

DFW INTERNATIONAL AIRPORT

Utility Impairment Request Form

Requires **seven** calendar 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 calendar 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 AOC 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 calendar 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/VA), emergency exit doors, etc... This includes permanent, as well as temporary impairments due to construction or any other activities. The airport requires **requires 48 hour minimum notification period** 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 number	Construction Manager
Date of impairment	Time impairment begin (No midnight)	Terminal Gate range Column/ Row
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

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.**

Passenger Boarding Bridges: Terminals B, D, & E. 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**

Garages or Parking Plazas: **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	ATO / BAG	CONCOURSE	RAMP	Roof <small>Access to roof requires pre-coordination</small>
Terminal A				
Terminal B				
Terminal C				
Terminal D				
Terminal E				
Terminal B Stinger				
A/B Connector				
A/C Connector				
B/D Connector				
C/D Connector				
Other (please specify name of facility and address)				

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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
	FIDS – Flight Information Display, GIDS, BIDS or any other “IDS”
	Baggage systems
	Restrooms
	Interior lighting (including exit signs)
	Exterior curbside / landside Lighting
	Exterior ramp lighting
	Roadway lighting – outages may only be scheduled during daylight hours
	Garage and parking lot lighting
	Any fire control systems (PA/VE, fire alarm systems/panels, sprinklers, etc...)
	SkyLink stations
	IT Communication Rooms or Wi-Fi equipment
	HVAC systems
	Entrance / vestibule Doors
	Terminal E or Terminal D ramp tower
	Concessionaire impacts (Specify concession impacted below)
	Other (list here)