

If using web-browser save file and email to poweroutage@dfwairport.com

DFW INTERNATIONAL AIRPORT

Utility Impairment Request Form

Requires **seven business days** to process a utility outage request
DO NOT include Sensitive Security Information on this form

Communications process

The requestor shall complete this form, ALL Pages and include or attach as much information as possible, including panel schedules when scheduling a utility or system outage. Once completed, email to poweroutage@dfwairport.com for processing. The Airport **requires seven business days** to coordinate utility and system impairment requests. This allows time for all stakeholders to adequately review, ask questions, prepare personnel & equipment and approve outage /impairment request. **1 hour prior to the scheduled outage the requestor shall call the IOC at 972-973-3112 for a final go or no-go.**

Security Systems: When security systems may or will be impacted by a utility and/or systems outage request, in addition to the Utility Outage Request Form, the requestor shall submit DPS form "DPS Systems Impairment Request Form." Submit completed form to DPStrip@dfwairport.com Security systems may include, but not limited to: CCTV, SIDA penetrations, AACs, quad boxes, etc. or any sub-system, including impacts to elevators / doors that have security on them that would impede their normal performance or function. This includes permanent, as well as temporary impairments due to construction or any other activities. The airport **requires seven business days** to coordinate security system impairment requests.

Life Safety Systems: When life safety systems may or will be impacted by a utility and/or systems outage request, in addition to the Utility Outage Request Form, the requestor shall submit DPS form "Fire System Impairment Request." Submit completed form to firemarshal@dfwairport.com Life safety systems may include, but not limited to sprinklers, fire alarms, smoke detectors, valve rooms, paging system (PA/VE), emergency exit doors, etc... This includes permanent, as well as temporary impairments due to construction or any other activities. The airport **requires 48-hour minimum notification (2 business days)** to coordinate life safety system impairment requests.

Stakeholders should review the request and note any concerns, to include but not limited to, security violations, safety issues, operational impacts, etc. If special instructions or contingency plans need to be addressed, please respond to **ALL** and detail your concerns and requirements. If any anticipated utility and/or systems outage request potentially involves Sensitive Security Information, the requestor should first contact the Operations Manager by phone (972) 973 -1707 to discuss the handling of the request. Sensitive Security Information is defined at 49 Code of Federal Regulations Sections 1520.3 and 1520.5 and is governed by 49 C.F.R. §§ 1520.1 through 1520.19.

General Information –Required Information				
Requestor Name	On Site Contact Person During Outage		Phone of ON SITE person during outage	
Project Name	Project Permit #	Construction Manager		
Day and Date of impairment	Time impairment begin (No midnight)	Terminal / Level	Gate range	Column/ Row
Day and Date impairment restored	Time impairment restored	Location if not in a Terminal Building		

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Which Utility or System Impairment Are You Requesting - Required Information

Other

Feeder, Vault, panel, Valve ID, Valve room ID, other identifier of equipment. **Attach panel schedules to email**

Oncor Coordination – Required Information

It is up to the requestor to coordinate with Oncor directly

Reason for impairment, did you conduct pre-coordination & other information – Required Information

Provide a thorough description of the kind of work, what it impacts and who it impacts

Pre-coordination was completed with - check all that apply. A lack of pre-coordination for any of the below will delay your request.

Valve room **outages require meeting with Fire Marshall**

PA/VE, fire alarm system, sprinkler systems, fire control boxes, anything life safety related **requires a fire impairment form**

Baggage System Impacts: **Pre-coordinate with DFW BHS Manager and if needed with the AA BHS team.**
For planned BHS outages they will need the actual names of the belts affected, if they are inbound or outbound and if there are known fault modes or contingency plans.

Passenger Boarding Bridges: Terminals B, D, & E gates E2 – E21 and E31 – E38. Includes the Passenger Boarding Bridge, Ground Power Unit (GPU), Pre-Conditioned Air Unit (PCA), Roof Top Unit (RTU), and the Potable Water Cabinet (PWC). **Pre-coordinate with PBB Manager and Ops Tower Supervisor**

UPS units: **Complete and submit DPS Security Impairment Form**

Parking Plazas or Remote Parking Buildings: **Pre-coordinate with TBU Parking Manager or the TBU Project Manager**

Garages, Express, Remote and Employee Parking lots: **Pre-coordinate with TBU Parking Manager or the TBU Project Manager**

Equipment brought in (lift, ladder, carts, or other equipment): **All equipment MUST be labeled with company name, telephone number and point of contact.** Any equipment left unattended in public areas or tenant areas that impact customers or our tenants will be removed.

Roof access requires pre-coordination and submission of a roof access request form

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Impacted Buildings/Terminals

Select all that applies or specify in other box

Terminal / Building	Yes	Gate Range/Bag Claim number	Ticket Counter / Bag Claim	Concourse	Ramp	Roof Access to roof requires pre-coordination
Terminal A						
Terminal B						
Terminal B Stinger						
Terminal C						
Terminal D						
Terminal E						
Terminal E Satellite						
A/C Connector						
A/B Connector						
B/D Connector						
C/D Connector						
Corporate Aviation						
Rental Car Facility						
Terminal D, Grand Hyatt						
Terminal C, Hyatt Regency						
Other (please specify name of facility and address. If not in the terminal or inside buildings, please include copy of the plan page showing where utility is located and an aerial showing the location)						

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Impacted Systems – **Select all that applies or specify in other box**

Yes	System
	Conveyance systems (elevator or escalators specify unit ID below)
	Gates/boarding bridges, PCAs, GPU, RTU, PWC, any equipment associated with PBB (ID gates Below) Pre-coordinate with PBB Manager and Ops Tower Supervisor see pg 2
	FIDS – Flight Information Display, GIDS, BIDS, RIDS, CIDs or any other “IDS”
	Baggage systems (BHS, ML, CTX, MU, IB, CD(E), XT, OS, TC, MCPs - Pre-coordinate with DFW BHS Manager and if needed with the AA BHS team, see pg 2. For planned BHS outages they will need the actual names of the belts affected, if they are inbound or outbound and if there are any known fault modes or contingency plans.
	Advanced Visual Docking Guidance Systems (AVDGS)
	Restrooms (lighting, flush sensors, fixtures, etc...)
	Interior lighting or wayfinding signage (including exit signs)
	Exterior curbside / landside Lighting
	Exterior ramp lighting
	Roadway lighting – outages may only be scheduled during daylight hours
	Garages, Express, Remote or Employee Parking lots - garage outages may only be scheduled during daylight hours
	Any fire control systems (PA/VE, fire alarm systems/panels, sprinklers, etc...)
	SkyLink stations inside the terminal (this is not the SkyLink propulsion system, this is the station only)
	IT Communication Rooms or Wi-Fi equipment, UPS units
	HVAC systems (AHUs, VAVs, etc...)
	Entrance / vestibule Doors
	Terminal E or Terminal D ramp tower
	Concessionaire impacts (Specify concession impacted below)
	Other (list here)

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