

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

Airport Facilities - Systems & Utility Shutdown Request

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

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

SHUTDOWN DETAILS (CONTRACTOR TO COMPLETE)

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

Contacts During Shutdown:

Contractor: _____ Phone No.: _____

Inspector: _____ Phone No.: _____

Contractor performing the work: _____

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

Reason for Shutdown: _____

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

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

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

APPROVALS (POS TO COMPLETE)

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

TENANT NOTIFICATIONS (POS TO COMPLETE)

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

FOR POS DEPARTMENT USE ONLY:

Comments: _____

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

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

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

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

F&I System Manager

Civil (Water, Sewer, Storm, IWS)

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

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

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

Electrical

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

Fire Systems & Fire Pumps

Jeff Nelson (FD) 787-6774 427-5730 cell

Adam Griffin (FD) 787-4390 771-2917 cell

Dan Hytry (OE) 787-7231 718-5981 cell

Erik Knowles (OE) 787-4906 450-4117 cell

James Jackson (OE) 787-6322 390-7451 cell

Tracy Jonassen (OE) 787-6320 735-9840 cell

Eric Schaefer 787-4047 491-6298 cell

Chilled Water & Hot Water Heating / HVAC

Systems (Building and PC Air) / Siemens DDC

Dan Hytry (OE) 787-7231 718-5981 cell

Erik Knowles (OE) 787-4906 450-4117 cell

Lynn Oliphant 787-7985 955-7462 cell

James Jackson (OE) 787-6322 390-7451 cell

Tracy Jonassen (OE) 787-6320 735-9840 cell

Domestic Water

Dan Hytry (OE) 787-7231 718-5981 cell

Erik Knowles (OE) 787-4906 450-4117 cell

James Jackson (OE) 787-6322 390-7451 cell

Tracy Jonassen (OE) 787-6320 735-9840 cell

Eric Schaefer 787-4047 491-6298 cell

Sewer & Storm Lift Stations

Dan Hytry (OE) 787-7231 718-5981 cell

Erik Knowles (OE) 787-4906 450-4117 cell

James Jackson (OE) 787-6322 390-7451 cell

Tracy Jonassen (OE) 787-6320 735-9840 cell

IWS Lift Station

Dan Hytry (OE) 787-7231 718-5981 cell

Erik Knowles (OE) 787-4906 450-4117 cell

James Jackson (OE) 787-6322 390-7451 cell

Tracy Jonassen (OE) 787-6320 735-9840 cell

David Wells (OE) 787-5911

Irrigation

Eric Schaefer 787-4047 491-6298 cell

Valerie Johnson 787-4802 300-1081 cell

Conveyors

Doug Sinclair 787-7839 512-7235 cell

Erik Knowles (OE) 787-4906 450-4117 cell

Howard Hartness 787-5932 434-0223 cell

Phil Allan 787-5895 718-8065 cell

Scott Uglum 787-4006 718-0278 cell

Claude Harris 787-3151 255-0357 cell

Ceiling Removals

RMM Hotline 206 953-7419

Carpenter Shop 206 787-5909

Passenger Loading Bridges

Erik Knowles (OE) 787-4906 450-4117 cell

Valerie Johnson 787-4802 300-1081 cell

Bret Baird 787-7670 537-0116 cell

Phil Allan 787-5895 718-8065 cell

Elevators/Escalators

Angie Schmitke 787-4832 348-9658 cell

Erik Knowles (OE) 787-4906 450-4117 cell

Doug Sinclair 787-7839 512-7235 cell

Cory Winchell (Schindler) 425-213-6603

Electrical Systems

Darin Benofsky 787-7884 556-5623 cell

Allen Tygesen 787-7930 734-6371 cell

Teri Grosvenor 787-4909 450-0233 cell

Ryan Pazaruski 787-7590 595-7173 cell

Steve Lewis 787-5673 595-9639 cell

Kristel Manney 787-5878 305-6861 cell

Cal Nelson 787-5882 431-4075 fax

ET SYSTEMS

Teri Grosvenor 787-4909 450-0233 cell

Allen Tygesen 787-7930 734-6371 cell

Chris Evans—ACS/Video 787-4966 755-9403 cell

Frank Davis—TWVPS 787-4659 617-9860 cell

Jeff Burnes—FIMS/FIDS 787-7815 402-1848 cell

Abba Sanneh—CUSE/CUSS 787-6912 390-2707 cell

Steve Kjosness—PRCS 787-7856 735-9820 cell

Micah Egger—Conveyor 787-6906 218-3787 cell

Deb Davis—Radios 787-5193 947-7734 cell

STS SYSTEMS

Allen Tygesen 787-7930 734-6371 cell

Teri Grosvenor 787-4909 450-0233 cell

Darin Benofsky 787-7884 556-5623 cell

Ryan Pazaruski 787-7590 595-7173 cell

Chad Van Daam 787-4013 550-9364 cell

ICT Department

IT Service Desk 787-3333 728-3719 fax

Clarence Jaquez 787-6090 369-6796 cell

Matt Breed 787-7555 660-5233 cell

Z-IT-NetworkEngineering (email distribution list)

Z-IT-CompOps (email distribution list)

OPS / Roadways / Parking

Nick Terrana 787-4903 714-5075 cell

Andy Ramsey 787-5187 437-6323 cell

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

Security

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

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

Aircraft Fueling Systems & Water Supply

Adam Griffin (FD)	787-4390	771-2917 cell
-------------------	----------	---------------