



# 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**

