

# CONTRACTOR ACCESS REQUEST (CAR) policy

## 1.0 General Overview

- 1.1 Contractor Access may be necessary when construction or maintenance efforts require access to any LAWA Mechanical, Electrical, Information Technology Rooms, and the Roof to complete work in the rooms, or on the roof. It is important that the LAWA maintain control of these areas.
- 1.2 Contractor Access can affect one or more stakeholders, including tenants, airlines, security personnel, and various departments within LAWA (IMTG, CDG, MSD LAXPD, EFMD, etc.). LAWA has developed procedures and guidelines for contractors, tenants, and maintenance personnel, if required to use when requesting access.
- 1.3 Contractor Requested Access is discretionary on LAWA's part. Not until LAWA has been fully apprised of the schedule, and work to be performed and equipment to be brought on site, will Contractor Access be granted. It shall be the sole responsibility of the Contractor to provide the above information in accordance with the provisions in this section.
- 1.4 Determination of the access needs and whether the Contractor will be assigned a key or provided access will be identified by LAWA Inspections and the Project Manager prior to or during the pre-construction meeting.
- 1.5 The procedures and guidelines provided herein may be changed at any time by LAWA for the purpose security, safety, and other operational reasons.
- 1.6 The only Contractor Access exempt from this process are those emergencies identified by Airport Response Coordination Center (ARCC) or LAWA Engineering and Facilities Management Division (EFMD).
- 1.7 The Contractor is responsible for submitting a look ahead schedule in which they will identify any Access needs. The contractor will submit their Access Request no later than 5 days in advance of the requested access. However, due to the large number of construction projects taking place at the airport, the contractor may be required to submit their request further in advance than 5 days.

## 2.0 Types of Access

- 2.1 Mechanical, Electrical, Information Technology Room Access: LAWA rooms are locked rooms containing HVAC, plumbing, fire and life safety, electrical equipment, etc. It is important that the contractor completes the Access Request in their entirety to avoid schedule impacts. The Contractor Access Request (CAR) form identifies the time and date of the proposed access, the type of access needed, specific location, the point of contact for the contractor, and all other requested information. The CAR includes required work to be performed by the contractor within locked room. The Contractor Access Request does not permit shutdown or disruption of any systems or areas.
- 2.2 Roof Access: Due to security and safety, all Roof Access must be coordinated prior to the start of work. The Contractor Access Request (CAR) form identifies the time and date of the proposed access, the type of access needed, specific location, the point of contact for the contractor, and all other requested information. The CAR includes required work to be performed by the contractor on the roof. The Contractor shall contact the ARCC (424-646-5292) 30-minutes prior to accessing the roof.
- 2.3 Clarification: If a utility or area shutdown is involved, a Utility Shutdown Request (USR) or an Area Shutdown Request (ASR) is required. For example, if a plumbing, electrical or communications tie-in is necessary, this is considered a Utility Shutdown. If Room Access disrupts public and/or LAWA employee access, this is considered an Area Shutdown.
- 2.4 Mechanical Room Keys: LAWA Engineering and Facilities Management Group (EFMD) controls access to all Mechanical, Electrical and Roof areas. Once the CAR is approved by the LAWA PM, the LAWA ADG Access Unit (AAU) will transmit completed form to EFMD. EFMD will issue the key to the LAWA AAU who will then transmit the key to the Contractor.

- 2.5** Information Technology Room Keys: LAWA Information Technology Management Group (IMTG) controls access to all Communication Rooms. The CAR form shall be submitted to IT Service Desk (itservicedesk@lawa.org) for LAWA IMTG PM Assignment. The LAWA IMTG PM will review the CAR and obtain approval from the Chief Technology Officer (CTO). The contractor will be notified once the CTO approves the CAR. The contractor's Airport Authorized Signer shall send an email with the completed approved CAR form attached to saau@lawa.org, with a copy to the LAWA AAU requesting access to the IT room(s) with a minimum of 5-days prior to access being needed. Contractor will coordinate with LAWA PM for room access or final key issuance, whichever is applicable.
- 2.6** Openings in Building (Perimeter Breach) i.e., Concrete Panels, Windows, etc.: When access through a building window or other non-traditional means is necessary the Contractor shall complete the CAR form and submit to the LAWA PM with a drawing(s) depicting location, barricades, and logistics for Stakeholder approval. The LAWA PM shall submit drawing(s) and the CAR to LAXPD. LAXPD will review and if approved provide the lock and cyber key to the LAWA PM for installation on the barricades. The contractor must contact LAXPD (424.646.8228) prior to unlocking the door and again when locking the door each time this access is utilized.
- 2.7** Perimeter Access Keys: When requesting perimeter key access, a memorandum addressed to the Airport Police – Vulnerability Assessment and Analysis Unit (VAAU) shall be attached to the completed and LAWA approved CAR. The memorandum shall include the work to be performed, approximate time frame the access is needed, the gate number(s) and location of the access point(s). Tenants are allowed five Cyberkeys for each facility. If the Cyberkeys are signed out on a daily basis, then a Sign In/Out log must be kept and completely filled out to ensure 100% accountability.
- LAWA will conduct periodical spot inspections to ensure the Cyberkeys are all accounted for. If this is a shared or commonly used perimeter access point between tenants a Cyberkey Sign In/Out Log must be used. If this perimeter key is lost or stolen then a police report must be filed for a replacement key. However, a new Cyberkey may not be issued which may reduce the amount of access keys for your daily operations.
- 2.8** Contractor: As used herein, the Contractor is the entity with overall responsibility for executing the scope of work necessitating the Access. This could be the General Contractor for a specific capital construction project, a tenant improvement contractor, concessionaire, or LAWA.

### **3.0 Protocols**

- 3.1** As stated in Paragraph 1.4 above, the access needs will be discussed prior to or at the preconstruction meeting with the Contractor, the LAWA Project Manager and the LAWA Inspector. The Contractor will discuss in detail the access necessary for the project, including specific locations (Location Example: Terminal 1, Departures Level, West End, Door T1-2345) and the durations, day(s) of the week and hours of work. Several options for access are available and include but are not limited to: short term access as determined by the Project Manager, access by LAWA Inspection, LAWA Maintenance or if LAWA staff is unavailable, the Contractor will coordinate with the tenant for tenant provided access. During the discussion, the LAWA Project Manager may determine that the access needs are such that a LAWA key will be assigned to the Contractor for the length of the project. All access requests including short term (if LAWA provided) and beyond will require the Contractor Access Request process to be followed, as outlined below.
- 3.2** CARs are submitted electronically to the LAWA Project Manager (PM).
- 3.3** The Contractor Access Request (CAR) is confined to the schedule (date and work hours) defined on the CAR form. If additional hours and/or days are needed to complete the work, the Contractor is responsible for completing a new CAR form and submitting it to the LAWA PM for approval.
- 3.4** Generally, NO CARs will be allowed during periods deemed by LAWA as Holiday Construction Restriction Periods. These periods are typically from the Friday before the week of Thanksgiving through the Monday after Thanksgiving (nine calendar days), and the Friday before the week of the Christmas holiday through the Monday after New Year's Day. The contractor will verify the Holiday Construction Periods with LAWA prior to beginning construction.
- 3.5** A CAR may be canceled at any time prior to the work within the LAWA room.

- 3.6** If access is canceled for any reason, the LAWA PM shall be contacted immediately. The LAWA PM will then notify the contractor and all stakeholders of the cancellation.

#### **4.0 LAWA Roles and Responsibilities**

- 4.1** LAWA EFMD: LAWA EFMD is a division within the Facilities Management Group (FMG) and shall be made aware of, and may participate in, all LAWA Mechanical and Electrical Room access requests. The role of EFMD at LAWA is to provide maintenance of the overall facility.
- 4.2** LAWA Inspection (participates on ALL Contractor Access Requests): LAWA Inspectors will periodically check the work within the room, review scheduled work activities, check the condition of the roof, inspect the work to ensure conformance with approved plans and specifications. The Inspection staff will verify the Contractor left the room in safe, secure and clean condition, removing all tools, materials and equipment.
- 4.3** LAWA PM (monitors in ALL Contractor Access Requests): The designated LAWA PM is the single point of contact for the Tenants/Contractors. The LAWA PM will verify badging, insurance and bonding requirements are met prior to any work taking place.
- 4.4** The PM is responsible to approve and/or reject the CAR and oversees the Contractor in the implementation of the Access Request and work to be performed.

#### **5.0 Contractor Responsibility**

- 5.1** The Contractor is responsible for submitting a CAR for every proposed LAWA Room necessary for their construction a minimum of 5 calendar days prior to the requested access date.
- 5.2** After LAWA's approval of the CAR, the Contractor shall perform a Room Analysis prior to the start of work. The Room Analysis shall include the specific location of the room, documentation of field forensic investigations to verify current conditions, identify all parties that may be affected by the requested access and a specific work plan for providing contractor personnel and equipment access to the LAWA Room. The Room Analysis shall identify the LAWA personnel required to be present while the Contractor is working inside the room and until the work is completed. All other resources necessary for successful work completion within a LAWA Room shall be provided by the Contractor. The Contractor must meet Cal OSHA requirements for providing a safe working environment of employees. If during the Room Analysis a non-imminent safety hazard is identified the Contractor shall submit in writing a work plan to ensure a safe working environment. If an imminent hazard is discovered during the room analysis, the Contractor shall avoid room access and notify the LAWA PM immediately for further investigation and notification to the appropriate LAWA staff. No work shall proceed until the LAWA PM re-instates access to the room through the CAR process.
- 5.3** The Contractor is responsible for implementation of the approved CAR including all supporting elements and required contingencies within the designated schedule.
- 5.4** For all work performed within a LAWA room, the Contractor is responsible for updating documentation and submitting as-built drawings to the LAWA PM.
- 5.5** The Contractor is responsible for contacting the ARCC (424-646-5292) 1-hour prior to accessing the LAWA Room. The approved CAR and all associated documents must be with the contractor while the scope of work is being performed. If the contractor does not have the approved CAR they will be subject to a stop of work by the LAWA Inspection Division, Airport Operations, EFMD, LAXPD, or the LAWA PM.
- 5.6** Contractor shall maintain all insurance, badging and bonding requirements during the project, and should report any changes to the LAWA PM.
- 5.7** The Contractor shall remove all trash and debris from the room on a daily basis. No doors shall be propped open during work hours within the LAWA rooms. No equipment or supplies shall be stored in the rooms.
- 5.8** The Contractor shall report lost or stolen key(s) to LAXPD and the LAWA PM. A copy of the police report shall be submitted by the Contractor to the PM within 24-hours of the missing key.

## 6.0 Process and Procedures for Submitting CARs

- 6.1 The Contractor electronically submits the CAR, including the Room Analysis (mandatory) and a memorandum on company letterhead (if a key is to be assigned) addressed to the LAWA Project Manager (PM) or the LAWA Business Relationship Manager (BRM) for tenant access requirements. The CAR must be completed for both LAWA Assisted Access and Key issuance. The memorandum shall include the work to be performed, duration of work, and the names of each applicant requesting access or a key. For key request a memorandum is required for each contractor tier, listing each key requestor by name. One CAR shall be completed for issuance of each key requested. **Keys will only be issued to a Superintendent or above.** LAWA assisted access (no key issued) also requires the completion of the CAR. Once all paperwork has been submitted to the PM or the BRM, the 5-calendar day period allowed for processing the CAR begins. Any revisions or additions to the submitted CAR, necessitating the re-submittal of the CAR, will result in the restart of the 5-calendar day period.
- 6.2 The LAWA PM or the BRM will review the submitted CAR for need, completeness of the CAR form (including the mandatory Room Analysis), memorandum, and compliance with the 5-calendar day notification period. This review will include coordination with Stakeholders impacted by the CAR. Any required changes to the CAR or Room Analysis along with any requirement for a contingency plan will be transmitted to the Contractor from the LAWA PM or the BRM.
- 6.3 Upon a satisfactory review of the CAR, including the Room Analysis, the LAWA AAU will submit the CAR to the appropriate LAWA Department, (IMTG, EFMD, LAXPD, MSD, Inspections, etc.). The Department issues keys to AAU, which in turns contacts the contractor for key turnover.
- 6.4 At the completion of the project, the Contractor will return the key(s) to the LAWA PM or BRM to ensure complete closeout of the project. If the key(s) are not returned at the completion of the project, the Contractor's Bond will be held open until the key(s) are returned.

## 7.0 Form and Example Letters (see attached)

- 7.1 Includes
  - 7.1.1 Contractor Access Request Example Letter
  - 7.1.2 Contractor Access Request Form
  - 7.1.3 Example Request Letter on Company Letterhead