



MDW PRE-CONSTRUCTION MEETING FORM - TENANT PROJECTS

CDA PROJ. NO. Include CDA Proj. No. on all correspondence MEETING DATE

PROJECT TITLE

SCOPE OF WORK

CHECK ALL ACTIVITIES THAT APPLY TO THE SCOPE OF WORK

- Plumbing Electrical Work HVAC Fire Protection Roof/Exterior Wall Penetration
- Signage Data/Telecom BMS Excavation Security/Controlled Access

1. GENERAL CONTRACTOR Phone

Superintendent 24 hr. phone

Subcontractors

Notify CDA of any changes or substitutions within 48 hrs of new subcontractor starting work

2. SAFETY: All work must comply with Airport Construction Safety manual (CAS)

Contractor's On-Site Safety Professional Phone

Submit to CDA Safety for review/approval:

Safety Professional's resume with 3 yrs experience 30 Hr OSHA card AED/CPR card
 Site Specific Safety Plan/Job Hazard Analysis Incident Notification Plan

Injury reporting to CDA Safety is required within 24 hours of incident, 773-838-0656 MDW Command Center (MCC)

Hot Work Permit? Yes No *Submit E-Form for any hot work and attach copy of permit*

Contacts: MDW Emergency 773-838-9111, Chicago Fire Dept. at MDW 773-838-4004, CDA Safety 773-838-0663

3. PROJECT MANAGEMENT: CDA Project Architect - Roger Reeves 773-686-6626 or Dominic Garascia 773-686-7091

CDA Tenant Coordinator *Submit weekly status reports to CDA Tenant Coordinator*

Tenant PM Phone Tenant CM Phone

4. DESIGN REVIEW AND PERMITTING

- Response to CDA 100% design review comments submitted? Yes No
- Copy of permit drawings from Chicago Dept. of Bldgs provided? Yes No
- SAM (Sustainable Airport Manual) checklist submitted? Yes No N/A - per CDA review

Bldg. Permit No. EPA Permit No. Electrical Permit No. *Call CDA prior to construction. Ricardo Gaspar 773-838-0634 or Felipe Najjar 773-838-0619*

Rough and final inspections with building inspector's sign-off are required. Submit copy with E-Form close-out

- Sign Permit? Yes No *Submit copy of sign application to CDA*
- New Water Meter? Yes No *Provide copy of meter number with E-Form close-out*
- New Electrical Meter? Yes No *Provide copy of meter number with E-Form close-out. Provide copy of ComEd application at Pre-con*

5. SCHEDULE, HAUL ROUTE AND STAGING

Start Date Completion Date

Select all work days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Day Hrs to Night Hrs to

Any work which is noisy, odorous or disruptive to others will not be scheduled during the day.

Delivery Route

Employee Parking/Staging Area

Install barricades? Yes No *Provide barricade plan, elevation & graphics to CDA prior to meeting for review. Install per CDA standards.*

On-Site Dumpster? Yes No Dumpster Location
Keep dumpster covered at all times to prevent FOD.

Certificate of Insurance submitted to CDA? Yes No *City of Chicago and its designated representatives must be additionally insured. Limits shall be per lease agreement.*

6. UNDERGROUND WORK: Contractor is responsible for underground locates

Utility Dig Book Status

7. E-FORMS: NOTICE TO AIRPORT USERS FORM - <https://eforms.cityofchicago.org> Allow 3 business days for processing.

Submit electronically for project start-up, interruptions, shutdowns, hot work, coring, crane use and any other potential impacts on airport operations. Refer to the Quick Reference Guide posted under the Help menu on the website for more information.

**System shutdowns at the Terminals: contact City Operations 773-838-0677
Follow the CDA fire protection shutdown procedure.**

8. SECURITY: Compliance with Airport Security is mandatory - keep jobsite secure.

Any impacts on TSA/Security? Yes No *If so, coordinate with CDA Security directly. TSA amendment may be required.*

G.C is badged for O'Hare? Yes No N/A - landside

List subcontractors to be escorted by G.C

9. AIRSIDE OPERATIONS 773-838-0677 - call for crane use and airside escorts.

FAA 7460 Form submitted? Yes No N/A - no impacts Case No. Max Equip. Hgt.

10. GENERAL COMMENTS AND NOTES

Keep jobsite clean - Throw away trash and remove from site for rodent control. Provide walk-off mats to prevent tracking dirt and dust control.

Floor/wall coring - Scan floor to identify obstructions. Fire caulk all penetrations

Comments:

11. CONCESSIONS ONLY - Provide Compliance Plan

12. PROJECT COMPLETION - Tenant CM to notify CDA Tenant Coordinator to schedule the Project Completion Walkthrough

Tenant to submit all close out documentation to CDA within 90 days of the Project Completion Walkthrough

Close E-Forms: All E-Forms require closeout - enter completion date and any relevant documents, i.e. electrical inspector's sign-off.

To closeout the Project Startup E-Form:

- a. Enter dates for substantial completion, punchlist walkthrough and red-line drawings.
- b. Provide copy of signed permit for rough and final inspections
- c. Attach red line drawings for As-Builts

***Please refer to the CDA's Standard Operating Procedure for "Tenant Design, Renovation and Construction" for all project requirements**