

LGB Airport Tenant Improvement Handbook



In conjunction with City of Long Beach Dept. of Public Works



Table of Contents

This handbook will be updated periodically and the current revision available at Airport Administration Offices at 4100 Donald Douglas Drive 2nd Floor.

i.	Executive Summary	4
1.	Introduction	5
1.1.	Purpose of this Handbook.....	5
1.2.	“Tenant Improvement” Defined	5
1.3.	How to use this handbook.....	5
2.	Who's Who in the Handbook.....	7
2.1.	Organizations and Individuals Defined.....	7
3.	Overview of Tenant Review Process	10
3.1.	Introduction	10
3.2.	Project Types	10
3.3.	Flow Chart of Review Process by Type	12
4.	Concept/Schematic Submittal	13
4.1.	Introduction	13
4.2.	Concept Request Format.....	13
4.3.	Airport Review Process.....	13
4.4.	Flow Chart Review Process	13
5.	Design and Construction Standards.....	16
5.1.	Introduction	16
5.2.	Code Upgrades.....	16
5.3.	Codes and Regulations.....	16
5.4.	Tenant Design Criteria	17
5.5.	Asbestos	17
5.6.	Airport Requirements	17
6.	Airport Policies & Procedures.....	19
6.1.	Introduction	19
6.2.	Operational Standards at Long Beach Airport.....	19
6.3.	Airside Operations (AOA)	19
6.4.	Landside Operations.....	24
7.	Construction Document Submittal.....	26
7.1.	Introduction	26
7.2.	Issues for Review.....	26
7.3.	Submittal Requirements.....	27
8.	Airport Review.....	30
8.1.	Introduction	30
8.2.	Submittal Review Process	30
8.3.	Construction Document Submittal Review Process	31
9.	Planning and Building Department Review	32
9.1.	Introduction	32
9.2.	Complete Submittals.....	32
9.3.	Submittal Requirements.....	32

9.4.	Fire Department and Other Review	32
10.	Pre-Construction Meeting	34
10.1.	Introduction.....	34
10.2.	Agenda.....	34
10.3.	Submittals.....	35
11.	Tenant Construction	36
11.1.	Access.....	36
11.2.	Permits	36
11.3.	City Inspectors.....	36
11.4.	Airport Inspections.....	36
11.5.	Procedures	36
12.	Post Construction	38
12.1.	Punch List.....	38
12.2.	Certificate of Occupancy and Record Drawings	38
12.3.	Other Documentation Required (As Applicable).....	38
1	Introduction	51
1.1	Purpose	51
1.2	Applicability	51
1.3	Additional Information	52
1.4	Enforcement.....	52
1.5	Project Description.....	52
2	Responsibilities	52
2.1	Airport Operations.....	53
2.2	Construction Safety and Security Coordinator	53
2.3	Construction Safety and Security Committee.....	54
3	Construction Controls.....	55
3.1	Airside Construction.....	55
3.2	Fire Safety.....	56
3.3	Material Suppliers, Subcontractors and Visitors.....	57
4	Security	57
4.1	General Security Requirements	57
4.2	Special Requirements for Construction in the SIDA.....	58
5	Vehicle Operation and Control	58
5.1	Airfield Driving Permits.....	58
5.2	Vehicle Identification	59
5.3	Vehicle Control.....	59
6	Protection of Utilities and Services.....	59
6.1	Utility Interruption	60
6.2	Repair and Restoration of Utilities.....	60
DEF-1Definitions & Abbreviations	

Executive Summary

This Tenant Improvement Handbook is a “process manual” to aid in the approval, permitting, and construction processes for Long Beach Airport Tenant Improvement Projects. This handbook contains review and approval requirements for Tenant construction at the Airport. The purpose is to establish a common process for the benefit of all Tenants as well as protect the Airport’s Infrastructure.

Due to security and operational requirements at the Airport, there are issues affecting the construction process not encountered at other locations. This handbook will provide the information necessary to understand that process.

The following is condensed language of the Tenant Review Process:

Type 1:

Type 1 projects are those that require a submittal for permitting by Planning and Building Department (PBD) and Airport Bureau. Type 1 projects include, but are not limited to, new buildings, extensive remodel of existing buildings, additions to existing buildings, build-out of shell space, extensive site work, and others. A common request may include the running of data/communication lines to and from various portions of the Terminal and or installing communication antennas. The extent of obtaining permits from other departments will be determined on a case-by-case basis and may not require a full Type 1 process and may utilize a Type 2 process. Please contact your Airport Point of Contact for additional information.

Type 1 projects require a concept submittal to Airport for review and approval, a construction document submittal to Airport for review and approval, and a contract document submittal for permitting to PBD and Fire, and/or Airport Bureau. Type 1 projects may also require airspace review/approval by FAA.

The submittal and approval process for Type 1 projects is illustrated with the Tenant Improvement Review Process flow chart (figure 1)

Type 2:

Type 2 projects are very simple in nature and do not require a submittal for permitting by PBD and Fire. These projects may only require Airport Bureau approval and/or coordination. They include, but are not limited to, adding or relocating a door or window in a nonrated wall and non-bearing wall, relocating an existing sign, replacement or change of existing non-rated finishes, and others. The concept submittal and contract document submittal may be incorporated into one submittal and can normally be delineated with a line diagram or a simple sketch. Type 2 projects are usually approved more quickly than Type 1 projects because there are fewer steps to the approval process.

1. Introduction

1.1. *Purpose of this Handbook*

This Tenant Improvement Handbook is a “process manual” to aid in the approval, permitting, and construction processes for Long Beach Airport Tenant Improvement Projects. This handbook contains review and approval requirements for Tenant construction at the Airport. The purpose is to establish a common process for the benefit of all Tenants as well as protect the Airport’s Infrastructure.

Due to security and operational requirements at the Airport, there are issues affecting the construction process not encountered at other locations. This handbook will provide the information necessary to understand that process.

1.2. *“Tenant Improvement” Defined*

As defined by the City of Long Beach Airport Bureau and as used in this handbook, the terms “Tenant Improvement” and “Tenant Improvement Project” mean: any construction, remodeling, addition, new building, build-out of shell space, deletion or addition of communication lines and/or conduit (e.g. telephone lines, fiber, wireless applications, and data circuits, any utilities including but not limited to water, gas, electrical, HVAC,) signage, parking, landscaping, etc., performed by or for any tenant occupying space within the Airport boundaries.

1.3. *How to use this handbook*

Because of the variety of Tenants found at the Airport, not all aspects of this handbook will apply to all Tenants. To receive the most benefit from this handbook, the following is recommended:

1. Read the entire Table of Contents then page through the handbook to become familiar with the overall layout.
2. Read the entire Introduction.
3. In the Who’s Who in the Handbook (Section 2) the individuals and organizations associated with the Tenant review and approval process have been provided.
4. Also located at the rear of the handbook are Definitions and Abbreviations, (Section 14). Refer to it as needed while reading the Handbook.
5. Carefully read the section called Overview of the Tenant Review Process (Section 3), paying close attention to the flow charts.
6. The other sections of the handbook address in detail various aspects of the Tenant review, approval, and construction process, as well as with Airport operational issues. These sections of the Handbook, while useful for the Tenant to review, will generally be of greater value to the Architectural and Engineering firms and Contractors in

developing the Tenant Improvement Project. As each Tenant Improvement Project is unique, it is highly recommended that the Tenant discuss the specifics of each project with the Airport Point of Contact (APOC) before beginning design.

7. Read other sections as they apply.

2. Who's Who in the Handbook

Note: The word or phrase in (brackets) following the organization or individual name is the word or phrase used in the body of this Handbook to refer to that organization or individual.

2.1. *Organizations and Individuals Defined*

City of Long Beach Airport Bureau (Airport):

The Airport Bureau is the Landlord. There are several units within the Airport Bureau that may have an interest in Tenant Improvement Projects.

Those units are as follows:

- Special Projects
- Operations
- Properties
- Engineering
- Safety/Security

Airport Point of Contact: (APOC)

An individual within the Airport who acts as liaison between the Tenant and Airport. The role of the APOC is to assist the Tenant in obtaining project (construction document) review and approval in the most expeditious manner possible. The APOC will advise Tenants regarding the procedures and requirements for initiation, Approval/Denial Letter, Asbestos Notification, construction of and follow-up for all Tenant Improvement activities; review and route of all record drawings, construction, utility, remediation, and design plans to affected offices for comments, permits, and clarification; coordinate pre-construction meetings, notifications, scheduling, and permit requirements; inspect Tenant Improvement Project sites for compliance with safety, security, and approved scope of work.

Tenant: (Tenant)

Any individual, group, corporation, partnership, etc., that occupies space, or desires to occupy space, on Airport property.

Any or all of the following can assist the Tenant in the design and construction process:

Architect(s) (licensed in the State of California)
Engineer(s) (licensed in the State of California)
General Contractor (licensed in the State of California)
Subcontractors (licensed in the State of California)

Collectively the Tenant and all consultants and contractors are referred to herein as the "Tenant" (consultants and contractors may also be referred to as separate entities).

City of Long Beach, Department of Public Works – Airport Bureau:

Tenant Improvement Projects will be submitted to the Airport Bureau for plan review.

City of Long Beach Planning and Building Department: (PBD)

PBD Standard Permit Process is required for new buildings and/or additions/alterations to existing buildings. These Tenant Improvement Projects are permitted through the PBD permit process located at Long Beach City Hall.

City of Long Beach Fire Department, Fire Prevention: (Fire)

Fire must review all Tenant construction documents and issue the necessary permits for work involving the fire protection and life safety systems required by the Fire Code (e.g.: automatic fire sprinklers, fire hydrants, fire alarm systems, occupancy capacity, etc). Fire also regulates the installation, storage, handling, and use of hazardous materials related to the construction process.

Inspectors:

The City of Long Beach Planning and Building and Fire Field Inspectors, the APOC, Public Works Inspectors, and Airport Operations personnel will be inspecting and performing site reviews of the Tenant's premises during construction.

Long Beach Planning and Building and Fire Inspectors: Inspect for compliance with applicable codes and ordinances.

APOC: Performs non-technical construction site reviews focusing on broad compliance with Airport general conditions for safety, security, protection of the traveling public and other tenant areas, and ensures proper coordination with affected Airport divisions. Other reviews may include, but are not limited to, overall infrastructure utilization and potential impacts to future improvements.

Special Projects/Airport Operations: Monitors construction sites and activities for compliance with Airport and federal safety and security rules and regulations.

Federal Aviation Administration: (FAA)

A Federal agency charged with setting and enforcing Federal policy on Airport safety issues. See Section 14, Definitions and Abbreviations for an explanation of various FAA regulations.

Transportation Security Administration: (TSA)

A Federal agency charged with protecting the Nation's transportation systems to ensure freedom of movement for people and commerce. See Section 14, Definitions and Abbreviations for an explanation of various TSA regulations.

Attachment 1 contains a listing of pertinent telephone numbers relating to Tenant Improvement Projects.

3. Overview of Tenant Review Process

3.1. Introduction

This section is intended to give a brief overview of the process required for approval of Tenant Improvement Projects.

Tenant Improvement Projects can be as simple as the relocation or addition of a new door in an existing wall, or as complex as the design and construction of a new building. Regardless of the scope of the project, Airport review and approval is required before any construction may begin.

While a small project may be reviewed by Airport and approved more quickly than a larger project, all projects must go through the review and approval process as set forth in this Handbook. No exceptions will be made. If construction activities commence prior to the issuance of approval, the Tenant shall be required to halt all activities and return the facilities back to the original condition at the expense of the Tenant and at no cost to the Airport Bureau.

3.2. Project Types

Tenant Improvement Projects are of two types for the purposes of this handbook, Type 1 and Type 2. The APOC can discuss the specifics of your particular project with you.

Type 1:

Type 1 projects are those that require a submittal for permitting by Planning and Building Department (PBD) and Airport Bureau. Type 1 projects include, but are not limited to, new buildings, extensive remodel of existing buildings, additions to existing buildings, build-out of shell space, extensive site work, and others. A common request may include the running of data/communication lines to and from various portions of the Terminal and or installing communication antennas. The extent of obtaining permits from other departments will be determined on a case-by-case basis and may not require a full Type 1 process and may utilize a Type 2 process. Please contact your Airport Point of Contact for additional information.

Type 1 projects require a concept submittal to Airport for review and approval, a construction document submittal to Airport for review and approval, and a contract document submittal for permitting to PBD and Fire, and/or Airport Bureau. Type 1 projects may also require airspace review/approval by FAA.

The submittal and approval process for Type 1 projects is illustrated with the Tenant Improvement Review Process flow chart (figure 1)

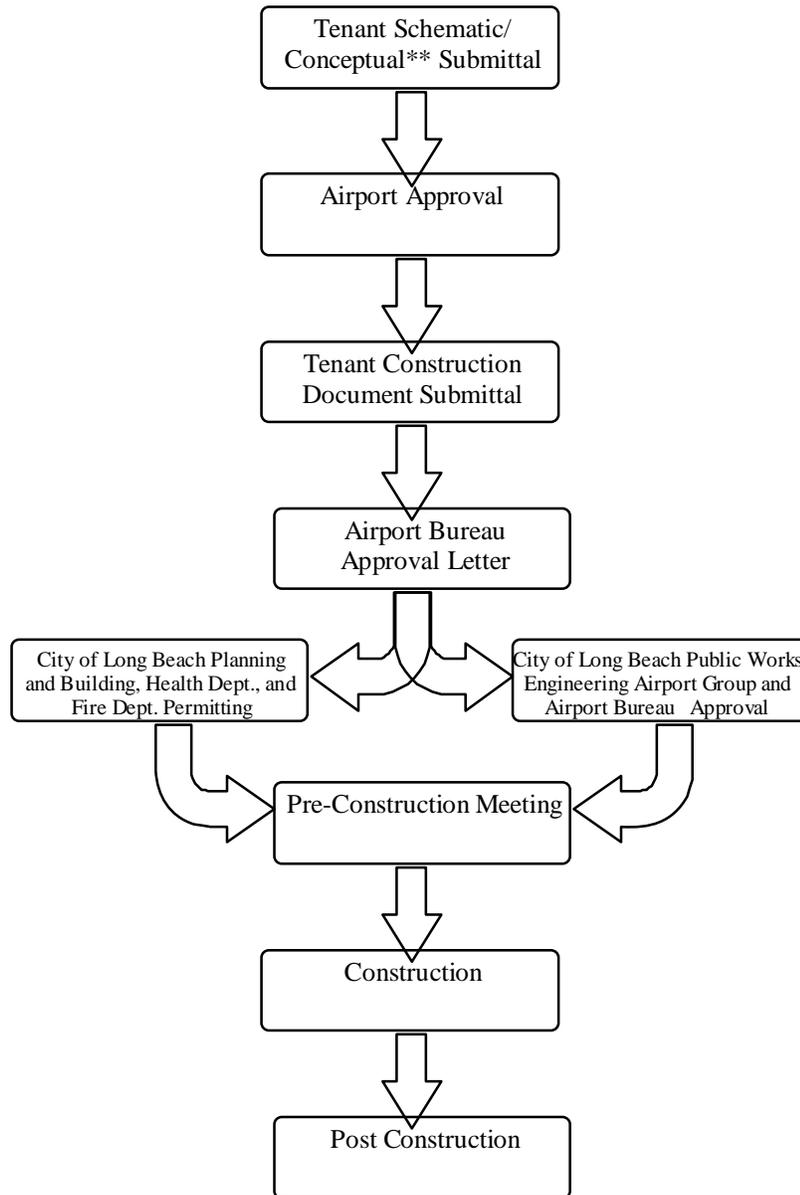
Type 2:

Type 2 projects are very simple in nature and do not require a submittal for permitting by PBD and Fire. These projects may only require Airport Bureau approval and/or coordination. They include, but are not limited to, adding or relocating a door or window in a nonrated wall and non-bearing wall, relocating an existing sign, replacement or change of existing non-rated finishes, and others. The concept submittal and contract document submittal may be incorporated into one submittal and can normally be delineated with a line diagram or a simple sketch. Type 2 projects are usually approved more quickly than Type 1 projects because there are fewer steps to the approval process.

The submittal and approval process for Type 2 projects is illustrated with the Tenant Improvement Review Process flow chart (Figure 2).

3.3. Flow Chart of Review Process by Type

Tenant Improvement Review Process - Type 1 Projects - Figure 1



Tenant Improvement Review Process - Type 2 Projects - Figure 2



Planning and Building Department Permitting not Required

**May Be Required.

4. Concept/Schematic Submittal

4.1. Introduction

Prior to submitting any plans, the Business and Properties Division of the Airport (562-570-2621) must be contacted. Once this division has determined that the project is acceptable and meets all lease requirements, the concept submittal process can begin. All requests for Tenant initiated construction or alterations must start with a written concept or schematic request to the APOC. (NOTE: Not all projects require a concept submittal. Discuss this with the APOC when you are ready to submit your information.) The Tenant submits the Tenant Improvement Submittal Data Sheet (Attachment 2) when requesting a Tenant Improvement Project.

4.2. Concept Request Format

The concept/schematic request describes in detail the proposed improvements or changes, the areas in which the construction will occur and the proposed time frame.

This request should include:

- Project location
- Scope (project description)
- A/E firm
- Schedule
- Any drawings, diagrams, renderings, etc., necessary to convey the concept and allow the Airport to make an informed decision.
- Any environmental permits required for the project, if applicable.

There are various issues that the Airport will consider when reviewing the concept. Among those issues are FAR Part 77-Objects Affecting Navigable Air Space, the Airport layout plan, operational considerations, general appropriateness, Design and Construction Standards (Section 5) and Airport Policies & Procedures (Section 6) as delineated in this Handbook.

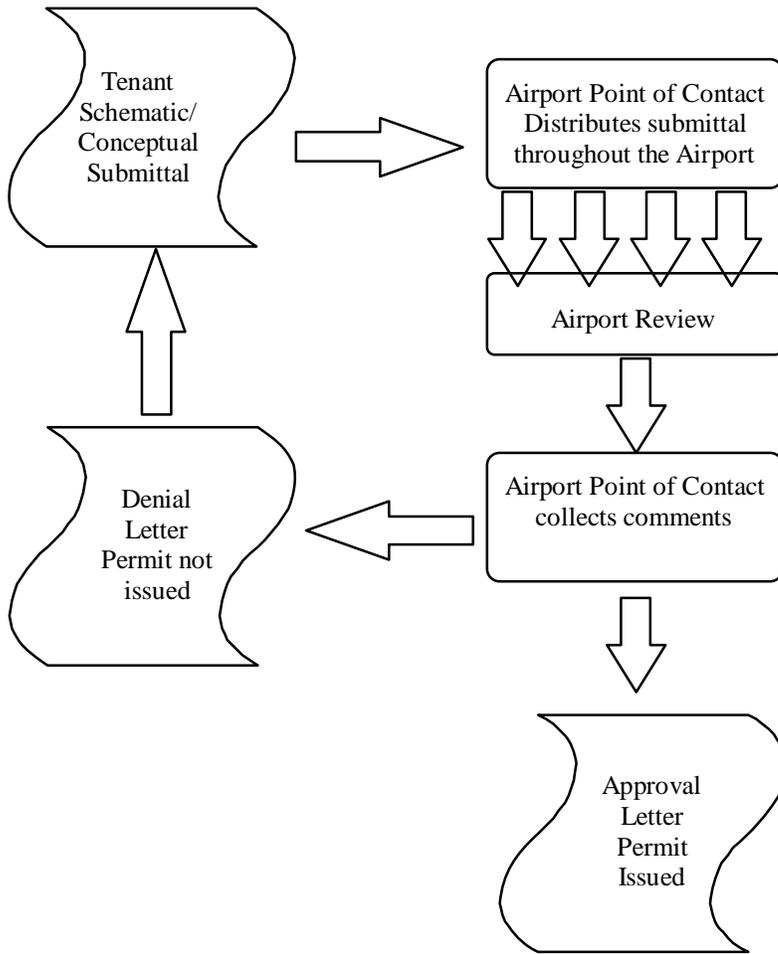
4.3. Airport Review Process

Upon receipt of the concept request, the appropriate Airport division(s) will review the request with respect to concept, location, and conformance to lease/agreement provisions and this Handbook.

4.4. Flow Chart Review Process

The flowchart below (Figure 3) shows the steps necessary for review and approval of the Tenant's concept request.

Concept Schematic Review Process Figure 3



Upon completion of Airport review, the Tenant will be informed in writing that the concept is:

- Approved,
- Approved with stipulations, or
- Denied (with explanation).

The concept approval letter may include Airport special provisions that are to be included in the Tenant's construction documents. All responses from the Tenant regarding agreements to Airport's stipulations or special provisions need to be in writing.

One of the special provisions that may be required (when applicable) is an Asbestos Notification Acknowledgement that must be signed by the Tenant, Tenant Architect/Engineer, all Contractors and Subcontractors working on the project (See Section 5, Design and Construction Standards).

Address all submittals to:

City of Long Beach
Airport Bureau
4100 Donald Douglas Drive
Long Beach, CA 90808
ATTN: Airport Point of Contact/Tenant Review Improvement

5. Design and Construction Standards

5.1. Introduction

The design and construction standards outlined in this section are among those that must be considered when designing a Tenant Improvement Project. These standards will be considered by the Airport during the review and approval of the concept submittal and construction documents.

5.2. Code Upgrades

Under certain circumstances, any remodel work that includes electrical, mechanical, plumbing, telecommunications and data communications cabling etc., must meet the standards of the current Airport and/or City adopted code, and may include ADA issues. The costs of a project can be impacted due to code issues that may not have been considered as part of the remodel work. Code compliance may directly affect budgeting for remodel work; the Tenant should note this potential impact.

5.3. Codes and Regulations

Various codes and regulations govern construction at the airports. The codes and regulations that apply include, but are not limited to, the following:

- **City of Long Beach**
All building, fire, mechanical, plumbing, electrical, telecommunications and data communications cabling, historic preservation, etc., codes and ordinances governing construction within the City of Long Beach (call PBD at 562-570-6651 for current requirements).
- **Federal Aviation Administration (FAA) Regulations:**
FAR - Part 77, Objects Affecting Navigable Air Space
FAR - Part 139
- **Transportation Security Administration (TSA) Regulations:**
Rule – 49 CFR part 1542
- **Airport Regulations:**
Airport Construction Safety Manual, Appendix 7
Airport Policies & Procedures, Section 6.
- **Federal Regulations:**
Occupational Safety and Health Administration (OSHA)
Environmental Protection Administration (EPA)

Asbestos Hazard Emergency Response Act (AHERA)
Americans with Disabilities Act Accessibility Guide (ADAAG)

See Section 14 for definitions.

5.4. Tenant Design Criteria

It is beyond the scope of this handbook to discuss the specific design criteria for each venue at the Airport. The nature and location of the Tenant's specific project will determine the criteria utilized. The APOC can assist the Tenant in obtaining the correct Tenant Design Criteria for each specific project. Any and or all Tenant Designs must comply with Historic preservation of the Long Beach Airport.

5.5. Asbestos

Asbestos-containing materials (ACMs) and presumed asbestos-containing materials (PACMs) may be present in all areas of the Airport.

The Tenant must request and will be notified by the Airport of the presence or presumed presence of ACMs in the Tenant Improvement Project area (this pertains to the Terminal Building only). The Tenant, Tenant's Architect/Engineer, and all Contractor and subcontractors working on the project will be required to sign an Airport form acknowledging that they have been notified of the possible presence of ACMs. (Attachments 4, 5 and 6)

Tenant shall consult all Federal regulations previously listed in this section that apply to the handling of ACMs and PACMs.

5.6. Airport Requirements

Other Airport Tenants must be notified, in writing, of construction prior to start up of any utility shut downs or any conditions that may affect them. Therefore, proper notification, scheduling, and coordination with the APOC are required.

Tenant construction cannot block access to another Tenant or airport services. The Tenant shall take whatever measures are necessary to ensure continuous safe access to other Tenants and Airport services.

A payment and a performance bond are required on all Tenant projects at the Airport. City property cannot be attached by lien and the payment and performance bonds are to ensure payment of all construction debts at completion of proposed improvements.

The parties to the bonds are: the "principal" is the contractor to the Tenant and the "obligee" is the City of Long Beach.

A performance bond is a guarantee that the contractor will perform as outlined in the scope of services of the contract. If the contractor is not able to perform under the

contract, the surety company may finance the same contractor to finish the work, or hire another contractor to finish the work. Please refer to the State of California Contractor State License Board.

A payment bond is a guarantee that the contractor will pay their subcontractors and suppliers on the project. The surety company would pay the unpaid subcontractors and suppliers if the contractor cannot meet the financial obligations.

The Airport requires both a performance and a payment bond. This will ensure that the contractor's employees will be paid if the contractor fails to pay them. Therefore, there is no additional premium charged for a payment bond if it is issued along with a performance bond. However, payment bonds are not automatically generated when a performance bond is issued. The contractor has to specifically ask for both types of bonds. (For additional information on bonding contact the State of California Contractor State License Board.

6. Airport Policies & Procedures

6.1. Introduction

Security and other requirements make construction at the Airport unique from other locations. This section of the handbook is to acquaint the tenant with the policy issues and operational procedures that affect construction at the Airport. Airport reviewers consider the following issues during the review and approval of all Tenant Improvement Projects.

6.2. Operational Standards at Long Beach Airport

Security and Safety

The most important issue affecting construction at the Airport is the security and safety of passengers, aircraft and airport users. Operational standards are designed to ensure that airport safety and security requirements are met. These standards will affect all aspects of the Tenant construction process. Some of the issues affecting security and safety are outlined below.

The APOC will assist you in determining which safety and security standards apply to your project, and ensure that you have sufficient information to meet the requirements.

Prior to beginning construction an Airport Operations representative will be assigned to ensure that Airport safety and security requirements are met during construction, and to assist and facilitate any related issues that may arise.

Long Beach Airport is subdivided into airside and landside areas. Each of these areas has a subdivision called the Security Identification Display Area (SIDA), an area of higher security requirements protecting the air carrier ramp and passenger holdrooms.

6.3. Airside Operations (AOA)

The AOA includes all areas with the Airport's perimeter fence. The primary purpose of the AOA is aircraft landing, takeoff, ground maneuvering and parking. All of the Airport's leaseholds providing services to aircraft are within the AOA. Any construction outside of the leaseholder's buildings on the AOA require strict adherence to the *Long Beach Airport Safety and Security during Construction* and FAA Advisory Circular 150/5370-2 *Operational Safety on Airports during Construction*. Please refer to FAA's website for additional details.

Security and Access to the AOA

Except for construction within the SIDA, no Airport issued identification badges are required for construction within the AOA. (For SIDA requirements see below.)

Applicable provisions of sections 4.0, 5.1, 6.0 and 7.0 of *Long Beach Airport Safety and Security during Construction* must be met. The APOC will work with you to determine which provisions apply to your project.

SIDA Requirements

The SIDA encompasses the air carrier ramp and adjacent passenger holdrooms, TSA baggage screening areas and bag make-up areas.

Any construction within the SIDA requires compliance with section 5.2 of *Long Beach Airport Safety and Security during Construction*. As described in section 5.2, construction workers in the SIDA must have valid Long Beach Airport SIDA badges, or be closely escorted by employees holding valid SIDA badges. The APOC will work with you to determine the number of SIDA badgeholders required to ensure proper escort during your construction.

For some projects, it may be beneficial to fence the work area, and thereby remove it from having to meet SIDA requirements.

If SIDA badging is required, please allow approximately 4 to 8 weeks for processing.

The tenant is responsible for all costs associated with the issue of SIDA badges, and the return of contractor-issued badges upon the completion of the project. Contact the Airport Badging Office (562-570-2618) for badge applications, fees and security training class schedule.

FAA Height Limitations

The height of structures within the AOA may be restricted. During the initial project development phase the APOC will assist you in determining whether the project requires completion of an FAA *Notice of Proposed Construction or Alteration* (Form 7460).

Should a 7460 application be required, it will require a precise survey of the highest point of the proposed structure, including antennas or other roof mounted equipment, and should be completed early in the development process.

To facilitate FAA review of the project, the completed 7460 should be submitted to the APOC prior to submission to the FAA. Normal FAA review normally requires 4 – 6 weeks.

In projects involving structures or aircraft parking close to Runway Protection Zones (RPZs) or other protected areas, if needed, the APOC will coordinate a meeting with the tenant and the FAA to facilitate the airspace review process.

FAA height restrictions may also apply to cranes and other temporary construction-related equipment and structures. The APOC will assist you in determining whether a 7460 is required for construction equipment.

Prior Notice

A 48-hour prior notice to Airport Operations (562-570-2638) is required for any of the following activities:

- Start of construction
- Movement of major pieces of equipment or materials
- Interruption of any utilities (electricity, water, gas)
- Any impact to any security or airport perimeter fence
- Any activity requiring the Airport to issue a Notice to Airmen (NOTAM)

Should any of these scheduled activities be cancelled, 24-hour notice to Airport Operations is required.

Staging

There is limited area available for staging either Airside or Landside. The Contractor shall arrange for bulk storage of materials OFF Airport property. Approval from Airport Operations (562-570-2638) is required for the use of any available staging areas at the Airport.

Airfield Driver's License

Long Beach Airport is an extremely complex facility, with a high rate of runway and taxiway incursions. The Airport has a very aggressive runway safety program to ensure that drivers do not have an incursion. Most construction projects on leaseholds will not require vehicle maneuvering on runways or taxiways, however, due to the complexity of the Airport, even drivers operating only on the perimeter road must hold a valid airfield driver's permit.

Anyone operating a motor vehicle within the AOA shall have a valid Long Beach Airport airfield driver's permit issued by Long Beach Airport or be escorted by someone holding a valid driver's permit. Requirements for vehicle operation and licensing are provided in section 6.0 of the *Long Beach Airport Safety and Security during Construction*.

Contact Airport Operations (562-570-2638) to obtain application for driver's permits and Study Guides.

Certificate of Insurance

In addition to the airfield driver's license, the contractor(s) must have Vehicle Insurance for AOA Access. The Certificate must include the following:

- The City of Long Beach Airport Bureau, 4100 Donald Douglas Drive, Long Beach, California 90808, should be named as the Certificate Holder.
- The City of Long Beach should be named as an additional insured.
- Vehicles covered by the policy (vehicle liability); i.e., owned, non-owned, hired.
- Appropriate amount of coverage. Any company needing vehicle access at Long Beach Airport is required to carry the following type of insurances:

Restricted Area Commercial Automobile Insurance. The owner of a vehicle requesting access to operate in the Restricted Area must show proof of and maintain Commercial Auto Liability Insurance covering vehicle(s) that is(are) used at the Airport until the access permit expires. The insurance must cover the vehicle(s) for all sums which the owner shall become legally obligated to pay as damages as a result of bodily injury or property damage incurred by the driver of the vehicle up to the limits of liability specified for each occurrence. Such coverage must include all automotive equipment used in the performance of work necessary to provide the delivery of services or supplies and to conduct Airport-related business in the Restricted Area.

Limits of Coverage shall be not less than the amounts outlined below for specific types of access:

- (a) All vehicles operating in the Restricted Area without an escort that have access to Movement Areas (runways, taxiways) must have a minimum of \$10,000,000 in combined single limit automobile for bodily injury and property damage liability per accident.
- (b) All vehicles operating in the Restricted Area without an escort that have access to Ramp Areas (not Movement Areas) or to General Aviation facilities (not including t-hangars and tie-downs) must have a minimum of \$5,000,000 in combined single limit automobile for bodily injury and property damage liability per accident.
- (c) All vehicles operating in the Restricted Area without an escort that have access to T-hangars and tie-downs only must have a minimum of \$1,000,000 in combined single limit automobile for bodily injury and property damage liability per accident.
- (d) All regularly escorted vehicles operating in the Restricted Area must have a minimum of \$1,000,000 combined single limit liability. (Escorted vehicle requirements may be higher if access to Movement or Ramp Areas or to General Aviation facilities (not including t-hangars and tie-downs) is allowed.)

Any tenant conducting an escort is responsible for ensuring that the vehicle being escorted has adequate insurance coverage and assumes excess liability not covered by the owner of the vehicle as a result of an occurrence during the escort procedure. If an Umbrella Liability Insurance or Excess Liability Insurance policy is used to reach the limits of liability required by the limits of Commercial Auto Liability, coverage shall not exclude any coverage afforded under the primary policies. No personal vehicles (owned by employees of tenants, service or product providers, or Airport) may operate in the Restricted Area due to personal auto insurance coverage restrictions.

Coverage must include a thirty (30) day notice of cancellation to the Airport. The permit holder shall be required to keep such Certificates of Insurance on file with the Airport and current at all times. Each certificate and policy shall provide that the policy shall not be canceled, or materially and adversely changed or altered without first giving thirty (30) days prior written notice to the Airport. Ten (10) days advance written notice must be given in the event of cancellation for nonpayment.

- Certificate must include a policy number. Binders are not accepted.
- Certificate must include an expiration date.

The preceding items must all be met before vehicle access to the AOA will be permitted. For more information on insurance please contact your APOC.

Aircraft Safety

The tenant is responsible for ensuring that his contractor is aware that he may be working in areas exposed to jet blast capable of producing wind blast in excess of 100 miles per hour.

A high degree of care is necessary to control debris and dust so it does not affect aircraft or accumulate on aprons, taxiways and runways, or become a visual obstruction or nuisance. The Contractor must take whatever measures necessary to prevent loose material from blowing onto aircraft or onto the airfield. In addition, the Contractor shall maintain dust control measures at all times during the construction of the project, to the satisfaction of Airport Operations.

Advisory Circular 150/53 "Safety and Security during Construction Long Beach Airport Safety and Security during Construction provides additional information regarding protecting aircraft from debris and foreign object debris (FOD) control measures.

The Contractor will be charged the aggregate cost of any cleanup and/or repairs performed by others because of dust and/or debris that leave the work area.

Notice of Violations (NOV)

Due to safety and security precautions necessary at Long Beach Airport, failure of the Tenant or Contractor to adhere to the prescribed requirements may jeopardize the health, welfare, and safety of customers and employees. If the Tenant or Contractor is found in noncompliance with any security, airfield, or badging/licensing requirement, Airport Operations retains the right to issue a NOV for each offense. NOVs are issued for violations of the Airport's rules and regulations. Financial and other penalties are possible when an NOV is issued. For additional information contact Airport Operations (562-570-2638).

Airport Operations may shut down construction activities for failure to adhere to safety and security requirements.

Environmental

All Tenant Improvement projects must be done in conformance with federal, state, and local laws. Permits for the construction phase and the long-term Tenant Improvement projects must be shown to City personnel at the job site. For additional information contact the Public Works Airport Bureau - 562-570-2607.

6.4. Landside Operations

Landside operations includes the terminal building, roadways, parking lots, parking structure and all leaseholds that do not have direct AOA access.

Passenger holdrooms in the terminal area that are beyond the security screening points are considered in the SIDA. For these areas, section 5.2 of the *Long Beach Airport Safety and Security during Construction* and section 6.3 "SIDA Requirements" of this document apply.

Security and Safety

Although the landside operations areas are not within the AOA, the movement of equipment or materials and construction still affect the security and safety of the traveling public.

The APOC will assist you in determining the level of security and the safety considerations for your project.

Height Restrictions

The height of structures around the Airport is restricted. If your project adds antennas or equipment to the roof an existing structure, or involves the construction of a new building, it may be subject to an FAA airspace review, and require the completion and filing of an FAA *Notice of Proposed Construction or Alteration* (7460). The APOC will assist you in determining whether your project requires the filing of a 7460.

Prior Notice

A 48-hour prior notice to Airport Operations (562-570-2638) is required for any of the following activities:

- Start of construction
- Movement of major pieces of equipment or materials
- Interruption of any utilities
- Any construction activities that will affect traffic movement
- Any construction activities that require traffic barricades or street or lane closures
- Any construction activities that impact parking

Should any of these scheduled activities be delayed or cancelled, 24-hour notice to Airport Operations is required.

Traffic

Any construction activity affecting the normal flow of vehicular and/or pedestrian traffic at the Airport requires a submittal to Airport Operations. The submittal shall include a detailed traffic plan, including signage requirements and vehicular/pedestrian impact. Before the Tenant can proceed with construction, Airport Operations must approve the traffic barricade plan. These plans must be submitted to Airport Operations at least 48-hours in advance of work beginning. Any cancellations need to be made at least 24-hours in advance.

For specific traffic control requirements the APOC may refer you to the City of Long Beach Traffic Bureau.

Parking

Tenant/Contractor parking in Airport parking structures or other parking areas intended for passengers and other Airport users shall be coordinated with Airport Operations. Illegally parked vehicles may be subject to citation/towing at the owner's expense.

A limited number of parking tags may be available for the Tenant/Contractor to purchase and use for such activities as deliveries, unloading of equipment and management parking. The parking tags are purchased on a monthly basis and are available at the sole discretion of the Airport Operations (562-570-2638).

Staging

There is limited area available for staging either Landside or Airside. The Contractor shall arrange for the bulk storage of materials OFF Airport property. Approval from Airport Operations (562-570-2638) is required for the use of any available staging areas at the Airport.

7. Construction Document Submittal

7.1. Introduction

After receiving approval of the preliminary concept submittal, the Tenant will prepare construction documents and submit to the APOC for review by the Airport.

All construction documents (drawings, reports, computations, engineering calculations, and specifications) required for the proposed construction shall reflect existing site conditions and adhere to the approved concept. All documents shall be sealed and signed by an Architect or Engineer (A/E) licensed in the State of California. The A/E sealing the documents shall be considered the A/E of record.

7.2. Issues for Review

Listed below are those issues considered by the Airport during the review of Tenant Improvement Projects. While this list is not all-inclusive, use it as a guide during the design of a project to ensure that all issues pertaining to the specific project have been addressed.

- Building and Zoning
- Code Compliance including, but not limited to, building, fire, electrical, plumbing, mechanical, title 24, etc.
- Grading and Drainage, including air or water pollution control
- ADA Compliance
- Signage Approval
- Asbestos (when removing existing structures)
- Lead-Based Paint (when removing existing structures)
- Paint Booths
- Telecommunications cabling
- Security and Safety of Passengers
- Convenience of Passengers
- Overall appropriateness
- Data communications cabling
- Wireless communications
- Sewer Connections
- Air Quality Permits
- Oil-Water Separators or other wastewater treatment devices
- Storm Water Pollution Prevention
- Construction Dust and Emissions
- Phase I Environmental Assessments
- Waste Disposal
- Smoke and Fire Alarm System Capability
- Integration with Airport Paging System
- Access for repair and maintenance
- Automatic Sprinkler Systems
- Adherence to Tenant Design Criteria (if applicable)

- Refrigerant Compliance (if applicable).

In preparing the construction documents, the Tenant must comply with the provisions of all federal, state, and local laws. This includes, but is not limited to, City of Long Beach Building Code and Ordinances, City of Long Beach Fire Code, FAA regulations, TSA regulations, and Airport Department Rules and Regulations (Section 5, Design and Construction Standards and Attachment 3).

7.3. Submittal Requirements

Submit ten (10) complete sets (one full size and 9 half-size) of construction documents, with a Tenant Improvement Submittal Data Sheet (Attachment 2) completely filled out to the APOC for review. Incomplete submittals will not be accepted but will be returned without review or comment. On larger projects, intermediate submittals may be required, i.e., 50 percent and 90 percent submittals, etc. The schedule of intermediate submittals required during the contract document phase of the review process will be determined by agreement between the Tenant and the APOC.

Construction documents, at a minimum, shall consist of the following:

For new buildings

1. A key plan showing location of project .
2. A site plan at the largest practical scale (1"=20' recommended) .
3. A 1/8" scale floor plan with enlarged floor plans as required .
4. A 1/8" scale reflected ceiling plan including electrical lighting and HVAC diffusers with enlarged reflected ceiling plans as required.
5. ¼ " scale building sections (at least 2 - a cross section and a longitudinal section)
6. ¾" scale wall sections as required.
7. ¼" scale interior and exterior elevations.
8. Color and finish/material schedules.
9. All applicable details.
10. ¼" scale plan, elevation, and section of all storefront (including signage, if applicable).
11. Structural plans and details (as required) prepared by a Structural Engineer licensed in the State of California.
12. Electrical plan(s) prepared by an Electrical Engineer licensed in the State of California.
13. Electrical details and fixture and panel schedules.
14. Mechanical/plumbing plan(s) prepared by a Mechanical Engineer licensed in the State of California.
15. Mechanical details and fixture schedules as required.
16. Specifications for Architectural, Electrical, Mechanical, Plumbing, and Signage.

17. Shop drawings from a sign fabricator showing dimensions, letter style, face color, material, thickness, type of lighting, brightness, mounting hardware, and location of transformer.

(This submittal can be a separate package, but must be submitted to Airport for approval prior to fabrication and installation of signs).

18. Fire Protection and Life Safety Systems plan and details.

19. Hazardous Materials Management Plan (when required), Storm Water Pollution Prevention Plan, Construction Dust Air Quality permit.

20. Communication cable plans schematic with line drawings and shop drawings identifying the new and existing resources.

21. Drainage Plan.

22. Provide general notes which detail all restrictions and security requirements mandated by any and or all Federal, State, or local laws.

23. Provide Phasing Plan (if deemed necessary by the Airport Bureau) which may include but is not limited to: staging areas, trash/debris dumpsters, potential impact to general public areas, etc.

For Remodel and build-out of shell space

1. Key plan showing location of demised premises within the Terminal/Building and the location of Electrical/Telephone rooms from which the Tenant Improvement is to be fed.

2. A ¼" scale floor plan.

3. Overall sections at ¼" scale.

4. A ¼" scale reflected ceiling plan including lighting and HVAC diffusers.

5. A ¼" scale plan, elevation and section of storefront including graphics and signage.

6. ¼" scale interior elevations.

7. Color and finish/material schedules.

8. All applicable details.

9. Electrical plan(s) and details with fixture and panel schedules, prepared by an Electrical Engineer licensed in the State of California.

10. Mechanical/plumbing plan(s) and details, fixture schedules, prepared by a Mechanical Engineer licensed in the State of California.

11. Samples of all materials.

12. Specifications for Architectural, Electrical, Mechanical, and Signage.

13. Shop drawings from sign fabricator showing dimensions, letter style, face color, material thickness, type of lighting, brightness, mounting hardware, and location of transformer.

(This submittal can be a separate package, but must be submitted to the Airport for approval before fabrication and installation of signs). Some sign installations may require a separate sign permit.

14. Material Safety Data Sheets for chemical products used.

15. Fire Protection and Life Safety System specifications.

16. Communication cable plans schematic with line drawings and shop drawings identifying the new and existing resources.

17. Asbestos survey and removal plan.

18. Any other documents specifically requested in the Tenant Design Criteria (if applicable).

The Airport will review and comment on final construction documents. At the discretion of Airport, Tenant may simultaneously submit construction documents to PBD and Fire, or Airport Bureau for permit review but may not obtain a PBD, Fire, or Airport Bureau permit without a conceptual approval letter signed by the Airport Manager. (See Section 4 – Concept/Schematic Submittal).

8. Airport Review

8.1. Introduction

After approval by the Airport of the Concept or Schematic submittal, and before construction can begin, ALL Tenant Improvement Project construction documents must be reviewed and approved by the Airport.

The Airport review process is explained below and shown graphically in the Construction Document Submittal Review Process flow chart (see Figure 4).

8.2. Submittal Review Process

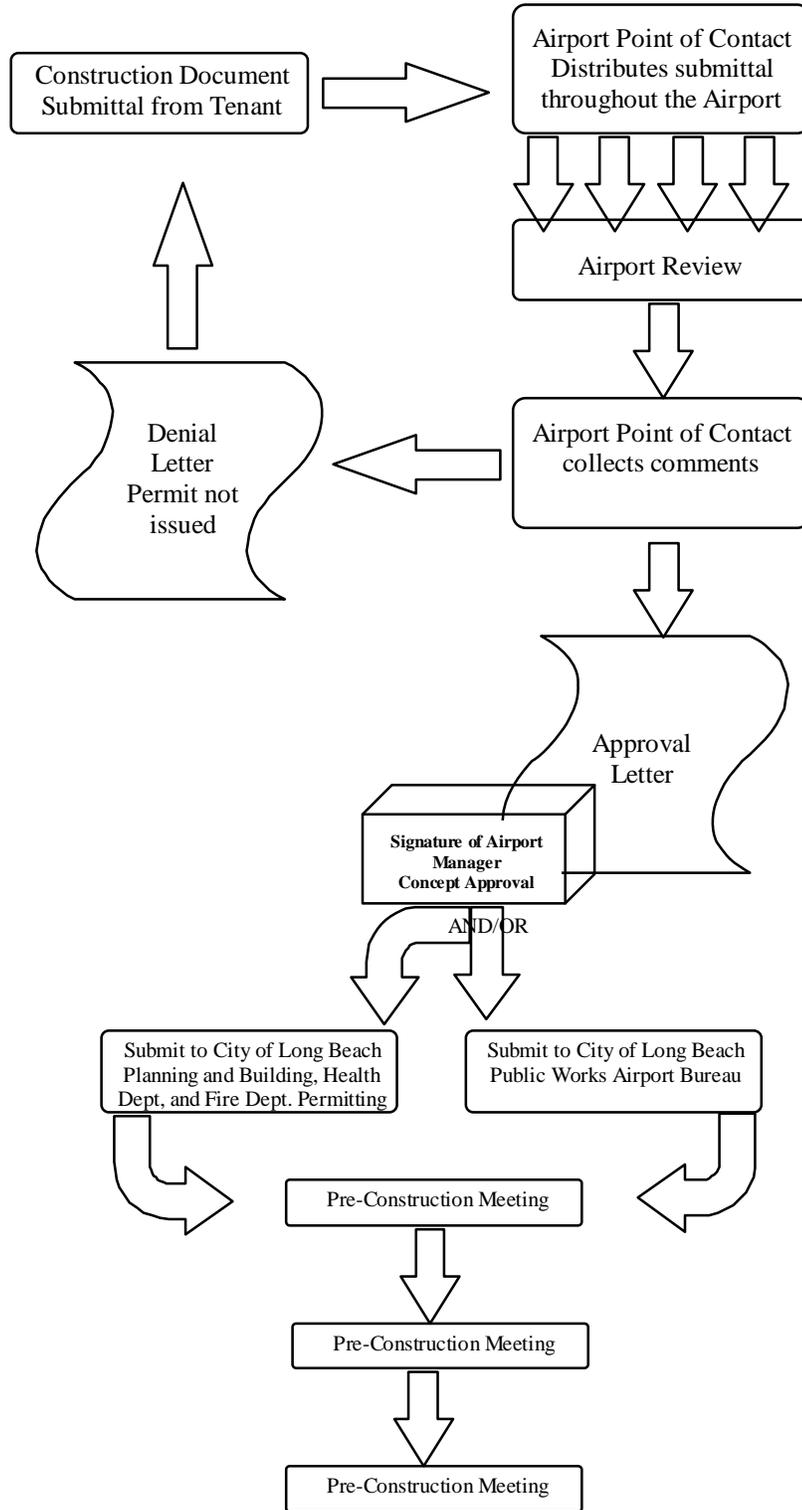
The APOC will route all Tenant construction document submittals to each division within Airport that may be affected by, or have a concern with, the project.

The submittal review will take approximately 10 working days after which the comments are returned to the APOC who will compile them and generate a letter that is forwarded to the Airport Manager for signature. This letter will indicate one of the following:

- **Proceed:** This will allow the Tenant to proceed with obtaining all required permits.
- **Proceed with stipulations:** If only minor changes are required, the Tenant can incorporate the review comments and submit a copy of the corrected documents to Airport concurrent with submittal of corrected documents to the City.
- **Resubmit:** If major corrections are required, the Tenant will receive a letter with a list of corrections to be included in a re-submittal. In this case, the Tenant must resubmit ten (10) complete sets of drawings and/or specifications with review comments incorporated. The re-submittal review will take approximately two weeks (10 working days). Approval by Airport Bureau does not imply approval by PBD or Fire. A separate submittal must be reviewed and approved by PBD and Fire in order to obtain the required permits.

8.3. Construction Document Submittal Review Process

Construction Document Submittal Review Process - Figure 4



9. Planning and Building Department Review

9.1. Introduction

After receiving Airport approval, any project that does not qualify for review under the Airport Bureau program must be submitted to PBD for review and approval using the standard Building Safety Plan Review.

9.2. Complete Submittals

Many consultants submit drawings to PBD before they are 100 percent complete in the hope of having PBD review completed concurrently with the consultant completing the construction documents. The Airport strongly recommends that drawings that are not 100% complete and not approved by the Airport not be submitted to PBD, as PBD will not accept or start the permit application prior to Airport approval.

DO NOT SUBMIT PLANS TO PBD (OR TO THE AIRPORT) UNTIL THEY ARE 100 PERCENT COMPLETE. (The only exception to this is outlined in Section 7, Page 7-2 and refers to Airport review only.)

It should be noted that the City of Long Beach Planning and Building Department's services are first come, first serve. Tenants need to take this into account during PBD plan check process.

9.3. Submittal Requirements

1. Letter of Approval signed by the Airport Manager (See Section 8, Airport Review).
2. Approximately 12 sets of plans drawn to scale (See Section 7, Construction Document Submittal). Typical distribution of these plans include but may not be limited to Planning, Building, Electrical, Mechanical, please check with City of Long Beach for typical number of sets required.
3. Payment of Fees for review and permit (Plan review and permits fees, including usual inspections, are based on the valuation of the project. Re-inspections may be found at the PBD). Separate submittals are required for Fire, Street Transportation, Environmental, and Use Permits (as applicable).

9.4. Fire Department and Other Review

In addition to review by PBD, submittal of construction documents to other agencies for review and approval may be required, which may require approximately 3 sets of plans, please check with the City of Long Beach Fire Dept. for verification.

Fire submittal for:

- Hazardous Materials and fuels
- Fire Suppression Sprinkler Systems
- Standpipes

- Hood Systems
- Fire Alarm Systems
- Underground Fire lines and Hydrants
- Fire Department plans submittal fees please contact 562-570-6651

County Health Department submittal for:

- Food Service

10. Pre-Construction Meeting

10.1. Introduction

When all stipulations outlined in the Conditional Approval letter (when applicable) are met and construction is ready to begin, the Tenant shall notify the APOC, who will schedule a pre-construction meeting. The pre-construction meeting may take time to schedule because there are several different divisions of the Airport that must be present. The Tenant, Contractor, and main subcontractors attend this meeting.

10.2. Agenda

The agenda for the pre-construction meeting will include, but is not limited to, the following:

1. Scope of Work
2. Contractor ingress/egress
3. Escorting contractor vehicles to and from the AOA, if necessary
4. Parking location for contract vehicles
5. Security requirements
6. Contractor's Safety Program and enforcement
7. List of Subcontractors and their emergency phone numbers
8. Special Provisions
9. Construction Schedule
10. Name of Contractor's Superintendent/Supervisor in charge on site (with telephone numbers and after hours numbers) any time work is being performed by contractor's personnel
11. Submittal of mix designs for asphalt, concrete, grouts, etc.
12. Identification of airport inspector (if applicable)
13. Communication procedures
14. Confirmation of contractor license
15. Use of construction warning tags
16. Copy of quality control reports (if applicable)
17. Prior notice for utility connection
18. Job site safety/Barricade Plan
19. Pollution Control Plans
20. Insurance Certificate (See Sections 6, Airport Policies and Procedures and Attachment 9)
21. Submittals
22. Inspection Procedures
23. Record Drawing Requirements
24. Notice to Proceed and Final Approval
25. Bonding requirement

10.3. Submittals

Submittals required at the pre-construction meeting:

1. Building permits (PBD) or stamped drawings (Airport Bureau)
2. Payment bond (if applicable)
3. Performance bond (if applicable)
4. Certificate of Insurance (see Section 6, Airport Policies and Procedures and Attachment 9)
5. A letter addressing any plan stipulations referred to in the approval letter
6. Signed asbestos notification forms, where applicable (See Attachments 4, 5, and 6)
7. Security badges and airfield driver's license, where applicable (See Attachments 7,8, and 10)
8. SIDA/Access Codes (See Attachment 12), if applicable.
9. Key personnel emergency contact list with telephone numbers (including all subcontractors)
10. Construction schedule
11. Fire Department approved fire suppression sprinkler system (one copy to T.I. Coordinator as they are generated and approved)
12. Environmental permits and plans

When all pre-construction requirements are met, the APOC will issue the Tenant Improvement Job-Site Permit (Attachment 17). This permit must be prominently posted and visible to all Airport personnel. Emergency contacts should be given to the Airport prior to the start of any work, and it should also be noted that the contractor obtain emergency contacts within the Airport in the event of an emergency.

11. Tenant Construction

11.1. Access

Airport must have access to all Tenant construction sites. The Tenant or Tenant's contractor needs to provide the APOC, Airport Operations, Safety Office (for Terminal Area work), and Airport Security with a key to all secured areas. Fire Department Access signs must be posted in plain view at the entrance to all projects.

11.2. Permits

Any permits and/or stamped (approved) drawings issued by PBD, Airport Bureau, and/or environmental agencies, must be displayed in a prominent location at the job site.

An Airport Tenant Improvement Job-Site Permit (Attachment 17) must also be displayed in a prominent location at the job site. The APOC will issue the permit.

11.3. City Inspectors

The Tenant must schedule inspections as required by the City (PBD/Airport Bureau) for code compliance.

Disciplines which may be inspected are:

Structural

Electrical

Mechanical/ Plumbing

Fire

Always inform the APOC when scheduling any PBD/Airport Bureau inspections.

11.4. Airport Inspections

In addition to the PBD/AIRPORT BUREAU inspections, the APOC or designated appropriate Airport staff will also visit the construction site to check for compliance with Airport approved drawings.

11.5. Procedures

The Tenant shall honor the procedures set forth at the pre-construction meeting. Among those procedures are:

Non-Peak Hours:

11:00 p.m. to 5:00 a.m. are considered non-peak hours. (These hours can be amended as the situation dictates.) All material deliveries, all construction activities that produce flying debris and excessive noise or dust, or interfere

with the traveling public, are to take place during non-peak hours and be coordinated with the Airport Operations (562-570-2670).

Staging:

Staging areas are at a premium and are not available for storage of bulk materials. The Tenant must arrange for storage off-site and deliver materials, as they are required. Staging areas must be kept clean and free of debris. All containers shall be properly labeled. Temporary fueling depots must be approved by Airport and Fire.

Trash Removal:

Remove trash and construction debris from the site on a daily basis and dispose of properly at the expense of the tenant. Remove all unused materials at time of job completion.

Temporary Barricades:

At a minimum, contain small-scale work sites by barricades or stanchions with yellow caution tape attached. Use partitions to screen activities that may generate flying debris, dust, or sparks. For larger projects, construct an 8-foot high solid screening wall separating the work area from view of the traveling public, with the public side to be painted drywall. Post a sign indicating, "This is a future site for..." or similar, on the wall. No other signs allowed except as specifically approved by Airport.

Heavy Equipment:

Movement of heavy equipment either onto or off Airport property or to another location at the Airport requires 48-hour prior notice (with a 24-hour cancellation) to either the APOC and/or Airport Operations.

Storm Water Requirements

Grading and drainage work over 1.0 acre requires a "Storm Water Pollution Plan" and Federal NPDES Construction Notification (Attachment 6).

Requirements can be found at:

<http://www.waterboards.ca.gov/losangeles/>

Controls must be in place at all times, and the permit posted at the job site.

12. Post Construction

12.1. Punch List

At the completion of construction, but before occupancy, the tenant shall notify the APOC of the date and time of the "Substantial Completion" inspection and the Tenant's quality control punch list. The APOC will review the project only for compliance with airport requirements and the Airport approved documents. The APOC will not perform a quality control punch list of the workmanship nor inspect for code compliance.

12.2. Certificate of Occupancy and Record Drawings

After inspection and sign-off by the PBD/Airport Bureau inspectors, the Contractor or Tenant will deliver copies of all original Certificate of Occupancy to the APOC.

In addition, the Tenant shall provide to the APOC (within 30 days following completion).

- One (1) set on computer disc (compact disc preferred but not required) in AUTOCAD® (latest release).

Record drawings shall incorporate all as-built conditions into the construction set. Airport recommends that the Tenant use the standard A.I.A. layering system in producing drawings in AUTOCAD®.

12.3. Other Documentation Required (As Applicable)

- Certificate of Occupancy
- Pressure Tests
- Air Quality Permits
- Use Permits
- Hazardous Materials Permits
- Operations and Maintenance Manuals
- Shipping Manifest for Asbestos Disposal and other Hazardous Waste
- Certification of Disposal
- Fire Suppression Sprinkler System drawings as approved by Fire
- Storm Water Pollution Control Plan (NPDES Program – Attachment 6)

Definitions & Abbreviations

A/E: Architect/Engineer.

ACM: Asbestos-containing material (see PACM).

ADA: Americans with Disabilities Act.

ADAAG: Americans with Disabilities Accessibility Guide.

Advisory Circular: Publication issued by the FAA to provide guidance and information in its designated subject area or to show an acceptable method for complying with a related Federal Airport regulation.

AHERA: Asbestos Hazard Emergency Response Act.

Air Cargo: Terminals and aprons used for handling of airfreight.

Air Carrier: An aircraft operator granted operating authority by the FAA under FAR Part 121 providing scheduled service with aircraft having 30 or more seats.

Air Operations Area (AOA): The areas on the airport intended for the movement and parking of aircraft.

Airport Layout Plan: A document that charts the proposed evolution of the Airport to meet future needs.

Apron: A defined area on an airport accommodating aircraft for the purpose of loading or unloading passengers or air cargo.

AutoCAD: Trade name for a computer program used to produce architectural/engineering drawings. AutoCAD is the standard of the architectural/engineering industry.

Airport Bureau: City of Long Beach

Airport Manager: Chief Airport representative for the City of Long Beach manages the airport network.

CD: Contract Documents (includes drawings, specifications, calculations, etc.).

APOC. The City employee responsible for the coordination of all Tenant Improvement Projects.

Driver: Any person responsible for the direct control of vehicle/equipment while the vehicle/equipment is in operation.

Emergency Vehicle: Vehicles of the Police and Fire Departments, ambulances and

Airport Department vehicles responding to an emergency.

EPA: Environmental Protection Agency.

Escort: An individual, meeting security requirements, taking responsibility for another individual not meeting security requirements while on the AOA.

FAR: Federal Airport Regulation. Administrative regulations promulgated by the FAA. Includes regulations on aircraft, airmen, airspace, air carriers, and airports.

FAR 108: The Federal Airport Regulation that defines the rules and responsibilities of air carriers in maintaining airport and aircraft safety and security.

FAR 108.33: Access Investigation – This section spells out the specific responsibilities of aircraft operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA).

FAR-Part 77: Objects Affecting Navigable Air Space.

Foreign Object Debris (FOD): Any loose objects or debris on the AOA.

Inspectors: A variety of city employees responsible for inspecting all Tenant Improvement projects.

Movement Area: The Airport runways, taxiways, and safety areas. This does not include aircraft parking areas. Approval from an airport designated representative and Air Traffic Control must be obtained prior to operating in this area.

Non-Movement Area: Apron and Parking areas. No Air Traffic Control clearance is required for operation in this area.

Notice of Violation (NOV): An administrative form issued for security or driving infractions.

OSHA: Occupational Safety and Health Administration.

PACM: Presumed asbestos-containing material.

Long Beach Airport Rules and Regulations: Administrative regulations to provide uniform guidelines for Airport related activities.

Record Drawings: As-builts of the project to be submitted, in CAD format, to the APOC at the completion of the project.

Restricted Area: The area of the airport inside the perimeter fence where personnel must display a security badge.

Safety Area: A clearly defined rectangular area extending beyond runways and taxiways. Objects placed in a safety area must be necessary for aircraft operations and be on frangible mounting.

Security Identification Display Area (SIDA): Any area identified in the airport security program as requiring each person to continuously display airport approved identification, unless the person is under airport approved escort.

Storm Water Pollution Prevention Plan (NPDES): Federal regulation requiring run off control for outdoor grading or drainage areas greater than 1.0 acre.

Tenant: Lessee requesting changes to their leasehold.

Tenant Improvement: Any construction, remodel, addition, new building, build-out of shell space, etc., performed by or for any tenant occupying space at any airport operated by the City of Long Beach.

Transportation Security Administration, (TSA): A division of the Department of Homeland Security charged with protecting the countries transportation systems.

TSA 1542: This law defines the rules and responsibilities of airport operators in maintaining airport and aircraft safety and security.

TSA 1542.209: Access Investigation - The section of the TSA 1542 which spells out the specific responsibilities of airport operators to ensure a thorough investigation into the background of each person seeking access (or granted the authority to authorize others to have access) to the airport security identification display area (SIDA).

Attachments

- Attachment 1.....Telephone List (2 pages)
- Attachment 2..... Long Beach Airport Bureau Project* Information Sheet (1 page)
- Attachment 3.....Tenant Asbestos Notification and Acknowledgment (1 page)
- Attachment 4.....Architect/Engineer Asbestos Acknowledgment (1 page)
- Attachment 5.....Contractor(s) Acknowledgment (1 page)
- Attachment 6.....NPDES Permit (2 pages)
- Attachment 7..... Long Beach Airport Safety and Security Requirements during Construction (9 pages)

Note: These Forms were correct as of the publication date of this handbook. Tenant should verify form is still current before using.

ATT

Airport Bureau:
City of Long Beach website: www.longbeach.gov

Contact Information

Office	Number
Airport Administration	562-570-2619
Airport Operations	562-570-2638
Properties	562-570-2621
Engineering	562-570-7454
Security	562-570-2640
Badging	562-570-2618
24-hour emergency	562-570-2640
Police	911
Fire	911
Rescue	911
City of Long Beach Fire Prevention	562-570-2560
City of Long Beach Planning and Building Department	562-570-6651

Attachment 1

FAA

Western Pacific Regional Office- HI, CA, NV, AZ, GU

Western-Pacific Regional Office Mailing Address: Ph: (310) 725-3600

Address for Deliverables:

Regional Office Mailing
Address:

Website

15000 Airport Boulevard
P.O. Box 92007
Lawndale, CA 90261

Western –Pacific Region
Airports Division-Regional Office
AWP-600
World Way Postal Center
Los Angeles, CA 90009

www.faa.gov

Attachment 1

**LONG BEACH AIRPORT BUREAU
PROJECT * INFORMATION SHEET**

Project Title: _____

Project Description: _____

Project Schedule: _____

Airport Bureau Lead: _____

Project Sponsor Contact (if applicable): _____

Other Stakeholders (list other Airport Bureau,
City, or outside agency required involvement): _____

Signature: _____

Date: _____

* "Project" is any identified airfield, Terminal area, or tenant construction proposal or operational change which may impact Airport operations or otherwise require Airport Bureau review/oversight

Distribution: Airport Manager, all Airport Bureau and City stakeholders

C:Jeri/forms/excels/ProjectInfoSheet0506

Attachment 2

TENANT ASBESTOS AND/OR LEAD BASED PAINT NOTIFICATION AND ACKNOWLEDGMENT

The Tenant hereby acknowledges that the City of Long Beach has notified Tenant, in accordance with the Occupational Safety and Health Administration Asbestos Rule (1995) 59 Fed. Reg. 40968, 29 C.F.R. 1910, 1001, 1926, 1101 (OSHA Asbestos Rule), of the presence of Asbestos Containing Material (ACMs) or Presumed Asbestos Containing Material (PACMs) as such term is defined in the OSHA Asbestos Rule in conjunction with Asbestos this acknowledgement also includes the warning of lead based paint. If you scrape, sand, or remove old paint, you may release lead dust. LEAD IS TOXIC. EXPOSURE TO LEAD DUST CAN CAUSE SERIOUS ILLNESS, SUCH AS BRAIN DAMAGE, ESPECIALLY IN CHILDREN. PREGNANT WOMEN SHOULD ALSO AVOID EXPOSURE. Please note the worksite as follows:

- A. Pursuant to Building Inspection Survey. Such notification by the City of Long Beach is made pursuant to the building inspection survey issued (insert date) and such survey has been received by the Tenant. In addition, it is recommended that additional testing on the part of the Tenant, contractor, and/or Engineer/Architect be done in order to accommodate the handling and disposal of such material.
- B. Tenant Acknowledgement. Tenant fully understands, after consulting with its legal counsel that the purpose of this notification is to make Tenant, its agents, employees, and contractors aware of the presence of ACMs and/or PACMs and/or Lead Based Paint in the facility in order to avoid or minimize any damage to or disturbance of such ACMs and/or PACMs.
- C. Architect/Engineer Acknowledgement. Tenant shall deliver to the City of Long Beach upon submittal of final plans, a fully executed acknowledgement from the Architect/Engineer (A/E) that this notification has been delivered, reviewed, and complied with by said A/E in the preparation of any final construction plans which plans shall incorporate notice to all prospective contracting bidders of the presence of ACMs and/or PACMs and/or Lead Based Paint in the worksite. The fully executed acknowledgment from the A/E is in a form satisfactory to the City of Long Beach.
- D. Contractor Acknowledgement. Tenant shall also deliver to the City of Long Beach at the pre-construction meeting a fully executed acknowledgment from the general contractor and all subcontractors that they have received notification of the presence of any ACMs and/or PACMs and/or Lead Based Paint at the worksite.
- E. Primarily, ACM and/or PACMs and/or Lead Based Paint may be located in the Main Terminal Building. Other areas of the Airport are unknown and should be investigated at the tenants/contractor/engineer/architect's own accord. In accordance with all Federal, State, and/or Local governing agency requirements.

Project: _____
Tenant

By: _____

Dated: _____

Attachment 3

**ARCHITECT/ENGINEER ASBESTOS AND/OR LEAD BASED PAINT
NOTIFICATION AND ACKNOWLEDGMENT**

A. The Architect/Engineer identified below has been duly informed of the presence, or possible presence, of Asbestos Containing Material (ACMs) or Presumed Asbestos Containing Material (PACMs) as such terms are defined in the Occupational Safety and Health Administration Asbestos Rule, 59 Fed. Reg. 40964, 29 C.F.R. 190.1001, 1926.1101 for the Project identified below.

B. We have clearly identified for this Project those areas where ACMs and/or PACMs and/or Lead Based Paint will, or may be, present in such a manner that all prospective contractors bidding or otherwise working on this Project have been provided reasonable notification of the presence of ACMs and/or PACMs and/or Lead Based Paint.

Project:

Architect/Engineer

By: _____

Date: _____

Attachment 4

CONTRACTOR(S) ASBESTOS AND/OR LEAD BASED PAINT NOTIFICATION AND ACKNOWLEDGMENT

A. The Contractor(s) identified below have been notified in accordance with the Occupational Safety and Health Administration Asbestos Rule (1995) 59 Fed. Reg. 40968, 29 C.F.R. 1910, 1001, 1926, 1101 (OSHA Asbestos Rule), of the presence of Asbestos Containing Material (ACMs), or Presumed Asbestos Containing Material (PACMs) for the Project identified below.

B. The Contractor(s) further acknowledges and hereby certifies that it has provided notice of the presence of ACMs and/or PACMs and/or Lead Based Paint to all employees, independent contractors or "leased" employees authorized by the Contractor(s) to be in the worksite for the Project identified below.

Project: Contractor:

_____ By: _____

(list general and all sub-contractors)

Attachment 5



State Water Resources Control Board
NOTICE OF INTENT
 TO COMPLY WITH THE TERMS OF THE
 GENERAL PERMIT TO DISCHARGE STORM WATER
 ASSOCIATED WITH CONSTRUCTION ACTIVITY (WQ ORDER No. 99-08-DWQ)



I. NOI STATUS (SEE INSTRUCTIONS)

MARK ONLY ONE ITEM	1. <input type="checkbox"/> New Construction	2. <input type="checkbox"/> Change of Information for WDID#
--------------------	--	---

II. PROPERTY OWNER

Name	Contact Person		
Mailing Address	Title		
City	State	Zip	Phone
Owner Type (check one) 1. <input type="checkbox"/> Private Individual 2. <input type="checkbox"/> Business 3. <input type="checkbox"/> Municipal 4. <input type="checkbox"/> State 5. <input type="checkbox"/> Federal 6. <input type="checkbox"/> Other			

III. DEVELOPER/CONTRACTOR INFORMATION

Developer/Contractor	Contact Person		
Mailing Address	Title		
City	State	Zip	Phone

IV. CONSTRUCTION PROJECT INFORMATION

Site/Project Name	Site Contact Person		
Physical Address/Location	Latitude	Longitude	County
City (or nearest City)	Zip	Site Phone Number	Emergency Phone Number
A. Total size of construction site area: _____ Acres	C. Percent of site imperviousness (including rooftops):		D. Tract Number(s): _____
B. Total area to be disturbed: _____ Acres (% of total _____)	Before Construction: _____ %		E. Mile Post Marker: _____
F. Is the construction site part of a larger common plan of development or sale? <input type="checkbox"/> YES <input type="checkbox"/> NO		G. Name of plan or development:	
H. Construction commencement date: ____/____/____	J. Projected construction dates:		
I. % of site to be mass graded: _____	Complete grading: ____/____/____		Complete project: ____/____/____
K. Type of Construction (Check all that apply):			
1. <input type="checkbox"/> Residential 2. <input type="checkbox"/> Commercial 3. <input type="checkbox"/> Industrial 4. <input type="checkbox"/> Reconstruction 5. <input type="checkbox"/> Transportation			
6. <input type="checkbox"/> Utility Description: _____ 7. <input type="checkbox"/> Other (Please List): _____			

V. BILLING INFORMATION

SEND BILL TO: <input type="checkbox"/> OWNER (as in II. above)	Name	Contact Person	
<input type="checkbox"/> DEVELOPER (as in III. above)	Mailing Address	Phone/Fax	
<input type="checkbox"/> OTHER (enter information at right)	City	State	Zip

Attachment 6

VI. REGULATORY STATUS

A. Has a local agency approved a required erosion/sediment control plan?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does the erosion/sediment control plan address construction activities such as infrastructure and structures?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name of local agency: _____	Phone: _____	
B. Is this project or any part thereof, subject to conditions imposed under a CWA Section 404 permit of 401 Water Quality Certification?.....		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, provide details: _____		

VII. RECEIVING WATER INFORMATION

A. Does the storm water runoff from the construction site discharge to (Check all that apply):	
1. <input type="checkbox"/>	Indirectly to waters of the U.S.
2. <input type="checkbox"/>	Storm drain system - Enter owner's name: _____
3. <input type="checkbox"/>	Directly to waters of U.S. (e.g. , river, lake, creek, stream, bay, ocean, etc.)
B. Name of receiving water: (river, lake, creek, stream, bay, ocean): _____	

VIII. IMPLEMENTATION OF NPDES PERMIT REQUIREMENTS

A. STORM WATER POLLUTION PREVENTION PLAN (SWPPP) (check one)	
<input type="checkbox"/>	A SWPPP has been prepared for this facility and is available for review: Date Prepared: ____/____/____ Date Amended: ____/____/____
<input type="checkbox"/>	A SWPPP will be prepared and ready for review by (enter date): ____/____/____
<input type="checkbox"/>	A tentative schedule has been included in the SWPPP for activities such as grading, street construction, home construction, etc.
B. MONITORING PROGRAM	
<input type="checkbox"/>	A monitoring and maintenance schedule has been developed that includes inspection of the construction BMPs before anticipated storm events and after actual storm events and is available for review.
	If checked above: A qualified person has been assigned responsibility for pre-storm and post-storm BMP inspections to identify effectiveness and necessary repairs or design changes..... <input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Phone: _____
C. PERMIT COMPLIANCE RESPONSIBILITY	
A qualified person has been assigned responsibility to ensure full compliance with the Permit, and to implement all elements of the Storm Water Pollution Prevention Plan including:	
1. Preparing an annual compliance evaluation.....	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name: _____	Phone: _____
2. Eliminating all unauthorized discharges.....	<input type="checkbox"/> YES <input type="checkbox"/> NO

IX. VICINITY MAP AND FEE (must show site location in relation to nearest named streets, intersections, etc.)

Have you included a vicinity map with this submittal?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you included payment of the annual fee with this submittal?.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO

X. CERTIFICATIONS

"I certify under penalty of law that this document and all attachments were prepared under my direction and supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment. In addition, I certify that I have read the entire General Permit, including all attachments, and agree to comply with and be bound by all of the provisions, requirements, and prohibitions of the permit, including the development and implementation of a Storm Water Pollution Prevention Plan and a Monitoring Program Plan will be complied with."	
Printed Name: _____	
Signature: _____	Date: _____
Title: _____	

Long Beach Airport Safety and Security Requirements during Construction

1 Introduction

Long Beach Airport is a large airport serving a diverse mix of aircraft including air carriers, general aviation, helicopters, corporate jets, military aircraft and airships. The Airport currently handles over 500,000 annual aircraft operations (take-offs and landings). The Airport is extremely complex with 5 runways and miles of supporting taxiways. Potential runway incursions are a major safety concern.

Due to the complexity of the Airport, traffic volume and diversity, any construction project presents special and unique challenges.

1.1 Purpose

This document has been prepared to define the standards and procedures for meeting the requirements of Federal Air Regulations and local rules and regulations governing operational safety on airports during construction; and to support and facilitate construction activities while continuing to maintain the level of safety and security required for airport and aircraft operations.

This safety plan is a part of this construction contract. Deviations from these requirements shall be sufficient cause for contract termination.

Construction shall be planned and conducted by the construction Contractor throughout this project in such a manner as to permit safe airport operations.

1.2 Applicability

The requirements, standards and procedures included in this safety plan apply to all construction projects within the Airport's Air Operations Area (AOA) or restricted areas of the Airport as defined in this document. This safety plan also applies to any tenant construction that impinges on the AOA or requires staging, access or any other operation in the AOA.

This safety plan applies to consultants, contractors, subcontractors, lower tier subcontractors, material suppliers, and all other persons under their control who conduct activities within the AOA or restricted areas of the Airport.

For this document "construction" also includes maintenance activities.

1.3 Additional Information

Required reference materials associated with this safety plan include:

- FAA Advisory Circular 150/5370-2, Operational Safety on Airports during Construction
- Long Beach Airport Certification Manual (ACM)
- Long Beach Airport Security Plan (ASP)
- Long Beach Airport Driving Rules and Regulations

A copy of the current version of AC 150-5370-2 is included in these specifications. Copies of the Airport Driving Rules and Regulations, and pertinent parts of the ACM and ASP will be provided by the Airport Operations Representative.

1.4 Enforcement

By requesting and being granted the authorization to enter the Airport's AOA or other restricted areas, the Contractor or other recipient of this document is assumed to have read, understood and agreed to comply with all applicable provisions of this safety plan; and assumed the responsibility to inform all persons associated with the Contractor's activities at the Airport of the provisions of this safety plan.

Unless specifically exempted in advance by the Airport Operations Representative or their designee, failure to comply with any of the requirements set forth in this safety plan may result in denial of access to the AOA or other corrective measures including, but not limited to retraining, temporary suspension of construction activities, documented warning, citation, or fine.

The Airport Operations Officer, Airport Operations Representative or their designee, and Airport Safety Officers are authorized to enforce the requirements of this safety plan.

1.5 Project Description

Detailed Plans and Specifications for this project will be provided to the Contractor. These plans and specifications provide detailed information on project work area(s), staging area(s), construction phasing and proposed access point(s) and haul route(s).

2 Responsibilities

2.1 Airport Operations

The Long Beach Airport will appoint a Superintendent of Airport Operations, or another qualified individual to serve as the Airport Operations Representative for the duration of the contract. The Airport Operations Representative, or his/her representative, will coordinate all safety and security matters during construction, and ensure that all procedures and requirements are followed.

The Airport Operations Representative is responsible for:

Coordinating all construction activity with tenants, users and Air Traffic Control prior to and during construction.

Inspecting, closing, and returning operational areas to service.

Ensuring that marking and lighting placed by the contractor is adequate.

Coordinating safety procedures with tenants, passengers, users and others, as appropriate before, during and after construction.

Ensuring that access to the air operations area (AOA), Security Identification Display Area (SIDA) and construction areas are controlled.

Issuing and canceling Notices to Airmen (NOTAMs) in a timely manner.

Maintaining the records and reviewing for currency all NOTAMs and other advisories issued.

Representing the Airport on the Construction Safety and Security Committee.

2.2 Construction Safety and Security Coordinator

The Contractor shall appoint an on-site Construction Superintendent or other qualified individual to serve as the Contractor Safety and Security Coordinator (CSSC) for the duration of the contract. The CSSC shall thoroughly understand the safety and security requirements of the contract and shall have sufficient authority to implement the provisions. The Contractor shall notify the Airport Operations Representative in writing of the name, title, electronic mail address, telephone and pager numbers of the individual assigned to act as CSSC.

The CSSC shall represent the Contractor on the Construction Safety and Security Committee and shall be accountable for safety and security compliance. The CSSC shall be especially knowledgeable of the requirements of AC 150/5370-2.

Prior to the date for commencement of any work on the project, the CSSC shall:

Develop and submit in writing a detailed work schedule with dates specified for all milestone events. The work schedule shall be submitted to the Airport Operations Representative for approval at least one week prior to the desired date of commencement of any work on the project.

Develop and submit in writing a detailed outline of the procedures to maintain safety and security of both Contractor operations and affected Airport landside and airside operations during construction. This plan shall include procedures to be followed in the event of an accident or incident involving Contractor personnel. These procedures shall be subject to approval by the Airport Operations Representative. The Contractor shall agree to make revisions to the procedures as recommended by the Airport Operations Representative or the Construction Safety and Security Committee.

Develop and present safety and security orientation briefings for all Contractor employees and subcontractors that will be working on-site. The CSSC is also responsible for briefing all contractor personnel on new safety and security measures adopted by the Construction Safety and Security Committee.

Conduct at least one meeting of all Contractor supervisory personnel prior to the start of construction. Attendance at this meeting is mandatory for the CSSC, all Contractor supervisory personnel and the Airport Operations Representative. The meeting shall be open to other Contractor employees and others, as deemed appropriate by the Airport Operations Representative. Minutes of this meeting shall be taken by the Contractor, with copies provided to each supervisor and kept on file in the Contractor's on-site office.

Provide the Airport Operations Representative with the Contractor's emergency contact list, including names, titles, home addresses, electronic mail addresses and 24-hour telephone and pager numbers.

2.3 Construction Safety and Security Committee

A Construction Safety and Security Committee shall be established for this project. This committee shall monitor, establish, coordinate, implement and review new safety and security provisions as required during the course of the project.

The Committee shall meet at least weekly, or as required by the Airport Operations Representative. Committee meetings may be held in conjunction with regularly scheduled project progress meetings.

Meetings will be conducted by the Airport Operations Representative at an appropriate site on the Airport. Committee membership shall include the Airport Operations Representative, CSSC, Airport Operations Officer, Chief of Security and representatives of airport tenants and users, as appropriate.

3 Construction Controls

The following specific construction controls shall be implemented. Additional controls and restrictions may be imposed by the Airport Operations Representative. The Contractor must receive authorization from the Airport Operations Representative to deviate from these requirements.

3.1 Airside Construction

Personnel and equipment must remain within the designated construction area at all times.

Access to and from the construction site must be controlled at all times.

The Contractor shall, if deemed necessary, install work site identification signs at the authorized access point(s). If, in the opinion of the Airport Operations Representative, directional signs and traffic cones or other markings are needed for clarity, they shall be installed by the Contractor along the route authorized for access to each construction site.

Staging areas and stockpiles must be contained and controlled to prevent FOD or debris as well as unauthorized access to the AOA.

Any cranes used require prior notification and approval from the FAA. Contact the Airport Operations Representative to coordinate. Cranes shall display three-foot by three-foot orange and white flags on top of the boom or red obstruction lights, if operated at night. Cranes shall be lowered when not in use.

All loose trash shall be immediately cleaned up and secured.

All building materials, equipment, barricades, construction and personnel shall be protected from aircraft-generated blast. Aircraft engine blast protection of personnel and equipment is the Contractor's responsibility.

Hearing protection for Contractor personnel shall be provided by the Contractor.

The Contractor shall provide aviation band radios if specifically required by the contract. Personnel operating in an active aircraft movement area shall be capable of communicating with the Air Traffic Control Tower (ATCT) on the Ground Control frequency and shall follow any instructions issued by the ATCT.

All open excavations shall be barricaded with orange and white striped low-profile barricades or delineators and lighted with red flashing lights. The barricades and lights shall be placed at each corner of the excavation and at a minimum of 20 ft. spacing along the sides. The Airport Operations Representative may require additional barricades and markings in critical areas.

All closed taxiways and runways shall be barricaded with the same type of barricade described in 4.1.10 above. Locations of barricades shall be coordinated in advance with and approved by the Airport Operations Representative.

All closed runways shall be marked with lighted 'X's placed on the runway numbers at each end.

All work areas shall be properly secured before departing at end of shift. All active taxiways and perimeter roads that are crossed must be cleaned of debris on a continual basis.

All closed runways, taxiways and other pavement areas must be restored to original condition and be clear of debris before departing at end of shift.

All trenches and open excavations that are within runway or taxiway safety areas must be covered or back filled so that there is no discontinuity in ground or pavement surface greater than 3".

In addition to the inspection and cleanup required at the end of each shift, the Contractor is responsible for the immediate clean up of any debris generated along the construction site access route(s) as a result of construction related traffic or operations whether or not created by Contractor personnel.

Sufficient sweepers and water trucks must be on site to clear debris and control dust. For this project one of each should be sufficient.

All construction equipment must be moved to the designated staging area upon completion of work at each site for the day.

The Contractor may be required to provide escorts, flagmen and/or security guards, as determined by the Airport Operations Representative.

Prior to and during construction, the Contractor shall coordinate the work affecting Airport tenants with the Airport Operations Representative as well as with the affected tenant.

3.2 Fire Safety

No smoking on the construction site.

No open flames unless pre-approved and monitored.

No open flames or welding within 50 feet of any aircraft or fuel truck.

Contractor shall provide fire watch personnel during the use of all open flames or while welding is in progress.

Contractor shall provide minimum of two on-site 4A 60BC fire extinguishers. The ASSC may increase the minimum extinguisher requirement.

3.3 *Material Suppliers, Subcontractors and Visitors*

All material suppliers, subcontractors and visitors to the work site are obligated to follow the same safety and security operating procedures as the prime Contractor.

All material suppliers shall make their deliveries using the same access points and routes as the Contractor and shall be advised of the appropriate delivery procedures at the time the materials order is placed.

If it is not practical to conform to the vehicle identification requirements and the safety and security orientation program requirements of this plan, the Contractor shall escort all suppliers, subcontractors and visitors while they are on the Airport.

4 Security

4.1 *General Security Requirements*

The Contractor shall maintain existing security conditions during construction.

The Contractor's access to the airport, employee parking and marshaling area(s) and route(s) across the airfield shall be as shown on the Contractor's safety plan. No other Airport access point or cross-Airport route shall be permitted unless approved in advance by the Airport Operations Representative. The Contractor shall furnish a guard for the active access gate.

Access gates shall be locked immediately after traffic has entered or exited. In lieu of maintaining the gate in a locked mode, the Contractor shall provide a full time safety guard to prohibit unauthorized entry.

All Contractor traffic authorized to travel on the Airport shall have been briefed as part of the Contractor's construction safety and security orientation program, be thoroughly familiar with the access procedures and route for travel or the escorted by personnel authorized by the CSSC.

There shall be no travel by foot within an active aircraft operational area except necessary travel within the work area to accomplish construction. The Contractor shall arrange transportation for all employees between designated marshaling areas and each construction site, as necessary.

Contractor has sole responsibility for providing personnel and equipment escorts to the work site unless prior arrangements have been made with the Airport Operations Representative.

4.2 Special Requirements for Construction in the SIDA

All construction supervisory personnel must obtain Long Beach Airport Security Identification Display Area (SIDA) badges prior to any work within or adjacent to the SIDA (on the Air Carrier Ramp or in terminal holdrooms). **Note: This project does not require contractor access to the SIDA.** To be issued SIDA badges, the following requirements must be met:

All applicants for a SIDA badge shall be fingerprinted and submit to a criminal records check. Those individuals that fail to pass the criminal records check will not be issued a SIDA badge.

Applications and information regarding SIDA badges and access requirements may be obtained from the Airport Safety Office at (562) 570-2640.

Supervisors shall maintain close visual contact with all employees while working in the SIDA. If there is an insufficient number of badged supervisors to observe and escort all personnel, the Contractor may request that additional employees be issued SIDA badges.

The Contractor shall comply with all personnel, vehicle and equipment screening and search requirements when working in the SIDA.

Airport Operations or Safety personnel shall escort the Contractor and his employees when moving from one location to another on the Air Carrier Ramp.

5 Vehicle Operation and Control

5.1 Airfield Driving Permits

Supervisors driving on the airfield shall be issued an airfield driving permit. This permits them to drive unescorted on the ramp and perimeter road. All other construction vehicles must be escorted by these supervisors or other trained escort personnel.

To obtain a driving permit, the applicant must acquire hands-on driver training on the Long Beach Airport and pass a written test on the Rules and Regulations pertaining to driving on the Airport. Information concerning this may be obtained from the Airport Safety Office at (562) 570-2640.

5.2 Vehicle Identification

To be authorized to operate on the Long Beach Airport each vehicle shall conform to the following requirements:

Vehicles driven on the airfield (other than construction equipment) must have an Airport-issued colored placard on the dashboard. Placards may be obtained by the supervisor from the Airport Safety Office.

Vehicles shall be marked or flagged for high daytime visibility and lighted for nighttime operations.

Vehicles shall be identified with the company name or logo on both sides of the vehicle, of sufficient size to be clearly readable from a distance of no less than 50 feet. Vehicles needing intermittent identification may be marked with tape or with commercially available magnetically attached markers.

Certain special purpose vehicles such as backhoes, earthmovers, forklifts, asphalt pavers, trenchers, etc may be exempted from this requirement with prior approval from the Airport Operations Representative.

All construction equipment and vehicles shall display during daylight hours, three-ft by three-ft flags or larger, orange and white checkerboard design with each checkerboard being one-ft square. At night, these vehicles and equipment must display a rotating or flashing yellow light.

5.3 Vehicle Control

All construction equipment and vehicles shall comply with the Long Beach Airport Driving Rules and Regulations.

All construction equipment and vehicles shall be operated in a manner that does not compromise the safety of either landside or airside Airport operations.

No Contractor personnel are permitted to drive their personal vehicles to any construction site on the Airport. All vehicles must be parked in the area designated for employee parking. The Contractor shall provide transportation to the work site.

In no case will construction personnel be allowed to cross active taxiways and runways without authorization and/or escort by Operations/Security personnel. Escorts must be arranged in advance through the Airport Operations Representative.

6 Protection of Utilities and Services

6.1 Utility Interruption

All planned interruptions or restorations of utilities (e.g. power, water, telephone, data, sewer, storm drain, gas, etc) must be approved and coordinated 72 hours in advance with the Airport Operations Representative.

All accidental or unplanned interruptions of utilities must be immediately reported to the Airport Operations Representative, or if unavailable, to the Airport Safety Office (562) 570-2640.

6.2 Repair and Restoration of Utilities

The Contractor is responsible to promptly effect repairs to utilities interrupted by his activities or within the area under his control.

Certain utilities, regardless of ownership, identified by the Airport Operations Representative to be critical to the security or safe operation of the Airport, must be functionally restored immediately following any interruption.

In the event that the Airport Operations Representative has reason to believe that the Contractor is unable to effect timely repair, the Airport Operations Representative has the option of having the repairs accomplished by a private party, City Public Works resources, utility company or other agencies.

In any event, all costs and expenses associated with the utility restoration will be borne by the Contractor.

All restorations of utilities must be approved by and coordinated with the Airport Operations Representative in advance.

Attachment 7