

**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:  Phone No.: | RE/PM:  Phone No.: |
| **Contacts During Shutdown:**  Contractor:       Phone No.:  Inspector:       Phone No.: | |
| Contractor performing the work: | |
| What is being shut down? **(BE SPECIFIC; ie utility system, panel, conveyor ID’s, etc)** | |
| Reason for Shutdown: | |
| Buildings and/or Area Affected: **(*DRAWING(S) and PHOTO(S) OF AFFECTED AREA REQUIRED WITH FORM, OK to Attach*)** | |

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

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

# APPROVALS (POS TO COMPLETE)

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

# TENANT NOTIFICATIONS (POS TO COMPLETE)

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

**FOR POS DEPARTMENT USE ONLY:**

|  |
| --- |
| **Comments:** |

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

# 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](mailto:z-IT-NetworkEngineering%20%3cit-networkengineerin@seattle.internal.local%3e) (email distribution list)

[Z-IT-CompOps](mailto:z-IT-CompOps%20%3cz-it-CompOps@portseattle.org%3e) (email distribution list)

# OPS / Roadways / Parking

Nick Terrana 787-4903 714-5075 cell

Andy Ramsey 787-5187 437-6323 cell

**Security**

**Jim Witzman**  787-5018 351-1638 cell

Clinton Hughes 787-4907 465-2853 cell

Lauren Curtis 787-3356 495-3187 cell

Shelie Bumgarner 787-7360 291-6704 cell

# Aircraft Fueling Systems & Water Supply

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

Captain Chris Clark (FD) 206-755-7391 cell

Bob Romero 787-3290 947-4802 cell

Jamil Simpson (SP) 246-0407 desk 206-240-6221 cell [Jamil.Simpson@Swissport.com](mailto:Jamil.Simpson@Swissport.com)

Haris Svraka (SP) 246-0407 desk 206-310-1100 cell

[Haris.Svraka@Swissport.com](mailto:Haris.Svraka@Swissport.com)