



ATLANTA AIRLINES TERMINAL CORPORATION HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT

COMPANY HISTORY

ATLANTA AIRLINES TERMINAL CORPORATION WAS OFFICIALLY FORMED ON SEPTEMBER 5, 1979 BY SEVERAL MAJOR AIRLINES, THE PRINCIPAL STOCKHOLDER BEING DELTA AIR LINES. AATC WAS ESTABLISHED FOR THE PRIMARY PURPOSE OF OPERATING AND MAINTAINING THE CENTRAL PASSENGER TERMINAL COMPLEX AT HARTSFIELD-JACKSON ATLANTA INTERNATIONAL AIRPORT. AATC'S RESPONSIBILITIES INCLUDE: HEATING, VENTILATION, AIR CONDITIONING, GENERAL BUILDING MAINTENANCE, FIRE ALARM AND SUPPRESSION SYSTEM MAINTENANCE, VERTICAL TRANSPORTATION MAINTENANCE, UTILITY MANAGEMENT, CLEANING SERVICES, REFUSE REMOVAL, WINDOW CLEANING, PEST CONTROL, PUBLIC ADDRESS SYSTEM MAINTENANCE, RAMP SWEEPING, SNOW AND ICE REMOVAL SERVICES WITHIN THE NLVR DESIGNATED RAMP AND EMPLOYEE PARKING AREAS.

MISSION STATEMENT

WE RESOLVE TO DELIVER "WORLD CLASS" PERFORMANCE IN AIRPORT FACILITY MAINTENANCE AND OPERATIONS. OUR PASSION FOR INNOVATION, RESPONSIVENESS AND EXCELLENCE WILL PROVIDE OUTSTANDING VALUE TO OUR SHAREHOLDERS AND OUR CUSTOMERS.

CONSTRUCTION & TURNOVER REQUIREMENTS

1	GENERAL INFORMATION	4
1.1	CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS.....	4
1.2	SPONSORSHIP FOR AIRPORT BADGES.....	4
1.3	AIRPORT ACCESS.....	4
1.4	CONSTRUCTION WORK HOURS	4
1.5	CONSTRUCTION WORK SCHEDULE	4
1.6	CLEANING	5
1.7	ARCHITECTURAL FINISHES	5
1.8	KEY CHECK-OUT PROCEDURES	5
1.8.1	LOST KEYS.....	5
1.9	ELEVATOR USAGE	5
1.10	STORAGE OF EQUIPMENT.....	5
1.11	LIFT STORAGE.....	5
1.12	TRASH REMOVAL.....	5
1.12.1	COMPACTORS/DUMPSTERS.....	5
1.13	AATC SUBCONTRACTORS.....	5
1.14	IMPORTANT AIRPORT NUMBERS	6
2	AATC ENGINEERING SERVICES	6
2.1	DOCUMENT REQUESTS	6
2.1.1	RELEASE OF DOCUMENTS	6
2.1.2	SPECIFICATIONS/OPERATIONS MANUALS.....	6
2.2	DRAWING REQUESTS	6
2.3	UTILITY SERVICE REQUESTS	6
2.3.1	FEES.....	7
2.3.2	UTILITY SERVICE REQUESTS PROCEDURES	7
2.3.2.1	ELECTRICAL SYSTEM UTILITY REQUESTS.....	7
2.3.2.2	FIRE PROTECTION SYSTEM UTILITY REQUESTS	7
2.3.2.3	SPRINKLER SHUTDOWN REQUESTS.....	7
2.3.2.4	TEMPERATURE CONSTRAINTS	7
2.3.2.5	SCHEDULING SPRINKLER SYSTEM WORK.....	7
2.3.2.6	HVAC SYSTEM UTILITY REQUESTS.....	7
2.3.2.7	PIPING SYSTEM UTILITY REQUESTS.....	8
2.3.2.8	ROOF WORK UTILITY REQUESTS	8
2.3.2.9	CORING UTILITY REQUESTS.....	8
2.3.3	ACCESS TO HIGH RISK AREAS	8
2.3.4	ROOF ACCESS.....	9
2.3.5	CEILING ACCESS.....	9
2.3.5.1	TRAINING	9
2.4	HOT WORK REQUESTS.....	10
3	METHODS, GUIDELINES AND REQUIREMENTS – PRE-CONSTRUCTION.....	10
3.1	DOCUMENT SUBMITTAL AND REVIEW.....	10

4	METHODS, GUIDELINES AND REQUIREMENTS – DURING CONSTRUCTION	10
4.1	DURING CONSTRUCTION.....	10
4.1.1	ELECTRICAL WORK.....	11
4.1.1.1	EXISTING CONDITIONS.....	11
4.1.1.2	CONCESSION ELECTRICAL WORK.....	11
4.1.2	HVAC WORK.....	11
4.1.2.1	BUILDING MANAGEMENT SYSTEM (BMS)	11
4.1.2.2	HVAC EQUIPMENT.....	11
4.1.2.3	CONCESSION HVAC EQUIPMENT.....	11
4.1.2.4	TEST AND BALANCE REPORTS	11
4.1.3	FIRE ALARM SYSTEM WORK	11
4.1.3.1	TIE-INS.....	11
4.1.3.2	FIRE ALARM DEVICES.....	11
4.1.3.3	CONCESSION FIRE PROTECTION WORK.....	12
4.1.3.4	FEES	12
4.1.4	ROOF WORK	12
4.1.4.1	ROOF GUIDELINES	12
4.2	AUDITS.....	12
4.2.1	DEMOLITION AUDITS	12
4.2.2	CONSTRUCTION AUDITS.....	12
5	METHODS, GUIDELINES AND REQUIREMENTS – SUBSTANTIAL COMPLETION....	13
5.1	SUBSTANTIAL COMPLETION	13
5.2	SUBSTANTIAL COMPLETION AUDITS.....	13
6	METHODS, GUIDELINES AND REQUIREMENTS – POST CONSTRUCTION	13
6.1	POST CONSTRUCTION.....	13
6.1.1	RESOLUTION OF AUDIT FINDINGS	13
6.1.2	DOCUMENTATION	13
6.1.2.1	AS-BUILTS.....	13
6.1.2.2	SYSTEM CONFIGURATION / PROGRAMMING DOCUMENTATION	13
6.1.2.3	COMMISSIONING REPORTS.....	13
6.1.2.4	TEST AND BALANCE REPORTS	13

1 GENERAL INFORMATION

1.1 CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

As a contractor of the AATC the following insurance coverage shall be carried during the term of the project.

- Workmen's Compensation Insurance under the laws of the State of Georgia and Employer's Liability Insurance with limits of not less than \$100,000 each accident, covering all Contractors' employees engaged in any work hereunder.
- Comprehensive Liability - Up to \$1,000,000 dollars (\$500,000) single limit per occurrence including:
 - Bodily Injury Liability - All sums which the company shall become legally obligated to pay as damages because at any time resulting there from, sustained by any person other than its employees and caused by occurrence.
 - Property Damage Liability - All sums which the company shall become legally obligated to pay as damages because of injury to or destruction of property, caused by occurrence.
 - Professional liability, premises and operations, independent contractors, or product liability.
- Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$10,000,000 each person and \$10,000,000 each accident as to bodily injury or death, and \$10,000,000 as to property damage.
 - Certificate Holder box must state the following:

City of Atlanta, Department of Aviation
Atlanta Airlines Terminal Corporation
Hartsfield-Jackson Atlanta International Airport
PO BOX 45170
Atlanta, GA 30320
 - Special Provisions box must state the following:

"AATC, its shareholders, the Airlines, the Department of Aviation and the City of Atlanta are named as additional insured's."

1.2 SPONSORSHIP FOR AIRPORT BADGES

Every vendor/contractor doing business with the Airport is required to have a sponsoring company. To sponsor a company AATC must have direct business with that vendor/contractor. They must meet the insurance requirements and authorize one point of contact from their company by letterhead.

1.3 AIRPORT ACCESS

Access to the airport property is through Guard Post #59. Guard Post #59 is located off South Cargo Road off of South Loop Road. Material deliveries are also made at Guard Post #59.

1.4 CONSTRUCTION WORK HOURS

Construction work hours are typically from 2300 hours to 0500 hours beginning Sunday night through Friday morning.

1.5 CONSTRUCTION WORK SCHEDULE

Each contractor must provide a work schedule to AATC prior to work beginning. It may be emailed to engineering@aatc.org.

1.6 CLEANING

There are no cleaning services for spaces under construction. Each contractor is responsible for cleaning their work space. Floor mats are to be used inside spaces under construction. Restrooms and other facilities must be prepared for passengers.

1.7 ARCHITECTURAL FINISHES

Most architectural finishes i.e. ceiling tiles, wall covering and paint will not be supplied for projects however specifications are available through the AATC Engineering Department. Procurement and purchase of these finishes shall be the responsibility of the contractor. For common use areas such as small orders of carpet tile, granite and quartz tile can be purchased through the AATC Engineering Department.

1.8 KEY CHECK-OUT PROCEDURES

Keys will only be checked out to persons who possess a valid "ATL" badge and who have been previously authorized by their managing entity. To authorize your agents to check out keys to utility closets, a Key Check-out Authorization Form must be completed and submitted at the AATC Communication Center. Persons checking out keys will be required to leave their drivers license until the key(s) are returned.

1.8.1 LOST KEYS

The authorized agent will be responsible for all checked out keys and must agree to reimburse AATC for costs associated with lost keys and/or key cores which need replacing due to this process.

1.9 ELEVATOR USAGE

Material deliveries and some construction use are limited to the Freight Elevators Only. The use of passenger elevators is prohibited and could result in liability for property damage.

1.10 STORAGE OF EQUIPMENT

No equipment and/or supplies can be stored in any electrical or mechanical rooms. These rooms must remain at a cleanliness level that is equal or better to the level prior to work starting. All costs incurred by AATC for cleaning, removal of equipment and/or supplies will be billed to the contractor.

1.11 LIFT STORAGE

Lift storage must be coordinated with AATC and the Department of Aviation. Lifts must be barricaded and stored away from passenger traffic.

1.12 TRASH REMOVAL

Waste Pro has been authorized through AATC for trash removal. AATC suggests general contractors use Waste Pro for large projects. Placement of open tops must be coordinated through AATC and with the Department of Aviation, Planning and Development. Contact Pat Gallimore, AATC Contract Services Coordinator @ (404) 530-2112.

1.12.1 COMPACTORS/DUMPSTERS

Please do not block compactors and dumpsters. This prevents the scheduled trash removal.

1.13 AATC SUBCONTRACTORS

CH2M Hill, ABM, CSM, CMS, ICS and Kone are AATC subcontractors and may be contacted through our communications center **only**.

1.14 IMPORTANT AIRPORT NUMBERS

AATC 24 hour Dispatch Communication Center.....	(404) 530-2112
AATC Duty Managers (on shift supervisors).....	(404) 530-2112
AATC Fax Number.....	(404) 530-2106
AATC Engineering Department.....	(404) 530-2100
Atlanta Fire Department.....	(404) 530-6639
Atlanta Police Department.....	(404) 530-6630
Airport Security.....	(404) 530-6667
Technical Campus.....	(404) 530-5500

2 **AATC ENGINEERING SERVICES**

AATC Engineering Department offers the following services:

1. Document Requests
2. Drawing Requests
3. Utility Service Requests
4. Hot Work Requests

These forms are available through the AATC website www.aatc.org or by contacting engineering@aatc.org.

2.1 DOCUMENT REQUESTS

2.1.1 RELEASE OF DOCUMENTS

For the release of documents from the AATC Engineering Department a spatial agreement must be signed by one member of each company doing business at Hartsfield-Jackson Atlanta International Airport.

2.1.2 SPECIFICATIONS/OPERATIONS MANUALS

Airport specifications are available for review and check-out through the AATC Engineering Department. Materials such as specifications, operations manuals, and product booklets may be checked out only by companies doing business with the Airport. Each document must be signed out by the responsible party and returned within one week.

2.2 DRAWING REQUESTS

Airport drawings are also available through the AATC Engineering Department. All interested in reviewing drawings need to submit a written request. Please allow a minimum of 24 hours to locate drawings. Drawings can not be removed from the AATC offices however copies and CD's are available for purchase.

2.3 UTILITY SERVICE REQUESTS

AATC's Engineering Department requires a 72-hour notification for utility service requests that involve tie-ins/service interruptions to airport systems and exclusive spaces. Approved service interruptions must be conducted between the hours of 11:00 p.m. - 5:00 a.m. Sunday through Thursday. (NO DAYTIME HOURS). The 72-hour notification begins upon the submission of a completed request. Requests may be sent to engineering@aatc.org or faxed to (404) 530-2106.

Utility Service Requests are required for, but are not limited to: roof access, roof work, ceiling access, switchgear room access, electrical system shutdown, electrical system activation, mechanical systems shutdown, sprinkler shutdown, fire alarm impairment (system or device), water system shutdown, coring, lane closure, and escalator and elevator interruptions.

1. All projects requesting service requests must be approved by the Department of Aviation Planning and Development and permitted by the City of Atlanta.
2. All service requests must be submitted by the general contractor or authorized representative.
3. All life safety system requests must have attached contractor information and license certification number.
4. The contractor cannot commence work without an email or fax confirmation of the approved Utility Service Request.
5. For work that extends beyond a week the contractor must submit a new request. Each request is only valid for one week at a time.
6. AATC assumes no liability for work performed by the contractor. The contractor assumes all liability for any repairs, disruptions, loss of service, etc. associated with the utility service request.
7. Prior to any service, all contractors must check in and check out upon completion with an AATC Duty Officer @ (404) 530-2112.

2.3.1 FEES

Utility service requests that require AATC maintenance assistance will be charged at the actual hours spent and the current labor rate plus a 20% overhead fee. Unless AATC is notified of a cancellation no later than 12 hours prior to the scheduled shutdown, contractor will be billed for a "no show" fee of **\$200.00**. All costs shall be the responsibility of the contractor.

2.3.2 UTILITY SERVICE REQUESTS PROCEDURES

2.3.2.1 ELECTRICAL SYSTEM UTILITY REQUESTS

All requests must include a detailed description of the affected electrical service including all breakers and switches that will be disconnected and the electrical loads that will be interrupted.

2.3.2.2 FIRE PROTECTION SYSTEM UTILITY REQUESTS

All sprinkler work (wet or dry) must be performed by a contractor with a current State Certification number.

2.3.2.3 SPRINKLER SHUTDOWN REQUESTS

A dry or wet system sprinkler notification requires the following information for approval:

1. A Utility Service Request form
2. A State Certification number by the contractor
3. For new sprinklers heads – drawing(s) that identify the locations
4. For the relocation of sprinklers heads – drawing(s) that identify the current and future locations
5. Recalculations are required for 10 % increase in heads or area coverage.

2.3.2.4 TEMPERATURE CONSTRAINTS

A sprinkler system shutdown cannot be performed when the temperature is less than 35 degrees Fahrenheit.

2.3.2.5 SCHEDULING SPRINKLER SYSTEM WORK

All sprinkler work is scheduled nightly from Sunday night through Friday morning with the exception of Wednesday night. This night is dedicated for testing.

2.3.2.6 HVAC SYSTEM UTILITY REQUESTS

1. Any interruptions to the BMS communications bus require a Utility Service Request form.

2. All return air intakes must be covered with MERV 8 filter media during all phases of construction.

2.3.2.7 PIPING SYSTEM UTILITY REQUESTS

All requests must include a detailed description of the affected piping service including all valves that will be closed and the operational services that will be interrupted.

2.3.2.8 ROOF WORK UTILITY REQUESTS

All roof work must be coordinated and approved by AATC. An authorized roofing company must be utilized for any proposed roof work. Please submit the following for approval.

1. An AATC Engineering Utility Request form identifying roof work.
2. A roof work authorization form (provided by AATC Engineering)
3. A site location map identifying the work area.
4. Pre-work photos of the area with tape or caulk markings.

AATC Engineering then...

- Verifies that the roofing contractor scheduled for work is currently certified to work on this particular system.
- Submits a request to the roof manufacturer for authorization of work.

5. Post work photos of the area at completion.

The integrity of the roof should remain the same after the installation and any penetrations in the ceilings must be fire proofed.

2.3.2.9 CORING UTILITY REQUESTS

All coring must be coordinated and approved by AATC. Coring consist of any penetrations in and through the slab within the CPTC building footprint.

There are three types of coring:

1. Floor coring
2. Roof coring
3. Wall coring

Please submit the following for approval:

1. An AATC Engineering Utility Service Request form identifying the type of coring
2. A roof work authorization form (roof coring only)
3. An Ultrasound report of the work area
4. Cut sheets of unit(s) or material(s) being installed (if applicable)
5. A site location map or sketch identifying the work area
6. Pre-work photos of the area
7. Post work photos of the area

2.3.3 ACCESS TO HIGH RISK AREAS

1. In order to guarantee the Integrity of the Facility at all times AATC will require prior notification and request for gaining access to certain portions of the facility.
2. An escort will be required for high risk areas. High Risk Areas are defined as sensitive locations housing key equipment and systems vital to the operation of the facility.

3. Submit an AATC Engineering Utility Service Request form identifying area to access.
4. High Risk Areas include but are not limited to:
 - o Main Plants – Main Terminal and Concourse E
 - o Main Equipment Rooms – Main Terminal thru D
 - o Sub Stations – Concourse E
 - o Georgia Power Utility Vaults
5. Main Switchgear Rooms
 - o Main Terminal – Atrium Switchgear Room
 - o Main Terminal – TSA (between GA Vault and MER8)
 - o Main Terminal – Main Switchgear Room (between GA Vault and Atrium)
 - o Main Terminal – MER8
 - o Concourse T – Gate T5, Gate T11 and Gate T8
 - o Concourse A Center-point
 - o Concourse B Center-point
 - o Concourse C Center-point
 - o Concourse D Center-point
 - o Concourse E – All 10 Substations
6. Access will only be granted under escort and by approval of the AATC Executive Director or approved agent.
7. Fees for any contractor requiring escort services will be billed accordingly. Hourly charges are **\$45.00** per hour for investigation and **\$75.00** per hour for work.

2.3.4 ROOF ACCESS

All roof access must be coordinated through the AATC Engineering Department. Procedures are as follows:

1. Submit an AATC Engineering Utility Service Request form identifying roof access.
2. Submit to the AATC Communications Supervisor a completed key check-out authorization form for those accessing the roof. If the person(s) are not already in our system please allow 2 days for processing.
3. Once approved for check out, the key(s) to access the exterior stairwell to the roof(s) will be released.
4. All roof work must be completed in compliance with section 5.3.6.

2.3.5 CEILING ACCESS

All personnel requiring access to the CPTC (Main Terminal, T, A, B, C, D, E and the APM Mall) ceiling systems must coordinate with the AATC Engineering Department. Unauthorized access or access by untrained individuals will result in the manufacturer's recertification of the ceiling system in question, with all costs associated payable by the party at fault. Any action, with or without authorized access to ceiling systems, that affects manufacturer's warranties will result in recertification of the ceiling system in question, with all associated costs payable by the party at fault.

2.3.5.1 TRAINING

Access to the Main Terminal Ceiling System requires training. Contact AATC Engineering for a current schedule.

Access to the Concourses T-E and APM Mall Ceiling Systems does not require training however notification prior to access is required. To coordinate access, contractors may utilize the existing AATC Utility Service Request Form and forward to the AATC Engineering Department by fax (404) 530-2106 or email at engineering@aatc.org.

2.4 HOT WORK REQUESTS

All hot work must be authorized by AATC Engineering. Hot work is defined as:

1. Welding
2. Brazing
3. Some saw cutting

The following must be submitted for approval.

1. Hot work permit (Issued by the Atlanta Airport Fire Department)
2. Hot work application (available from AATC Engineering)

Hot work permits must be purchased from the Atlanta Airport Fire Department prior to start of hot work. The AFD office is located at 720 Doug Davis Drive, Hapeville, GA 30354. A copy of the permit must be on file with AATC Engineering in order to receive a hot work permit "tag". These tags will be issued by AATC and only for one occurrence of hot work. The permit tag must be visible at the job site and must move with all hot work locations. At the completion of the project the permit tag should be returned to AATC Engineering.

3 METHODS, GUIDELINES AND REQUIREMENTS – PRE-CONSTRUCTION

3.1 DOCUMENT SUBMITTAL AND REVIEW

1. No less than 30 days before site work begins, project manager / contractor to submit drawings and documentation to AATC Engineering for review and feedback. This documentation should include, but it is not limited to:
 - o Project scope narrative, including project purpose, and critical equipment installed
 - o Project schedule, including site preparation / staging, demolition, closure of ceilings and walls, critical utility tie-ins, equipment activation, commissioning, substantial completion, occupancy, and closure
 - o Construction drawings, including all Architectural and Mechanical / Electrical / Plumbing construction documentation
2. AATC Engineering will have no less than 7 days to review drawings for questions and comments to be submitted to the project manager / contractor
3. The contractor / project manager will reply to questions and comments in no more than 7 days and will make every effort to accommodate AATC Engineering needs and concerns

4 METHODS, GUIDELINES AND REQUIREMENTS – DURING CONSTRUCTION

4.1 DURING CONSTRUCTION

The following are basic guidelines for construction methods during construction. These guidelines are not comprehensive and do not supersede local building codes or engineering / design documents. All work performed must adhere to published DOA standards and any applicable codes.

4.1.1 ELECTRICAL WORK

4.1.1.1 EXISTING CONDITIONS

Contractor shall notify AATC of any existing electrical work not up to current code standards.

4.1.1.2 CONCESSION ELECTRICAL WORK

- All concession power must be fed from a concession's switchboard.
- All concessionaires are required to provide an electrical meter for monitoring their electrical use.
- The Airport Standard meter is the EMON DMON 2000.
- All meters must be properly labeled with the concession space number.
- A new electrical meter must be installed for new build-outs and concession kiosks.
- New and existing meters must be tied into the airport building automation system.
- Contractors must document and submit to AATC Engineering the date and final meter reading when a space closes for renovation.
- After renovations contractors must test the meter for operation and contact AATC Engineering with the start-up date of the new meter.

4.1.2 HVAC WORK

4.1.2.1 BUILDING MANAGEMENT SYSTEM (BMS)

1. BMS controls require circuits to be run in conduit.
2. Addition or deletion of BMS points require graphic updates which are provided by the contractor.

4.1.2.2 HVAC EQUIPMENT

1. Demolition of terminal boxes - the contractor must coordinate with AATC in order to salvage HVAC controllers.
2. HVAC tie-ins are to be coordinated with AATC prior to installation.

4.1.2.3 CONCESSION HVAC EQUIPMENT

All concession roof HVAC equipment must be tagged with the concession space number.

4.1.2.4 TEST AND BALANCE REPORTS

Test and balance must be performed by an independent test and balance company certified by AABC or NEBB. AATC requires a certified report prior to the start of a project and at the completion of a project to validate no impact to the HVAC system.

4.1.3 FIRE ALARM SYSTEM WORK

4.1.3.1 TIE-INS

Fire alarm system tie-ins must be coordinated, tested and approved by AATC and the Atlanta Fire Department.

4.1.3.2 FIRE ALARM DEVICES

1. All conduit, junction boxes, and covers must be painted red.
2. Removal and replacement of devices must be performed by AFA Protection.
3. The contractor must coordinate with AFA Protection prior to submitting a Utility Service Request. This request will not be approved until the contractor includes the AFA Protection contact and information as proof of coordination.

4.1.3.3 CONCESSION FIRE PROTECTION WORK

New concession build-outs are required to tie into a new fire main.

4.1.3.4 FEES

All contractors should estimate a fee to included 6-8 hours for each sprinkler system shutdown. Contact AATC Engineering for current rates.

4.1.4 ROOF WORK

Roof work includes:

1. Roof coring
2. Repair of membrane
3. Replacement of membrane
4. Service, installation, replacement or abandonment of HVAC units, satellites and antennas.
5. All abandoned equipment must be removed.

4.1.4.1 ROOF GUIDELINES

1. Personal Protective Equipment (PPE) is required for all edge work.
2. Protect your area of work with boards or drop clothes.
3. Do not put any tools or sharp objects directly on the roof.
4. Use walk pads when walking on the roof.
5. Step over all expansion joints or use ramps when walking on the roof.
6. Use ramps to roll any equipment over expansion joints.
7. Do not leave materials and/or debris on the roof.
8. Do not store materials in the roof mounted units or the stairwells.
9. Do not smoke on the roof.
10. Report any problems on the roof to the AATC Communications Center.
11. Clean PVC and TPO roofs with the following products **only**:
 1. Simple Green
 2. 409

4.2 AUDITS

AATC reserves the right to conduct audits of work sites during demolition, construction and commissioning. AATC will schedule audits with the Project Manager or Contractor and will provide written documentation to the Project Manager of adverse conditions that require attention.

4.2.1 DEMOLITION AUDITS

During demolition audits AATC will principally focus on ensuring that existing services are not disrupted or damaged and that unsafe conditions do not exist. AATC will document discrepancies and forward in writing to the Project Manager. AATC expects that discrepancies that affect existing services be resolved in a timely fashion with an agreed-upon solution. Further, AATC expects that all discrepancies be resolved prior AATC's acceptance of the project at completion.

4.2.2 CONSTRUCTION AUDITS

During construction audits will principally focus on ensuring that existing services are not disrupted or damaged, that unsafe conditions do not exist, gaining familiarity with new equipment and design, and validating construction methods. AATC will document discrepancies and forward in writing to the Project Manager. Further, AATC expects that all discrepancies be resolved prior AATC's acceptance of the project at completion.

5 METHODS, GUIDELINES AND REQUIREMENTS – SUBSTANTIAL COMPLETION

5.1 SUBSTANTIAL COMPLETION

The Project Manager will notify AATC with critical equipment has been activated and is ready for a functional review.

5.2 SUBSTANTIAL COMPLETION AUDITS

Substantial Completion audits will principally focus on validating that construction and system operation are consistent with design specifications and intent. AATC will document discrepancies and forward in writing to the Project Manager. Further, AATC expects that all discrepancies be resolved prior AATC's acceptance of the project at completion.

6 METHODS, GUIDELINES AND REQUIREMENTS – POST CONSTRUCTION

6.1 POST CONSTRUCTION

AATC will accept a project for maintenance from a Project Manager only after all issues identified during audits have been resolved, and after all documentation has been received and accepted. AATC will formally notify Project Managers when such acceptance has taken place.

6.1.1 RESOLUTION OF AUDIT FINDINGS

1. As noted in section 5.4, AATC will conduct audits at various stages in the project. AATC expects that projects either resolve identified issues, or come to a mutually agreed upon solution with AATC.
2. If a mutually agreed upon solution is not reached between projects and AATC to resolve audit findings, AATC reserves the right to resolve issues using contracted resources, the cost of which will be billed back to project end-users.

6.1.2 DOCUMENTATION

AATC expects that critical project documentation be submitted in one package, organized per CSI categories prior to acceptance. This documentation includes, but is not limited to:

6.1.2.1 AS-BUILTS

1. One set of paper drawings – half or full size
2. One set of drawings in originating software format (i.e. AutoCad, Visio)
3. One set of drawings in Adobe PDF

6.1.2.2 SYSTEM CONFIGURATION / PROGRAMMING DOCUMENTATION

Contractor shall provide soft copy of system configuration files on CD ROM or jump drive. Such configuration includes, but is not limited to:

1. PLC programming / ladder logic files
2. GUI configuration files
3. Loop controller programming logic (such as function block configuration) files
4. JCI BMS configuration files that do not reside on the system server
5. Sequences of Operation

6.1.2.3 COMMISSIONING REPORTS

6.1.2.4 TEST AND BALANCE REPORTS