

DFW INTERNATIONAL AIRPORT

Flash Penetrations through Roof/Walls Request Form

ETAM requires **seven** work days to process a request

DO NOT include security sensitive information on this form

Communications process:

The **requestor** shall complete this form, ALL Pages and include or attach as much information as possible, including drawing(s), column and grid location when scheduling a rooftop unit flashing or penetration. Once form is completed, email to accessroof@dfwairport.com for processing. The Airport **requires seven work days** to coordinate the requests. This allows time for all stakeholders to adequately review, ask questions, prepare personnel & equipment and approve the request.

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 the contingency plan is sensitive information, send this directly to the Roofing Manager; do not distribute the information except to authorize personnel.

GENERAL INFORMATION – ALL REQUIRED INFORMATION

Requestor Name	On Site Contact Person	Phone		
Contractor Company Name	Contractor Contact Info	Contractor Contact Phone		
Date(s) of Install Requested	Time (midnight will not be accepted):	Terminal	Gate or Bldg.#	Column/Row
Date(s) completed	Photographs – Minimum 3	New	Existing	Non-Degradable Labels

Include any attachments (schedules, drawings, specifications, Product Data, MSDS sheets, etc.) with the email. NOTE: ALL ROOFTOP EQUIPMENT AND DISHES MUST BE LABELLED.

ADDITIONAL EQUIPMENT OR INFORMATIONAL REQUIREMENTS

APPROVAL	ITEM		DESCRIPTION

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Impacted Buildings/Terminals

Required: Building # and Level/Location. Put X-mark if Walls or Roof apply

BUILDING #	BLDG. LEVEL / LOCATION	WALLS	ROOF	BUILDING AFFECTED
				Terminal A
				Terminal B
				Terminal B Stinger
				Terminal C
				Terminal D
				Terminal E
				Terminal E Satellite
				A/B Connector
				A/C Connector
				B/D Connector
				C/D Connector
				Grand Hyatt Hotel
				Other (Specify):
				Other (Specify):
				Other (Specify):
				Other (Specify):

Additional information to note: