - a. Point of connections for Domestic Cold & Domestic Hot Water shall have new 3-Piece Ball Valves installed.
  - b. Materials (domestically purchased when possible):
    1. Hard Copper Type L
    2. Full port 3-piece ball valves
- Natural Gas
  - a. Point of connection for the Natural Gas Supply shall have a new Ball Valve installed.
  - b. Materials (domestically purchased when possible):
    1. Steel Piping

#### Retail Tenants

- Sanitary
  - a. All clean-outs are to be flush with finished wall and installed above the fixture it serves where possible.
  - b. Replace all piping to Level 1 Slab Penetration. Provide clean-out at 48"AFF
  - c. Materials (Domestic Where Possible)
    1. Cast-iron piping with heavy duty hubless couplings (heavy-duty 4-bolt)
- Vent
  - a. Replace from floor through roof
  - b. Materials (Domestic Where Possible)
    1. New-Age Epoxy Lined Cast-Iron Pipe
- Domestic Water
  - a. Point of connections for Domestic Cold & Domestic Hot Water shall have new 3-Piece Ball Valves installed
  - b. Materials (Domestic Where Possible)
    1. Hard Copper Type L
    2. Full port 3-piece ball valves
- Natural Gas

- a. Point of connection for the Natural Gas Supply shall have a new Ball Valve installed
- b. Materials (Domestic Where Possible)
  - 1. Steel Piping

#### **4.8 PROPRIETARY SYSTEMS**

##### **4.8.1 BUILDING AUTOMATION CONTROLS, LIFE SAFETY AND FIRE ALARMS**

Only Honeywell can connect devices into LAS's existing building automation controls, life safety, fire alarms and security surveillance systems. The software and hardware associated with these systems is proprietary. The point of contact to coordinate with these systems is:

Honeywell, Inc.  
3255 Pepper Lane, Suite 106  
Las Vegas, NV 89120

Office: (702) 895-6200  
Fax: (702) 895-6260

##### **4.8.2 SECURITY CARD ACCESS SYSTEM**

Only Johnson Controls can connect devices into LAS's existing security card access system. The software and hardware associated with the system is proprietary. The point of contact to coordinate with the card access system is:

Johnson Controls, Inc.  
Controls Group  
3579 Redrock Street, Suite B  
Las Vegas, NV 89103

Office: (702) 740-2100  
Fax: (702) 798-7621

##### **4.8.3 SECURITY SURVEILLANCE SYSTEM**

Only the DOA Information Systems Division can connect devices to the airport's security surveillance system. Any installation of camera equipment or recording equipment, either independent of, or to be added to the airport's security surveillance system, must be approved by the DOA Security Division.

#### **4.9 STRUCTURAL**

Work to be performed by the Tenant's Engineer shall not be limited to new structure only, but also needs to include the verification of the load impact from new structure and/or change of Occupancy to the primary building structural system.

Seismic restraints are required on all walls, ceilings, light fixtures, conduits, plumbing, and other ceiling-suspended equipment or fixtures, in accordance with the appropriate construction code. Structural bracing must be installed on all studs over 12' in length.

Cutting of structural members, steel and concrete will not be permitted without prior written approval of DOA staff, and will require Building Department approved structural calculations and drawings from a Nevada registered structural engineer prior to said modification. In general, any reduction in structural capacity due to modifications, or impact to primary structure, shall be compensated for structurally or be restored by proper means and methods approved by DOA.

A pre-activity meeting will be required after the work plan is approved (reference EXHIBIT L).  
"Trenching" of concrete for conduit/box installation is not permitted.

All abandoned existing penetrations in the non-post-tensioned concrete slab shall be infilled as follows. For size not bigger than 6", use 18 gauge steel plate with (6) Hilti x-u shot pins x 1.25" embed, 1.5" edge distance around opening. Fill with minimum 5000 psi non-shrink high-strength grout. For size bigger than 6", multiple or grouped penetrations, the Tenant shall provide a structural detail stamped by a Licensed Engineer.

#### **4.10 TELECOMMUNICATIONS**

It is desired by the Department of Aviation (DOA) to have a uniform cabling plan in each building/facility for voice, data, image, and video distribution to allow for flexible changes, office renovations, equipment migrations and constant upgrades. This cabling system should be based on industry standard structured cabling systems that are not proprietary and conform to current ANSI/ANSI/TIA/EIA Commercial Cabling Standards.

The DOA has produced the IS Telecom Infrastructure Standards document to provide guidance to designers and engineers to assure adherence to nationally recognized codes and standards. The document can be found at the LAS Airport website.

It is the responsibility of the designer to become familiar with the most current revision of the ANSI/ANSI/TIA/EIA standards and to utilize the standards without exception unless recommended to do otherwise by the DOA. Additionally, the designer is responsible to know and comply with all codes. Codes should be enforced; however, where they may differ with standards, the more stringent code requirement should be followed.

#### **4.10.1 TELECOMMUNICATIONS DESIGNER**

It is recommended that the telecommunications design firm should have a Building Industry Consulting Services International (BICSI) Registered Communications Distribution Designer (RCDD) on staff or available for consultation. In most circumstances, all drawings and specifications should be reviewed by the "design firms" RCDD and carry the RCDD stamp of approval.

#### **4.10.2 SUBMITTALS AND DOCUMENT REVIEW**

Before installation of any cable or support equipment the Tenant shall submit shop drawings and product data for the **DOA** review and approval. The Tenant should indicate installation details, cable routing, system configuration, and outlet numbering on all drawings.

#### **4.11 AIR QUALITY PERMIT REQUIREMENTS**

The Tenant shall complete and submit to the Clark County Department of Air Quality, an application for an Authority to Construct (ATC) permit for any new stationary sources, i.e., generators, boilers, cooling towers, fueling systems. The Tenant shall provide a copy of the application and the approved permit to the PC before construction installation of the new system. The Tenant shall coordinate the completion of the application with the DOA Risk Management Section through the PC.

Non-compliance of this directive will result in a Notice of Violation and potential monetary penalties from the Clark County Department of Air Quality.

The Tenant shall obtain a Clark County Department of Air Quality Dust Control Permit if the project will disturb  $\frac{1}{4}$  acre or more of soil, there is 100 feet or more of trenching or if 1,000 square feet of area is to be demolished. A copy of the Permit must be provided to the DOA Risk Management Section through the PC prior to work beginning.

The Tenant shall obtain a Clark County Department of Air Quality National Emissions Standards for Hazardous Air Pollutants, (NESHAP) for any work that involves the disturbance or removal of 260 linear feet or 160 square feet of regulated asbestos containing materials.



## **PART 5. GENERAL CONSTRUCTION REQUIREMENTS**

### **5.0 SECURITY PROCEDURES AND BADGING**

Contractor may apply for a Green badge for its personnel as applicable. The security identification badge shall be specific to the awarded contract for which its personnel are assigned.

Airport Badging/Fingerprinting Office hours are between 6:00 a.m. – 5:00 p.m., Monday through Friday, excluding weekends and holidays. The Airport Badging/Fingerprinting Office telephone number is (702) 261-5652.

#### **5.0.1 AUTHORIZED SIGNATORIES**

Tenant shall identify, in writing to the Owner, two (2) Contractor employees who shall be authorized to act as badge signatories (Reference EXHIBIT N). These individuals must possess an active DOA security badge. If they do not have an active security badge, they must complete the badging process and signatory training prior to sponsoring new badge applications. Signatory responsibilities will be covered during the TSA mandated Signatory Training, provided by a Badge Office Trusted Agent.

#### **5.0.2 BACKGROUND INVESTIGATIONS**

Contractor's personnel requiring a LAS identification badge shall be fingerprinted, as required by 49 Code of Federal Regulation (CFR), Part 1542. It may take up to thirty (30) calendar days to receive the results of this Criminal History Records Check. Further, as required by Part 1542, individuals must submit necessary documentation and data for TSA to conduct a security threat assessment. Security Threat Assessment results may also take up to thirty (30) calendar days to be received. Once Airport has received all results, the employee must attend the Airport Security Training Class. If the term of the Contract is longer than twelve (12) months, then the Contractor employees are required to renew their badges prior to expiration. Contractor employees may renew badges beginning thirty (30) days prior to date of expiration. Please note expiration date is date of employee's birthday.

As per TSA Security Directive 1542-04-08H, effective 27, 2015, all airports are required to complete a Criminal History Records Check of individuals who hold airport-issued ID media at least every two (2) years. The DOA will be conducting this process annually in conjunction with the one-year badge renewal procedure. Per TSA Security Directive 1542-04-08H, E, when an applicant fails to successfully complete a Criminal History Records Check (CHRC), or a Security Threat Assessment (STA), where required, the Airport Operator may NOT grant the applicant escorted or unescorted access to the Secured Area/SIDA, or Sterile Area.

#### **5.0.3 VETTING REQUEST FORM**

For projects taking place where badging is not applicable, all personnel must be vetted prior to accessing the work site. The Contractor must submit a completed Vetting Request Form (available on the Harry Reid Airport Website) (Reference EXHIBIT O.1) to the General Mailbox Email listed below in Excel format. The names submitted on the Vetting Request Form will be vetted through the TSA Watch List. Once the names are approved, all approved personnel are allowed on site. It is the responsibility of the Contractor to regularly complete field audits to verify that the personnel on site are the approved personnel. Unauthorized personnel found on site will be escorted from the work site. The Owner reserves the right to shut down the job and/or fine the Contractor \$1,000.00 per offense if the required security procedures are not followed by the Contractor. A copy of the approved Vetting Request Form(s) are to be available on the job site, maintained by the Contractor, for security checks. Completed Vetting Request Forms are to be submitted by email to the General Mailbox email address listed below:

General Mailbox Email Address: [ConstructionAccess@LASairport.com](mailto:ConstructionAccess@LASairport.com)

Use this general mailbox email address only for:

- [Yellow Badge Requests](#)
- [Green Badge Add Requests](#) (adding projects to existing Green Badges)
- [Vetting Requests](#)

In the Email request itself, the Project # MUST be in the subject line of each e-mail and it must be project specific – do not combine projects. If the Project # is not shown in the subject line, the request will not be processed.

#### **5.0.4 BADGE TYPES**

ALL CONTRACTORS WILL OBTAIN ONE OF THE FOLLOWING BADGES:

#### 5.0.4.1 GREEN / CHARCOAL (LAS Identification badge)

An LAS identification badge provides access to the Airport Secured Area/SIDA/Sterile Area, as stipulated by Owner and is required when Contractor has to provide pedestrian escort to Airport Secured Area/SIDA/Sterile Area or has to guard a door or gate that allows access to Airport Secured Area/SIDA/Sterile Area. Personnel with a LAS identification badge may act as escort for persons (visual control) at worksite only and are not authorized to escort vehicles. The Tenant the Contractor is working for can escort vehicles if they meet the following requirements:

- The proper LAS vehicle decal.
- Insurance minimum of \$5,000,000.
- A valid badge displaying an (R).

For existing LAS Identification badge holders needing to add an additional active airport project to their badge, those requests are to be submitted by email to the General Mailbox email address listed below:

General Mailbox Email Address: **ConstructionAccess@LASairport.com**

Use this general mailbox email address only for:

- Yellow Badge Requests
- Green Badge Add Requests (adding projects to existing Green Badges)
- Vetting Requests

In the Email request itself, the Project # MUST be in the subject line of each e-mail and it must be project specific – do not combine projects. If the Project # is not shown in the subject line, the request will not be processed.

#### 5.0.4.2 YELLOW

A Yellow badge is referred to as a Construction badge and denotes that the wearer is an employee of a LAS Construction Project Contractor. To obtain yellow badges, the Contractor shall have one of their project designated signatories prepare and submit a "Yellow Badge Purchase Authorization Letter" (Reference EXHIBIT O.2) to the General Mailbox Email listed below to start the Yellow badge request process. The Contractor must submit the completed Yellow Badge Request Form (Reference EXHIBIT O.3) to the General Mailbox Email in excel format. Completed Yellow Badge Request Forms are to be submitted by email to the General Mailbox email address listed below:

General Mailbox Email Address: **ConstructionAccess@LASairport.com**

Use this general mailbox email address only for:

- Yellow Badge Requests
- Green Badge Add Requests (adding projects to existing Green Badges)
- Vetting Requests

In the Email request itself, the Project # MUST be in the subject line of each e-mail and it must be project specific – do not combine projects. If the Project # is not shown in the subject line, the request will not be processed.

The names submitted on the Yellow Badge Request Form will be vetted through the TSA Watch List. Once the names are approved, the Contractor may purchase the requested amount of Yellow badges, so long as the LAS Identification Badge to Yellow badge meets the 5:1 ratio. Since the Yellow badges are controller per project, only the Contractor's signatories or one of their designated authorized representatives through the yellow badge purchase authorization process can pick up Yellow badges. It is the responsibility of the Contractor to regularly complete field audits to verify that the personnel utilizing the Yellow badges are the approved personnel, and to update the Yellow Badge Request Form by adding or removing employees throughout the Project. A copy of the current approved Yellow Badge Request Form(s) are to be available on the job site for security checks.

Unauthorized personnel utilizing a Yellow badge will be escorted from the work site. The Owner reserves the right to shut down the job and/or fine the Contractor \$1,000.00 per offense. A Yellow badge is required for all personnel who do not have an LAS Identification badge. Yellow badge holders must be escorted at all times when entering and the within Airport Secured Area/SIDA/Sterile Area. Yellow badge holders do not have escort authority. The ratio of Yellow badge holders to LAS identification badge holders is five to one (5:1). In the event an employee who currently works on a yellow badge applies for an LAS identification badge and is denied, that employee is no longer eligible to work on a yellow badge. An employee deemed ineligible for an LAS identification badge is also ineligible to work on a yellow construction badge.

#### **5.0.4.3 TEMPORARY ESCORT BADGES (White)**

Active signatories must send a request for Temporary Escort Badges to our main email address, [badgingoffice@lasairport.com](mailto:badgingoffice@lasairport.com). This request should contain a list of employees who will be subject to the Security Threat Assessment (STA). To ensure efficient processing of your requests, please make sure that the following information is provided correctly.

1. First Name(s)
2. Middle Name(s)
3. Last Name(s)
4. Date of Birth
5. Gender
6. Social Security Number
7. Number of Badges Requested (Quantity)
8. Badge Expiration Date

Temporary Escort Badges should be requested solely for specific needs, such as particular activities or events. Please allow a processing time of five (5) business days (Monday through Friday). It is important to note that Temporary Escort Badges are separate from the Annual Tenant Escort Badge allocation. A fee of \$10.00 per badge will be charged at the time of issuance to the Badge Signatory. Acceptable payment methods include Debit or Credit Card only. The debit/credit card must be in the name of the individual making the payment, and a valid Photo ID will be necessary to complete the transaction. All badges must be returned to the Badge Office upon their expiration.

#### **5.0.5 LAS IDENTIFICATION BADGE APPLICATION/DOCUMENTATION**

Contractor must obtain a fingerprint and badging application package from Construction and Engineering from the Construction PC. Upon completion, Contractor shall submit the application package to the Airport Badging Office.

Applications for Airport issued I.D. must be processed through the Las Vegas Metropolitan Police Department (METRO). Two (2) acceptable valid forms of government-issued I.D. (one must include a picture), are required prior to submitting the application to the Airport Badging Office.

Construction and Engineering will provide the Airport Access Control / Security Office with confirmation of the Notice of Award for each contract, including any renewals and/or extension dates, notice of contract completion, specific door numbers and access to include corresponding card reader numbers.

Contractor will collect all badges when project site work is complete.

#### **5.0.6 BADGE AND FINGERPRINT FEES**

Badge and fingerprint fees will be assessed to the Contractor as follows:

##### **5.0.6.1 BADGE REPLACEMENT FEE**

The initial fee for badging is \$10.00 per badge and \$42.00 for fingerprinting per individual. The fee for the first replacement badge is \$100.00, and \$250.00 for the second replacement, and \$500.00 for the third replacement (to be paid to the Airport Badging Office at the time the badge is issued). If the badge is lost for the fourth time, no replacement badge will be issued (individuals may request an appeal). The Airport will not issue refunds for a missing badge. You may NOT work at the airport without your LAS ID badge.

As a result of TSA Security Directive, 1542-04-08H, all Contractors will be required to pay an additional fee of \$27.00 at the time of badge renewal each year. Upon badge renewal, a total of \$37.00 will be collected (to include the \$27.00 fingerprint resubmission fee and the \$10.00 renewal fee).

Effective immediately, the badge office will no longer accept cash, personal checks, company checks or third-party checks as a form of payment for applicable badge fees. Only the following forms of payment will be accepted for all badge processing fees:

- Tenant Billing Accounts (If applicable)
- Credit/Debit Cards (Cardholder must be present during the payment process and must present valid photo identification to complete the transaction.)
- Money Orders (Payable to DOA)

##### **5.0.6.2 BADGE CLASS APPOINTMENT RESCHEDULING FEE**

If Contractor's personnel fail to show up for a scheduled Security Training Class, each person will have to pay an additional \$30.00 at the time a new Security Training Class is scheduled.

### **5.0.6.3 YELLOW BADGE FEE**

The Yellow badge fee is \$10.00 per badge with no refunds. There will be no additional fees applied for reissue due to construction project date extensions if the renewals are issued prior to the project expiration date. Failure to renew badges prior to the expiration date will result in the deactivation of the Yellow badges and replacements will be issued at the normal fee of \$10.00 per badge. All Yellow badges are to be returned to the Badging Office upon expiration of the construction project.

### **5.0.6.4 TEMPORARY ESCORT BADGE FEE**

Temporary Escort Badge fee is \$10.00 per badge, payable at the time of release to the Badge Signatory. This fee is non-refundable. Acceptable forms of payment are Debit or Credit Card only. All badges must be returned to the Badge Office upon badge expiration.

### **5.0.7 DOOR ACCESS**

Construction Project Coordinator will provide DOA Access Control with information on the specific doors/points of entry through which access is required, once identified and provided by the General Contractor. Access will be removed after Contract completion.

Any toolbox, and tools contained within, for work/project duties only, may be brought into the Secured Area/SIDA/Sterile Area, however, it is subject to search by the Airport and the TSA and must be controlled/secured. Toolboxes may not be taken through the TSA passenger security screening checkpoints. Toolboxes are required in work areas and all tools are to be locked in box if Contractor is not in area (off-hours).

"Airport personnel" includes any and all personnel of the Airport, operator, concessionaires, vendors, Contractors, and Subcontractors. All of these personnel using tools of the trade (knives and any cutting instrument/tool of any kind) within the Secured Area/SIDA/Sterile Area must have an Airport Issued Security Identification badge. Non-badged personnel may use necessary tools of the trade in sterile areas under visual supervision and escort of a properly badged person. Tools not under direct visual supervision must be secured from public access.

### **5.1 BARRICADES**

Adequate lighted barricades and flagging are required at all exterior excavations. Work performed in crawl spaces or in a public way must be properly barricaded. Any work done within the terminal building that may cause conflict with passenger movement, must be approved by the Terminal Operations division. Anything within public view inside the terminal must be properly barricaded. Yellow caution tape and/or construction tape is not permitted.

### **5.2 DUST CONTROL**

It shall be the Contractor's responsibility to acquire necessary dust permits. All ground areas not covered by buildings shall be landscaped or paved, shall be well graded and drained, and shall be maintained in good condition, free of weeds, trash and debris. Any projects completed outside must be monitored for dust control. The Contractor is responsible for dust control 24 hours per day. Work performed inside the terminal shall be barricaded so dust cannot escape the work area. Contractor is to provide walk off mat to prevent dust and footprints when leaving the construction site and provide cleanup throughout shift.

### **5.3 ELECTRIC METER INSTALLATION**

Prior to a meter set request being initiated with NV Energy the Tenant and/or Owner Contractor must have requested a blue tag inspection from AHJ. The individual meter panels must be identified with the "address designator" for meter reading purposes.

#### **5.3.1 POWER NOT INCLUDED IN THE LEASE RATE**

Tenants to submit via the NVE online portal.

### **5.4 ESCORT PROCEDURES**

Tenants are required to provide their own escort services or use an approved vendor to provide escorts.

Tenants are not required to use a third-party escort company. Tenants can escort their Contractors themselves if they (Tenants) have ramp access.

The Airport has contracts with the following companies for Tenants that cannot provide their own escorts. The third-party escort companies are:

The third-party escort companies have ramp access and security-badged personnel.



The Department of Aviation shall not assume any liability for the reimbursement of any third party escort company. The tenant shall be responsible for all third party escort company fees

The third-party escort companies do not have the authority to designate lay-down areas or make any other construction decision.

The Business Office should be notified immediately for intervention if a third-party escort company cannot accommodate an all-day Tenant escort request.

#### **5.4.1 CONTRACTOR ESCORT PROCEDURES**

The Contractor must submit a request for escorts with the associated Work Plan each Tuesday, before noon, for the following week's work. (Escort Request Form available on the Harry Reid Airport website) (Reference EXHIBIT Q).

No private vehicles (registered to an individual), pets, children, weapons or prohibited items, smoking, luggage, cell phone usage (handheld or hands-free) are authorized on the airfield. Only properly badged personnel may escort personnel and vehicles. The driver must have a valid driver's license.

All Contractors, Subcontractors and vendor vehicles shall be required to display their company logo on both sides of each vehicle. Lettering on both sides of vehicles will be a minimum of three (3) inches in height and in contrasting colors. Vehicle markings must be readable at a distance of 50 feet.

Drivers of company vehicles may be asked to provide a copy of the company's vehicle registration and insurance at the gate, prior to access onto the Secured area/SIDA. All vehicles/personnel are subject to search.

The driver must have an escort or yellow construction badge always displayed and be in the line of sight of their escort.

Anyone entering the SIDA with an Escort or Yellow Construction Badge must have it displayed on the outermost garment above the waist.

Anyone entering the SIDA on an Escort or Yellow Construction Badge must always be in line of sight of their escort.

All persons entering the SIDA on an E Badge (visitor badge) must be vetted by DOA Security prior to entry. ([vettingrequest@lasairport.com](mailto:vettingrequest@lasairport.com))

Vehicle Escort Ratio 3:1, unless otherwise approved by the DOA.

Personnel Escort ratio is 5:1.

#### **5.5 EXCAVATIONS**

The DOA Representative must approve all excavations or hole digging/borings/ pot holing at least 24 hours in advance. Verify no utilities within the footprint of excavation prior to commencement of any work. Strict compliance to Federal Aviation Administration (FAA) Rules and Regulations is mandated when excavation is scheduled for locations within the Air Operations Area (AOA) (Reference EXHIBIT C)

#### **5.6 FAA OBSTACLE EVALUATION**

FAA obstacle evaluation procedures apply to any new building or renovation of existing structures including antennas of 20 ft. or more. The Tenant must file FAA Form 7460-1 (Reference) EXHIBIT C) with the FAA and receive a determination of "No Hazard" prior to construction.

## 5.7 FIRE ALARM SYSTEM

When Notice to Proceed is given to the Tenant for the building phase of the fire alarm system improvement, Honeywell, Inc. must be contacted to provide the installation of the system. The Building Department having jurisdiction over the project and Fire Departments will not perform an inspection until Honeywell, Inc. has obtained a permit from Clark County.

## 5.8 FIRE SPRINKLER SHOP DRAWINGS

The Tenant Contractor is responsible for obtaining approved authority having jurisdiction (AHJ) permitted drawings. This set shall be on site while the system is being worked on. All materials must conform to the DOA Tenant Manual. Upon completion of job, Tenant is to submit as-built sprinkler shop drawings to DOA (this is required for return of deposit.).

## 5.9 FLOOR PENETRATIONS

When Tenant work requires floor penetrations to bring in additional services to the space it is the Tenant and their Contractor's responsibility to verify that the area below the proposed penetration location is free from obstructions or other utilities running under the slab. The Tenant and the Tenant's A/E is required to visit the site to verify existing field conditions above and below the Tenant lease space. Relocation of obstructions requires DOA approval and will be done at the Tenants expense.

Prior to any floor penetrations for utilities or plumbing DOA requires the Tenant to perform an X-Ray or GPR test to determine the exact location of existing utilities and rebar transiting the floor space. The DOA inspector will work with the Tenant's Contractor to determine the type of testing to be performed in the area. Testing must be performed by a qualified independent testing company. Testing is normally conducted after business hours. If the Tenant damages buried conduits or rebar, they are responsible for all engineering and repairs. Tenant Contractor is responsible for patching any unused penetrations, or demoed areas, and restoring the area to original condition. All penetrations and patches must meet the minimum fire rating of the floor being penetrated. Cutting rebar for penetrations is not allowed. All piping penetrations shall be sleeved and all conduit and piping penetrations shall be properly sealed and watertight.

Contractor is to mark all holes and corresponding cores for DOA inspection. A work plan must be submitted for approval prior to coring as noted below. (Reference EXHIBIT L) A pre-activity meeting must be coordinated with the DOA Field Inspector prior to any testing or coring.

### X-Ray Procedure:

#### **Work Plan:**

- A work plan is to be submitted to CCDOA which documents the following:
- Schedule of Testing and Location(s)
- Barrier Control — Show the required distance for public safety and description of barrier (5 MR/hr minimum exposure to be barricaded)
- Emergency Call List for both Contractor and DOA
- Equipment that is to be used (source type, strength, computed or digital radiography, etc.)

#### **Radiography Type:**

Computed or Digital Radiography must be used Due to the thickness and complexity of CCDOA elevated slabs. Exposure times will be variable depending on radioactive source activity (curies).

#### **Quality Control:**

Wire Image Quality Indicators (IQI) as specified in ASTM E 747 are to be used and positioned on the source side in such a way as to not impede the overall clarity of the image but to be a reference for picture quality. Size and type of IQI should be such that markings in the IQI are readable and distinct. ASTM 1C and 1D IQI's must be used to measure sensitivity, while maintaining a grey scale value of 2400-3400.

Distance between radiography source and imaging plate should be no less than 34" vertical distance to reduce blowout of images within the slab.

Images to be interpreted by qualified personnel. Noted embedded components shall be marked either permanently on existing surface or on a temporary template that can be removed but not modified.

#### **Results:**

Results of the Computed/Digital Radiography are to be discussed and delivered to the Contractor and CCDOA after each shift.

The Contractor shall not proceed with any coring until such time as the DOA Inspector has reviewed the results and signs off on each location.

### **GPR Procedure:**

#### **Work Plan:**

A work plan is to be submitted to CCDOA which documents the following:

- Schedule of Testing and Location(s)
- Emergency Call List for both Contractor and DOA

#### **GPR Technician & Equipment Requirements:**

GPR Technician should possess a certificate of training from either a reputable manufacturer of CPR equipment or from a thorough in-house training program in addition to a minimum of 500+ hours of documented experience prior to being able to complete jobs without supervision.

Quarterly calibrations of GPR equipment from in house procedures on test slab in addition to at minimum an annual factory calibration. Calibration performed on practice slabs with exposed objects to confirm CPR accuracy for lateral and depth readings.

Use a power locator such as a RIGID SR-20 following scans. This is used as a second check for active power locating. This is not meant to be dependent upon for locating power, but merely a second effort to check for power within or under the slab on grade.

#### **Quality Control, Best Practices and Disclosures:**

Scan a minimum of 2'x2' area.

Mark objects that GPR could detect, then repeat scan to confirm exact location again.

Do not cut, core or chip within 2 inches in either direction of markings.

GPR is not able to scan past depths of 12". If slab is thicker than 12", it is required to scan from both sides of the slab.

GPR is unable to scan within 6" of walls or other objects blocking equipment.

GPR is unable to accurately detect objects in metal deck slabs.

GPR is unable to accurately distinguish findings.

#### **Results:**

ALWAYS review findings with CCDOA, Contractor, Client, and if possible the core drilling company.

The Contractor shall not proceed with any coring until such time as the DOA Inspector has reviewed the results and signs off on each location.

### **5.10 HAZARDOUS MATERIALS**

The Tenant shall be responsible for maintaining an environmentally safe area during construction. The Tenant/Contractor shall notify DOA Risk Management with intent to use obnoxious, offensive, or hazardous materials or products on the job site. Prior to such use, Contractor shall submit Material Safety Data Sheets (MSDS) to DOA for each product. All containers must be closed and sealed when not in use, and must be properly labeled and stored.

### **5.11 MACHINERY AND EQUIPMENT**

Machinery and equipment loads in excess of 1000 pounds (0.5 tons) including footprints or support layouts, plus technical details of vibration isolators must be approved prior to use of equipment.

### **5.12 RETROFITTING AN EXISTING AREA**

If Tenant is retrofitting an existing area, and Code Requirements have changed since the original build-out, the Tenant is responsible for all upgrades resulting from new codes within that area.

### **5.13 ANTENNAS**

#### **5.13.1 IDENTIFICATION REQUIREMENTS**

Antennas and their corresponding feed lines must be clearly tagged. The tags must meet the following requirements:

#### Tag Information.

Tenant Name. If Airline, use the two letter Airline identifier.  
Tenant Improvement Number.  
Operating Frequency.  
Date Installed.  
Service Type.  
Room # Location.

#### Tag Construction.

Rigid material (Metal or plastic).  
Helvetica.  
14-pt minimum font.  
2" x 4"

Reference EXHIBIT M for a sample tag.

### 5.13.2 INSTALLATION REQUIREMENTS

All antenna installations must be reviewed and approved by the DOA (see sections 1.0.7.1 and 5.0). Installation plans must be submitted for approval to the Information Systems Division and CE. All skid type installations must use protection pads on the roof membrane. Please reference section number 5.14 for additional information.

### 5.14 ROOF INSTALLATION AND/OR PENETRATIONS

Tenant MUST apply for and obtain an approved Facilities Division Roof Access Permit form (available on the Harry Reid Airport website) prior to performing any kind of roofing penetration or installation upon existing DOA roofs, (Reference EXHIBIT R). Tenant is responsible for ensuring that all DOA roofing warranties are NOT compromised by any actions of the Tenant or Tenant Contractor. A certified roofing applicator, approved by the Roof Material Company and the DOA, will submit evidence that any proposed roof installation or penetration shall conform to all Owner warranty requirements and will further comply with applicable local building codes in addition to the Standards of Factory Mutual and the Underwriters Laboratories. Tenant will submit certification from the manufacturer showing the warranty is still valid. A pre-activity meeting and a work plan is required. (Reference EXHIBIT L). It is the Tenant Contractor's responsibility to check roofing warranty specifications, its standard details and any other requirements directly with the manufacturer. Site specific information is to be included in documents and work plan. Facilities Division will review the work plans.

A temporary water-proofing barrier shall be required where the Contractor creates a building opening exposed to the outside elements.

The use of a crane to install the roof equipment will require the Tenant to submit an FAA Form 7460-1. Crane and Operator Certifications must be submitted and approved prior to mobilization on site. Tenant must plan accordingly. (Reference Section 1.0.7.1 and EXHIBIT C)

#### Roofing System Information

A & B Gates/Wye/ARFF is a Johns Manville SP6RA PVC 60Mil Fully Adhered (Hurricane Bars) (Original Installer -Commercial Roofers)  
JM PVC Walkpad – Grey

C Gates is a Johns Manville ST46RM TPO 60Mil Fully Adhered/Mechanically Fastened (Original Installer - Commercial Roofers)  
JM TPO Walkpad – Grey

C-Annex/Concession area (by C25) is a Firestone UltraPly PVC 60Mil Fully Adhered/ Mechanically Fastened (Original Installer –Eberhard Roofing)  
F Walkpad – Grey

Central Terminal (Level 3 and above) is a Johns Manville PVC 60Mil Fleece Back Fully Adhered (Original Installer-Western Single Ply)  
JM PVC Walkpad – Grey

D Gate – Hub, SE & SW wings is a Cooley C3 RAM PVC 60 mil Fleece Back Fully Adhered (Original Installer -Cedar)  
Cooley Walkpad



D-Gate – NE Wing is a 0.60 Firestone PVC Ultra-Ply 78+ Fully Adhered (Original Installer – Dean Roofing)  
Firestone Walkpad - Grey

D-Gate – NW Wing is a Cooley C3 PVC 60 mil Fleece Back Fully Adhered (Original Installer –Eberhard Roofing)  
Cooley “Cool Grip Walkpad - Grey

T3 is a Firestone UltraPly TPO 60Mil Fully Adhered (Original Installer –Western Single Ply)  
TPO Eco Walkpad – Grey

Note: The original installers are listed above for information only. Walk pads shown are what is currently installed and are no longer DOA standard. Tenant Contractor to provide and install a manufacturer approved walk pad with a minimum thickness of 3.81 mm. Preferred walk pad color is safety yellow.

#### **Requirements for Roof Work:**

Tenant must include an architectural roof plan and details for all roof work. Mechanical standard details are not acceptable.

DOA policy dictates that Tenants have their rooftop equipment directly over their lease space, unless it is not physically possible, and must be held back from the parapet by a min of 6'-0".

The minimum requirement for installing standard non-penetrating mounts for equipment is that fully-adhered pads are installed under the mount and the mount must be held down with CMU or other non-deteriorating material (no sandbags).

All penetrations will have a roof penetration boot and/or required flashing (min 8") per manufacturer recommendations. All penetrations over 6" require structural support per SDI manual.

All roofs shall be watertight at the end of each shift.

Conduits will be properly installed with rigid conduit and weather proof boxes No exposed cables are allowed. Conduits and cable carriers will be installed using hard rubber conduit supports Conduits are not to be laid on the roofing membrane. Install walkway pad under the conduit supports. Avoid installing conduits on the vertical surface of the parapet.

Penetrations or attachments to the cap flashing are not allowed; **no** installing equipment or supports through any metal flashing.

When installing a grease exhaust hood, the Tenant must include a grease containment area around the hood. This area is to have a separate drain, as grease is not allowed down the storm system. The containment area must have the ability to be washed down. Tenant will be responsible to clean and maintain the area.

Tenant to verify that proper drainage to the roof drainage system is maintained when any new equipment is installed, which might require the Tenant to add crickets.

**No** mounting, resting on, or physical contact with roof system expansion joints. Use proper expansion fittings on conduits, HVAC ducts or other infrastructure installed that traverses roof expansion joints. New walkway pads will be installed from the existing walkway(s) to the new pieces of roof top equipment.

#### **5.15 SAFETY & HEALTH**

Job site safety is the responsibility of the Contractor who shall enforce it in accordance with the Contractor's established safety program. Hard hats, reflective vests, adequate safety clothing (shirt, long pants, safety work shoes, eye protection, etc.) shall be worn by all construction personnel at all times when on the job site. The Safety Manual is to be posted at the work site.

It is the mission of DOA to provide a safe and healthy work environment for our employees, Tenants, and customers. The DOA utilizes and supports a proactive approach and encourages both Tenants and Contractors who conduct business at DOA facilities to use this same approach in ensuring that employees and customers have an environment that is free from recognized safety and health hazards that could cause accidents and injuries. Infractions are a citable offense and/or work may be stopped.

In addition, Tenants and Contractors have a duty and obligation to comply with all applicable safety and health standards, rules, regulations and orders that apply to their employees' actions and conduct on the job. At a minimum, DOA requires that Tenants and Contractors follow those safety and health standards that have been set forth by the Occupational Safety & Health Administration (OSHA), State of Nevada Division of Industrial Relations/Occupational Safety and Health Enforcement, Clark County, and the Department of Aviation.

Contractor shall submit his company's Safety Manual for airport review. No construction work shall take place until Safety Manual is returned to the Contractor without comment.

#### **5.15.1 ASBESTOS OPERATIONS & MANAGEMENT PROGRAM (AO & MP)**

The objective of the DOA AO & MP is to maintain identified Asbestos Containing Materials (ACM) in good condition and to minimize the potential for exposure to DOA employees, Tenants, Contractors and visitors. To accomplish this, the DOA uses training, supervised work practices, and surveillance to minimize the potential for damaging ACM and exposing personnel. The PC must notify the DOA Environmental Coordinator of any Tenant proposing alterations of existing structures for asbestos determination.

All work at DOA facilities that involves removal, repair, sampling, and/or identification of ACM will be done by a State of Nevada, licensed asbestos Contractor. All activities at DOA facilities that involve the disturbance of ACM will be performed in accordance with, and the work will adhere to, the regulations as set forth in the State of Nevada, Occupational, Safety and Health Asbestos Control Program Regulations, 29 Code of Federal Regulations (CFR) Sections 1910.1001 and 1926.1101 and Environmental Protection Agency Regulations, 40 CFR Sections 61 and 763.

All Contractors required to work in areas that contain ACM will be notified, prior to starting work, where the identified ACM is located. The Contractor shall notify all employees including Subcontractor's employees, in writing, of the location of identified ACM utilizing the DOA Safety & Environmental Section Asbestos Notification Form (Reference EXHIBIT S)

A copy of the completed form shall be provided to the DOA Safety & Environmental Section. All Contractors conducting work in areas with identified ACM must post an additional work entrance notification that will ensure anyone entering the area is aware of the presence of ACM.

**Should any damaged ACM be discovered or if the Contractor damages any ACM during their work activities, all work in the area will cease and all employees will immediately exit the area.**

The Contractor shall notify the PC or the DOA Safety & Environmental Section who will investigate the area and provide direction to the Contractor to ensure that the hazard is abated prior to resuming work.

The Contractor shall notify the PC as soon as possible, of any building materials discovered that are not included in the asbestos survey provided. The building material shall not be disturbed until the DOA Safety & Environmental Section conducts sampling and analysis of the material and the results of the additional survey are provided to the Contractor.

**Oversight of activities of DOA facilities that involve the disturbance of ACM will be the responsibility of the DOA Safety & Environmental Section.**

#### **5.16 SECURITY REQUIREMENTS**

ALL CONTRACTORS MUST COMPLY WITH THE FOLLOWING SECURITY REQUIREMENTS:

##### **5.16.1 GENERAL SECURITY REQUIREMENTS**

Airport property is divided into three (3) categories:

- Landside - the non-secure portions of the Airport.
- Airside - the Secure Area/Security Identification Display Area (SIDA).
- Sterile Areas – the parts of the terminal buildings that require access through a security checkpoint. DOA will specify access points to the work area. The Contractor shall remain "inside" the work area as delineated by the four-foot orange safety fence or directed by DOA.

If the Contractor goes outside a work area inside the Secured Area/SIDA, without the specific permission of DOA, the Contractor shall be subject to a fine, of up to \$10,000 per violation, as levied by the Transportation Security Administration (TSA). All Contractors' travel routes through the Secured Area/SIDA shall be determined by the DOA.

If fences are constructed during construction and thus the location of the perimeter security fence and the Secured Area/SIDA changes, it shall be the Contractor's responsibility to maintain the security of the perimeter to the satisfaction of the LAS Security Assistant Director.

The Contractor shall be responsible for all personnel engaged in the work to ensure that said personnel comply with all security requirements imposed by Harry Reid International Airport - LAS.

It is the Contractor's responsibility to ensure that any equipment and workmen do not enter the Secured Area/SIDA except as required during the progress of work.

The Contractor shall follow the directions given by DOA Authorities concerning the security regulations, methods of access and any other restrictions applicable to work within the Secured Area/SIDA.

The following regulations apply to the Airside section of the Airport:

49 CFR Part 1542 requires that security of the Secured Area/SIDA at Harry Reid International Airport be maintained at all times. This regulation has provision for enforcement by TSA, a part of the Department of Homeland Security, to assess substantial fines (\$10,000 per occurrence) for potential security breaches or security breaches by unauthorized persons and vehicles entering the Secured Area/SIDA of LAS. The Contractor's will reimburse the Airport for any fines levied on DOA for breaches of security due to the Contractor's activities or those of any of their tier Subcontractors. When working in the Secured Area/SIDA, the Contractor's personnel must visibly display on the outermost garment, at waist level or above, the appropriate LAS identification security badge at all times.

## **5.16.2 VIOLATIONS AND PENALTIES**

### **5.16.2.1 MINOR INFRACTIONS**

Display: An employee has a badge, but it is not displayed on the outermost garment, at waist level or above, picture showing.

Escorting: A badged employee fails to ensure that the person they are escorting is properly badged and is under their control.

Failure to Secure a Door: An employee does not ensure that a door or gate closes properly behind them.

Failure to Report: A person is a witness to a violation and does not report the situation to the Airport Control Center.

Other Infractions, while not listed, may be considered minor infractions at the discretion of the Security Assistant Director.

#### **PENALTIES:**

First Offense: Security training must be repeated within 10 working days of notification. Failure to comply may result in badge deactivation.

Second Offense: Security training must be repeated within 10 working days of notification. Failure to comply may result in badge deactivation.

Third Offense: Permanent confiscation of badge with the right of an appeal.

### **5.16.2.2 MAJOR INFRACTIONS**

Circumventing Security: Using a security badge to bypass a security checkpoint with the intent to avoid screening (either for yourself or others with you) prior to boarding an aircraft.

Piggybacking: Willfully or inadvertently allowing a person to follow you through an access point without verification of badge access. All individuals involved are in violation of the Airport Security Program and Federal Regulations.

Expired Badge: Individual swipes on an expired badge. For expired badge violations, the 72-hour suspension period following security training is removed from the penalty.

Subverting Security Equipment: An employee (or other badged individual) damages security equipment.

Other Infractions: While not listed, may be considered major incidents at the discretion of the Assistant Director of Aviation, Security.

Challenge: A person fails to challenge another individual with no badge or improperly displayed badge will result in a 72 hour revocation.

#### **PENALTIES:**

Circumventing Security:

Immediate revocation of LAS ID badge with the right to appeal.

Piggybacking:

First Offense: Confiscation of badge and security training must be repeated within 10 working days of notification. Failure to comply may result in badge deactivation.

Second Offense: Permanent confiscation of badge with the right to appeal.

Expired Badge:

First Offense: Confiscate badge in addition to the following:

Employee will be re-finger printed.

Security training must be repeated.

Employee will be re-badged.

Second Offense: Permanent revocation of the individual's badge with the right of an appeal.

Subverting Security Equipment:

First Offense: Confiscation of badge and security training must be repeated within 10 working days of notification. Failure to comply may result in badge deactivation.

Second Offense: Permanent confiscation of badge with the right to appeal.

Challenge:

First Offense: Confiscation of badge, 72 hour badge revocation.

Second Offense: Permanent confiscation of badge with the right to appeal.

### 5.16.2.3 CIVIL PENALTIES

Transportation Security Administration:

Fines or penalties for infractions/violations of applicable TSA Regulations and/or Airport Security Program Regulations may be assessed by the TSA against the airline/Tenant/individual involved.

Department of Aviation:

Individuals may be fined up to \$1,000 per offense by the Department of Aviation.

### 5.17 SMOKING

There will be NO SMOKING on the AOA or Tenant Spaces. Smoking is only allowed inside and outside of terminals in designated areas.

### 5.18 SOIL AND DEMOLITION MATERIALS

All export of soil and demolition materials will require location of dumping with a letter of approval from the property owner. In the event soils or materials are taken to a County disposal site, a copy of the receipt will be required.

### 5.19 TEMPORARY CONSTRUCTION WALLS

Temporary construction walls shall be installed when remodeling inside airport spaces adjacent to public ways.

- Interior construction walls shall be height of 8 feet, 5/8" Type X gypsum board, over 3-5/8" wide metal studs (minimum 20 gauge) @ 24" O.C MINIMUM., fire-taped and the public side painted white (Reference Section 7.1.3). The 5/8" Type X gypsum board requirement only applies to the public side of the wall. Unless otherwise approved by the DOA, the exterior side of the temporary wall cannot go 3'-0" beyond the Tenant's lease line.
- Contractor shall provide a minimum 3'X 7' door of 20 gauge steel construction (minimum) with a standard steel frame. Track out mat is required at door. **ALL DOORS MUST SWING INTO the Tenant space.**
- Contractor shall provide Corbin Russwin ML-2057-DS-A-626 Door Lock Hardware. Refer to Section 4.1.1 for available sources.
- Contractor is responsible to procure the construction cylinder cores and provide them to the DOA for the DOA to key the locks. DOA will then install the re-keyed locks into the construction barricade door hardware. The blanks will be cut to the Contractor's key. This allows DOA staff access to the space in the event of an emergency.
- Temporary Construction Walls can ONLY be removed with prior APPROVAL in writing from the DOA Inspector assigned to the project site. DOA must receive the Certificate of Occupancy or **Temporary Certificate of Occupancy** prior to removal.
- DOA approved "Tenant vinyl graphics" covering the entire temporary construction wall is required at the time of wall erection – no exposed white walls. (Reference Section 7.1.3 and EXHIBIT A).

### 5.20 TOOLS AND LIQUIDS IN STERILE AREAS

The following security measures are required for personnel working in sterile areas of the Airport:

- Picture badged employees may use the necessary tools of the trade in sterile areas provided that these tools remain under their direct control.
- Non-picture badged Contractor personnel may use necessary tools of the trade in sterile areas under direct visual supervision of a green picture badged Contractor employee.

- Tools may not be taken through Security Screening Checkpoints.
- Liquids, gels, and aerosols are not permitted in sterile areas unless for a specific construction activity.

#### **5.21 UTILITY INTERRUPTION NOTICE**

The Tenant is responsible for submitting a Utility Interruption Notice (UIN) (available on the Hary Reid Airport website) (Reference EXHIBIT U) to the Construction PC for approval for any existing utility service interruption. The Tenant/Contractor shall thoroughly read and understand the Instructions for UIN. The interruption may not proceed without PC approval. Unless special circumstances exist, utility interruptions will be between the hours of 1:00 a.m. to 3:00 a.m.

Utility interruptions affecting Fire Sprinkler Systems must be accompanied by the Clark County Fire Department Fire Watch forms (EXHIBIT CC): to cover affected areas. Tenants/Contractors must provide their own Fire Watch personnel to meet Clark County Fire Department's requirements.

In the event the Tenant's Contractor will be interrupting existing electrical, the Contractor shall provide emergency power for lighting, exit lights, signs and opening devices.

#### **5.22 VEHICLE DECALS**

The Department of Aviation requires that all agencies requiring vehicle access to the Secured Area/SIDA must provide the Airport Business Office with an insurance binder covering the vehicle(s) for not less than \$5,000,000.

The vehicle access decals are color-coded. Signs have been posted restricting access to areas based on color codes.

#### **5.23 WORK HOURS**

Normal work hours are Monday through Thursday, excluding holidays, from 6:00 a.m. until 5:00 p.m. If for any reason, the Contractor believes work hours will begin prior to or after the designated hours, DOA must first approve them. The General Contractor shall have a full time Superintendent on site during all work activities. Demolition or construction work that affects Airport operation may be required to be done at night during off hours.

Note: Any work within the terminal building that may cause conflict with passenger movement, must be approved by the Terminal Operations division.

#### **5.24 UNUSED SYSTEMS**

The Contractor shall remove all unused and abandoned systems back to the source including electrical, mechanical, plumbing, etc.

#### **5.25 PATCHING**

The Contractor shall patch all holes to match existing adjacent finish and in accordance with the TI Manual requirements and as approved by the DOA Inspector. All fire rated floor/walls shall be firestopped or sealed to maintain fire ratings.

#### **5.26 UPDATED CODE REQUIREMENTS**

Any system that is modified during the course of construction shall be improved to comply with the most recently adopted building codes per the AHJ, the DOA Specifications and TI Manual. The most stringent code/requirement shall apply.

## **PART 6. CONSTRUCTION PROCESS**

---

### **6.0 PRE-CONSTRUCTION MEETING**

The Tenant will notify the PC once they have received the approved drawings from the Building Department having jurisdiction over the project. The PC will schedule the Pre-Construction Meeting. The Tenant and General Contractor representatives must be in attendance.

At the Pre-Construction Meeting, the PC will:

- Introduce Project Members (Airport and Tenant Representatives)
- Tenant will designate an Authorized Representative (AR) from their staff. The Tenant AR will be the Point of Contact for all written correspondence and verbal communication. All direction from the DOA PC will be relayed to the Tenant AR.
- Collect all required documents and, if all documents are submitted, issue verbal Notice to Proceed. Required documents include, but are not limited to: Contractor's permits, Business and Contractor's licenses, Workers' Compensation Certificate Bonds and Insurance.
- Conduct job site walk if required

After Notice-To-Proceed is issued, all communication to and from DOA shall be made through the designated DOA PC (named at the Pre-construction Meeting). This will prevent miscommunication and redundancy. The Tenant is responsible for submitting in writing, 24-hour telephone numbers for the Designated AR and an Alternate in the event the Designated AR is not available. This correspondence is distributed to the DOA Team members and the DOA Control Center for emergencies.

### **6.1 REQUIRED DOCUMENTS FROM CONTRACTOR**

The required documents are submitted through the Tenant.

#### **6.1.1 DRAWINGS**

Provide two (2) half-size (ARCH 'C' 18x24 or ANSI 'C' 17x22) hardcopy stapled drawing sets, two (2) sets of specifications (if applicable), and electronic files in CAD (DWG) and PDF format via Procore. The hard copy drawings shall be the Issued for Construction set – or when the project scope requires Permitting – copies of the approved Permitted sets.

The hard copy sets are to be provided to the APM PRIOR TO the Pre-Construction Conference and will be distributed to the DOA Inspector(s).

#### **6.1.2 CONTRACTOR PERMITS:**

Once a building permit is ready to be issued, the Contractor must pay for and pick up the permit within 6 months. After the permit is issued, an inspection must take place within 6 months. Once the first inspection is completed, the next inspection must take place within 6 months.

#### **6.1.3 INSURANCE REQUIREMENTS**

Prior to DOA issuing Notice to Proceed to the Tenant, Tenant must submit a copy of their Contractor's Certificate of Insurance as well as all applicable additional insured endorsements. Accord Form 25 will be used for all certificates of insurance. (Reference EXHIBIT V) The following guidelines apply:

In the event there is more than one General or Subcontractor and they are working independently of each other, each Contractor shall submit a Certificate of Insurance as indicated herein.

Policies shall cover Commercial General Liability, including Automobile Liability, Automobile Bodily Injury, Property Damage Liability, Workers' Compensation, and Builder's Risk.

For a sample of the Certificate of Insurance required, (Reference EXHIBIT V). The location and coverage shall be specific to the particular job.

The Certificate of Insurance requirements are stated below:

TO ENSURE COMPLIANCE WITH THE BID DOCUMENT, CONSULTANT/VENDOR/CONTRACTOR SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO BID SUBMITTAL.

**FORMAT/TIME:** The CONSULTANT/VENDOR/CONTRACTOR, shall provide Owner with Certificates of Insurance, per the sample format (Reference EXHIBIT V) as evidenced by ACORD Form 25 Certificate of Insurance, written by a firm licensed to write such insurance in the State of Nevada, for coverage's as listed below, and endorsements affecting coverage required by this Agreement within ten (10) calendar days after the award by the Owner. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the contract and any renewal periods.

**BEST KEY RATING:** The Owner requires insurance carriers to maintain during the contract term, a Best Key Rating of A- VIII or higher, which shall be fully disclosed and entered on the Certificate of Insurance.

**OWNER COVERAGE:** The Owner, Clark County, its Commissioners, Officers, Employees, related entities, and authorized representatives and insureds with respect to liability arising out of the activities by or on behalf of the additional insured in connection with this project. The CONSULTANT/VENDOR/CONTRACTOR insurance shall be primary as respects the Owner, its officers, employees, agents, and volunteers.

**Endorsement/Cancellation:** The CONSULTANT/VENDOR/CONTRACTOR general and automobile liability insurance policies shall be endorsed to recognize specifically the CONSULTANT/VENDOR/CONTRACTOR contractual obligation of additional insured to Owner AND MUST NOTE THAT THE Owner will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy change, cancellations, or any erosion of insurance limits.

**WORKER'S COMPENSATION:** Worker's compensation insurance in accordance with laws of the State of Nevada covering your employees.

**EMPLOYER'S LIABILITY:** Employer's liability with a minimum limit of \$500,000.

**AUTOMOBILE LIABILITY:** Automobile liability insurance covering all of your owned and any hired (rented/leased) vehicles while being used off the construction site(s). Minimum limits per occurrence (accident) that you are required to maintain are (Except \$1,000,000 Minimum On Site):

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| a. Bodily Injury                    | \$1,000,000. per occurrence        |
| and b. Property Damage              | \$1,000,000. per occurrence        |
| or c. Bodily Injury/Property Damage | \$1,000,000. Combined single limit |

**COMMERCIAL LIABILITY:** Commercial liability insurance covering for operations away from the insured project site in a form providing coverage not less than that of a standard Commercial General Liability insurance policy ("Occurrence Form") for operations of the CONSULTANT/VENDOR/CONTRACTOR and Subcontractors, including Independent Contractors, Products and Completed Operations, Contractual Liability and Personal Injury Liability with Limits not less than:

Bodily Injury and Property Damage Combined:	
General Aggregate	\$2,000,000.
Products/Completed Operations Aggregate	\$2,000,000.
Personal and Advertising Injury	\$1,000,000.
Each Occurrence Limit	\$1,000,000.

**UMBRELLA LIABILITY:** Umbrella liability insurance **Off Site** coverage that is excess of the primary automobile liability, employer's liability and general liability coverage's in a form that is as broad as the underlying coverage with limits not less than \$5,000,000.

It is further required that all insurance be on an **occurrence basis** and not a *claim made* basis.

These are minimum requirements. You may want to discuss with your own agent / broker or risk manager the necessity for additional protection to meet your own individual circumstances.

Other sections that pertain to what you must provide and your responsibilities include:

You must furnish evidence that the above has been complied with **prior** to starting any work or services on your project.

**DEDUCTIBLES:** All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed **\$25,000**. DOA requires prior written approval for any Deductible or Self-Insured Retention that exceeds \$25,000.

**PROFESSIONAL LIABILITY:** Professional liability insurance shall not be less than \$1,000,000 aggregate. If the professional liability insurance provided is on a Claims Made Form, then the insurance coverage required must continue for a period of 2 years beyond the completion or termination of this contract. Any retroactive date must coincide with or predate the beginning of this contract and may not be advanced without the consent of the Owner.

**ENVIRONMENTAL AND CLEAN-UP LIABILITY:** Environmental insurance shall not be less than \$1,000,000

aggregate for the duration of this contract.

**FAILURE TO MAINTAIN COVERAGE:** If the CONSULTANT/VENDOR/CONTRACTOR fails to maintain any of the insurance coverage's required herein, Owner may withhold payment, order the CONSULTANT/VENDOR/CONTRACTOR to stop the work, declare the CONSULTANT/VENDOR/CONTRACTOR in breach, suspend or terminate the contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. Owner may collect any replacement insurance costs or premium payments made from the CONSULTANT/VENDOR/CONTRACTOR or deduct the amount paid from any sums due the CONSULTANT/VENDOR/CONTRACTOR under this contract.

**DAMAGES:** The CONSULTANT/VENDOR/CONTRACTOR is required to remedy all injuries to persons and damage or loss to any property of Owner, caused in whole or in part by the CONSULTANT/VENDOR/CONTRACTOR, their subcontractors or anyone employed, directed, or supervised by CONSULTANT/VENDOR/CONTRACTOR.

**COST:** The CONSULTANT/VENDOR/CONTRACTOR shall pay all associated costs for the specified insurance. The cost shall be included in the bid price(s).

**INSURANCE SUBMITTAL ADDRESS:** All Insurance Certificates requested shall be sent to the Clark County Department of Aviation, Purchasing, Attention: Senior Financial Office Specialist, 3rd Floor, 5757 Wayne Newton Boulevard, P. O. Box 11005, Las Vegas, NV 89111-1005.

**INSURANCE FORM INSTRUCTIONS:** All required insurance coverage as stated herein will be evidenced by a current Acord Form 25 Certificate(s) of Insurance (Reference EXHIBIT V), such Certificates will include, but will not be limited to, the following:

- Insurance Broker's name, complete address, phone and fax numbers.
- Successful Bidder's name, complete address, phone and fax numbers.
- Insurance Company's Best Key Rating
- Commercial General Liability (Per Occurrence)
  - (A) Policy Number
  - (B) Policy Effective Date
  - (C) Policy Expiration Date
  - (D) General Aggregate (\$2,000,000)
  - (E) Products-Completed Operations Aggregate (\$2,000,000)
  - (F) Personal & Advertising Injury (\$1,000,000)
  - (G) Each Occurrence (\$1,000,000)
  - (H) Fire Damage (\$50,000)
  - (I) Medical Expenses (\$5,000)
- Automobile Liability (Any Auto)
  - (A) Policy Number
  - (B) Policy Effective Date
  - (C) Policy Expiration Date
  - (D) Combined Single Limit (\$1,000,000)
- Worker's Compensation
- Description: Bid Number and Name of Contract (must be identified on the initial insurance form and each renewal form).
- Certificate Holder:
  - Clark County
  - C/o Department of Aviation-Purchasing
  - 5757 Wayne Newton Boulevard
  - P.O. Box 11005
  - Las Vegas, Nevada 89111-1005
- Authorized Agent Signature

The insurance requirements specified herein do not relieve the Contractor of its responsibilities or limit the amount of its liability to DOA or others. Contractor is encouraged to purchase such additional coverage, as it deems necessary.

Regardless of the coverage provided by any insurance policy, the Tenant is fully responsible for all Consultants, Sub-consultants, Contractors, Subcontractors, and other Tenant representatives and shall adhere to the indemnity section as set forth in Tenant's Lease, Permit or other Agreement.

Contractor shall provide Builder's Risk Insurance equal to the maximum probable loss covering the project and all materials and equipment.



Contractor agrees to cause its insurance company to issue a policy endorsement naming COUNTY OF CLARK, ITS COMMISSIONERS, OFFICERS, EMPLOYEES, RELATED ENTITIES and AUTHORIZED REPRESENTATIVES ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE ADDITIONAL INSURED IN CONNECTION WITH THIS PROJECT. PER ISO FORM ENCLOSED (ENDORSEMENT FORM) as Additional Insured on any Commercial General Liability or Business Auto insurance policy.

All deductibles and self-insured retentions shall be fully disclosed in the certificate of insurance.

#### **6.1.4 JOB SITE EMERGENCY PHONE LIST**

Emergency phone list will reference key points of contact for the Contractor and Subcontractors. (Reference EXHIBIT W)

#### **6.1.5 WRITTEN WORK PLACE SAFETY PLAN**

Contractor shall submit his Project Safety Plan, site specific Job Hazard Analysis, and COVID-19 plan for airport review and approval. No construction work shall take place until the Safety Plan is approved.

#### **6.1.6 SCHEDULE**

Prior to start of work, Tenant shall provide DOA with a schedule of activities and durations of the same, enabling DOA staff to notify other Airport Tenants of possible impact or disruption. If the project is significant in duration and the Contractor anticipates a delay or change, the schedule shall be revised and resubmitted to DOA.

### **6.2 REQUIRED DOCUMENTS FROM TENANTS**

#### **6.2.1 PROJECT CLOSE-OUT DEPOSIT**

Tenant must remit a project close-out deposit (the "Deposit") in the amount of ten percent (10%) of the total construction value or \$10,000.00, whichever is greater, to the Project Coordinator in order for the Notice to Proceed to be issued. To establish the construction value, the Tenant is responsible to submit a written itemized estimate or produce copies of its construction contracts/bids. For purposes of the Deposit, the Tenant's estimate is subject to the DOA's review and approval. The Deposit shall be in the form of a cashier's check or wire transfer. The Deposit shall be remitted prior to issue of construction notice to proceed. A refund of the Deposit will be issued to the Tenant upon satisfaction of the following requirements: 1) all punch list items are timely completed to the DOA's satisfaction; 2) all Record Drawings and any other required plans and documents are provided and approved by the DOA; 3) all airport badges are timely returned to the DOA; 4) all documentation is provided showing all permits are closed and all inspections have been performed and approved; 5) a copy of the official Certificate of Occupancy is provided if applicable; 6) and documentation is provided showing that the Contractor has been paid for DOA's reference in regards to the surety bond release. The Tenant's failure or delay in satisfying the foregoing requirements will result in the Tenant's Deposit being forfeited and surrendered to the DOA.

The project close-out deposit may be waived, at the sole discretion of the Construction Manager, if the Tenant Improvement is to relocate equipment, is of a minor nature, or is located in a non-DOA owned building. The Tenant must submit a request for waiver in writing to the Project Coordinator.

#### **6.2.2 SURETY REQUIREMENTS**

Prior to DOA issuing Notice to Proceed (NTP), Tenant shall comply with the surety requirements of NRS 108.2403.

Tenant shall record a notice of posted security with the county recorder. The posted security may be either:

- a. A surety bond in an amount no less than 1.5 times the amount of the construction contract and that meets the requirements of NRS 108.2415, subsection 2. (Reference EXHIBIT X) for Surety Bond form example.

Or

- b. A construction disbursement account established and funded in an amount equal to the total cost of the work of improvement, but in no event less than the total amount of the prime contract, and obtain the services of a construction control to administer the construction disbursement account.

Construction disbursement accounts may be established through a source of Tenant's choosing. The disbursement entity must be authorized to do business in the State of Nevada.

Exceptions:

Tenants with ground leases at Harry Reid International Airport and associated CMA property may be exempted from the Surety requirements. The exception to the surety requirement, per statute, does not apply to Tenant improvement projects at the general aviation airports.

Note: Exception eligible Tenants must submit an exception request in writing to the Project Coordinator.

### **6.2.3 MANUFACTURER MAINTENANCE MANUAL AND WARRANTY**

Tenant must submit all manufacturer maintenance manuals and warranty information in PDF format for electrical, mechanical, plumbing, and fire and life safety equipment installed under the project.

### **6.2.4 PREVENTATIVE MAINTENANCE**

Tenant is to provide the preventative maintenance (PM) schedule for equipment within their space.

## **6.3 PROJECT ACCESS**

Project access is determined by Airport staff and will be designated at the Pre-Construction meeting. If vehicle access by the Contractor is required on the Secured Area/SIDA, they will be escorted at all times. If access is required for personnel only, those personnel must go through the badging process. See Section 5.0 for additional information.

### **6.3.1 LAY DOWN AREA**

If lay down space is required, Airport staff will designate an area where equipment, vehicles and dumpster can be temporarily stored. Any materials left unguarded are at the risk of the Contractor. A lay down site is for the convenience of the Contractor and may be located on airside or landside. All dumpsters must be covered with  $\frac{3}{4}$ " minimum plywood placed under wheels. Lay down area will be fenced with sandbags placed on fence stands and red lights on the fence every ten feet and include a professionally made sign that includes the following: TI name and number, Contractor name with 24 hour response phone number, superintendent phone number and DOA inspector information.

### **6.3.2 VEHICLE PARKING**

Vehicle parking permits are coordinated through the Parking Office by the PC. The Contractor shall provide the PC with the required information noted in this section for this parking request:

When requesting a vehicle parking permit, the following information must be provided with your request:

- Parking location request (to include an area map indicating location)
- Duration of the parking permit for the specific project
- Duration of project (project start and completion date)
- Contractor Name
- Vehicle Make
- Vehicle Model
- Vehicle License Plate Number
- The state the vehicle is registered in (State listed on License Plate)
- Location (ex: Terminal 1 . . .)

The PC will forward this information, including the expiration date for the permits, to the Landside Office Manager and Assistant Administrators. The PC will also coordinate any parking pass date extensions as necessary.

Vehicle parking permits are limited to a maximum of 5 permits per project, NOT per Contractor. Depending on the nature of the project and the number of construction vehicles on site at any one time, the Parking Office may designate a parking area for construction vehicles.

Only company vehicles with proper identification and permanent company decals affixed to their vehicles will be considered for vehicle parking permits. No personal vehicles will be considered for these parking permits.

Vehicles not in compliance will be subject to citation and/or being towed away.

#### **6.4 SAFETY AND ENVIRONMENT**

If the project will disturb an acre of soil or more, a Notice of Intent (NOI) must be submitted to the Nevada Division of Environmental Protection (NDEP) and a Storm Water Pollution Prevention Plan (SWPPP) must be submitted to the DOA Safety & Environmental Section. A copy of the SWPPP must be kept on the project site at all times.

Additional information will be sent by Safety Department.

#### **6.5 MIX DESIGNS**

All mix designs for asphalt, concrete, grout, etc. shall be submitted to the PC for staff's review, prior to installation.

#### **6.6 HOT WORK PERMITS**

Forms can be requested from the PC. The Tenant will sign as "Signature of Authorizing Person" for the Contractor or the Contractor signs as "Signature of Authorizing Person" for his Subcontractor. The permits are never signed by DOA staff in order to maintain the liability/responsibility with the originator. (Reference EXHIBIT Y).

#### **6.7 WORK PLANS**

Any time a Tenant's work will disrupt another Tenant or airport patrons on the AOA or within terminal buildings, the Tenant shall submit a work plan minimum 72 hours in advance to the PC for review and approval. This work plan shall include, at a minimum: parties involved, detailed activity, location, duration, how Contractor intends to protect the public (barricading, walls, etc.), dates and times. DOA reserves the right to modify the plan to minimize disruption (Reference EXHIBIT L).

Work plans must also be submitted for all other work as specified in various segments of this manual, including but not limited to Sections 4.9, Section 5.9, and Section 5.14.

Work plans may also be requested at any time by the DOA Field Inspector prior to work proceeding.

#### **6.8 INSPECTION OF WORK**

During the life of a TI Project, the Tenant is responsible for managing its staff, consultants and Contractors. This management includes inspection of work. In addition, an Airport Inspector is assigned to each Tenant Improvement project to ensure compliance with DOA requirements. The Building Department having jurisdiction over the project will perform all code inspections. The Contractor shall keep the Airport Inspector notified at each stage of construction so that DOA may review work in place.

Any inspection(s) performed by DOA, or the approval of an inspection by DOA is only supplemental to the Tenant's inspection and shall not release the Tenant, its A/E, or the Tenant's Contractor from professional or legal liability.

Inspection or approval of inspection, made by DOA shall not be for the benefit of third parties and shall confer no right to any third party.

#### **6.9 QUALITY CONTROL REPORTS**

DOA may, at any time, request copies of material, survey, or other reports from the Tenant to ensure quality control.

#### **6.10 PUNCH LIST**

At the completion of construction, but before use and occupancy, the Tenant or its Contractor will notify the Project Coordinator of the date and time of substantial completion of the TI project. The Project Coordinator, Business and Properties Liaison, Facilities Liaison, and DOA Inspector will complete a punch list and inspect and review the project for compliance with the DOA's lease requirements and the approved project documents. The Tenant may only use and occupy the leased space impacted by TI project upon the conclusion of construction, completion of all punch list items generated, and after all project required documents are received by the Project Coordinator.

As part of the punch list, the DOA Inspector will review the Contractor's redlined plans to ensure accuracy of as-built conditions prior to submittal of the same to the designer for completion of the Record Drawings.

A punch list inspection shall not be requested or granted if the TI project is incomplete. The Tenant or its Contractor shall notify the DOA Inspector with a request to schedule the inspection no less than five (5) working days prior to the completion of all TI project work.

Once the punch list of deficient items is generated and provided to the Contractor, the Contractor will have thirty (30) days, or such other duration as allowed in writing by the DOA, to resolve all items on the punch list in

accordance with the DOA's requirements. When punch list items are complete, the Contractor will: 1) notify the DOA Inspector who will conduct a final inspection to confirm completion of the remaining punch list items; and 2) provide a written and visual description of the corrective work performed (including photos) and enter details of such corrective work into ProCore.

#### **6.11 OPEN WALL PHOTOGRAPHS**

The Tenant's Contractor shall provide photographs for record of all open walls before they are closed showing the internal details. The photographs will be submitted as part of the Record Drawings.

## **PART 7. SIGN STANDARD FOR TENANT RETAIL & AIRLINES**

---

### **7.0 OVERVIEW**

#### **7.0.1 PURPOSE**

The purpose of this document is to identify standardized language and graphics to be used in signing in the public areas of Harry Reid International Airport. Consistency among signage and other wayfinding elements is essential in conveying airport roadway and terminal information to the public. These Standards have been developed from policies in place and from enacting specific standards as a result of actual application trial and error. Recognizing the need to address Airport Rules and Regulations as related to Signage, language in this area will also be addressed. The Clark County Department of Aviation will strictly enforce compliance.

Designing a signage system that is clear and consistent for an airport is in itself a challenging process. Moreover, the standards provided within will make the task of designing and implementing signs at the Airport much easier. While this document will provide details and standards for most situations, it cannot resolve every signing situation at the Airport. Some signing problems may require a unique solution or design.

#### **7.0.2 PHILOSOPHY**

The philosophy behind Airport signage and wayfinding is to assist the traveling public with locating facilities and services available throughout the Airport in a clear and consistent fashion. Consistency is achieved through the uniform application of graphics, lettering, materials, size, shape, and sign location.

#### **7.0.3 COMPLIANCE**

All graphics, symbols and lettering on identification signs and wayfinding signs should conform to this document. Section 7.1 pertains to Tenant Signage in the Terminal Building. Section 7.4 pertains to Pedestrian Wayfinding Signage in the Terminal Building and the Parking Decks. Section 7.5 pertains to the Roadway Signage. All Tenant requests for signage must be forwarded to the Department of Aviation Business Office.

#### **7.0.4 ADA SUMMARY**

The Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA) are encouraged and strictly complied with for all construction and signage at LAS. For accurate and complete ADA - ABA requirements refer to the most current Accessibility Guidelines as adopted by the Department of Justice and enforced by the authorities having jurisdiction.

For general information regarding compliance with ADA refer to ADA's Accessibility Guidelines, Part III: Technical Chapters.

### **7.1 ALL TENANT SIGNAGE**

#### **7.1.1 CONCEPT AND DEVELOPMENT**

Although a Tenant may be conducting extensive construction work with signs being a relatively small component, signs are treated as separate projects as they require separate permitting.

Tenants shall submit Conceptual Approval Drawings to the Department of Aviation Business Office for preliminary review and approval. The Business Office will then, as necessary, forward Conceptual Approval Drawings to the appropriate DOA personnel for review, prior to final review and approval.

Conceptual Approval Drawings shall include, at a minimum:

- Project location
- Quantity of signs
- Sign locations
- Dimensions of signs (height, width and depth)
- Font / type style and character height
- All colors used on sign and mounting surface color.
- Height of sign above finished floor
- Sign materials
- Illumination (internally / externally)
- Type of sign; i.e. :blade, storefront, façade, back-wall, etc.

If colors indicated in Conceptual Approval Drawing are not anticipated to be the exact colors to be installed, Tenant shall submit samples of actual color as well as the drawings for review. DOA reserves the right to reject any materials and/or colors not meeting those as specified in drawings at no cost to DOA.

No Tenant signs, temporary displays or crowd control stanchions, shall be permitted in any area defined by DOA as a traffic control corridor without prior written approval of the Business Office.

Pre-opening wall signage is required using the DOA-approved format that incorporates templates provided by the Business Office. The Business Office shall approve all temporary signs prior to installation. (Reference EXHIBIT A)

Sign designer and fabricator shall comply with International Building Code (IBC) latest adopted edition.

All material and signage shall be new. No relocated / re-used material or signage will be permitted without pre-approval from the DOA.

Tenant installed signs shall meet all Building Codes and ADA requirements for that particular sign type. Signage drawings must be submitted to the appropriate agency for permitting.

Design Drawings/Submittals shall include but not be limited to:

- Site location with vicinity maps / project location
- Sign Location Plan(s)
- Show in scale (1/8" = 1'-0" or larger) plan view of all sign locations
- Numerically key Sign Location Plan(s) to the Sign Message Schedule by using a numbered tag or marker to show sign location
- Sign Location Plan shall be illustrated as a mechanically drawn scaled plan view of the Tenant space, showing walls, furniture, lighting and all other items that are in proximity to the proposed signage
- Sign Message Schedule
- Describe the following in a text format, on 8-1/2"x11" white bond paper, using four vertical columns:
  - Sign number (keyed to Sign Location Plan).
  - Sign type (e.g. Primary Identification Blade Sign).
  - Sign message (what each individual sign says).
  - Location of each sign (e.g. back wall, ceiling mount, etc.).
- Sign Location Elevation(s)
- Show in scale (1/4" = 1" or larger)
- Show each individual sign in elevation relative to Tenant space
- Dimension signs to finished floor, finished ceiling, pedestrian and vehicular traffic, adjacent architectural features, etc. as appropriate
- Sign Design Intent Drawings
- Quantity of signs
- Dimensions of signs (height, width and depth)
- Font / type style and character height
- All colors used on sign and mounting surface color
- Height of sign above finished floor
- Sign materials & fabrication processes
- Illumination (internally / externally)
- Type of sign; i.e., blade, storefront, façade, back-wall, etc.
- Mounting details (with material and sizes called out)
- Electrical drawings, details, panel call out, dedicated circuit for sign. Provide external disconnect for sign. Sign to be UL listed
- Mounting details are required for all signs submittal as well as structural calculations for all blade signs. For signs mounted flush to the wall, calculations are required for any sign that weighs more than 1.8 psf, for any sign weighing more than 50 pounds total and for any sign that extends more than 2" from the face of the wall. All sign submittal calculations shall be stamped by a licensed engineer/architect.
- Maintenance access
- Contractor license number

At the completion of the project, the tenant is responsible for submitting sign mounting & electrical/communications representing the As-Built conditions. This will be coordinated through the Tenant's fabricator. The submittal will be made to the DOA as detailed in Section 7.1.3.

### 7.1.2 GENERAL REQUIREMENTS

It is the DOA's objective to ensure appropriate signage that is not garish and does not compete with directional wayfinding signage by providing guidelines to the existing and potential retail developers.

All Tenants will retain or as needed, use, a professional Sign Contractor.

The Business Office must approve both signage inside as well as outside the lease space or lease line including freestanding signs. Freestanding signs are generally discouraged but will be reviewed on a case-by-case basis. See Section 7.4.1 (TERMINAL BUILDINGS - LAS SIGNAGE STANDARDS FOR AIRLINES).

Use of the following materials is prohibited as Tenant signage:

- Imitation brick
- Cardboard
- Gator Board
- Pegboard
- Copy paper
- Cork
- Vinyl wall covering or wallpaper
- Tape of any kind
- Carpet or fabric
- Wood

Laminated materials must be installed and mounted with adhesives recommended by the manufacturer and appropriate for the installation conditions.

All Tenant spaces are to have a blade sign. The blade signs are only allowed to be mounted from the Tenant store front area (within the Tenant lease limit). All blade signs are to be internally illuminated. Design is to be reviewed and approved for size and location. All Tenants in the D-Gate Galleria (Great Hall) area are to have a large marquee blade sign installed in the soffit area above the Tenant's store. This sign shall be a minimum dimension of 6 ft. high and 6 ft. wide, and up to a maximum of 14 ft. high and 10 ft. wide.

All illumination will be constant. No flashing, animated or blinking signs will be permitted, unless located at the D-Gate Galleria marquee signs. Sound-generating signs are prohibited.

Non-permanent advertising placards, banners, pennants, insignias, trademarks or other descriptive promotional materials may not be affixed to any exterior surface, wall, glass, door, storefront, directional sign or airport building structure (see Section 7.1.3).

The name, logo stamp or decal of the sign manufacturer, Contractor or installer shall not be displayed on any portion of the sign.

All mechanical fasteners and/or methods of attachment must meet the Tenant Improvement requirements and should be completely concealed whenever possible. Tape and/or glue are not considered adequate means of attachment.

All potentially exposed sign support-mechanisms, transformers, ballasts, conduit or other non-illuminated features of a sign should be concealed from view.

Signs or graphic material of a temporary nature (hand written or non-professionally produced) cannot be hung from any wall, ceiling, door or freestanding structure, including crowd control stanchions.

All directional signage shall be designed and installed by the DOA in conformity with the standards set forth in Section 7.4 Pedestrian Wayfinding Signage directing to a concession shall be of a generic nature and style and may be accompanied by the applicable international logo. Directories may display corporate names in a conforming or matching color to the directory.

Hours of operation and accepted-credit-card signage in concession Tenant space should be visible to all customers at all times. No hand written or non-professional signage will be accepted.

Entry and Exit signs will not be used for any purpose other than depicting an Entry or Exit lane, passageway or door.

Holiday decorations are permitted in the public area with prior written approval from the DOA Business Office. Tenant will need to submit a request per Section 7.1.1 Concept and Development.

### **7.1.3 ADVERTISING**

All advertising on airport premises, including signs containing advertisements, shall be approved and administered through the DOA Business Office. To the extent that they may be characterized as commercial in nature, Tenant directional signs in and around Tenant's leased space are subject to these provisions as well. Care should be taken to present a generic message and to avoid commercialization of such sign messaging. Corporate identification on wayfinding signage is prohibited.

The Department of Aviation recognizes that advertising, if it is to be effective, is usually placed in locations that serve as pedestrian flow areas, and this advertising sometimes conflicts or competes with passenger directional signage. It is the DOA Business Office's responsibility, in situations where these conflicts occur, to maintain an environment where advertising does not interfere with essential information provided in airport directional signage. Tenants, their designers, Contractors and other representatives, are advised to consider this principle as they create and install appropriate signs for their leased facilities.

The DOA Business Office will strive to maintain proper balance in this environment, including working together to find workable resolutions where conflicts between wayfinding and commercial interests arise.

## **7.2 AIRLINE SPECIFIC TENANT SIGNAGE**

### **7.2.1 TERMINAL BUILDING**

The DOA will provide, install and relocate all Curbside signs referenced in this section. At terminals where adequate space is not available to hang pendant airline signs, the DOA will provide suitable, alternative signs to direct customers to airline Tenant's locations. Special requests regarding such alternative signs may be directed to the DOA Business Office, who will work with airline Tenant(s), their Designers, Contractors, or Architects, or other interested parties in an attempt to arrive at a mutually acceptable solution.

This section will address the areas of:

#### **7.2.1.1 Curbside**

- Airline Pendant Signs
- Curbside Check-In Podium
- Curbside Check-In Queuing

#### **7.2.1.2 Ticketing**

- Ticket Counter Back-wall (from monitors only on common use areas)
- Common Use Ticket Counter Area
- Leased Ticket Counter Area
- Ticket Counter Queuing Area
- Bag Sizer

#### **7.2.1.3 Terminal 3 Dynamic Signage**

#### **7.2.1.4 First Class Carpet Mats**

#### **7.2.1.5 Interior Pendant Signs**

#### **7.2.1.6 Departure Gates**

#### **7.2.1.7 Baggage Claim**

#### **7.2.1.1 CURBSIDE**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES.

The purpose of the standard is to provide airlines with guidelines as to the appearance of the curbside area. Each area is defined in detail below with Airline and DOA responsibilities.

The DOA will provide, install, and relocate all curbside signs referenced in this section. At those terminals where adequate space is not available to hang pendant airline signs, the airline Tenant(s), Designer, Contractor, Architect or other interested party may request to work with DOA Business Office to arrive at a mutually acceptable solution. Advertisement of any kind is strictly prohibited.

#### Airline Pendant Signs

At Terminals where frontages, canopies or overhangs are sufficient to adequately display pendant or hanging airline signage, the following standard will apply:

- Sign color will be consistent with the terminal architecture and corresponding signage scheme allowing for new signage schemes to be deployed at new terminals.



- The airline name alone will be shown on each sign face.  
No airline logos will be permitted on signs.
- The text will be:  
Helvetica Bold  
Centered  
4½ " tall  
No more than 2 lines of text

#### Curbside Check-In Podium

The DOA will provide, install, and relocate the podium signs. Signs will only have the airline name and no logo and will be affixed to the front of the podium. No other signage is permitted in the curbside check-in podium area without DOA approval. Placement of any approved signage must be approved by DOA and cannot interfere with customer traffic. Advertisement of any kind is strictly prohibited.

#### Curbside Check-In Queuing

The Airlines will work with the DOA to establish a stanchion plan for their curbside check-in queuing area. The stanchion plan should include any stanchion signage that the airlines will require. Once the stanchion plan has been developed and approved, airlines shall not make changes to the plan. The DOA will provide stanchions and signs for use. Stanchions or stanchion belts that have an airline name printed on them may not be used.

The DOA will provide all stanchion signs indicated on the approved stanchion plan. If an airline wishes to provide their own stanchion signs, all signs must comply with Section 7.1.2 GENERAL REQUIREMENTS. Airline logo and logotype format or names are prohibited. All stanchion signs supplied by airlines must match color, size, and font of DOA provided signs.

If an airline wishes to add additional stanchion signage to the queuing area, DOA approval is required. If existing signs are damaged and need replacement, the airline should submit a work order to the DOA. Only professionally fabricated signs conforming to Section 7.1.2 GENERAL REQUIREMENTS and DOA provided bag seizure signs are permitted within the curbside check-in queuing area. Advertisement of any kind is strictly prohibited.

### **7.2.1.2 TICKETING**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES.

The purpose of the standard is to provide airlines with guidelines as to the appearance of the ticketing area. Each area is defined in detail below with Airline and DOA responsibilities.

#### Ticket Counter and Back Wall

The ticket counter back wall shall be defined as, for the purpose of this standard, the area behind an airline ticket counter.

As part of the concept approval for the back wall the airline will submit the display text and colors to be used on the signs above the ticket counter.

No banners may be displayed on back wall or counter front surface unless DOA Business Office has given prior approval. Upon approval, banners shall only be displayed for the time frame indicated by the Business Office. Advertisement of any kind is strictly prohibited.

Code sharing graphics will consist of corporate signatures centered in an 8" high x 3'-6" long display panel. Multiple panels will be displayed in one column below the primary Tenant identification.

Ticket counter tops are to be free from advertisement, as defined in Section 7.1.3 ADVERTISING. Only signs mandated by the Transportation Security Administration (TSA) and or Federal Aviation Administration (FAA) are permitted.

The DOA will maintain the approved display text used on the video screen signs above the ticket counter. This display text is submitted by the Airline for approval.

The back wall area is separated into two (2) classes: Common Use Ticket Counter Area and Leased Ticket Counter Area.

#### Common Use Ticket Counter Area

For common use ticket counter area, the airlines shall not place any advertisement and/or logos on the back wall. The DOA may provide video screens, when applicable, that will display the airline's logo when the airline is using

the counter for check-in. When the counter is not in use, the DOA logo will be displayed. Airline must submit an electronic copy of their logo for approval and use by DOA Information Systems Division. Advertisement of any kind is strictly prohibited.

#### Leased Ticket Counter Area

Airline signage element shall be applied to the existing back wall except at Terminal 3. Installation of all signage elements to the back wall is the responsibility of the airline Tenant. Prior to installation, the airline Tenant shall comply with Section 7.2.AIRLINE SPECIFIC TENANT SIGNAGE.

#### Ticket Counter Queuing Area

The Airlines will work with the DOA to establish a stanchion plan for their ticket counter queuing area. The stanchion plan should include any stanchion signage that the airlines will require. Once the stanchion plan has been developed and approved, airlines shall not make changes to the plan. The DOA will provide stanchions for use. Stanchions or stanchion belts that have an airline name printed on them may not be used. Advertisement of any kind is strictly prohibited.

The DOA will provide all stanchion signs indicated on the approved stanchion plan. If an airline wishes to provide their own stanchion signs, all signs must comply with Section 7.1.2 GENERAL REQUIREMENTS. Airline logo and logotype format or names are prohibited. All stanchion signs supplied by airlines must match dimension, color, materials and font of DOA provided signs.

If an airline wishes to add additional stanchion signage to the queuing area, DOA approval is required. If existing signs are damaged and need to be replaced the airline should submit a work order to the DOA for replacement.

Only professionally fabricated signs conforming to Section 7.1.2 GENERAL REQUIREMENTS and DOA provided bag seizers are permitted within the ticket counter queuing area. Advertisement of any kind is strictly prohibited.

#### Bag Sizer

The Airlines will provide bag sizers for informational purposes only. No advertising is allowed.

### **7.2.1.3 TERMINAL 1 AND TERMINAL 3 DYNAMIC SIGNAGE**

#### Terminal 1 and Terminal 3 Counter Area

##### Dynamic Signage Specifications:

Check-In Back Wall Signage: LCD (1080p) 1920x1080 resolution

- Full Width Logo – 1920x768 pixels
- Half Width Logo – 958x768 pixels
- Half Width Video – 958x768 pixels

Check-In Column Signs

- LED 64x384 pixels
- File types JPEG or MPEG – Use full display.

Check-In Blade Signs

- LCD (1080p) 1920x1080 resolution
- Use full screen

#### Terminal 1 and Terminal 3 Gates

Gate Pylon Signs

- No additional artwork needed

Gate Hold Room Jetway Door Signs

- FIDS software to display graphics on LED displays is not complete. Only text flight information is available.

Gate Podium GIDS Signs and Gate Hold Room GIDS Signs

- LCD (1080p) 1920x1080 resolution
- Logo portion of display will be 480x1080 pixels.

Baggage Claim Carousel Signs

- LCD (1080p) 1920x1080 pixels resolution
- Top Logo 1920x210 pixels
- Smaller Logo 420x120 pixels

Kiosk Overhead Displays

- LCD (1080p) 1920x1080 resolution

Note: These dimensions are the same aspect ratio as used in the existing Terminal 1 Baggage Carousel displays, which means existing logos could be reused.

#### **7.2.1.4 FIRST CLASS CARPET MATS**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

First Class carpet mats are permitted on the tile in front of the ticket counter only. Carpet mats may be printed with the airline name, logo, and "First Class Check-In" (or trademarked equivalent). Carpet mats may incorporate color scheme deemed appropriate for Airline.

#### **7.2.1.5 INTERIOR PENDANT SIGNS**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

The DOA will provide, install, and relocate the overhead interior pendant signs. Signs will have the airline name only using Helvetica Bold. No logo will be permitted.

#### **7.2.1.6 DEPARTURE GATES**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

Airline names and logos will only appear on the video monitors incorporated into back wall of Gate Podium. DOA will supply and maintain the monitors in Gate areas. DOA Information Systems will maintain the information displayed on the monitors. Advertisement of any kind is strictly prohibited.

#### **7.2.1.7 BAGGAGE CLAIM**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

Airline names will only appear on the video monitors incorporated above the baggage belts. DOA will supply and maintain the monitors in Gate areas. DOA Information Systems will maintain the information displayed on the monitors.

### **7.2.2 TERMINAL EXTERIOR SIGNAGE**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

The objective of this section is to provide guidelines so that the exterior of the airport building and its various related structures are signed in such a manner that they are easy to see, read and understand.

The DOA Business Office must review and approve all signage on the exterior of any airport building. Many existing sign types and styles are in use throughout the airport property. Any changes to these existing building signs will require review and approval by the DOA as well.

No airline signage or logo will be allowed on the exterior of the terminal buildings. The one exception is that airline names will be suspended from the underside of the Terminal Departure Curb Canopy as specified in Section 7.2.1.1 CURBSIDE.

For cargo, hanger and other buildings, each Tenant will be allowed one (1) sign facing the primary entrance roadway, with a maximum letter/logo height of 2 feet. For buildings operated by third parties that have independent, negotiated contracts and approved signage plans, this standard does not apply.

### **7.3 CONCESSION SPECIFIC TENANT SIGNAGE**

See Section 7.4.1 LAS SIGNAGE STANDARDS FOR AIRLINES

#### **7.3.1 TERMINAL BUILDING**

##### **7.3.1.1 D- GATES GREAT HALL (RETAIL)**

The Tenant Signage Standards typically do not permit chase lights or animated lights on storefront signage. However, the D-Gates Galleria adjacent to Great Hall is so spacious that the light movements do not prove to be a distraction. In fact, animated signs further activate the high space. Blade signs (Marquee) are required for concession Tenants unless waived by the Director's Office in writing.

#### **7.3.2 CONSOLIDATED RENTAL CAR FACILITY**

##### **7.3.2.1 CUSTOMER SERVICE BUILDING**

Please reference Consolidated Car Rental Facility Master Development Standards, Part I: Section 3.0 Signage (Reference EXHIBIT Z).

#### **7.3.2.2 READY RETURN AREA (PARKING GARAGE)**

Please reference Consolidated Car Rental Facility Master Development Standards, Part II, Section 3.0 Signage (Reference EXHIBIT AA).

#### **7.3.2.3 AUXILIARY BUILDINGS AND SITE ELEMENTS**

Please reference Consolidated Car Rental Facility Master Development Standards, Part III: Section 7.0 Signage (Reference EXHIBIT BB).

### **7.4 PEDESTRIAN WAYFINDING SIGNAGE**

The Airport's passenger wayfinding signage system is under the sole authority and purview of the CCDOA. Corporate identification on wayfinding signage is prohibited.


#### **7.4.1 TERMINAL BUILDINGS**

LAS SIGNAGE STANDARDS FOR AIRLINES

\*See Next Page

## 7.4.1 TERMINAL BUILDINGS

### LAS SIGNAGE STANDARDS FOR AIRLINES

DESCRIPTION	CURBSIDE	TICKETING	GATES	COMMENTS
1. Stanchions a. Tall b. Medium c. Small	Airlines Airlines DOA	Airlines Airlines DOA	Airlines Airlines Airlines	
2. Rug (First Class)	Airlines	Airlines	Not Allowed	Placement of rugs on carpet is not allowed
3. Bag Sizers (NTE 4' Tall and 3' x 3' Wide)	Airlines	Airlines	Airlines	Informational only
4. Scales – Free standing (NTE 2' x 2' Wide)	Airlines	Airlines	Not Allowed	No free standing scales allowed at T3
5. Stanchion Signage a. Tall i. Sign (NTE 23" x 15") ii. Post (NTE 6' Tall) b. Medium i. Sign (NTE 24" x 30") ii. Post (NTE 3' Tall) c. Small i. Sign (NTE 11" x 14") ii. Post (NTE 3' Tall)	Not Allowed Not Allowed  Not Allowed Not Allowed  Airlines Airlines	Airlines Airlines  Airlines Airlines  Airlines DOA	Airlines Airlines  Airlines Airlines  Airlines Airlines	Frames: DOA; B/W = DOA; Professional Color = Airlines
6. Retracting Sign (NTE 6' Tall and 3' Wide)	Not Allowed	Airlines	Airlines	
7. Counter Top Signage – Plexi-Glass	Airlines	Airlines	Airlines	Professional and Information Only
8. Hazard Restriction Signage	Not Allowed	Not Allowed	Not Allowed	
9. TSA Information Signage – 3-1-1 (NTE 11" x 14")	Airlines & TSA	Airlines & TSA	Airlines & TSA	
10. Curbside Signage a. Insert Size: 24" x 36" b. Overall Size: 25.88" x 38.70" c. Overall Height: 48" d. Base Dimensions: 22"W x 9"H x 22"D e. Weatherproof sign material	Airlines 	Not Allowed	Not Allowed	Limited to 1 medium sized 48" sign per assigned curbside position. Must include a weighted base that can be filled with sand or water and equipped with wheels to allow for easy movement and have a clear protective outdoor overlay. The sign must also be able to flex in wind gusts and not blow over. During high winds, sign must be removed for safety considerations. Placement must be approved by DOA and cannot interfere with customer traffic.

#### **7.4.2 PARKING FACILITIES**

Space provided for future policy development.

#### **7.5 ROADWAY WAYFINDING SIGNAGE**

The Airport's roadway wayfinding signage system is under the sole authority and purview of the Department of Aviation. Corporate identification on wayfinding signage is prohibited.

##### **7.5.1 NEVADA DEPARTMENT OF TRANSPORTATION (Public Roadways)**

Reference: [www.nevadadot.com](http://www.nevadadot.com)

##### **7.5.2 DEPARTMENT OF AVIATION (LAS Airport Roadways)**

Space provided for future policy development.

#### **7.6 DOA GENERAL AVIATION (GA)**

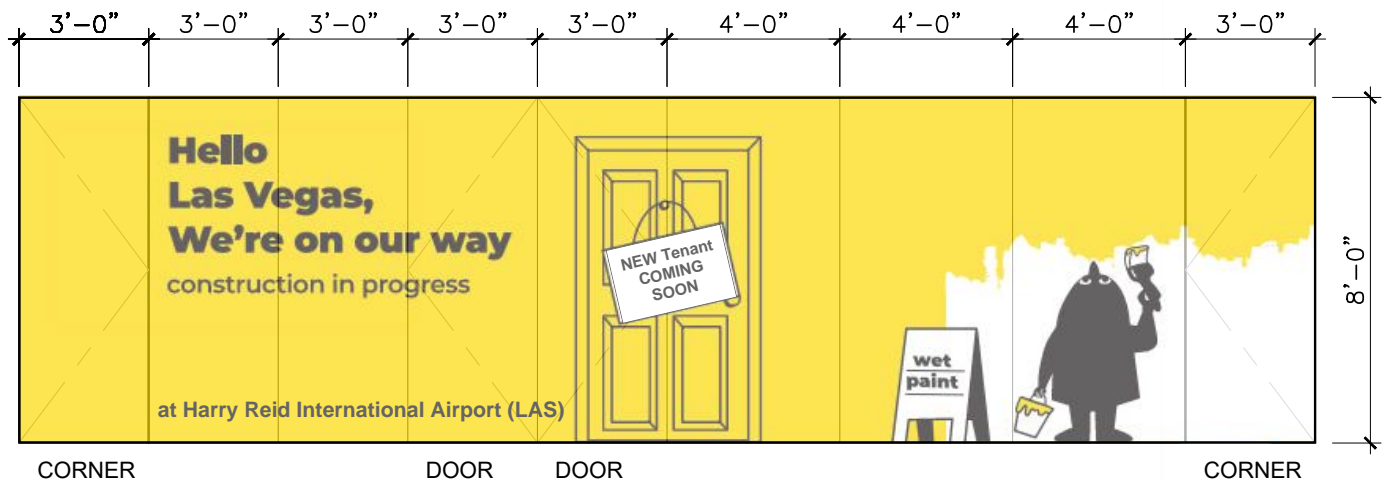
Signage for Henderson Executive Airport (HND), Jean Sport Aviation Center airport (0L7), North Las Vegas Airport (VGT) and Overton – Perkins Field airport (U08) shall conform to Section 7.0.

##### **7.6.1 DOA GENERAL AVIATION (GA) TENANT SIGNAGE**

Tenant signage/signs shall conform to Section 7.1 for all General Aviation (GA) locations. Tenant shall include all subtenants in the marquee signage or on the "marquee property entrance" signage at GA.

## **PART 8. EXHIBITS**

EXHIBIT A: GRAPHICS FOR TEMP. CONSTRUCTION WALLS (FOR REFERENCE)





## EXHIBIT B: APPROVAL EMAIL

(Tenant owner), the Clark County Department of Aviation "Project Request" proposal has been accepted for your project.

Please be advised that this approval is for the conceptual documents only. The actual design and construction plans require review and approval from the DOA Design and Construction Division.

Official DOA project info:

DOA Project #: **TI-2###**

DOA Project Title: **Official DOA Project Title**

No work shall commence until our DOA Design group sets up the design kick-off meeting with you and your design team and assists you through the design phase. Upon approval of the design phase, your project will be passed to the DOA Project Coordinator for Construction.

We would therefore like to schedule the required Design Kick-off Meeting at you earliest convenience to discuss the official project start and the phases of your project. After confirming with your consulting architect and/or engineer(s), please provide **several date/time options** for our meeting. Please note that all of the design professionals creating the Design/Issued For Construction set of drawings are required to attend our meeting.

In the meantime, please make sure you and all of your design/construction consultants are familiar with the latest and current Clark County Department of Aviation Tenant Improvement Manual, DOA Drawing Standards, and Specs info:

Links:

- **DOA Tenant Improvement Manual:** <https://www.lasairport.com/Business/Construction/TenantImprovementManual>
- **DOA Drawing Standards:** <https://www.lasairport.com/Business/Construction/DrawingStandards>
- **DOA Common Forms:** <https://www.lasairport.com/Business/Construction/CommonForms>
- **DOA Planning Information:** <https://www.lasairport.com/Business/Planning>
- **DOA "Construction" main page link:** <https://www.lasairport.com/Business/Construction>

I will provide additional details with the official meeting invite.

Please don't hesitate to contact me for any questions you may have.

Thank you.

(Design Group, Clark County Department of Aviation)

EXHIBIT C:            FAA FORM 7460-1

SEE ATTACHED  
NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

## NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION

### § 77.7 Form and time of notice.

(a) If you are required to file notice under §77.9, you must submit to the FAA a completed FAA Form 7460–1, Notice of Proposed Construction or Alteration. FAA Form 7460–1 is available at FAA regional offices and on the Internet.

(b) You must submit this form at least 45 days before the start date of the proposed construction or alteration or the date an application for a construction permit is filed, whichever is earliest.

(c) If you propose construction or alteration that is also subject to the licensing requirements of the Federal Communications Commission (FCC), you must submit notice to the FAA on or before the date that the application is filed with the FCC.

(d) If you propose construction or alteration to an existing structure that exceeds 2,000 ft. in height above ground level (AGL), the FAA presumes it to be a hazard to air navigation that results in an inefficient use of airspace. You must include details explaining both why the proposal would not constitute a hazard to air navigation and why it would not cause an inefficient use of airspace.

(e) The 45-day advance notice requirement is waived if immediate construction or alteration is required because of an emergency involving essential public services, public health, or public safety. You may provide notice to the FAA by any available, expeditious means. You must file a completed FAA Form 7460–1 within 5 days of the initial notice to the FAA. Outside normal business hours, the nearest flight service station will accept emergency notices.

### § 77.9 Construction or alteration requiring notice.

If requested by the FAA, or if you propose any of the following types of construction or alteration, you must file notice with the FAA of:

(a) Any construction or alteration that is more than 200 ft. AGL at its site.

(b) Any construction or alteration that exceeds an imaginary surface extending outward and upward at any of the following slopes:

(1) 100 to 1 for a horizontal distance of 20,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway more than 3,200 ft. in actual length, excluding heliports.

(2) 50 to 1 for a horizontal distance of 10,000 ft. from the nearest point of the nearest runway of each airport described in paragraph (d) of this section with its longest runway no more than 3,200 ft. in actual length, excluding heliports.

(3) 25 to 1 for a horizontal distance of 5,000 ft. from the nearest point of the nearest landing and takeoff area of each heliport described in paragraph (d) of this section.

(c) Any highway, railroad, or other traverse way for mobile objects, of a height which, if adjusted upward 17 feet for an Interstate Highway that is part of the National System of Military and Interstate Highways where overcrossings are designed for a minimum of 17 feet vertical distance, 15 feet for any other public roadway, 10 feet or the height of the highest mobile object that would normally traverse the road, whichever is greater, for a private road, 23 feet for a railroad, and for a waterway or any other traverse way not previously mentioned, an amount equal to the height of the highest mobile object that would normally traverse it, would exceed a standard of paragraph (a) or (b) of this section.

(d) Any construction or alteration on any of the following airports and heliports:

(1) A public use airport listed in the Airport/Facility Directory, Alaska Supplement, or Pacific Chart Supplement of the U.S.

Government Flight Information Publications;

(2) A military airport under construction, or an airport under construction that will be available for public use;

(3) An airport operated by a Federal agency or the DOD.

(4) An airport or heliport with at least one FAA-approved instrument approach procedure.

(e) You do not need to file notice for construction or alteration of:

(1) Any object that will be shielded by existing structures of a permanent and substantial nature or by natural terrain or topographic features of equal or greater height, and will be located in the congested area of a city, town, or settlement where the shielded structure will not adversely affect safety in air navigation;

(2) Any air navigation facility, airport visual approach or landing aid, aircraft arresting device, or meteorological device meeting FAA-approved siting criteria or an appropriate military service siting criteria on military airports, the location and height of which are fixed by its functional purpose;

(3) Any construction or alteration for which notice is required by any other FAA regulation.

(4) Any antenna structure of 20 feet or less in height, except one that would increase the height of another antenna structure.

Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177  
Fax: (817) 222-5920

Website: <https://oeaaa.faa.gov>

## INSTRUCTIONS FOR COMPLETING FAA FORM 7460-1

PLEASE TYPE or PRINT

ITEM #1. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #2. Please include the name, address and phone number of a personal contact point as well as the company name.

ITEM #3. New Construction would be a structure that has not yet been built.

Alteration is a change to an existing structure such as the addition of a side mounted antenna, a change to the marking and lighting, a change to power and/or frequency, or a change to the height. The nature of the alteration shall be included in ITEM #21 "Complete Description of Proposal".

Existing would be a correction to the latitude and/or longitude, a correction to the height, or if filing on an existing structure which has never been studied by the FAA. The reason for the notice shall be included in ITEM #21 "Complete Description of Proposal".

ITEM #4. If Permanent, so indicate. If Temporary, such as a crane or drilling derrick, enters the estimated length of time the temporary structure will be up.

ITEM #5. Enter the date that construction is expected to start and the date that construction should be completed.

ITEM #6. Please indicate the type of structure. DO NOT LEAVE BLANK.

ITEM #7. In the event that obstruction marking and lighting is required, please indicate type desired. If no preference, check "other" and indicate "no preference" DO NOT LEAVE BLANK. NOTE: High Intensity lighting shall be used only for structures over 500' AGL. In the absence of high intensity lighting for structures over 500' AGL, marking is also required.

ITEM #8. If this is an existing tower that has been registered with the FCC, enter the FCC Antenna Structure Registration number here.

ITEM #9 and #10. Latitude and longitude must be geographic coordinates, accurate to within the nearest second or to the nearest hundredth of a second if known. Latitude and longitude derived solely from a hand-held G P S instrument is NOT acceptable. A hand-held GPS is only accurate to within 100 meters (328 feet) 95 percent of the time. This data, when plotted, should match the site depiction submitted under ITEM #20.

ITEM #11. NAD 83 is preferred; however, latitude and longitude may be submitted in NAD 27. Also, in some geographic areas where NAD 27 and NAD 83 are not available other datum may be used. It is important to know which datum is used. DO NOT LEAVE BLANK.

ITEM #12. Enter the name of the nearest city and state to the site. If the structure is or will be in a city, enter the name of that city and state.

ITEM #13. Enter the full name of the nearest public-use (not private-use) airport or heliport or military airport or heliport to the site.

ITEM #14. Enter the distance from the airport or heliport listed in #13 to the structure.

ITEM #15. Enter the direction from the airport or heliport listed in #13 to the structure.

ITEM #16. Enter the site elevation above mean sea level and expressed in whole feet rounded to the nearest foot (e.g. 17'3" rounds to 17', 17'6" rounds to 18'). This data should match the ground contour elevations for site depiction submitted under ITEM #20.

ITEM #17. Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17'3" rounds to 18'). The total structure height shall include anything mounted on top of the structure, such as antennas, obstruction lights, lightning rods, etc.

ITEM #18. Enter the overall height above mean sea level and expressed in whole feet. This will be the total of ITEM #16 + ITEM #17.

ITEM #19. If an FAA aeronautical study was previously conducted, enter the previous study number.

ITEM #20. Enter the relationship of the structure to roads, airports, prominent terrain, existing structures, etc. Attach an 8-1/2" x 11" non-reduced copy of the appropriate 7.5 minute U.S. Geological Survey (USGS) Quadrangle Map MARKED WITH A PRECISE INDICATION OF THE SITE LOCATION. To obtain maps, contact USGS at 1-888-275-8747 or via internet at "<http://store.usgs.gov>". If available, attach a copy of a documented site survey with the surveyor's certification stating the amount of vertical and horizontal accuracy in feet.

ITEM #21.

- For transmitting stations, include maximum effective radiated power (ERP) and all frequencies.
- For antennas, include the type of antenna and center of radiation (Attach the antenna pattern, if available).
- For microwave, include azimuth relative to true north.
- For overhead wires or transmission lines, include size and configuration of wires and their supporting structures (Attach depiction).
- For each pole/support, include coordinates, site elevation, and structure height above ground level or water.
- For buildings, include site orientation, coordinates of each corner, dimensions, and construction materials.
- For alterations, explain the alteration thoroughly.
- For existing structures, thoroughly explain the reason for notifying the FAA (e.g. corrections, no record or previous study, etc.).

Filing this information with the FAA does not relieve the sponsor of this construction or alteration from complying with any other federal, state or local rules or regulations. If you are not sure what other rules or regulations apply to your proposal, contact local/state aviation's and zoning authorities.

**Paperwork Reduction Work Act Statement:** This information is collected to evaluate the effect of proposed construction or alteration on air navigation and is not confidential. Providing this information is mandatory or anyone proposing construction or alteration that meets or exceeds the criteria contained in 14 CFR, part 77. We estimate that the burden of this collection is an average 19 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB control number associated with this collection is 2120-0001. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

U.S. Department of Transportation  
Federal Aviation Administration

## Failure To Provide All Requested Information May Delay Processing of Your Notice

## Notice of Proposed Construction or Alteration

FOR FAA USE ONLY

Aeronautical Study Number

## 1. Sponsor (person, company, etc. proposing this action):

Attn. \_\_\_\_\_ of: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## 2. Sponsor's Representative (if other than #1):

Attn. \_\_\_\_\_ of: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Notice of: ☐ New Construction ☐ Alteration ☐ Existing4. Duration: ☐ Permanent ☐ Temporary ( \_\_\_\_ months, \_\_\_\_ days)

5. Work Schedule: Beginning \_\_\_\_\_ End \_\_\_\_\_

6. Type: ☐ Antenna Tower ☐ Crane ☐ Building ☐ Power Line  
☐ Landfill ☐ Water Tank ☐ Other \_\_\_\_\_

## 7. Marking/Painting and/or Lighting Preferred:

☐ Red Lights and Paint ☐ Dual - Red and Medium Intensity

☐ White-Medium Intensity ☐ Dual - Red and high Intensity

☐ White -High Intensity ☐ Other \_\_\_\_\_

8. FCC Antenna Structure Registration Number (if applicable): \_\_\_\_\_

9. Latitude: \_\_\_\_\_° \_\_\_\_\_', \_\_\_\_\_" "

10. Longitude: \_\_\_\_\_° \_\_\_\_\_', \_\_\_\_\_" "

11. Datum: ☐ NAD 83 ☐ NAD 27 ☐ Other \_\_\_\_\_

12. Nearest: City: \_\_\_\_\_ State: \_\_\_\_\_

13. Nearest **Public-use** (not private-use) or Military Airport or Heliport: \_\_\_\_\_

14. Distance from #13. to Structure: \_\_\_\_\_

15. Direction from #13. to Structure: \_\_\_\_\_

16. Site Elevation (AMSL): \_\_\_\_\_ ft.

17. Total Structure Height (AGL): \_\_\_\_\_ ft.

18. Overall Height (#16 + #17) (AMSL): \_\_\_\_\_ ft.

19. Previous FAA Aeronautical Study Number (if applicable): \_\_\_\_\_

\_\_\_\_\_-OE

20. Description of Location: (Attach a USGS 7.5 minute Quadrangle Map with the precise site marked and any certified survey)

## 21. Complete Description of Proposal:

Frequency/Power (kW)

Notice is required by 14 Code of Federal Regulations, part 77 pursuant to 49 U.S.C., Section 44718. Persons who knowingly and willingly violate the notice requirements of part 77 are subject to a civil penalty of \$1,000 per day until the notice is received, pursuant to 49 U.S.C., Section 46301(a)

I hereby certify that all of the above statements made by me are true, complete, and correct to the best of my knowledge. In addition, I agree to mark and/or light the structure in accordance with established marking & lighting standards as necessary.

Date

Typed or Printed Name and Title of Person Filing Notice

Signature

EXHIBIT D: DIRECTOR'S PERMIT

SEE ATTACHED  
CLARK COUNTY DEPARTMENT OF AVIATION  
DIRECTOR'S PERMIT APPLICATION

## DEPARTMENT OF AVIATION USE ONLY

Date Filed: \_\_\_\_\_ Application # \_\_\_\_\_  
 Legal \_\_\_\_\_  
 Site Plan \_\_\_\_\_  
 Elevation \_\_\_\_\_  
 Received By: \_\_\_\_\_

Reference Files: \_\_\_\_\_

# CLARK COUNTY DEPARTMENT OF AVIATION

# DIRECTOR'S PERMIT APPLICATION

Page 1 of 2

**APPLICANT: Please Type or Print**

Property Owner's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence  
To Be Sent To: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

(Street Number, Street)

(City)

(State)

(Zip Code)

Assessor's Parcel Number(s): \_\_\_\_\_

Description of Project/Building/Structure: \_\_\_\_\_

Property Address or Names of Nearest Cross Streets: \_\_\_\_\_

CLARK COUNTY DEPARTMENT OF AVIATION

DIRECTOR’S PERMIT APPLICATION

Page 2 of 2

Submittal Requirements:

Together with the ORIGINAL application, please submit the following:

- (1) A copy of the Federal Aviation Administration (FAA) Form 7460-1, “Notice of Proposed Construction or Alteration,” and/or FAA Form 7480-1, “Notice of Construction, Alteration and Deactivation of Airports” submitted to the FAA for the proposed construction.
- (2) A complete copy of the FAA’s final determination response to the 7460-1, and/or 7480-1 (include complete plans illustrating compliance with all FAA requirements and recommendations).
- (3) A site plan for the proposed structure or use, drawn to a standard scale not smaller than one inch equals 60 feet, which plan must indicate dimensions for all proposed building or structures, setback dimensions, landing area, takeoff area and other information as may be necessary to clearly show the proposed development and the purpose of your request.
- (4) An exterior elevation for the proposed structure or use, drawn to a standard scale not smaller than 1/8 inch equals one foot, which elevation must demonstrate the height, architectural appearance, and type of exterior materials of the structure or use.
- (5) A copy of the legal description of the subject property (deed).
- (6) Any other studies, background information, or supporting documentation that the Director of Aviation may require.

(I, We), the undersigned, swear and say that (I am, we are) the owner(s) of record on the Tax Rolls of the property involved in this application or (am, are) otherwise qualified to initiate this application under Clark County Code Section 20.13.080; that the information on the attached legal description, all plans, drawings, and sketches attached hereto and all the statements and answers contained herein are in all respects true and correct to the best of my knowledge and belief, and the undersigned understands that this application must be complete and accurate before a hearing can be conducted.

\_\_\_\_\_, and \_\_\_\_\_  
Property Owner (Signature) Property Owner (Signature)

\_\_\_\_\_, and \_\_\_\_\_  
Property Owner (Print) Property Owner (Print)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires:

\_\_\_\_\_  
NOTARY PUBLIC

Return completed application package to:

Harry Reid International Airport  
Department of Aviation, Airside Section  
P.O. Box 11005, Las Vegas, NV 89111-1005  
Revised October 11, 2024



**ONROAD AND NONROAD CONSTRUCTION EQUIPMENT  
AND CONSTRUCTION PHASING**

1. Construction timetable/schedule (phasing information)\*: \_\_\_\_\_  
\*Form is to be used if the project changes the Airport Layout Plan (ALP) or is receiving grant funds.
2. Construction equipment being used: **See "Construction Equipment Form" Attached**
3. Number of employees on site each day (average): \_\_\_\_\_
4. Number of miles traveled by employees to/from site (average): \_\_\_\_\_
5. Number of average miles traveled by delivery vehicles (construction supplies): \_\_\_\_\_
6. If off-site parking is provided for construction employees by a shuttle between parking lot and construction site, please complete questions A through G:
  - A. Type of parking (i.e. paved, dirt, gravel): \_\_\_\_\_
  - B. Size of parking lot: \_\_\_\_\_
  - C. Type of shuttle (i.e. bus, pickup truck, minivan): \_\_\_\_\_
  - D. Type of fuel used by shuttle: \_\_\_\_\_
  - E. Number of trips per day: \_\_\_\_\_
  - F. Trip distance: \_\_\_\_\_
  - G. Any aspects of this operation that would result in emissions: \_\_\_\_\_

7. OFFSITE (STREET LEGAL) VEHICLES:

Number of Vehicles	Type of Vehicles	Fuel Type Used by Vehicles	Roundtrip Distance Traveled by Vehicles

8. Year the construction equipment was manufactured OR the spread of years the equipment being used on site was manufactured\*\*: \_\_\_\_\_

\*\*Example: A construction date of 2000 would assume that the oldest piece of equipment being used was manufactured in 1996 and the newest equipment was manufactured in the construction year 2000. The assumption is the vehicle fleet is evenly distributed across the years (i.e. 20% of the fleet was manufactured in each of the 5 years).

9. Is earth being excavated due to the project? Yes \_\_\_\_\_ No \_\_\_\_\_

Quantity (tons) of earth excavated, hauled or disturbed due to project : \_\_\_\_\_

Area (square yards) of earth excavated, hauled or disturbed due to project: \_\_\_\_\_

10. Quantity of cubic yards of portland cement/concrete needed for the project: \_\_\_\_\_

11. Are asphalt paving activities anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_

Area (square yards) of asphalt paving: \_\_\_\_\_

12. Will concrete or asphalt be batched on site? Yes \_\_\_\_\_ No \_\_\_\_\_



EXHIBIT F: VIDEO SURVEILLANCE REQUEST

**ABC COMPANY**

Date

CCDOA Representative Name  
CCDOA Division Name  
Harry Reid International Airport  
P.O. Box 11005  
Las Vegas, NV 89111-1005

RE: Request for Installation of Surveillance Cameras within Project XXXXXXXXXXXXXXX

Dear CCDOA Representative Name,

[ABC Company] is seeking CCDOA approval to install a Video Surveillance Equipment system in the [name of location, e.g. *customer service and storage areas*] of [name of facility or area/terminal #, e.g. *consolidated rental car facility*]. These cameras will be used [specific reason for request, e.g. *to monitor cash handling activities as well as high-dollar asset control*] for [ABC Company]. These cameras will not be used for monitoring or viewing of public spaces.

Please provide confirmation of this request to me by xx/xx/xxxx so that I may move forward with the referenced project. If you have any questions, please call me at xxx-xxx-xxxx.

Sincerely,

Name  
Title  
ABC Company

### DESIGN DRAWING REVIEW COMMENTS

Project No: \_\_\_\_\_  
A/E: \_\_\_\_\_  
Date: \_\_\_\_\_

[illegible]



Date, 20xx

Customer Service Representative Name  
Company Name  
Company Address  
City, State Zip

Subject: Project # and Name  
Door Hardware Authorization

Dear Representative:

The following company is authorized to purchase H0-(number) keyways and 0-bitted cylinders for the above referenced project at Harry Reid International Airport:

Company  
Name, Title  
Address  
Las Vegas, NV xxxxx  
Phone: (702) xxx-xxxx

**Important: Keys and cylinders are to be delivered to my attention to the following address:**

Harry Reid International Airport - Warehouse  
Attention: APM  
5875 Spencer Street  
Las Vegas, Nevada 89119

If you have any questions, please call me at 702-261-xxxx.

Sincerely,

Name  
Title

XX/xxx

cc: David Norton      Business Office Rep.      GC



EXHIBIT I: ELECTRICAL ROOM ACCESS PERMIT

SEE ATTACHED  
CLARK COUNTY DEPARTMENT OF AVIATION  
ELECTRICAL ROOM ACCESS PERMIT



**ELECTRICAL ROOM ACCESS PERMIT**  
DEPARTMENT OF AVIATION – FACILITIES DIVISION  
[FACILITIES@LASAIRPORT.COM](mailto:FACILITIES@LASAIRPORT.COM) 702-261-5621

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

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

<b>FACILITIES PERMIT #</b>	<b>DIVISION</b> →	<b>DOA</b>	<b>CE</b>	<b>GA</b>	<b>ARACC</b>
<b>Office Use Only</b>					
<b>REQUESTOR / CONTRACTORS REPRESENTATIVE'S CONTACT INFORMATION</b>					
Name:				Date:	
Company Name / Section:				Phone No.:	
Project Name (if applicable):				Project No.:	
DOA Project Coordinator/Phone No.:					
<b>CERTIFIED ELECTRICIAN ~ USE SUPPLEMENTAL FORM FOR ADDITIONAL ELECTRICIANS</b>					
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
<b>MECHANICAL / ELECTRICAL / IDF ROOM ACCESS</b>					
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:					
<b>WORK REQUEST</b>					
Equipment to be worked on:					
Description of work:					
<b>PROPOSED DURATION OF WORK – MINIMUM 72 HOUR NOTICE IS REQUIRED</b>					
Start Date:				Finish Date:	
<b>PLEASE CONFIRM THE CERTIFICATIONS SUBMITTED WITH THIS PERMIT ARE VALID THRU THE END DATE OF PROPOSED WORK.</b>					
<b>1) Approval for Room Access</b>					
Contractor Representative's Signature/Date		Facilities Signature/Date			
Safety's Signature/Date – if applicable		IS Signature/Date – if applicable			
<b>TO BE COMPLETED BY THE DOA REPRESENTATIVE &amp; RETURNED TO FACILITIES ADMIN</b>					
<b>2) PRE-INSPECTION CHECK LIST</b>		ACTION NEEDED		NO ACTION NEEDED	
DOA Representative's Name/Date:					
Is the room in housekeeping condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Comments:					
<b>3) FINAL INSPECTION CHECK LIST</b>		ACTION NEEDED		NO ACTION NEEDED	
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 ( <a href="mailto:FACILITIES@LASAIRPORT.COM">FACILITIES@LASAIRPORT.COM</a> ) 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: 2.16.23





## 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](http://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: \_\_\_\_/\_\_\_\_/\_\_\_\_



**ELECTRICAL ROOM ACCESS PERMIT**  
DEPARTMENT OF AVIATION – FACILITIES DIVISION  
[FACILITIES@LASAIRPORT.COM](mailto:FACILITIES@LASAIRPORT.COM) 702-261-5621



**SUPPLEMENTAL FORM  
CERTIFIED ELECTRICIANS**

**ATTACHED TO FACILITIES PERMIT #**

Office Use Only

**CERTIFIED ELECTRICIANS**

Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	
Name:		Badge No.:		ARC Flash Expiration Date:	

EXHIBIT J: PLACES OF ASSEMBLY PERMIT

SEE ATTACHED  
CCFD Places of Assembly

**EXHIBIT J: PLACES OF ASSEMBLY PERMIT**



**CLARK COUNTY FIRE DEPARTMENT**

**Fire Prevention Bureau**

575 E. Flamingo Road, Las Vegas, NV 89119  
(702) 455-7316 FAX (702) 455-7347



Permit Type: 105.6.34  
Control Number: A.1  
Effective Date: 12/15/11

**TITLE:** PLACES OF ASSEMBLY,  
Facility – Annual Renewable

**SCOPE:** Clark County Fire Department requirements for renewable Places of Assembly Permits for a building or structure, or a portion thereof, for the gathering together of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation, having an occupancy of 50 persons or more, such as Showrooms, Lounges, Nightclubs, Restaurants, Convention Areas, etc.

**PURPOSE:** To standardize plan/permit requirements required by the Fire Department in accordance with the Clark County Fire Code. Permits expire one year from the date of issue and shall be renewed annually.

**ANNUAL RENEWABLE PERMIT PROCEDURE:**

After issuance of your initial permit(s), your permit(s) will be valid for one year. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.

If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.

**PERMIT FEES:**

Permit fees shall be assessed in accordance with the Permit Fee Schedule as adopted in the Clark County Fire Code. For applications that are expedited, additional fees shall apply.

**SPECIFICATION AND SUBMITTAL REQUIREMENTS:**

An application must be completed for each submittal.

The submittal must include three (3) sets of scaled floor plans or sketches on paper sized as appropriate for legibility.

Drawings to a measurable scale are preferred, i.e. 1/8 inch = 1 foot, 1/16 inch = 1 foot, 1 inch = 10 feet, or have sufficient dimensions. It is acceptable to hand draw additional

notes on other available drawings so that dimensions and details are provided. All submittals must be legible and readable or the plan shall be rejected for cause.

Hand-drawn plans and/or plans to an appropriate scale are acceptable provided that dimensions of aisle widths, exit widths, room widths and lengths are clearly and legibly indicated in the locations where they occur. Note: Where a table occurs on at least one side of an aisle, the aisle width is measurable from the edge of the table, irrespective of chair locations(s).

Plans approved by the Clark County Building Department may be used provided they are current and no major changes have been made to the building structure or floor plan. Whether new or existing plans are used, the information in Appendix A must be included.

Hand delivered and U.S. Postal Mail are the standard methods of submittal. FAX submittals are not acceptable.

Changes in the configuration of internal elements (i.e., tables, chairs, decorations, etc.) are not considered revisions and are not subject to the requirement for submission and approval, provided that all configurations comply with items 2, 3, 4 and 5 below and all configurations maintain minimum required aisle widths and exit capacity.

Compliance with code requirements will in all cases be based upon the code in place at the time of construction or the last major modification affecting the area in question. Issuance of a Places of Assembly Permit will not be contingent upon any location bringing itself into compliance with new code requirements with which it had not been required to comply previously.

1. The following information is required on all plans:

- a) Provide contact person, their telephone & fax numbers, name of property, address of property, name of specific rooms to be used. See the required information block given in Appendix A.
- b) For venues that are not in separate buildings, show the location of these rooms, adjoining rooms and hallways in relation to the building they occupy.
- c) Dimensions shall be drawn for the useable square footage to be occupied. The total square footage of the buildings and rooms shall be tabulated.
- d) Maximum occupant load permitted in the useable area shall be calculated and provided. (The seat count does not determine the occupant load unless all of the seating is permanently fixed.) See Appendix A for a sample calculation.
- e) Total exit capacity. See Appendix A for a sample calculation.

- f) Location of all fire extinguishers and fire hose cabinets shall be marked on plans.
  - g) Tables, displays, decorations, displayed vehicles and the like shall not restrict the required exit capacity. Therefore, a typical arrangement of the tables and chairs shall be shown in the submitted plan or sketch. Tables and chairs may be rearranged; however, they shall not restrict exits.
2. No life safety features or components (e.g., EXIT signs, emergency lighting, fire extinguisher cabinets, hose cabinets, strobes, and horns) shall be obstructed by decorations or set up materials. Any proposed relocation of such devices shall be noted on plans. Any proposed relocation of fire alarm devices and fire suppression devices shall require submittal of permits to address the work, as required.
3. Fire extinguishers and fire hose cabinets shall not be obstructed. Fire extinguishers originally placed by the building owner as required and approved by the Fire Department at the time of original certificate of occupancy are acceptable.
4. The available exit capacity must be greater than or equal to the number of occupants (occupant load). See Appendix A for sample exit capacity calculation.
5. Exits and their capacity shall be in accordance with master egress plans approved by Clark County Development Services – Building Division if available.
6. Master egress plans approved by Clark County Development Services (Building Department) shall supersede all of the above and must be provided.
7. Separate permits are required for other operational permits contained within the assembly. Typical operations that require separate permits that are present in assembly spaces include:
- Candles and Open flames
  - Flame effects
  - Fireworks/pyrotechnics
  - Hot Work Operations
  - Liquid or gas-fueled vehicles or equipment for display in assembly occupancies.

#### **PERMIT REVISIONS AND RESUBMITTALS:**

Revisions to approved devices or plans are required to be submitted with and application form and approved. Revisions will be assessed additional plan review fees. A copy of the previously approved plan or sample of device shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by clouding the change with a delta number to signify the date of plan change. When several changes have been made, a detailed list of changes is required.

Re-submittals to address a Letter of Correction will require a full submittal. These plans require a copy of the red lined plan from the previous submittal to facilitate the review. Clearly indicate all changes by clouding the change with the delta number to signify the date of plan change.

#### **PLANS CHECK STATUS INSTRUCTIONS:**

The status of the review can be checked by logging on to:

[www.clarkcountynv.gov/depts/fire](http://www.clarkcountynv.gov/depts/fire)

#### **INSPECTIONS THAT MAY BE REQUIRED AND SCHEDULING INSTRUCTIONS:**

If approved, an inspection will need to be scheduled. To schedule an inspection, go to: [www.clarkcountynv.gov/depts/fire](http://www.clarkcountynv.gov/depts/fire) . A fire inspector will review your site in accordance with the approved plans and this guideline and, if compliant, will issue a permit.

The Clark County Fire Department's Fire Prevention Bureau (FPB) may witness and accept inspection, testing and maintenance of fire and life safety systems conducted by approved individuals as required by and within the scope and authority of the Clark County Fire Code.

This Guideline does not take the place of the Fire Code and does not take precedence over any Fire Code requirement or position taken by the Fire Chief. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Chief, the Fire Code or opinion of the Fire Chief prevails.

Technical Assistance, when required by the Fire Chief, will require a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

Acceptance of Alternative Materials and Methods requires a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.



**APPENDIX A**  
**INFORMATION REQUIRED ON**  
**PLACES OF ASSEMBLY PLANS**

The following block shall be included on a plan.

1. Contact person and their telephone number.
2. Name of the establishment.
3. Type of the establishment.
4. Usable square footage of the building and rooms with the dimensions.
5. Maximum occupant load and calculations and conversion factors used.  
Note: Occupancy is not based on seating but calculation.
6. Required exit capacity (inches or linear feet) and calculations and factors used.
7. Actual exit capacity.
8. Total number of tables, chairs and booths with number of seats per booth.

**Sample Occupant Load Calculations:**

The Occupant Load is based on the area of the assembly space according to the following factors:

Permanently fixed seats:	actual seat count
Concentrated seating / chairs only:	7 sq ft per person
Standing space:	5 sq ft per person
Unconcentrated Seating / tables and chairs:	15 sq ft per person

Example:

Restaurant with tables and chairs in 1,200 sq ft area and 500 sq ft of standing space at the bar :

$$\begin{aligned}\text{Occupant Load} &= (1,200 \text{ sq ft} \div 15 \text{ sq ft / person}) + (500 \text{ sq ft} \div 5 \text{ sq ft / person}) \\ &= 80 + 10 = 90 \text{ persons}\end{aligned}$$



**Sample Exit Capacity Calculation:**

Main exit entrance door has 40 inches of clear exit width.

Side exit door has 36 inches of clear exit width.

Stairs not used for exiting of this venue.

$40 \text{ inches} \div 0.20 \text{ inch per person} = 200 \text{ persons}$

$36 \text{ inches} \div 0.20 \text{ inch per person} = 180 \text{ persons}$

Total exit capacity for only two doors are available is  $200 + 180 = 380 \text{ persons}$ .

**The following information shall be provided on submitted plans:**

- Location of fire appliances, such as fire extinguishers, fire hose stations, etc.
- Exit widths of all exits shown for the building and rooms.
- Occupant load calculations.
- Exit capacity calculations.
- Widths of all aisles and cross aisles.
- Length and width of rooms to be used.
- Locations of stages, curtains, and drapes.
- Location of platforms, vehicles and other fixed obstructions.
- Indicate whether pyrotechnics and flame effects will be used.
- Indicate whether open flame(s) and candles will be used.

EXHIBIT K: FENCE DETAILS

SEE ATTACHED

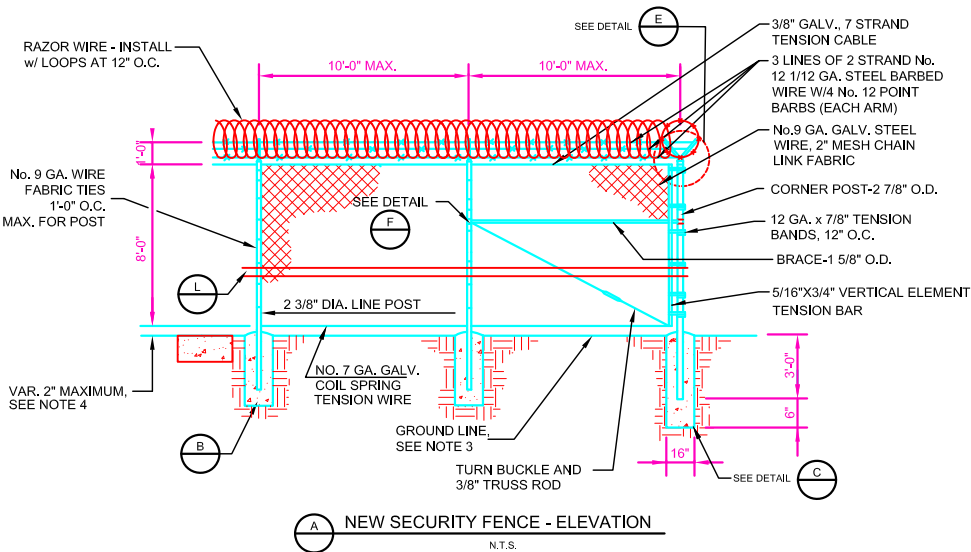
LAS Security Fence

LAS Security Fence (Vehicle Arresting Cable System)

LAS Security Fence (Vehicle Barrier System)

Airport Security Fence & Gate

EXHIBIT K: LAS SECURITY FENCE



NOTES

1. CHAIN LINK FABRIC WILL BE INSTALLED ON THE LANDSIDE OF THE POST.
2. V ARMED BARB WIRE SUPPORT WILL WITHSTAND A 250 POUND VERTICAL TEST.
3. GROUNDS SHALL BE PLACED AT 500' MAX. INTERVALS. FENCE UNDER POWER LINES SHALL BE GROUNDED AT THREE POINTS, ONE DIRECTLY UNDER POWER LINE, AND EACH SIDE 25' AWAY.
4. BOTTOM OF FENCE SHALL BE 2" BELOW UNSTABLE SURFACES AND A MAXIMUM OF 2" ABOVE STABLE SURFACES.

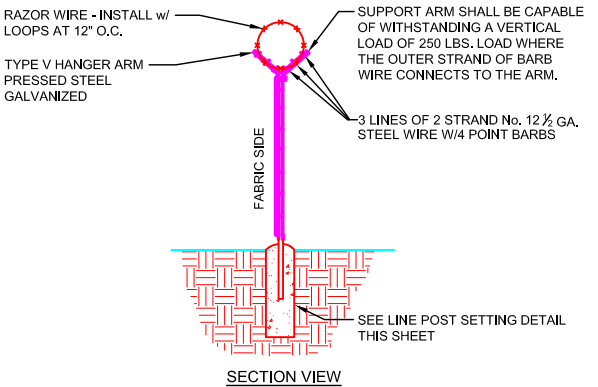
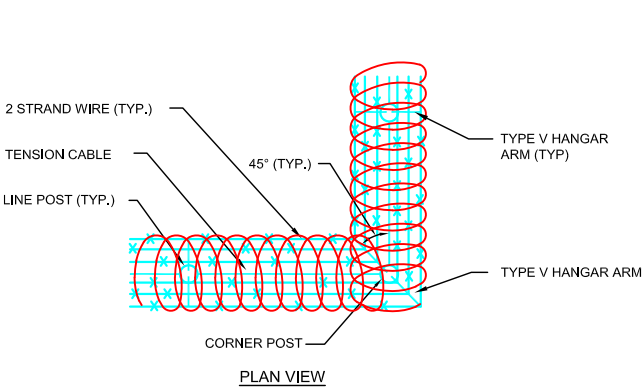
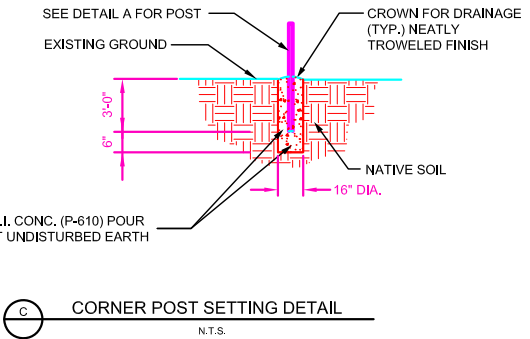
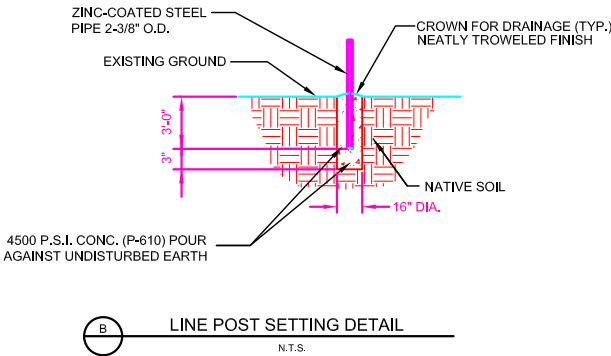


Diagram D: RAZOR WIRE DETAIL (N.T.S.)

N.T.S.

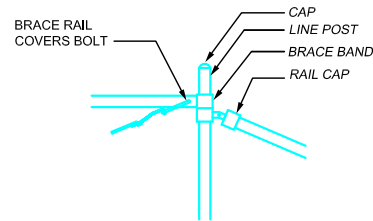


Diagram E: BRACE AND TRUSS CONNECTION AT LINE POST (N.T.S.)

N.T.S.

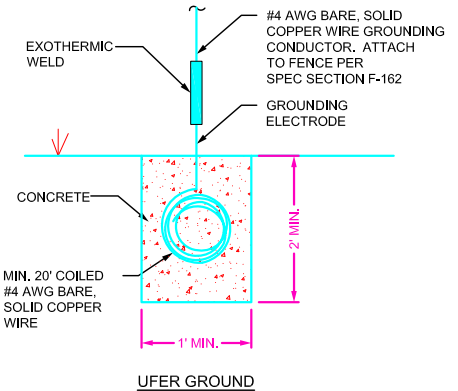
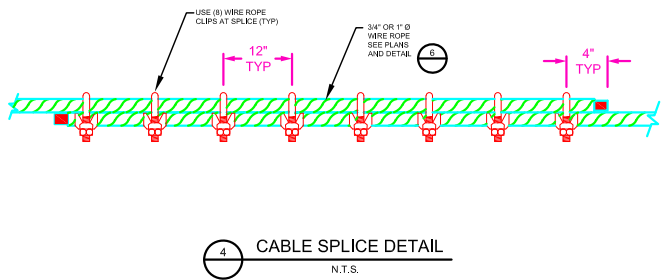
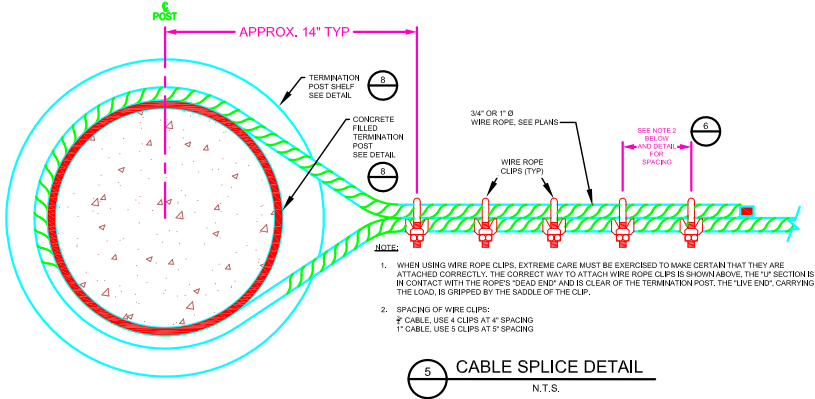
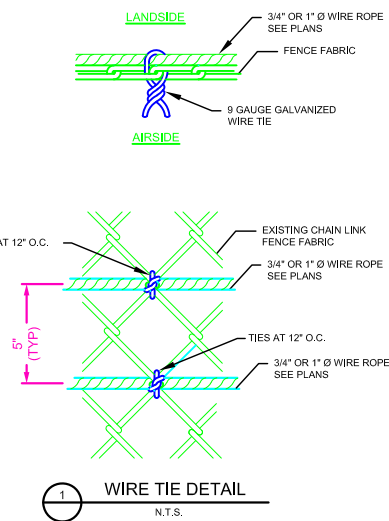
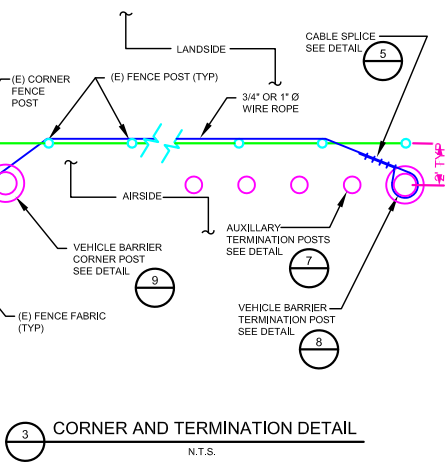
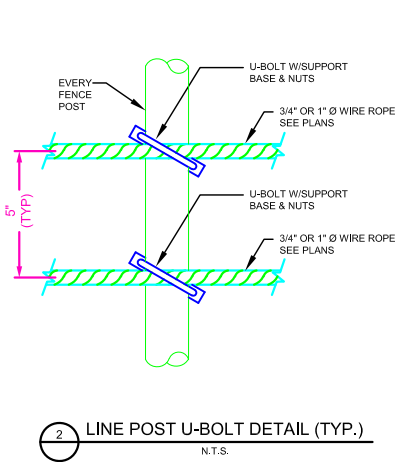
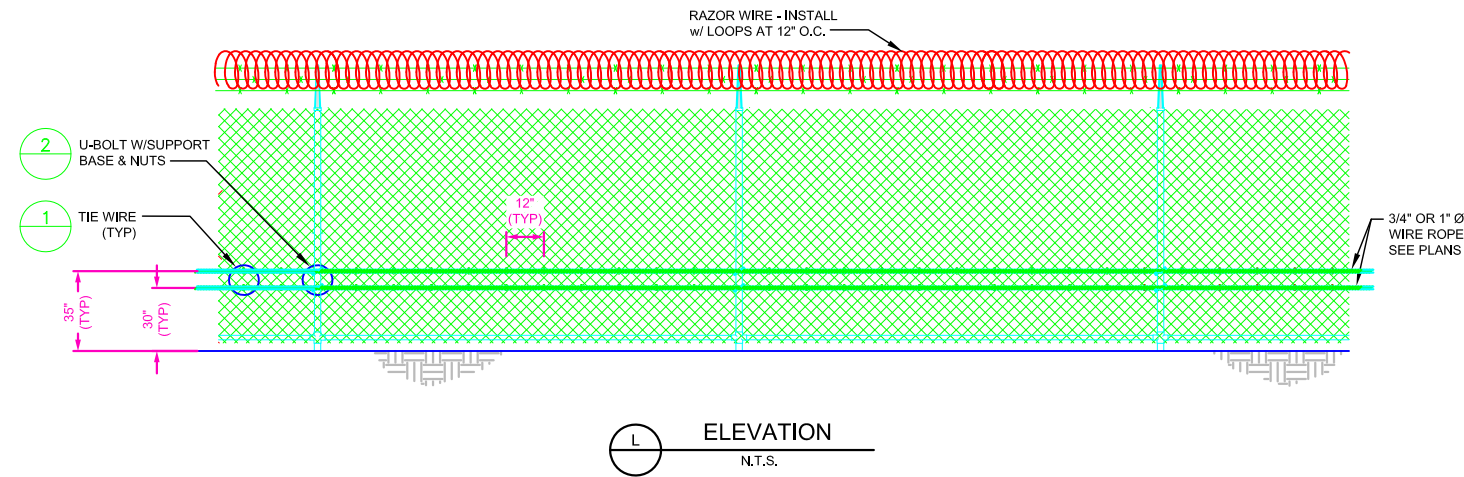


Diagram F: GROUNDING DETAIL (SEE NOTE 3) (N.T.S.)

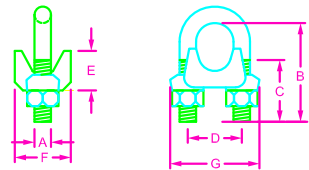
N.T.S.

EXHIBIT K: LAS SECURITY FENCE (Vehicle Arresting Cable System)



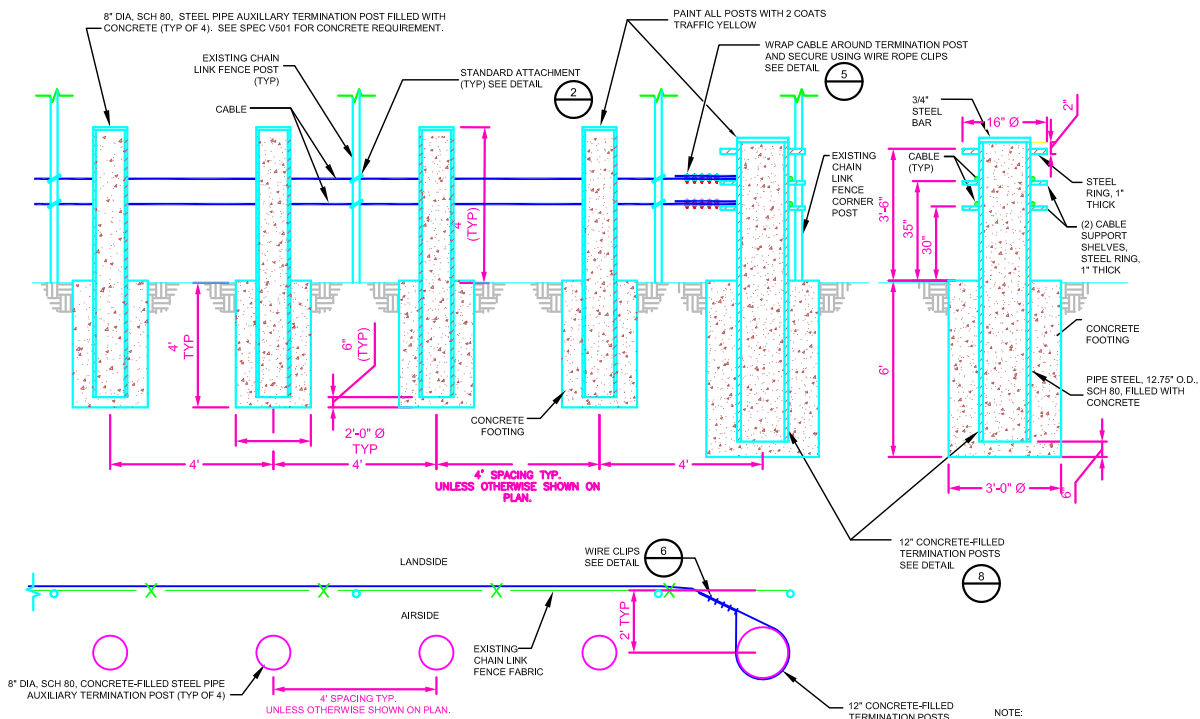
SIZE	TORQUE IN FEET LBS.*	AMOUNT OF WIRE ROPE TO TURN BACK	APPROX. WEIGHT EACH IN POUNDS	DIMENSION IN INCHES						
				A	B	C	D	E	F	G
3/4"	130	18"	1.50	0.63	2.75	1.38	1.50	1.38	2.31	2.75
1"	225	26"	2.7	0.75	3.63	1.75	1.88	1.75	2.63	3.47

\* BASED ON CLEAN, UNLUBRICATED THREADS  
TABLE ABOVE SHOWS MINIMUM TORQUE REQUIRED TO REACH MAXIMUM HOLDING POWER OF WIRE ROPE CLIP  
\*\* U-BOLTS AND NUTS ZINC PLATED

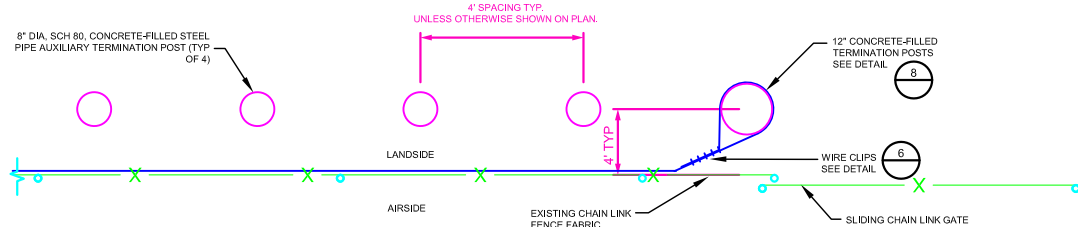


6 DROP FORGED WIRE ROPE CLIPS  
N.T.S.

EXHIBIT K: LAS SECURITY FENCE (Vehicle Barrier System)

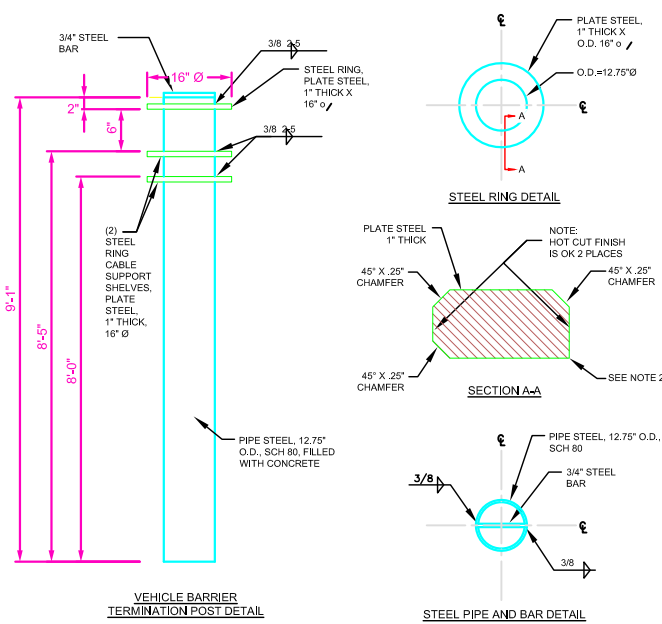


PRIMARY TERMINATION & AUXILIARY TERMINATION POST LAYOUT



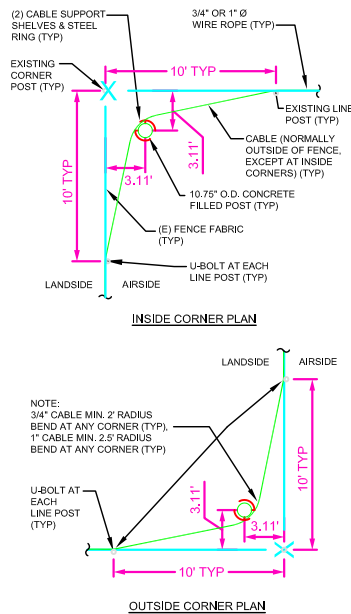
ALTERNATE TERMINATION & AUXILIARY TERMINATION POST LAYOUT TO AVOID SLIDING GATE

7 TERMINATION & AUXILIARY TERMINATION POST DETAIL N.T.S.

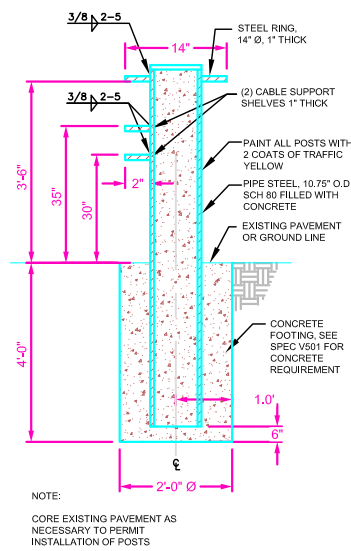


- GENERAL NOTES:
1. ALL DIMENSIONS SHOWN ARE IN INCHES UNLESS OTHERWISE SPECIFIED.
  2. REMOVE ALL BURRS, BREAK ALL SHARP EDGES AND CORNERS.
  3. ALL POSTS SHALL BE STEEL, WELDED CONSTRUCTION AND PAINTED WITH 2 COATS OF TRAFFIC YELLOW.

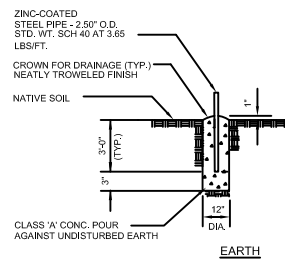
8 TERMINATION POST DETAIL N.T.S.



9 CORNER POST DETAIL N.T.S.

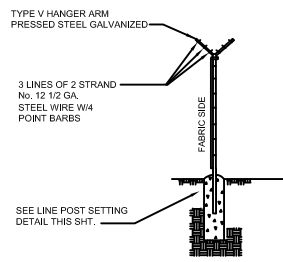


## EXHIBIT K: AIRPORT SECURITY FENCE & GATE

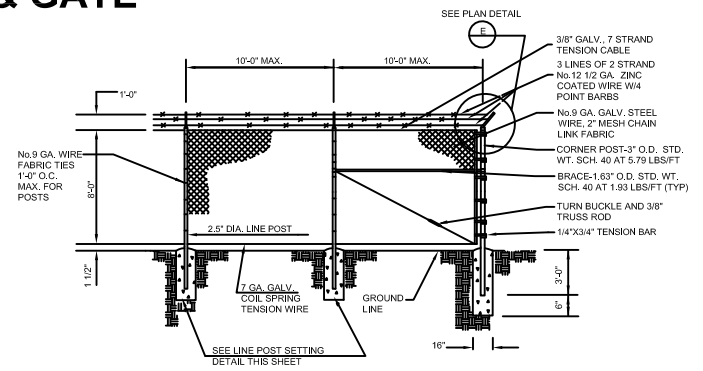


**LINE POST SETTING DETAIL**

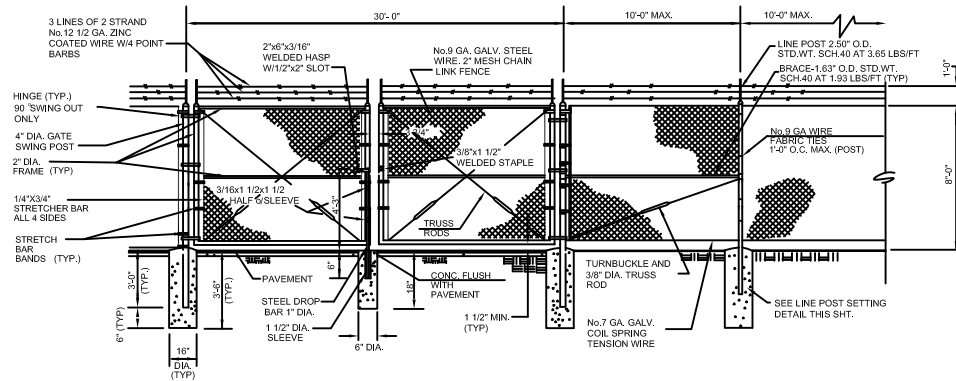
NOT TO SCALE



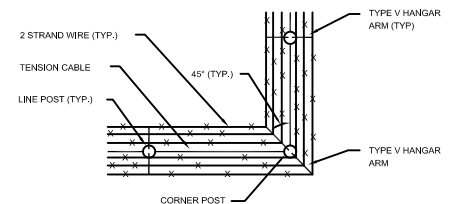
**BARBED WIRE DETAIL**  
NOT TO SCALE



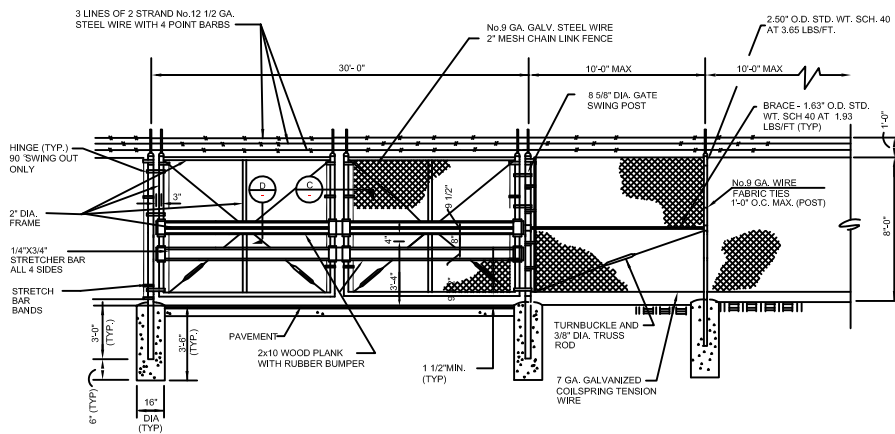
**SECURITY FENCE - ELEVATION**



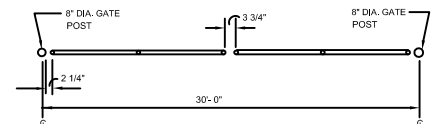
**SECURITY GATE DETAIL (DOUBLE SWING DRIVE) - ELEVATION**



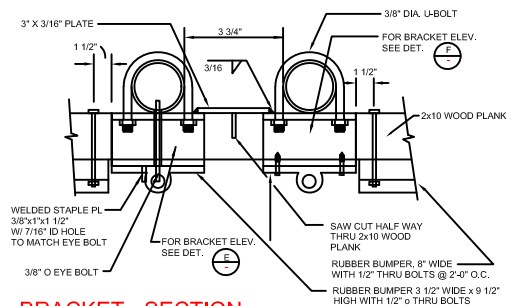
**CORNER DETAIL - PLAN**



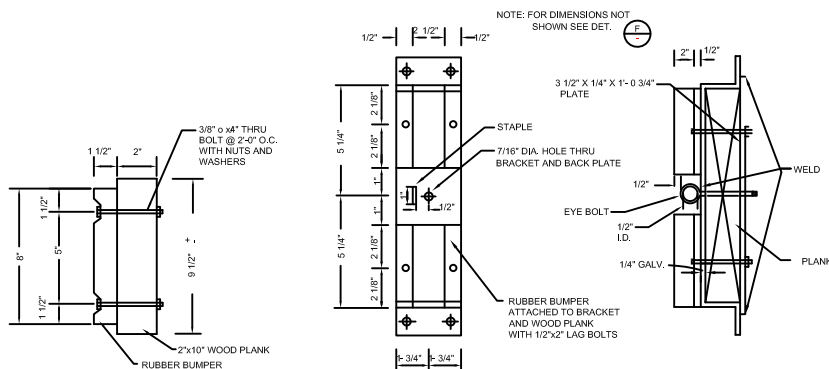
**DOUBLE SWING CRASH GATE - ELEVATION**



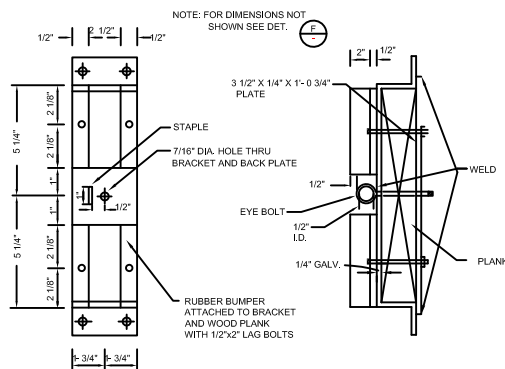
 **DOUBLE SWING CRASH GATE - PLAN VIEW**  
NOT TO SCALE



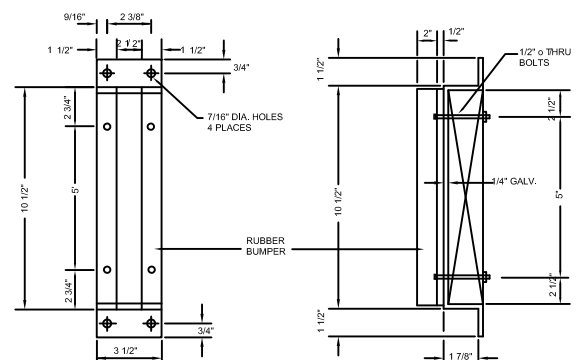
**BRACKET - SECTION**  
NOT TO SCALE



**BUMPER SECTION**  
NOT TO SCALE



 **BRACKET ELEVATION**  
NOT TO SCALE



**BRACKET ELEVATION**

NOT TO SCALE

# Construction Work Plan

**Due from NTP through Closeout, each TUESDAY before noon for the following week's work**

Project #: _____		Project Title: _____		Date Submitted: _____	
General Contractor: _____			For Week of: _____		
Normal Project Hours: Day Shift Hrs: _____			Night Shift Hrs: _____		
<b>Required Attachments for Every Work Plan</b>					
<ul style="list-style-type: none"> <li>• Escort Request Form</li> <li>• 28 Day Schedule</li> <li>• Aerial Map of Work Site &amp; Laydown Areas</li> <li>• FAA 7460 Final Determination Letter (if Applicable)</li> </ul>					
<b>Overall Scope of Work</b>					
<b>Crane Work</b>					
Crane Onsite? Yes    No		Boom up over night? Yes    No		Crane Height: _____	
7460-1 ASN(s): _____					
Days: S    M    T    W    Th    F    S		Crane Start Time: _____		Crane End Time: _____	
<b>Attach aerial with location of crane work</b>					
Onsite Supervision: _____			Contact Email: _____		
Contact Phone #: _____			Badge Colors: _____		
Vehicle Parking: _____					
Equipment Onsite: _____					
Traffic/Barricades/Flagging: _____					
Permits: _____					
Special Requirements /Comments: _____					
<b>Ongoing Scope of Work Status</b>					
Project NTP Date: _____		Substantial Completion Date: _____		Final Completion Date: _____	
Scope of Work	% of Work Completed	Projected Completion Date	Scope of Work	% of Work Completed	Projected Completion Date

PROJECT #: \_\_\_\_\_

WORK WEEK: \_\_\_\_\_

# Construction Work Plan

VERSION 12/09/2021

Due from NTP through Closeout, each TUESDAY before noon for the following week's work

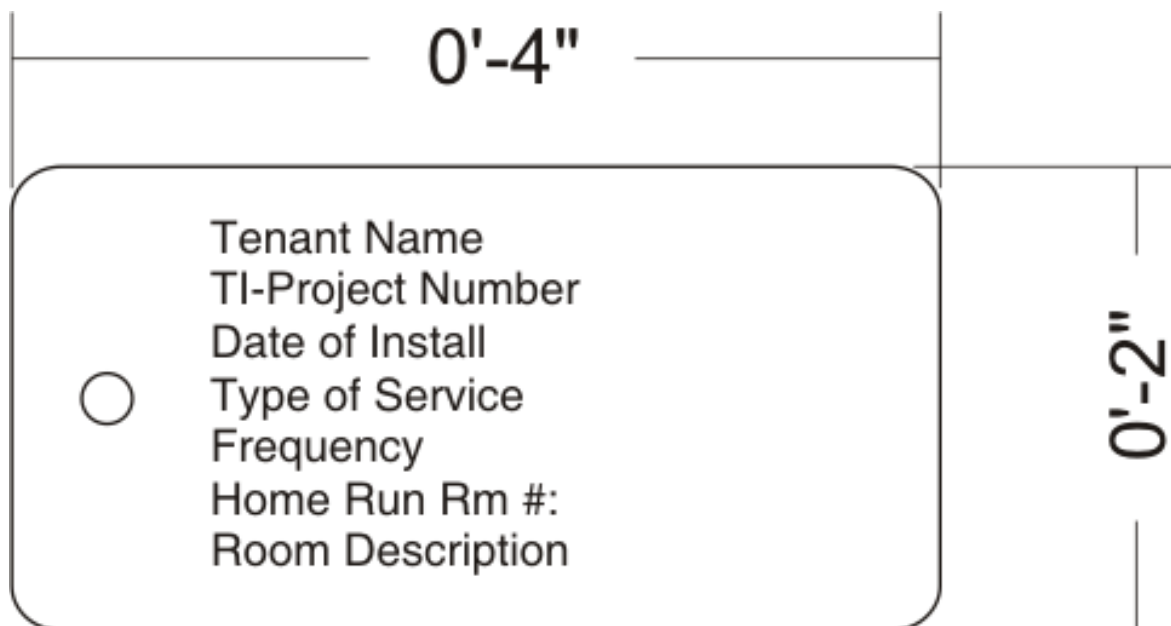
Weekly Description of Work	
PLANNED UTILITY INTERRUPTION:	
SUNDAY	Hours:
MONDAY	Hours:
TUESDAY	Hours:
WEDNESDAY	Hours:
THURSDAY	Hours:
FRIDAY	Hours:
SATURDAY	Hours:

PROJECT #:

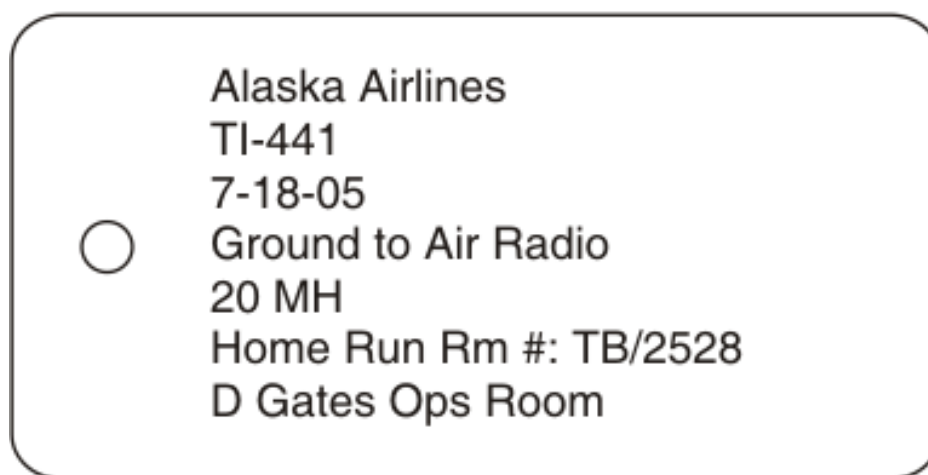
WORK WEEK:



EXHIBIT M: ANTENNA / DISH ID TAG



### Antenna / Dish ID Tag Information



### Antenna / Dish ID Tag Example

SAMPLE TI PROJECT SIGNATORY LETTER  
TO BE PRINTED ON COMPANY LETTER HEAD

Tenant's company name  
Address  
Phone #  
Email

DATE

Badging/Fingerprinting Office  
PO BOX 11005  
Las Vegas, NV 89111-1005

To whom it may concern:

As an authorized signatory for (TENANT COMPANY NAME), I am authorizing the following representative(s) from (GENERAL CONTRACTOR'S NAME) to be authorized signatories for the project(s) listed:

Representative's name, badge number, email, work & cell phone numbers.

PROJECTS: TI-1234

If you have any questions, please contact me.

Tenant's printed name and signature





## YELLOW BADGE PURCHASE AUTHORIZATION LETTER

### Signatories:

Please fill out the below information. Provide the project number and the name of the authorized representative(s) who will be responsible for picking up yellow badges, a max of 9 authorized representatives will be accepted.

This form must be submitted to your project coordinator, who will then forward it to the Access Control and Badging Offices before you may contact the badging office to schedule badge pick up.

### Date:

Badging/Fingerprinting Office  
PO Box 11005  
Las Vegas, NV 89111-1005

### To Whom It May Concern:

The following is a list of all (General Contractor Company Name) Authorized Representatives for project (DOA or TI - ####) to pick up Yellow Badges.

### List contact information (for more names, use second sheet)

Name:  
Badge #:  
Phone #:  
Cell Phone #:  
Email address:

\*\*\*\*\*

Name:  
Badge #:  
Phone #:  
Cell Phone #:  
Email address:

\*\*\*\*\*

Name:  
Badge #:  
Phone #:  
Cell Phone #:  
Email address:

\*\*\*\*\*

Signed by a Signatory

Printed Signatory Name





EXHIBIT P: UTILITY METER REQUEST

CLARK COUNTY DEPARTMENT OF AVIATION  
ELECTRIC UTILITY METER REQUEST

**FIELD STAFF SHALL FILL OUT AS COMPLETELY AS POSSIBLE AND ROUTE TO THE DOA  
CONSTRUCTION/ENGINEERING DIVISION PROJECT COORDINATOR**

\* = Required Field

TODAY'S DATE: \_\_\_\_\_ DATE REQUESTED/TURN ON SERVICE DATE:\* \_\_\_\_\_

ACCOUNT INFORMATION: PROJECT NAME/NUMBER:\* \_\_\_\_\_

UTILITY TYPE: ☐ Nevada Power ☐ Overton Power ☐ Other \_\_\_\_\_

Street Number:\* \_\_\_\_\_ Direction:\* \_\_\_\_\_ Street Name:\* \_\_\_\_\_ Street Type:\* \_\_\_\_\_  
(N/S/E/W)

Bldg/Apt/Suite:\* \_\_\_\_\_ City:\* \_\_\_\_\_ State: NV Zip Code:\* \_\_\_\_\_

Facility Name:\* \_\_\_\_\_ Major Cross Streets:\* \_\_\_\_\_

Field Contact Name:\* \_\_\_\_\_ Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number:\* \_\_\_\_\_

**METER INFORMATION:**

Type of Order:\* For all except New Service, Meter Number:\* \_\_\_\_\_

☐ New Service Transfer to Company Name: \_\_\_\_\_

☐ Down & Out Contact Person: \_\_\_\_\_

☐ Move-in/Move-out Address: \_\_\_\_\_

☐ First & Last \_\_\_\_\_

Phone Number: \_\_\_\_\_

Service Type:\*

☐ Billboard or Sign Illumination

☐ Landscape Lighting

☐ Streetlights

☐ Building

☐ Parking Lot Lighting

☐ Other (Describe below)

☐ Facility

☐ Runway Lighting

☐ Fire Station

☐ Sprinkler System

Location:\* COMMENTS: \_\_\_\_\_

☐ Indoor \_\_\_\_\_

☐ Outdoor \_\_\_\_\_

**TAG NUMBER CHECKLIST:**

Location:\*

☐ Panel Label Outside

☐ Pedestal Mount Tag #:\* \_\_\_\_\_

Date Tagged:\* \_\_\_\_\_ County Inspector: \_\_\_\_\_

**DOA-CONSTRUCTION/ENGINEERING DIVISION USE ONLY**

ROUTED TO DOA COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

FORWARDED TO DAVID LOGSDON, FACILITIES: DATE: \_\_\_\_\_

**DOA-FACILITIES DIVISION USE ONLY**

ORDERED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ESTIMATED INSTALL DATE: \_\_\_\_\_ ACTUAL INSTALL DATE: \_\_\_\_\_

# HARRY REID INTERNATIONAL AIRPORT



## DEPARTMENT OF AVIATION ESCORT REQUEST



**NOTE:** This request does not satisfy the requirements for an approved construction work plan.

Project Number:	
Activity Request Number:	
Name of Tenant:	
Name of Contractor:	
Date(s) Needed:	
Times Needed:	
Pick-Up Point:	
Drop-Off Point:	
Escort Will be Required:	Full-Time: <input type="checkbox"/> Part-Time: <input type="checkbox"/>
Escort Provided by:	DOA Escort: <input type="checkbox"/> Third-Party Escort: <input type="checkbox"/>
Third-Party Provider: (If Applicable)	
Requested By: (Name, Phone Contact, Company)	
Activity: Site Tour	
Vehicles/Equipment:	
Comments:	



EXHIBIT R: ROOF ACCESS PERMIT

SEE ATTACHED  
FACILITIES DIVISION ROOF ACCESS PERMIT



# ROOF ACCESS PERMIT

DEPARTMENT OF AVIATION - FACILITIES DIVISION

FACILITIES@LASAIRPORT.COM 702-261-5621

EMERGENCY ☐

Permit Number:  Office Use Only

GENERAL INFORMATION			
Requester		Project Name/Number (if applicable)	
Contact Person		Company	
Cell Number		E-Mail	
Location of Roof (C-Gates, D-Gates SW Wing, etc.)			
Reason for Roof Access Request and Description of Work and/or Equipment to be Worked On			
ROOF MEMBRANE AFFECTED? (Y) (N)		IF YES, SPECIFY ROOF CONTRACTOR:	
DURATION OF WORK			
Start date		Start time	
Finish date		Finish time	
APPROVAL FOR ACCESS			
Signature of person requesting permit		Date	
Facilities Supervisor		Date	
PRE-WORK INSPECTION NOTES:			
Facilities Senior			
COMPLETION OF JOB (Document any post-job roof inspection issues):			
Signature of person requesting permit		Date	
Facilities Senior		Date	

ALL NON-EMERGENCY ROOF ACCESS PERMIT REQUESTS MUST BE SUBMITTED TO THE DEPARTMENT OF AVIATION FACILITIES DIVISION ([FACILITIES@LASAIRPORT.COM](mailto:FACILITIES@LASAIRPORT.COM)) WITH A MINIMUM OF 48 HOURS NOTICE. OUR NORMAL BUSINESS HOURS ARE FROM 7:00 AM – 4:00 PM, MONDAY - FRIDAY. THIS PERMIT MAY BE CANCELLED AT ANY TIME, WITHOUT PRIOR NOTICE, BY THE DEPARTMENT OF AVIATION AT ITS SOLE DISCRETION.

Revised: 02.15.23



## **Rules for Access to Department of Aviation Roofs**

1. Requestor must have obtained an approved Facilities Division Roof Access Permit (Permit).
2. The Airport Control Center must be notified by a Facilities Building Maintenance representative prior to entering roof areas.
3. Only activities directly related to the approved Permit may be conducted on roof.
4. Permit holder must adhere to all Department of Aviation badging restrictions, Airport Security Program regulations, and escort procedures. The Airport Control Center (261-5125) and Building Maintenance representative must be notified immediately by the badged tenant or contractor representative of any deviations from the approved Facilities Division Roof Access Permit, and must also immediately report any unauthorized individuals discovered on the roof.
5. No smoking on roofs.
6. If any "Hot Work" is to be performed roofs, a copy of the current Hot Work Permit must accompany this Permit upon submission.
7. Requirement to remain on roof walk pads at all times when and where possible.
8. Personal fall protection may be required.
9. Throwing anything from the roof is prohibited.
10. Lifting or lowering objects from the edge of the roof or from level to level on a roof is prohibited unless:
  - a. The work is performed by trained personnel using the proper lifting equipment.
  - b. Fall protection measures are in place.
  - c. Ground safety measures are in place.
  - d. All applicable OSHA rules are being followed at all times.
11. Sharp or pointed objects may not be placed directly on roof membrane. All equipment must be placed on pads or curbs and in such a way that damage to the roof membrane or roof components will not occur.
12. Loose objects that can blow off the roof may not be left unattended.
13. Tampering with any existing roof equipment is strictly prohibited. Penetrations through a roof membrane or roof component must be approved in advance through a Facilities Building Maintenance Supervisor.
14. Any roof membrane damage, regardless of severity, MUST be reported to Facilities Building Maintenance immediately.
15. Airport Control Center (261-5125) must be notified before exiting roof. Roof must be inspected by Facilities Building Maintenance before leaving the roof area.

**I, (print name of Contact Person listed on Permit) \_\_\_\_\_, am responsible for the work, have read and agree to adhere to the above stated rules governing roof access at Harry Reid International Airport. I certify that any roof or 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 an approved contractor. I understand that failure to follow these rules may result in the forfeiture of my privilege to future roof access at Harry Reid International Airport. I also understand that approval for roof access may be granted only by the Facilities Building Maintenance Section.**

**Signature:\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_**

EXHIBIT S: ASBESTOS NOTIFICATION FORM

SEE ATTACHED

CLARK COUNTY DEPARTMENT OF AVIATION  
JOBSITE ASBESTOS-CONTAINING MATERIAL NOTIFICATION FORM

# JOBSITE ASBESTOS-CONTAINING MATERIAL NOTIFICATION FORM

**Everyone entering this work area must read the information below and  
acknowledge this notification by signing in the signature area.**

<b>Project #:</b>			
<b>Project Name:</b>			
<b>General Contractor Name:</b>			
<b>Date:</b>			
<b>Location(s) of identified asbestos materials:</b>			
<p><b>Attach Site Map with ACM location indicated.</b></p>			
By signing below, I acknowledge that I have been notified of the presence and location of asbestos-containing materials located in the work area.			
<b>Printed Name</b>		<b>Signature</b>	

EXHIBIT T: ASBESTOS PROGRAM POLICY

SEE ATTACHED  
CLARK COUNTY DEPARTMENT OF AVIATION  
ASBESTOS PROGRAM POLICY

# **CLARK COUNTY DEPARTMENT OF AVIATION**

## **ASBESTOS PROGRAM POLICY**

### **1. OBJECTIVE**

Asbestos is a known human carcinogen that was and still is used in many different types of building materials. It is important to note that asbestos, if left undisturbed, is not considered hazardous. Due to the potential health effects associated with asbestos exposure if the material may become airborne (friable), federal, state and local regulations are in place to control activities impacting asbestos containing materials. The purpose of this policy is to ensure compliance with these regulations and to minimize any risk of exposure for customers, employees and the general public at Department of Aviation (DOA) facilities.

The purpose of this program is to ensure compliance with the standards and regulations required by State of Nevada Occupational Safety and Health Standards, 29 CFR 1910.1001 and 29 CFR 1926.1101. When possible, the DOA utilizes a pro-active, in-place asbestos management program whenever asbestos-containing materials (ACM) are discovered at DOA facilities.

### **2. SCOPE**

The objective of the DOA asbestos program includes the implementation and maintaining of an asbestos operations and maintenance (O&M) plan for asbestos containing materials known or assumed to exist in DOA structures. The asbestos O&M plan is periodically reviewed and updated in accordance with regulatory requirements.

The O&M plan is utilized to minimize the potential for exposure to ACM by DOA employees, occupants, contractors and visitors. The asbestos O&M plan outlines training, work practices and surveillance to accomplish this objective, and to maintain ACM in good condition and minimize the potential for exposure.

Using a proactive approach, DOA has characterized many areas as to the presence, condition and quantity of ACM. As conditions and activities warrant, this pro-active approach for identifying and characterizing ACM at DOA facilities will continue until all areas that contain ACM have been identified.



## Clark County Department of Aviation Asbestos Program Policy

In regard to asbestos exposure at DOA facilities, airport occupants fall into two classifications:

1. Those who in their normal functions are unlikely to be involved in direct contact with ACM, and
2. Those who in their normal functions may come into contact with ACM

Occupants who are unlikely to have any direct contact with ACM are administrative personnel, tenants, and visitors. Those occupants who have the potential to come into contact with ACM in the performance of their job duties include maintenance, custodial, construction, and subcontracting personnel.

### 3. **DEFINITIONS**

ACM: Abbreviation for "asbestos-containing material," which means any material containing more than 1% asbestos.

Asbestos: A naturally occurring mineral substance with fire-resistant properties. Exposure to airborne asbestos fibers has been shown to cause various illnesses including cancer.

Exposure: The inhalation or other absorption of asbestos fibers into the body through the nose, mouth and lungs, or other mucous membranes.

Sampling: Taking samples of a material for laboratory testing to determine the presence and quantity of asbestos content.

Suspect material: building materials such as fireproofing, sheetrock systems, plaster, floor tiles, mastic, ceiling tiles, thermal system insulation, stucco, etc., that have not been sampled for asbestos. All such materials are considered ACM until sampling has proven they do not contain asbestos.

### 4. **RESPONSIBILITIES**

Supervisors shall:

Ensure that all of their employees who have the potential to come into contact with ACM complete the required asbestos hazard awareness training as required by 29 CFR 1926.1101(k)(9)(vi).

Be familiar with building locations where ACM is known to be present or may be present but has not been sampled. Contact the DOA Safety, Environmental, Risk, Fleet & Sustainability Section (Safety-Environmental) for guidance.





## Clark County Department of Aviation Asbestos Program Policy

Notify employees of any job assignments that may bring them into contact with any identified ACM or suspect material.

Follow the Job-Site Control Program of the asbestos O&M plan for each project. Contact Safety-Environmental prior to instructing any employees to work in any areas containing suspect materials, or to work with suspect materials that have not been previously sampled.

Use the Asbestos Assessment Request Form available in the asbestos O&M plan and Tenant Improvement Manual to describe the proposed scope of work for the project. Safety-Environmental may collect samples for lab analysis to determine if ACM is present in the work area.

Use the Jobsite Asbestos Notification Form, also available in the asbestos O&M plan and Tenant Improvement Manual to notify workers of the presence, location and quantity of existing ACM in the work area. Notification is essential, so that workers can avoid disturbing ACM.

Notify Safety-Environmental immediately of any damaged ACM or suspect material that comes to their attention.

### Employees shall:

Complete asbestos hazard awareness training as required by 29 CFR 1926.1101(k)(9)(vi) if their job duties may bring them into contact with ACM.

Stop work and notify their supervisor immediately upon noticing any damaged ACM or suspect materials. The supervisor will then notify Safety-Environmental, which will take the necessary steps to abate the hazard.

Not perform ACM abatement, repair or cleanup activities.

### DOA Safety, Environmental, Risk, Fleet & Sustainability Section shall:

Maintain the sample location inventory to ensure that all areas that have been inspected and sampled are identified throughout the facility, and provide this information to supervisors and DOA construction project coordinators upon request.

Continue to sample suspect materials and collect data to expand the ACM inventory.

An asbestos inspection must be performed on every DOA building prior to the start of any renovation or demolition, including tenant improvements. This inspection may be performed only by qualified and licensed employees of Safety-Environmental or by



## Clark County Department of Aviation Asbestos Program Policy

qualified inspectors approved by the DOA. Safety-Environmental will notify managers of the presence of ACM by issuing an Environmental Work Authorization Form for the specific project.

Respond immediately to any reports of damaged ACM or suspect material, and take steps to limit exposure to employees and the public.

### 5. **POLICY AND PROCEDURES**

#### Training

All DOA employees who have the potential to come into contact with ACM are required to complete annual asbestos hazard awareness training as required by 29 CFR Section 1926.1101(k)(9)(vi).

This training will inform employees of the locations where ACM has been identified in DOA facilities, the health effects related to asbestos exposure, federal, state and local asbestos regulations, and whom to notify if they encounter ACM in their workplace. Training will include a review of suspect materials that may be located at DOA facilities. The list of suspect materials is included as an attachment to this policy.

DOA employees will be assigned annual refresher training. Employees will be assigned immediate refresher training if any change in job assignment or responsibilities results in greater potential for exposure to ACM.

#### Contractors/Tenants

Contractors/Tenants who are required to work in areas that contain ACM will be informed about the presence and location of ACM prior to starting work.

Contractors/Tenants will stop work and notify Safety-Environmental if they find or cause any damage to ACM or suspect materials, or if they encounter unexpected suspect materials during their work activities.

Once notified, Safety-Environmental will be responsible for ensuring that any hazard is abated prior to resumption of work.

If the contractors/tenants caused the disturbance and/or damage to the ACM or suspect material, the contractors/tenants are responsible for the clean-up/abatement activities for the disturbance and/or damage.



## **Clark County Department of Aviation Asbestos Program Policy**

### **Abatement Activities**

All work at DOA facilities that involves the removing, repairing, sampling, and/or identification of ACM, will be done by an experienced asbestos contractor licensed by the State of Nevada and approved by DOA.

All work and other activities at DOA facilities that involve the disturbance of ACM will be performed in adherence to the regulations set forth in the State of Nevada Occupational Safety and Health Standards, Asbestos Control Program Regulations, Sections 1910.1001 and 1926.1101.

Oversight of activities at DOA facilities that involve the disturbance of ACM will be the responsibility of Safety-Environmental.

DOA employees shall not perform abatement, cleanup or repair of ACM or suspect materials.

## **6. RECORDS**

Safety-Environmental will maintain all asbestos-related sampling records and all training records related to this program.

## **7. REFERENCES**

State of Nevada Occupational Safety and Health Standards for General Industry, 29 CFR1910.1001, "Asbestos"

State of Nevada Occupational Safety and Health Standards for the Construction Industry, 29 CFR1926.1101, "Asbestos"

Environmental Protection Agency (EPA) Guidelines, "Managing Asbestos in Place: A Building-Owner's Guide to Operations and Maintenance Programs for Asbestos-Containing Materials"

Clark County Department of Aviation Asbestos Operations and Maintenance Plan



## **ASBESTOS SUSPECT MATERIAL LIST**

Asbestos is found in numerous building materials. Identification can be difficult because the appearance may change between rooms. Materials that may contain asbestos have been identified in Clark County Department of Aviation facilities. Examples of materials that may contain asbestos include:

- Adhesives
- Acoustical “Popcorn” Ceiling Texture
- Caulking
- Ceiling Tiles
- Concrete Products
- Cooling Tower Baffles
- Fire Door Insulation
- Fireproofing
- Electrical Wire Insulation
- Elevator Brakes
- Floor Linoleum
- Mastics
- Insulation
- Joint Compound
- Laboratory Furniture and Hoods
- Pipe Insulation (AKA: Thermal System Insulation or TSI)
- Plaster, both Decorative and Non-Decorative
- Roofing Tar
- Stucco
- Transite Pipes for Underground Plumbing
- Vinyl Floor Tiles
- Wall Texture
- Waterproofing

Any materials other than glass, wood or steel should be considered suspect ACM. Contact Safety-Environmental for more information at 702-261-5166.

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

## UTILITY INTERRUPTION NOTICE

Date: \_\_\_\_\_

Notice No: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

### UTILITY TO BE INTERRUPTED

Chilled Water Line

Security

Gas

Domestic Water

Jet Fuel

EMCS

Underground Supply Water

Hot Water Lines for Heating

Sanitary Sewer

Fire Sprinkler System (attach completed [Fire Watch Guidelines](#))

Computer

Electrical (All Electrical UINs require the following. **Reject** if below items aren't 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.

Describe in detail the location of the interruption/impact and exact area or facility to be affected:

Note: Prior to submitting a UIN the Contractor must verify that all impacted parties have been notified of and the parties agree to this UIN. Form must be delivered to the CCDOA Authorized Representative not less than 72 hours prior to the proposed interruption.

### ***Exact time of interruption:***

From:

To:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Time: \_\_\_\_\_

Contractor's Authorized Representative:

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

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

CCDOA Authorized Representative is to call the appropriate DOA Division to obtain permission for the proposed interruption. Whatever the decision on alternate plan agreed, the AR shall call and inform the Contractor. Copy of the executed form shall be forwarded to CCDOA, Contractor, files.

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

\_\_\_\_\_

CCDOA Authorized Representative

Date/Time

EXHIBIT V: CERTIFICATE OF INSURANCE

<b>CLARK COUNTY CERTIFICATE OF INSURANCE</b>										ISSUED DAY (MM/DD/YY)	
PRODUCER											
1. INSURANCE BROKERS NAME, ADDRESS, PHONE & FAX NUMBERS										THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
										COMPANIES AFFORDING COVERAGE	
										3.BEST'S RATING	
INSURED										COMPANY LETTER	
2. NAME, ADDRESS, PHONE & FAX NUMBERS										A <b>COMPANY'S</b>	
										B <b>BEST KEY</b>	
										C <b>RATING</b>	
										D <b>A- VII or BETTER</b>	
										E	
COVERAGES											
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.											
CO LTR	TYPE OF INSURANCE				POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
4.	GENERAL LIABILITY				(A)	(B)	(C)	GENERAL AGGREGATE \$(D) 2,000,000			
	X	COMMERCIAL GENERAL LIABILITY						PRODUCTS-COMP/OP AGG. \$(E) 2,000,000			
		CLAIMS MADE	X	OCCUR.				PERSONAL & ADV. INJURY \$(F) 1,000,000			
	OWNER'S & CONTRACTOR'S PROT.							EACH OCCURRENCE \$(G) 1,000,000			
	UNDERGROUND EXPLOSION & COLLAPSE				(J) Deductible/Retention			FIRE DAMAGE (Any one fire) \$(H)			
	INDEPENDENT CONTRACTOR							MED. EXPENSE (Any one person) \$(I)			
5.	AUTOMOBILE LIABILITY				(K)	(L)	(M)	COMBINED SINGLE LIMIT \$(N) 1,000,000			
	X	ANY AUTO						BODILY INJURY (Per person) \$			
		ALL OWNED AUTOS						BODILY INJURY (Per accident) \$			
		SCHEDULED AUTOS						PROPERTY DAMAGE \$			
		HIRED AUTOS						EACH OCCURRENCE \$ 5,000,000			
		NON-OWNED AUTOS						AGGREGATE \$ 5,000,000			
		GARAGE LIABILITY			(O)Deductible/Retention			STATUTORY LIMITS			
	EXCESS LIABILITY							EACH ACCIDENT \$ 1,000,000			
		UMBRELLA FORM						DISEASEcPOLICY LIMIT \$ 1,000,000			
		OTHER THAN UMBRELLA FORM						DISEASEcEACH EMPLOYEE \$ 1,000,000			
6.	X	WORKER'S COMPENSATION									
	OTHER PROFESSIONAL LIABILITY										
7. DESCRIPTION: (PROJECT NO., PROJECT NAME), CLARK COUNTY, ITS COMMISSIONERS, OFFICERS, EMPLOYEES, RELATED ENTITIES AND AUTHORIZED REPRESENTATIVES ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE ADDITIONAL INSURED IN CONNECTION WITH THIS PROJECT. PER ISO FORM ENCLOSED (ENDORSEMENT FORM)											
8. CERTIFICATE HOLDER					CANCELLATION						
CLARK COUNTY C/O DEPARTMENT OF AVIATION ENGINEERING/CONTRACTS/CONSTRUCTION 5757 WAYNE NEWTON BLVD. P.O. BOX 11005 LAS VEGAS, NV 89111-1005					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
					9. Authorized Agent						

<b>NAMED INSURED:</b>					
<b>POLICY PERIOD:</b>		TO		<b>ENDORSEMENT EFFECTIVE DATE:</b>	
<b>CONTRACT NO.</b>		<b>TITLE:</b>			

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY**

**ADDITIONAL INSURED:**

**CLARK COUNTY, ITS COMMISSIONERS, OFFICERS, EMPLOYEES, RELATED ENTITIES AND AUTHORIZED REPRESENTATIVES**

**THIS ENDORSEMENT MODIFIES INSURANCE PROVIDED UNDER THE FOLLOWING:**

Automobile Liability - (as per form above) Policy No: \_\_\_\_\_

General Liability - (as per form above) Policy No.: \_\_\_\_\_

**SCHEDULE (if required)**

**Name of Person or Organization:**

**Locations and Description of Completed Operations:**

(If no entry appears above, information required to complete this endorsement will be shown in the declarations as applicable to this endorsement.)

**Section II**

Who is an insured is amended to include as an additional insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" at the location designated and described in the schedule of this endorsement performed for that insured and included in the "products-completed operations hazard".

\_\_\_\_\_  
Authorized Agent (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**DEPARTMENT OF AVIATION  
JOBSITE EMERGENCY PHONE LIST**

Date Submitted: \_\_\_\_\_

JOB NAME: \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

GENERAL CONTRACTOR NAME: \_\_\_\_\_

**FIRE, POLICE & AMBULANCE - CALL (702) 261-5911**

TITLE	CONTACT PERSON	OFFICE PHONE	EMERGENCY PHONE
Tenant's Representative			

**CONTRACTOR'S POINTS OF CONTACT:**

CONTACT PERSON	OFFICE PHONE	CELL PHONE	HOME PHONE
Safety Contact:			
Superintendent:			
Project Manager:			

**SUBCONTRACTOR'S POINTS OF CONTACT:**

TRADE	SUB NAME	CONTACT PERSON	OFFICE PHONE	HOME PHONE
Mechanical				
Plumbing				
Electrical				
Sprinklers				
Computers				
Building Engineer				
Other				

**SUBS: PLEASE LIST A SUBCONTRACTOR BELOW WHO WOULD BE LIKELY TO ASSIST IN AN EMERGENCY IN THE EVENT YOU ARE NOT AVAILABLE.**

TRADE	SUB NAME	CONTACT PERSON	OFFICE PHONE	HOME PHONE
Mechanical				
Plumbing				
Electrical				
Sprinklers				
Computers				
Building Engineer				
Other				



EXHIBIT X: SURETY BOND INFORMATION

SEE ATTACHED

NRS 108.2415

2. To obtain the release of all prospective and existing lien rights of lien claimants related to a work of improvement, the principal and a surety must execute and cause to be recorded a surety bond in an amount equal to 1.5 times the amount of the prime contract, which must be in the following form:

(Title of court and cause, if action has been commenced)

WHEREAS, ..... (name of principal), located at ..... (address of principal), desires to give a bond for releasing the following described property owned by ..... (name of owners) from all prospective and existing lien rights and notices of liens arising from materials, equipment or work provided or to be provided under the prime contract described as follows:

WHEREAS, the property that is the subject of the surety bond is described as follows:

NOW, THEREFORE, the undersigned principal and surety do hereby obligate themselves in the sum of \$..... (1 1/2 x amount of prime contract) to all prospective and existing lien claimants who have provided or hereafter provide materials, equipment or work under the prime contract, from which sum the principal and surety will pay the lien claimants the lienable amount that a court of competent jurisdiction may determine is owed to each lien claimant, and such additional amounts as may be awarded pursuant to [NRS 108.237](#), but the liability of the surety may not exceed the penal sum of the surety bond.

IN TESTIMONY WHEREOF, the principal and surety have executed this bond at ....., Nevada, on the ..... day of the month of ..... of the year .....

State of Nevada }  
 } ss.  
County of..... }

On ..... (month) ..... (day), ..... (year), before me, the undersigned, a notary public of this County and State, personally appeared ..... who acknowledged that he or she executed the foregoing instrument as principal for the purposes therein mentioned and also personally appeared ..... known (or satisfactorily proved) to me to be the attorney in fact of the surety that executed the foregoing instrument, known to me to be the person who executed that instrument on behalf of the surety therein named, and he or she acknowledged to me that the surety executed the foregoing instrument.

3. The principal must record the surety bond in the office of the county recorder in the county in which the property upon which the improvement is located, either before or after the commencement of an action to enforce the lien. A certified copy of the recorded surety bond shall be deemed an original for purposes of this section.
4. Upon the recording of the surety bond, the principal must serve a file-stamped copy of the recorded surety bond in the following manner:

(a) If a lien claimant has appeared in an action that is pending to enforce the notice of lien, service must be made by certified or registered mail, return receipt requested, upon the lien claimant at the address set forth in the lien and the lien claimant's counsel of record at his or her place of business;

(b) If a notice of lien is recorded at the time the surety bond is recorded and no action is pending to enforce the notice of lien, personal service must be made upon each lien claimant pursuant to the Nevada Rules of Civil Procedure; or

(c) If no notice of lien is recorded at the time the surety bond is recorded, service must be made by personal service or certified mail, return receipt requested, upon each lien claimant and prospective lien claimant that has provided or thereafter provides the owner or lessee with a notice of a right to lien. Such service must be within 10 days after the recording of the surety bond, or the service of notice of the right to lien upon the owner by a lien claimant, whichever is later.

5. Failure to serve the surety bond as provided in subsection 4 does not affect the validity of the surety bond, but the statute of limitations on any action on the surety bond, including a motion excepting to the sufficiency of the surety pursuant to [NRS 108.2425](#), is tolled until notice is given.

6. Subject to the provisions of [NRS 108.2425](#), the recording and service of the surety bond pursuant to:

(a) Subsection 1 releases the property described in the surety bond from the lien and the surety bond shall be deemed to replace the property as security for the lien.

(b) Subsection 2 releases the property described in the surety bond from any liens and prospective liens for work, materials or equipment related to the prime contract and the surety bond shall be deemed to replace the property as security for the lien.

(Added to NRS by [1981, 28](#); A [2001, 29](#); [2003, 2610](#); [2005, 1906](#))

EXHIBIT Y: HOT WORK PERMIT

SEE ATTACHED  
CLARK COUNTY DEPARTMENT OF AVIATION  
HOT WORK PERMIT

**DEPARTMENT OF AVIATION  
HOT WORK PERMIT**

PERSON REQUESTING PERMIT: \_\_\_\_\_

LOCATION OF PERMIT: \_\_\_\_\_

DURATION:                      Date: \_\_\_\_\_                      Time: \_\_\_\_\_                      THRU Date: \_\_\_\_\_                      Time: \_\_\_\_\_

NATURE OF WORK: \_\_\_\_\_

THE PERSON REQUESTING THIS PERMIT AND A PERSON AUTHORIZED TO ISSUE A PERMIT SHALL CHECK THE FOLLOWING  
ITEMS AND RESOLVE ANY PROBLEMS PRIOR TO ISSUING PERMIT:

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
[ ]	[ ]	[ ]	Area housekeeping is acceptable.
[ ]	[ ]	[ ]	Necessary equipment is locked/tagged out of service according to LOTO procedures.
[ ]	[ ]	[ ]	Fire Protection System is in service (sprinklers, extinguishers, etc).
[ ]	[ ]	[ ]	All flammable and combustible materials are removed or covered.
[ ]	[ ]	[ ]	Flammable and combustible liquid storage containers are removed or covered.
[ ]	[ ]	[ ]	Area has been checked for combustible vapors: _____%
[ ]	[ ]	[ ]	Purge or inert any piping or vessel prior to welding, cutting, or heating (if they are used to transport or store flammables or combustibles).
[ ]	[ ]	[ ]	Openings in floors or walls are covered to contain sparks & slag.
[ ]	[ ]	[ ]	Fire watch is provided and equipped with fire extinguisher and the location of the nearest fire cabinet has been identified.
[ ]	[ ]	[ ]	Fire watch has been instructed to stay in the area for a minimum of 30 minutes after work is complete to ensure there is no fire hazard.
[ ]	[ ]	[ ]	Work is barricaded or roped off if necessary; flash partitions are in place to protect bystanders.
[ ]	[ ]	[ ]	Check the communications in the area (phones, radios).
[ ]	[ ]	[ ]	Notify the Airport Control Center (5125). Also, notify Airside Operations (5605) if hot work is to be performed in the Airport Operations Area (AOA).

Signature of Authorizing Person \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Requesting Permit \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS:

## Standard Operating Procedure (SOP) For Hot Work Operations

### 1. GENERAL

- A. Employees must be trained in this procedure before performing any hot work.

### 2. HOT WORK PERMIT

- A. Prior to starting hot work operations (i.e., welding, brazing, soldering, abrasive grinding, oxy-acetylene cutting or plasma cutting), DOA employees and employees of any contractor or subcontractor working on airport property shall complete and post a Hot Work Permit (Attachment A) at the site where the work is being performed.
  - 1) The person requesting the permit and a person authorized to issue the permit (i.e., supervisor) must review each item in the permit checklist and resolve any problems before the permit is issued.
  - 2) The permit must remain posted and active while hot work continues and until the post-activity fire watch has been dismissed.
  - 3) The person requesting the permit and the person authorizing the permit shall perform a post-activity inspection of the work area before cancelling the permit. A cancelled permit shall not be re-activated.
  - 4) Permit duration shall not exceed thirty (30) days.

### 3. NOTIFICATION

- A. The Airport Control Center (5125) must be notified before any hot work is begun, and when hot work is complete.
- B. If work is being performed on the Airport Operations Area (AOA), Airside Operations (5605) must be notified, in addition to the Airport Control Center.

#### 4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- A. Employees of DOA or contractors shall wear all appropriate PPE while engaged in hot work, handling hot materials, or working in close proximity to hot work.
  - 1) Eye and Face Protection: workers engaged in welding, brazing or cutting activities shall wear eye and face protective equipment specifically designed to protect them from the effects of welding flash and sparks.
    - a. Workers engaged in weld cleaning, chipping, grinding or wire brushing must wear appropriate eye and face protection.
  - 2) Other PPE including welding gloves, protective sleeves and welding jackets shall be worn to protect workers from hot materials, slag, welding flash and sparks.
  - 3) Non-combustible flash screens shall be erected during welding, cutting or brazing operations to protect bystanders and the public from the harmful effects of welding flash.

#### 5. FIRE PREVENTION

- A. Prior to beginning any hot work, workers must inspect the work area and move, cover or otherwise eliminate any combustible materials that could catch fire during the operation.
- B. Fire Watch: while hot work operations are proceeding and for a suitable period after completion, a fire watch must be posted in the hot work area.
  - 1) The fire watch shall have a fully charged fire extinguisher immediately available for use in extinguishing any fires that may result from the operation.
  - 2) The fire watch shall not perform other duties while assigned as fire watch.
  - 3) The fire watch shall remain at the hot work location for at least 30 minutes after hot work is complete to insure that the area is safe from fires that may result from smoldering materials or hidden sources.
  - 4) If a fire extinguisher is partially or fully discharged for any reason, the Airport Control Center (5125) must be notified immediately.
- C. Fire-protective blankets shall be used to protect materials, equipment or systems that could be damaged or ignited by slag, sparks or debris.



## 6. VENTILATION

- A. Welding Outdoors: workers assigned to weld outdoors should insure that their work area is open and receives adequate natural ventilation.
  - 1) While welding outdoors, employees must position themselves upwind from the source of welding fumes, if possible. If this is not possible, or if insufficient natural air movement exists to dissipate fumes, employees must set up a means of mechanical exhaust/capture ventilation to move fumes away from the employee's breathing zone.
- B. Welding Indoors: workers assigned to weld indoors must insure that their work area is open and receives adequate natural ventilation.
  - 1) If possible, doors and windows should be left open to supply fresh air while welding indoors.
  - 2) A means of mechanical ventilation must be used to move fumes away from the worker's breathing zone while welding indoors.
    - a. Mechanical exhaust/capture ventilation is the preferred method to be used for removing welding fumes from the worker's breathing zone.
- C. Welding in Confined Spaces: workers assigned to weld in a confined space must insure that adequate mechanical ventilation is utilized to prevent accumulation of fumes inside the space.
  - 1) Mechanical ventilation must force contaminated air out of the space and supply fresh air to the confined space continuously during welding operations.
  - 2) Employees must insure that fans or other means of mechanical ventilation move fumes away from the employee's breathing zone.
  - 3) Welding or cutting of base or filler metals containing zinc (i.e., galvanized metal), lead, beryllium, cadmium or mercury inside a confined space will require the use of an approved respirator by the welder and any bystanders.
  - 4) The Hot Work Permit shall supplement the Confined Space Permit.

## 7. OTHER CONSIDERATIONS

- A. After welding, exposed employees must wash their face and hands thoroughly with soap and water, especially before eating or smoking.
- B. Employees must not eat, drink or smoke in areas contaminated by welding fumes.
- C. Paper dust masks do not provide adequate respiratory protection from welding fumes.

- D. Employees who feel ill after being exposed to welding fumes must notify their supervisor immediately.
- E. Compressed gas cylinders must be secured at all times in an upright position by a non-combustible rope, chain or heavy-gauge wire, or secured in a suitable cylinder cart. Cylinders containing flammable gases (acetylene, etc.) must be stored at least 20 feet away from cylinders containing oxygen or other non-flammable gases, or such cylinders shall be separated by a non-combustible barrier at least 5 feet high, having a fire- resistance rating of at least one-half hour. Oxygen cylinders shall not be stored near oil, grease or other combustibles.

## 8. DEVIATIONS

- A. Any deviation from this procedure must be approved and accepted in advance by the ES&RM Section.

EXHIBIT Z: MASTER DEVELOPMENT STANDARDS PART 1 SECTION 3

SEE ATTACHED

MASTER DEVELOPMENT STANDARDS PART 1 SECTION 3

Part I: Customer Service Building Tenant Improvement  
**Section 3**

**3.0 SIGNAGE**

**3.1 GENERAL REGULATIONS**

Building Mounts: All signs attached to buildings shall be flush mounted. No signs are permitted on building mechanical penthouses or other roof top locations.

Prohibited Signs: The following types of signs are prohibited (i) mobile, A-frame and portable signs; (ii) signs which emit noise via artificial devices; (iii) painted wall signs; and (iv) signs which produce odor, smoke, fire or other such emission.

Exemptions: The following signs are exempted from these criteria: (i) official government notices posted by government officers in the performance of their duties to control traffic or to provide warning; (ii) temporary decorations or displays which are clearly incidental to and are customarily associated with any national, local or religious holiday or celebration; (iii) temporary or permanent signs erected by a public utility company or construction company to warn of dangerous or hazardous conditions.

Typeface: The typeface and graphics of all signs must be easily read and be in scale with the architectural design of the building, wall or sign area on which the typeface and graphics are mounted.

Messages: Sign messages are limited to business name, and logo.

Materials: All signs should be made of durable, hard and long lasting materials designed to be in character with the architecture of the CCRF. Aluminum (plain, painted or powder coated), brass, bronze and plastic are preferred materials. Screws, nails and fasteners must be made of non-corrosive material.

Safety: No sign shall be permitted which is structurally unsafe or constitutes a hazard to safety or health by reason of design, construction, installation, inadequate maintenance or dilapidation. Signs which create an unsafe visual distraction or physical barrier shall not be permitted.

If a non-customer door is required for receiving merchandise, CONCESSIONAIRE'S name and address may be applied to the door, provided the numbers and/or letters shall be black and no more than 3 inches high and the top of the numbers and/or letters shall be 3 feet below the top of the door on which they are applied.

**3.2 SIGN TYPE**

Wall Sign: This is a sign displayed upon or against the wall or parapet of a structure where the exposed face of the sign is in the plane parallel to the plane of the wall and extends not more than 12" inches from the face of the wall. The wording of signs shall be limited to CONCESSIONAIRE'S company name only. A CONCESSIONAIRE'S wall sign may be up to thirty-six inches (36") in height as long as the sign's horizontal dimension does not exceed fifteen and a half feet (15'-6"). Signage shall be mounted at the center of the bulkhead upon which it is mounted and shall be centered between the columns which frame the opening to the CONCESSIONAIRE'S area. Wall signage

located within CONCESSIONAIRE'S exclusive use area (mini mall suite) may be up to fifty-four inches (54") in height. Signs exceeding 54" must be approved by OWNER. For additional information see the interior elevations (Exhibits 4.2, 4.3, and 4.4). The signs shall not exceed the area indicated on the exhibits. All wall signs must be flush mounted. Murals, signs or pictures painted directly on walls shall not be permitted.

#### CONCESSIONAIRE'S Area Identification (door and window signage)

Material: Business, Trade Name, hours of operation and suite number lettering applied to the glazing of any building shall be of a vinyl applied graphic in a neutral, light sand color.

Quantity: Each CONCESSIONAIRE shall be allowed to display their suite number, business or trade name, logo type and hours of operation at their entry door.

Size: Vinyl applied letters on the glazing of a CONCESSIONAIRE area shall fit within the given boxed signage areas. The following letter sizes may be used as a guide.

- CONCESSIONAIRE'S space numerical address height not to exceed 4".
- CONCESSIONAIRE'S business or trade name and logo Identification height not to exceed 4".
- Street address letters and numbers not to exceed 2".
- Business days and hours of operation letters and numbers not to exceed 3/4".

Location: 4" Vinyl applied letters for individual CONCESSIONAIRES shall identify the suite number centered vertically and held 2" from the top of the window frame in the glazed portion above the door. All other CONCESSIONAIRES identification name, logo, business hours or otherwise shall be limited to the 10"x16" box outlined on the glazing at the entry door.

### 3.3 CONCESSIONAIRE RESPONSIBILITIES

Each CONCESSIONAIRE, prior to applying for permits and prior to fabrication, shall submit complete plans and specifications to the OWNER or his agent for approval according to requirements set forth in the Airport Tenant Improvements Manual.

All permits for signs and installation thereof shall be obtained by the CONCESSIONAIRE or his authorized representative. The expense of fabrication and installation of all signs, including permits, shall be the responsibility of the CONCESSIONAIRE, who shall also be responsible for compliance with all applicable codes and with these criteria.

CONCESSIONAIRE shall install all required signs prior to opening for business. CONCESSIONAIRE shall be responsible for the manufacture, complete installation and maintenance of all signs.

CONCESSIONAIRE'S sign contractor shall repair any damage to any portion of the structure and finish caused by his work.

All penetration of the building structure required for sign installation shall be sealed in a watertight condition and shall be patched to match adjacent finish and approved by OWNER.

All signs installed by CONCESSIONAIRE shall be maintained by CONCESSIONAIRE in like new condition and working order. OWNER shall not be responsible for any damage to CONCESSIONAIRE'S signs, regardless of source. CONCESSIONAIRE shall, upon vacation of the Leased Premises, remove all signs (except street numbers) and restore the surfaces upon which the signs were painted or mounted to their condition prior to occupancy including repainting the entire surface, if necessary.

Drawings for signs and/or graphics to be installed by CONCESSIONAIRE shall be submitted to OWNER for approval. No sign of any type shall be placed anywhere on or about the Premises without the express prior written approval of OWNER.

#### 3.4 SIGN CONTRACTOR

All fabrication and installation to be done by a properly licensed electrical sign contractor.

CONCESSIONAIRE'S sign contractors shall completely install and connect sign display. Sign contractor is responsible for inspecting and accepting all existing conditions including electrical availability prior to contracting for the work.

CONCESSIONAIRE'S sign contractor understands and agrees that the CONCESSIONAIRE is solely responsible for payments of any kind to the sign contractor, and further agrees not to make any claim or lien against the OWNER or property for non-payment.

Installation, repair, and maintenance of all signage and graphics must be performed off standard operating hours (including mobilization, clean up, and removal of equipment and tools).

#### 3.5 FABRICATION

No exposed raceways, cabinets, cross-overs, conduits, conductors, transformers or other equipment shall be permitted. All wiring shall be in conduit.

No labels will be permitted on the exposed surface of signs except those required by local ordinance which shall be applied in an inconspicuous location.

All fasteners shall be made of non-corrosive material.

No exposed lamps or tubing outside of the illumination requirements specified herein will be permitted.

No animated flashing or audible signs will be permitted.

#### 3.6 APPROVED SIGN MATERIALS

The purpose of sign requirements is to ensure visual coordination with CCRF signage without denying individual expression or special identification through signage.

Only signs of the type and in the location(s) described in this Signage Criteria shall be permitted.

### 3.7 GENERAL SPECIFICATIONS

Construct all work to eliminate burrs, cutting edges and sharp corners. Ease all corners and edges.

Finish welds on exposed surfaces to be imperceptible in the finished work.

Except as indicated or directed otherwise, finish all surfaces smooth. Surfaces which are intended to be flat, shall be without bulges, oil canning, gaps or other physical deformities.

Surfaces which are intended to be curved shall be smoothly free flowing to required shapes.

Make access panels tight fitting, light proof, waterproof and flush with adjacent surfaces.

Conceal all identification labels and UL labels inside sign. Do not apply any insignias, decals or other manufacturer's marks.

Carefully follow manufacturer's recommended fabricating procedures regarding the expansion and contraction, the fastening and the restraining of acrylic plastics.

Exercise care to assure that painted, polished and plated surfaces are unblemished in the finished work.

Isolate dissimilar materials, exercise particular care to isolate nonferrous metals from ferrous metals.

Position illuminating elements within internally lighted signs at such spacing as will assure uniform light distribution across the portion of the sign faces intended to be illuminated. Sign faces which exhibit "hot spots" are unacceptable. Provide disconnect switches for all illuminated signs in accordance with electrical code requirements. Locate disconnect and on/off switches in an accessible location, out of sight.

All CONCESSIONAIRE signage and lighting must be on and operating during hours prescribed by the OWNER to ensure a cohesive, consistent illuminated look for all parts of the CCRF during all hours.

Provide timer and light sensor switch for all neon and illuminated signs. Locate switches in an accessible location, out of sight. Verify location of power provided by others prior to sign fabrication.

All signs which utilize neon illumination are required to have PK housings at all connections. PK housings must be concealed from public view.

Threaded rods, studs, or anchor bolts shall be used to mount letters which stand off from the background panel or building face. Angle clips attached to letter sides will not be permitted.

Trim caps used on dimensional channeled letters shall match in color and finish to the face or returns of the letterforms.



EXHIBIT AA: MASTER DEVELOPMENT STANDARDS, PART II SECTION 3

SEE ATTACHED

MASTER DEVELOPMENT STANDARDS, PART II SECTION 3

**Part II: Ready Return Area (Parking Garage) Tenant Improvements**

**Section 3**

**3.0 SIGNAGE**

**3.1 GENERAL REGULATIONS**

Building Mounts: All signs attached to buildings shall be flush mounted. No signs are permitted on building mechanical penthouses or other roof top locations.

Prohibited Signs: The following types of signs are prohibited (i) mobile, A-frame and portable signs; (ii) signs which emit noise via artificial devices; (iii) painted wall signs; and (iv) signs which produce odor, smoke, fire or other such emission.

Exemptions: The following signs are exempted from these criteria: (i) official government notices posted by government officers in the performance of their duties to control traffic or to provide warning; (ii) temporary decorations or displays which are clearly incidental to and are customarily associated with any national, local or religious holiday or celebration; (iii) temporary or permanent signs erected by a public utility company or construction company to warn of dangerous or hazardous conditions.

Typeface: The typeface and graphics of all signs must be easily read and be in scale with the architectural design of the building, wall or sign area on which the typeface and graphics are mounted.

Messages: Sign messages are limited to CONCESSIONAIRE'S business name, and logo.

Materials: All signs should be made of durable, hard and long lasting materials designed to be in character with the architecture of the CCRF. Aluminum (plain, painted or powder coated), brass, bronze and plastic are preferred materials. Screws, nails and fasteners must be made of non-corrosive material.

Safety: No sign shall be permitted which is structurally unsafe or constitutes a hazard to safety or health by reason of design, construction, installation, inadequate maintenance or dilapidation. Signs which create an unsafe visual distraction or physical barrier shall not be permitted.

If a non-customer door is required for receiving merchandise, CONCESSIONAIRE'S name and address may be applied to the door, provided the numbers and/or letters shall be black and no more than 4 inches high and the top of the numbers and/or letters shall be 3 feet below the top of the door on which they are applied.

**3.2 SIGN TYPE**

All approved sign types identified below will require separate review and approval by the OWNER prior to fabrication and installation. Signs installed without the OWNER'S approval shall be subject to removal.

Low Monument – A low monument sign no greater than 5'-0"x 8'-0" may be provided within a CONCESSIONAIRE'S Buildable Area to identify an Auxiliary Building.

Way Finding – A sign program may be developed by a CONCESSIONAIRE to identify and direct traffic within the Exclusive Use Area. All signage must be contained within the area identified in Exhibit 8.1 as Exclusive Use Area. The proposed way finding sign program must be reviewed and approved by the OWNER in its entirety prior to installation.

Building Signage – Building address and suite identification shall remain the only signage allowed on the exterior surface of an Auxiliary Building. The building address shall be located in the top corner of the building closest to the private drive leading into the Exclusive Use Area. Numbers shall be no greater than 18" and shall be fabricated of brushed stainless steel or aluminum. Suite identification may occur within the glazing of the building, all numbers and letters must be of a black vinyl applied to the storefront.

Quantity: Each CONCESSIONAIRE shall be allowed to display their suite number, business or trade name, logo type and hours of operation at their entry door. For those businesses occupying several bays with multiple entry doors, the above listed information may be repeated at a second point of entry or door location.

### 3.3 CONCESSIONAIRE'S RESPONSIBILITIES

Each CONCESSIONAIRE, prior to applying for permits and prior to fabrication, shall submit completed plans and specifications to the OWNER or his Authorized Representative for approval according to requirements set forth in the Airport Tenant Improvements Manual.

All permits for signs and installation thereof shall be obtained by the CONCESSIONAIRE or his Authorized Representative. The expense of fabrication and installation of all signs, including permits, shall be the responsibility of the CONCESSIONAIRE, who shall also be responsible for compliance with all applicable codes and with these criteria.

CONCESSIONAIRE shall install all required signs prior to opening for business.

CONCESSIONAIRE shall be responsible for the manufacture, complete installation and maintenance of all signs.

CONCESSIONAIRE'S sign contractor shall repair any damage to any portion of the structure and finish caused by his work.

All penetration of the building structure required for sign installation shall be sealed in a watertight condition and shall be patched to match adjacent finish and shall be approved by the OWNER.

All signs installed by CONCESSIONAIRE shall be maintained by CONCESSIONAIRE in like new condition and working order. OWNER shall not be responsible for any damage to CONCESSIONAIRE'S signs, regardless of source. CONCESSIONAIRE shall, upon vacation of the Leased Premises, remove all signs (except street numbers) and restore the surfaces upon which the signs were painted or mounted to their condition prior to occupancy including repainting the entire surface, if necessary.

### 3.4 SIGN CONTRACTOR

All fabrication and installation to be done by a properly licensed electrical sign contractor.

CONCESSIONAIRE'S sign contractors shall completely install and connect sign display. Sign contractor is responsible for inspecting and accepting all existing conditions including electrical availability prior to contracting for the work.

CONCESSIONAIRE'S sign contractor understands and agrees that the CONCESSIONAIRE is solely responsible for payments of any kind to the sign contractor,

and further agrees not to make any claim or lien against the OWNER or property for non-payment.

### 3.5 FABRICATION

Exposed raceways, cabinets, cross-overs, conduits, conductors, transformers or other equipment shall be permitted. Exposed items shall be painted to match adjacent color. All wiring shall be in conduit.

No labels will be permitted on the exposed surface of signs except those required by local ordinance which shall be applied in an inconspicuous location.

All fasteners shall be made of non-corrosive material.

No exposed lamps or tubing outside of the illumination requirements specified herein will be permitted.

No animated flashing or audible signs will be permitted.

### 3.6 APPROVED SIGN MATERIALS

The purpose of sign requirements is to ensure visual coordination with CCRF signage without denying individual expression or special identification through signage.

Only signs of the type and in the location(s) described in this Signage Criteria shall be permitted.

### 3.7 GENERAL SPECIFICATIONS

Construct all work to eliminate burrs, cutting edges and sharp corners. Ease all corners and edges.

Finish welds on exposed surfaces to be imperceptible in the finished work.

Except as indicated or directed otherwise, finish all surfaces smooth. Surfaces which are intended to be flat, shall be without bulges, oil canning, gaps or other physical deformities.

Surfaces which are intended to be curved shall be smoothly free flowing to required shapes.

Make access panels tight fitting, light proof, waterproof and flush with adjacent surfaces.

Conceal all identification labels and UL labels inside sign. Do not apply any insignias, decals or other manufacturer's marks.

Carefully follow manufacturer's recommended fabricating procedures regarding the expansion and contraction, the fastening and the restraining of acrylic plastics.

Exercise care to assure that painted, polished and plated surfaces are unblemished in the finished work.

Isolate dissimilar materials, exercise particular care to isolate nonferrous metals from ferrous metals.

Position illuminating elements within internally lighted signs at such spacing as will assure uniform light distribution across the portion of the sign faces intended to be illuminated. Sign faces which exhibit "hot spots" are unacceptable. Provide disconnect switches for all illuminated signs in accordance with electrical code requirements. Locate disconnect and on/off switches in an accessible location, out of sight.

All CONCESSIONAIRE'S signage and lighting must be on and operating during hours prescribed by the OWNER to ensure a cohesive, consistent illuminated look for all parts of the CCRF during all hours.

Provide timer and light sensor switch for all neon and illuminated signs. Locate switches in an accessible location, out of sight. Verify location of power provided by others prior to sign fabrication.

All mechanical fasteners, including, but not limited to, bolts, screws, nuts, caps, fastenings, and clips shall be of a non-corrosive alloy such as stainless steel, aluminum, brass, or bronze.

EXHIBIT BB: MASTER DEVELOPMENT STANDARDS, PART III SECTION 7

SEE ATTACHED

Master Development Standards, Part III Section 7

**Part III: Auxiliary Buildings and Site elements**

**Section 7**

**7.0 SIGNAGE**

**7.1 GENERAL REGULATIONS**

Building Mounts: All signs attached to buildings shall be flush mounted. No signs are permitted on building mechanical penthouses or other roof top locations.

Prohibited Signs: The following types of signs are prohibited (i) mobile, A-frame and portable signs; (ii) signs which emit noise via artificial devices; (iii) painted wall signs; and (iv) signs which produce odor, smoke, fire or other such emission.

Exemptions: The following signs are exempted from these criteria: (i) official government notices posted by government officers in the performance of their duties to control traffic or to provide warning; (ii) temporary decorations or displays which are clearly incidental to and are customarily associated with any national, local or religious holiday or celebration; (iii) temporary or permanent signs erected by a public utility company or construction company to warn of dangerous or hazardous conditions.

Typeface: The typeface and graphics of all signs must be easily read and be in scale with the architectural design of the building, wall or sign area on which the typeface and graphics are mounted.

Messages: Sign messages are limited to CONCESSIONAIRE'S business name, and logo.

Materials: All signs should be made of durable, hard and long lasting materials designed to be in character with the architecture of the CCRF. Aluminum (plain, painted or powder coated), brass, bronze and plastic are preferred materials. Screws, nails and fasteners must be made of non-corrosive material.

Safety: No sign shall be permitted which is structurally unsafe or constitutes a hazard to safety or health by reason of design, construction, installation, inadequate maintenance or dilapidation. Signs which create an unsafe visual distraction or physical barrier shall not be permitted.

If a non-customer door is required for receiving merchandise, CONCESSIONAIRE'S name and address may be applied to the door, provided the numbers and/or letters shall be black and no more than 3 inches high and the top of the numbers and/or letters shall be 3 feet below the top of the door on which they are applied.

**7.2 SIGN TYPE**

All approved sign types identified below will require separate review and approval by the OWNER prior to fabrication and installation and shall be subject to removal if installed prior to receiving necessary approvals.

Low Monument – A low monument sign no greater than 5'-0"x 8'-0" may be provided within a CONCESSIONAIRE'S Buildable Area to identify an Auxiliary Building.

Way Finding – A sign program may be developed by a CONCESSIONAIRE to identify and direct traffic within the Exclusive Use Area. All signage must be contained within the area

identified in Exhibit 8.1 as Exclusive Use Area. The proposed way finding sign program must be reviewed and approved by the OWNER in its entirety prior to installation.

Building Signage – Building address and suite identification shall remain the only signage allowed on the exterior surface of an Auxiliary Building. The building address shall be located in the top corner of the building closest to the private drive leading into the Exclusive Use Area. Numbers shall be no greater than 18" and shall be fabricated of brushed stainless steel or aluminum. Suite identification may occur within the glazing of the building, all numbers and letters must be of a black vinyl applied to the storefront.

Quantity: Each CONCESSIONAIRE shall be allowed to display their suite number, business or trade name, logo type and hours of operation at their entry door. For those CONCESSIONAIRES occupying several bays with multiple entry doors, the above listed information may be repeated at a second point of entry or door location.

### 7.3 CONCESSIONAIRE'S RESPONSIBILITIES

Each CONCESSIONAIRE, prior to applying for permits and prior to fabrication, shall submit completed plans and specification to the OWNER or his Authorized Representative for approval according to requirements set forth in the Airport Tenant Improvements Manual.

All permits for signs and installation thereof shall be obtained by the CONCESSIONAIRE or his Authorized Representative. The expense of fabrication and installation of all signs, including permits, shall be the responsibility of the CONCESSIONAIRE, who shall also be responsible for compliance with all applicable codes and with these criteria.

CONCESSIONAIRE shall install all required signs prior to opening for business.

CONCESSIONAIRE shall be responsible for the manufacture, complete installation and maintenance of all signs.

CONCESSIONAIRE'S sign contractor shall repair any damage to any portion of the structure and finish caused by his work.

All penetration of the building structure required for sign installation shall be sealed in a watertight condition and shall be patched to match adjacent finish and approved by the OWNER.

All signs installed by CONCESSIONAIRE shall be maintained by CONCESSIONAIRE in like new condition and working order. The OWNER shall not be responsible for any damage to CONCESSIONAIRE'S signs, regardless of source. CONCESSIONAIRE shall, upon vacation of the Leased Premises, remove all signs (except street numbers) and restore the surfaces upon which the signs were painted or mounted to their condition prior to occupancy including repainting the entire surface, if necessary.

### 7.4 SIGN CONTRACTOR

All fabrication and installation to be done by a properly licensed electrical sign contractor.

CONCESSIONAIRE'S sign contractors shall completely install and connect sign display. Sign contractor is responsible for inspecting and accepting all existing conditions including electrical availability prior to contracting for the work.

CONCESSIONAIRE'S sign contractor understands and agrees that the CONCESSIONAIRE is solely responsible for payments of any kind to the sign contractor,



and further agrees not to make any claim or lien against the OWNER or property for non-payment.

#### 7.5 FABRICATION

No exposed raceways, cabinets, cross-overs, conduits, conductors, transformers or other equipment shall be permitted. All wiring shall be in conduit.

No labels will be permitted on the exposed surface of signs except those required by local ordinance which shall be applied in an inconspicuous location.

All fasteners shall be made of non-corrosive material.

No exposed lamps or tubing outside of the illumination requirements specified herein will be permitted.

No animated flashing or audible signs will be permitted.

#### 7.6 APPROVED SIGN MATERIALS

The purpose of sign requirements is to ensure visual coordination with CCRF signage without denying individual expression or special identification through signage.

Only signs of the type and in the location(s) described in this Signage Criteria shall be permitted.

#### 7.7 GENERAL SPECIFICATIONS

Construct all work to eliminate burrs, cutting edges and sharp corners. Ease all corners and edges.

Finish welds on exposed surfaces to be imperceptible in the finished work.

Except as indicated or directed otherwise, finish all surfaces smooth. Surfaces which are intended to be flat, shall be without bulges, oil canning, gaps or other physical deformities.

Surfaces which are intended to be curved shall be smoothly free flowing to required shapes.

Make access panels tight fitting, light proof, waterproof and flush with adjacent surfaces.

Conceal all identification labels and UL labels inside sign. Do not apply any insignias, decals or other manufacturer's marks.

Carefully follow manufacturer's recommended fabricating procedures regarding the expansion and contraction, the fastening and the restraining of acrylic plastics.

Exercise care to assure that painted, polished and plated surfaces are unblemished in the finished work.

Isolate dissimilar materials, Exercise particular care to isolate nonferrous metals from ferrous metals.

Position illuminating elements within internally lighted signs at such spacing as will assure uniform light distribution across the portion of the sign faces intended to be illuminated. Sign faces which exhibit "hot spots" are unacceptable. Provide disconnect switches for all illuminated sign in accordance with electrical code requirements. Locate disconnect and on/off switches in an accessible location, out of sight.

All CONCESSIONAIRE'S signage and lighting must be on and operating during hours prescribed by the OWNER to ensure a cohesive, consistent illuminated look for all parts of the CCRF during all hours.

Provide timer and light sensor switch for all neon and illuminated signs. Locate switches in an accessible location, out of sight. Verify location of power provided by others prior to sign fabrication.

All mechanical fasteners, including, but not limited to, bolts, screws, nuts, caps, fastenings, and clips shall be of a non-corrosive alloy such as stainless steel, aluminum, brass, or bronze

EXHIBIT CC: FIRE WATCH GUIDELINES

SEE ATTACHED

CLARK COUNTY DEPARTMENT OF BUILDING & FIRE PREVENTION

FIRE WATCH REQUIREMENTS FORM



# Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118

(702) 455-7316 FAX (702) 455-7347

Jerome A. Stueve, P.E., Director

Samuel D. Palmer, P.E., Assistant Director · Girard Page, Fire Marshal

## FIRE WATCH REQUIREMENTS

1. **Person(s) assigned must be physically capable and willing to perform the following FIRE WATCH activities:**
  - a. Walk the entire area of the building/site affected by the impairment, continuously during the assigned shift;
  - b. Cover assigned areas for other FIRE WATCH personnel, for breaks and as needed;
  - c. Contact 911 in the event of an emergency and communicate with 911 dispatchers;
  - d. Upon discovery of a fire, call 911 and advise any & all other FIRE WATCH personnel of the emergency, in order to obtain their assistance in notifying and evacuating employees and building occupants;
  - e. Be equipped with proper FIRE WATCH equipment such as a bullhorn, flashlight, cellular phone, portable two-way radio, reflective vest, air-horn, etc.;
  - f. Validate that all life safety devices/equipment, fire sprinkler shut-off valves, tamper valves, and switches, are in the condition that they would be during normal operating conditions;
  - g. Use a fire extinguisher and know where the nearest fire extinguisher is located;
  - h. Be familiar with onsite emergency notification procedures and be able to assist employees and occupants with evacuating the building/site in an emergency situation while utilizing a flashlight to illuminate the means of egress. This activity may be required within the assigned FIRE WATCH area, or in assistance to other FIRE WATCH personnel, in other areas of the building/site;
  - i. Interact with fire department or law enforcement personnel and provide information as to what incidents have occurred and direct to site of incident when necessary;
  - j. Maintain a written FIRE WATCH log of all activities for each shift including, date FIRE WATCH performed, name/s of personnel assigned to shift/s, individual FIRE WATCH responsible areas, shift starting & ending times, site location & address, and have the log available if required by the authority having jurisdiction (AHJ);
2. **Person(s) performing FIRE WATCH duties are to do FIRE WATCH duties, and not deviate from those duties during his/her shift.**
3. **FIRE WATCH personnel shall be provided at a rate of one (1) person per 100,000 square feet of building site and over the entire area of the building site affected by the impairment. Each floor should be walked in a time period not to exceed five (5) minutes, with the entire building/affected area toured every fifteen (15) minutes;**
4. **It is recommended that personnel be identifiable as FIRE WATCH personnel, such as wearing a safety vest or other means of identification, so that others (i.e. fire department or fire inspectors) can recognize them upon arrival and entering the property.**

**Note: The Fire Code Official may require fire prevention personnel oversight of the FIRE WATCH activity.**

I, \_\_\_\_\_, Impairment Coordinator, have read the above and understand the FIRE WATCH Requirements listed. FIRE WATCH to remain in effect until the items impaired are repaired/replaced and inspected by Clark County Department of Building & Fire Prevention.

\_\_\_\_\_  
Impairment Coordinator Name      Date

\_\_\_\_\_  
Inspector Name      Date

\_\_\_\_\_  
Property Name      Date

\_\_\_\_\_  
Property Address

# CCDOA ASBESTOS ASSESSMENT REQUEST FORM

General Information				
<b>Facility Name:</b>	e.g., Harry Reid International Airport – Terminal 1		<b>Date:</b>	6/13/2023
<b>Requestor's Name:</b>	e.g., Valentino Rossi (Ducati MotoGP)		<b>Phone #:</b>	702-261-0000
<b>Project/PCA #:</b>	e.g., TI-2001 or IH-2002 or PCA-2003			
<b>Work Order #:</b>	e.g., WO-2002004 (for DOA in-house maintenance projects)			
<b>Project Name:</b>	e.g., Lidia's Restaurant Project @ T1 Baggage Claim			
<b>Project Start Date:</b>	2/14/2024	<b>Anticipated Finish Date:</b>	6/14/2024	

**DOA Space ID number(s), and description of areas where work is to be performed:**

e.g., T1-CT-L3-200, T1-CT-L3-201, T1-CT-L3-202 and T1-CT-L3-203 tenant space areas for Lidia's Restaurant located near T1 Baggage Claim.

**Description of work to be performed:**

e.g., Remodel of existing interior finishes including walls and floors. No demolition or changes to existing ceiling structure or fire sprinkler system.

**Description of building materials that will be impacted by the proposed work:**

e.g., Removal of existing counters, millwork, floor tile, finishes and signage. Will be cutting through sheetrock walls and drilling into concrete floors. May come into contact with existing fireproofing.

NOTE: Additional information that may be useful to incorporate with the AARF submittal include:

- Demolition drawings
- Site photos
- Previous asbestos survey information
- Scheduled site walk

**The CCDOA AARF Procore Submittal shall include a separate drawing set consisting of below:**

- 1. EXISTING / DEMO / PROPOSED FLOOR PLAN AND RCP**
- 2. FLOOR PENETRATION PLAN**
- 3. ALL ELEVATIONS IMPACTING NEW WORK**

**Fire Protection**

**Letter of Intent**

David Sharp

HONEYWELL, INC.

3255 Pepper Lane, Suite 106

Las Vegas, NV 89120

Dear David,

It is our intent to issue a contract for installation of a life safety system for

---

Project Name

The cost for the installation of this system is \$ 

---

---

Signature

---

Printed Name

---

Address

---

Telephone and Fax Numbers

EXHIBIT FF: LIFT PERMIT REQUEST

SEE ATTACHED  
LIFT EQUIPMENT USE PERMIT

## LIFT EQUIPMENT USE PERMIT CONSTRUCTION PROJECTS ONLY

Emergency? Yes      No

GENERAL INFORMATION					
Requestor		Project Name/Number (if applicable)		Date	
Lift Operator Name(s)	Company		Cell Number	E-Mail	
Location of Lift (C-Gates, D-Gates SW Wing, etc.) Include a Routing Map or Diagram After Lift Enters Building					
Reason for Lift Equipment Request/Description of Work			Lift Equipment Make/Model (provide specs with max wheel load)		
Terrazzo Floor Along Route? Yes    No    If Yes, Specify Route Taken Over Flooring Attach Work Plan/Route:					
DURATION OF WORK			PERMIT VOID AT END OF SHIFT OR JOB		
Start date	Start time		Finish date	Finish time	
APPROVAL FOR ACCESS					
<div style="border-top: 1px solid black; width: 100%;"></div> Signature of person requesting permit		<div style="border-top: 1px solid black; width: 100%;"></div> Date		<div style="border-top: 1px solid black; width: 100%;"></div> DOA Inspector	
<div style="border-top: 1px solid black; width: 100%;"></div> Date		<div style="border-top: 1px solid black; width: 100%;"></div> DOA Inspector		<div style="border-top: 1px solid black; width: 100%;"></div> Date	

**THIS REQUEST INCLUDES BUT IS NOT LIMITED TO SCISSOR LIFTS, FORKLIFTS, PALLET JACKS AND RIGGING.**

**PRE-WORK AND POST WORK INSPECTION MUST SCHEDULED WITH DOA INSPECTOR. DOCUMENT AND REPORT ANY DAMAGE OF DOA PROPERTY/FLOOR.**

**ALL NON-EMERGENCY LIFT EQUIPMENT PERMIT REQUESTS MUST BE SUBMITTED THROUGH PROCORE BY NOON ON TUESDAY PRIOR TO THE WEEK LIFT IS NEEDED. THIS PERMIT MAY BE CANCELLED AT ANY TIME, WITHOUT PRIOR NOTICE, BY THE DEPARTMENT OF AVIATION AT ITS SOLE DISCRETION.**

**IN CASE OF AN EMERGENCY CONTACT AIRPORT CONTROL CENTER @ 702-261-5125 AND BRING A HARD COPY OF THE LIFT PERMIT REQUEST TO THE JOBSITE.**

**[PERMIT MUST BE ATTACHED TO EQUIPMENT \(PAGE 3\).](#)**



## **Rules for Access to Department of Aviation Lift and Rigging Equipment**

1. Requester must have obtained an approved Lift Equipment Use Permit (Permit).
2. The contractor shall schedule a pre-inspection with the CCDOA Inspector to discuss the route the lift will travel and the work area prior to submitting the Lift Request through Procure. After lift is removed, contractor shall schedule a post-inspection with the CCDOA Inspector.
3. Only activities directly related to the approved Permit may be conducted on lifts.
4. Permit holder must adhere to all Department of Aviation badging restrictions, Airport Security Program regulations, and escort procedures. The Airport Control Center (702 -261-5125) must be notified immediately by the badged tenant or contractor representative of any deviations from the approved Lift Equipment Permit, and must also immediately report any unauthorized individuals using lift assets.
5. When driving and operating lifts over terrazzo flooring, protective flooring must be used at all times. (I.E. protective boots, rubber/wood planks when crossing over expansion joints, electrical and floor receptacles, etc.)
6. Personal fall protection may be required in accordance OSHA and DOA safety requirements.
7. Throwing anything from the lift is prohibited.
8. Inspect and remove any nails, screws or other sharp objects from tracks or rubber tires from lifts equipment wheels.
9. A. On elevated floor decks, the proposed lift and/or rigging equipment to be used is considered structurally acceptable if it meets all of the following requirements:
  - i. The gross weight of the equipment to be used on an elevated floor deck does not weigh more than 3,000 lbs.
  - ii. The equipment's footprint area is not less than 15 square feet, and at least 1-ft clear space will be maintained from all sides.
  - iii. The maximum single concentrated load from any wheel or outrigger pad is not more than 1,000 lbs.
  - iv. Not more than one equipment will be used within the same structural bay, i.e., the area formed by the closest four column supports underneath the deck.
- B. On concrete slab-on-grade, the proposed lift and/or rigging equipment to be used is considered structurally acceptable if it meets the following requirements:
  - i. The maximum single concentrated load from any wheel or outrigger pad is not more than 9,000 lbs when placed at minimum distance 12" away from edge of the slab.
  - ii. Or, the maximum single concentrated load from any wheel or outrigger pad is not more than 6,000 lbs when placed within 12" distance from edge of the slab.
- C. On roofs, no lift or rigging equipment is allowed unless reviewed and approved by CCDOA Construction and Design.
10. Do not park on walk-off mats and turn steering wheels. Walk-off mats need to be protected or removed from the area.
11. Continually monitor for any oil or fluid leaks.
12. Any DOA Property or flooring damage, regardless of severity, MUST be reported to Airport Control Center (702-261-5125) and DOA Inspector.

**I, (print name of Contact Person listed on Permit) \_\_\_\_\_, am responsible for the work, have read and agree to adhere to the above stated rules governing lift equipment at Harry Reid International Airport. I certify that any lift equipment or terrazzo floor 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 an approved contractor.**

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

**Date:** \_\_\_\_\_

**HARRY REID**  
**INTERNATIONAL**  
**LAS VEGAS**

# **LIFT EQUIPMENT PLACARD**

PROJECT **AND** LOCATION:

---

---

DATE(S) Must match page 1 of permit request:

---

RESPONSIBLE CONTRACTOR/DIVISION:

---

---

CONTRACTOR/DIVISION POC AND CELL:

---

---

DOA INSPECTOR AND CELL:

---

---

Permit must be posted on equipment

# Thank you for following the requirements set within the Tenant Improvement Manual



The contractor must abide by the standards set forth in the most current version of the Clark County Department of Aviation Tenant Improvement Manual. Go to the link below for an electronic version of the manual.

<https://www.harryreidairport.com/Business/Construction/TenantImprovementManual>

The contractor shall conform to the requirements specified in the Clark County Department of Aviation Standard Specifications. Go to the link below for an electronic version of the specifications.

<https://www.harryreidairport.com/Business/Construction/StandardSpecifications>