



SMARTSHEETS

THE CDA FACILITIES PROJECT COORDINATION REQUEST FORM AND THE SITE INVESTIGATION REQUEST FORM ARE TOOLS USED TO INCREASE COMMUNICATION BETWEEN GENERAL CONTRACTORS/SUB-CONTRACTORS AND CDA FACILITIES PERSONNEL DURING THE CONSTRUCTION PHASE OF TENANT AND CONCESSIONS PROJECTS WITHIN THE TERMINAL CORE AREA.

THE FORM LINKS POPULATE A SPREADSHEET WHICH IS USED INTERNALLY TO COORDINATE MANPOWER FOR ANY AND ALL SITE VISITS OR MEP/FP/CONTROLS RELATED SHUTDOWNS/STARTUPS FOR ALL CONSTRUCTION PROJECTS AT O'HARE INTERNATIONAL AIRPORT.

AT PROJECT KICK-OFF THE CDA PROJECT COORDINATOR WILL SHARE THE FORM LINKS WITH THE GENERAL CONTRACTOR WHO WILL THEN FILL THE FORMS OUT FOR ALL MEP/FP/CONTROLS RELATED SHUTDOWNS/STARTUPS OR SITE INVESTIGATIONS. THE FORM LINKS WILL ALSO BE AVAILABLE THROUGH THE CDA EFORM ITSELF.

NOTE: THIS IN NO WAY SUPERCEDES THE CDA EFORM PROCESS. GENERAL CONTRACTORS WILL STILL BE RESPONSIBLE FOR FILLING OUT EFORMS FOR EACH PHASE OF WORK AND AT PROJECT START. THE SMARTSHEET FORM WILL BE FOR THE INDIVIDUAL MEP/FP/CONTROLS SHUTDOWNS/STARTUPS COVERED DURING EACH PHASE OF CONSTRUCTION. ANY WORK SUBMITTED THROUGH THE SMARTSHEET FORM BUT NOT THE CDA EFORM WILL NOT BE APPROVED.

SITE INVESTIGATION REQUEST SOP

BEFORE AND DURING CONSTRUCTION THE GENERAL CONTRACTORS, CONSULTANTS, OR DESIGN TEAMS MUST FILL OUT THE SITE INVESTIGATION REQUEST FORM.

THE REQUESTOR WILL BE RESPONSIBLE TO PROVIDE THE MINIMUM INFORMATION AND SUBMIT, VIA THE FORM LINK PROVIDED, AT A MINIMUM OF 72HRS BEFORE SITE INVESTIGATION OCCURS.

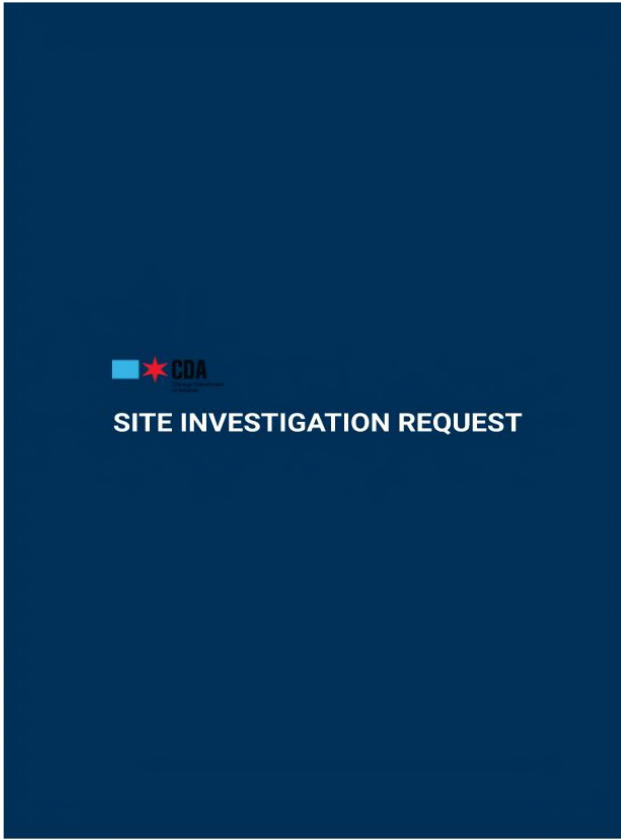
- PROJECT/TASK ORDER NUMBER
- PROJECT TITLE
- CONTRACTOR/CONSULTANT
- SUBCONTRACTORS
- SITE VISIT COORDINATOR (EMAIL)
- SIT COORDINATOR (PHONE)
- ESCORT REQUIREMENTS
- NUMBER OF INDIVIDUALS ATTENDING
- COMPANY & NAME OF ATTENDEES
- LOCATION
- BUILDING NUMBER
- LEVEL
- INFRASTRUCTURE TYPE
- PURPOSE OF SITE VISIT
- START DATE
- END DATE
- START TIME
- END TIME
- START LOCATION

ANY AND ALL RELATED DOCUMENTATION AND PHOTOS MUST BE ATTACHED TO FORM AT SUBMITTAL

CDA SITE INVESTIGATION REQUEST FORM LINK:

<https://app.smartsheet.com/b/form/23c30c8dc6f64f31873bb91cb48ef95b>

SITE INVESTIGATION REQUEST EXAMPLE IMAGES



PROJECT/TASK ORDER NUMBER
Enter project or task order number

PROJECT TITLE *
Enter project title

CONTRACTOR/CONSULTANT *
Enter the name of your company

SUBCONTRACTORS *
Enter all subcontractors

SITE VISIT COORDINATOR (EMAIL ADDRESS) *
Enter the email address for the individual that will be coordinating the site visit

SITE VISIT POINT OF CONTACT (EMAIL ADDRESS) *
Enter the point of contact email address

SITE VISIT POINT OF CONTACT (PHONE NUMBER) *
Enter the point of contact phone number

ESCORT REQUIREMENTS *

NUMBER OF INDIVIDUALS ATTENDING *

COMPANY NAME OF ATTENDEES *

LOCATION *

BUILDING NUMBER *

LEVEL *

ACCESS TYPE *

INFRASTRUCTURE TYPE *

PURPOSE OF SITE VISIT *

START DATE *

END DATE *

START TIME *

END TIME *

START LOCATION *

File Upload *
Please attach a logistics plan and include a map with details for each site visit.
Drag and drop files here or [browse files](#).

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PROJECT/TASK ORDER NUMBER	PROJECT TITLE	CONTRACTORS...	SUBCONTRACTORS	ESCORT REQUIREMENTS	NUMBER OF INDIVIDUALS ATTENDING	COMPANY NAME OF ATTENDEES	CDA CONTACT	CDA FACILITIES	CDA PARTICIPANTS	SITE VISIT COORDINATOR (EMAIL ADDRESS)	SITE VISIT POINT OF CONTACT (EMAIL ADDRESS)	SITE VISIT POINT OF CONTACT (PHONE NUMBER)	LOCATION	BUILDING NUMBER	LEVEL	ACCESS TYPE	INFRASTRUCTURE TYPE	PURPOSE OF SITE VISIT	STATUS
10101-19-01	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	RSE - Jordan Olfenauer RSE - Joe Romano RSE - Luis Yu RSE - William Baranco			jordan.olfenauer@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 3	101 Terminal 3	Lower Level	SECURED SIDE UNSECURED SIDE	ARCHITECTURAL ELECTRICAL TELECOM	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 3.	1
10101-19-02	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	RSE - Jordan Olfenauer RSE - Joe Romano RSE - Andrew Hamilton RSE - Ed Fagan RSE - Luis Yu RSE - William Baranco RSE - Yi Wang			jordan.olfenauer@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 3	101 Terminal 3	Lower Level	SECURED SIDE UNSECURED SIDE	ARCHITECTURAL ELECTRICAL TELECOM VENTILATION	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 3. Please note that the site visit area is the electrical plant and rooms within Terminal 3.	1
10101-19-03	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	RSE - Jordan Olfenauer RSE - Joe Romano RSE - Andrew Hamilton RSE - Ed Fagan RSE - Luis Yu RSE - William Baranco RSE - Yi Wang			jordan.olfenauer@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 2	201 Concourse EP & Concourse EP Life	Upper Level	SECURED SIDE	ARCHITECTURAL ELECTRICAL TELECOM VENTILATION	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 2. Please note that the site visit area is the electrical plant and rooms within Terminal 2.	1
10101-19-04	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	RSE - Jordan Olfenauer RSE - Joe Romano RSE - Andrew Hamilton RSE - Ed Fagan RSE - Luis Yu RSE - William Baranco RSE - Yi Wang			jordan.olfenauer@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 2	101 Terminal 2	Lower Level	SECURED SIDE UNSECURED SIDE	ARCHITECTURAL ELECTRICAL TELECOM VENTILATION	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 2. Please note that the site visit area is the electrical plant and rooms within Terminal 2.	1
10101-19-01	Ring Tunnel Electrical and Lighting Infrastructure Design	Build & Maintain	Sign & Associate	YES	2	Sign - Justin Hill Sign - Robert Davison	Michael Oleski@cityofhicago.org Robert Jesty			justin.hill@orange.com	robert.jesty@orange.com	224-423-3544	Terminal 1	201 Terminal 1	Turn Level	SECURED SIDE	ELECTRICAL	To be investigated. All the electrical equipment should be investigated prior to sign design.	1
10101-19-02	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	MEC - Mohammad Nazari RSE - Jordan Olfenauer RSE - Joe Romano RSE - Ed Fagan RSE - Luis Yu RSE - William Baranco	amir.nazari@cityofhicago.org jordan.olfenauer@cityofhicago.org robert.jesty@orange.com michael.oleski@cityofhicago.org		amir.nazari@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 3	301 Terminal 3	Lower Level	SECURED SIDE UNSECURED SIDE	ELECTRICAL FIRE PROTECTION INFRASTRUCTURE VENTILATION	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 3. Please note that the site visit area is the electrical plant and rooms within Terminal 3.	1
10101-19-03	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	1	MEC - Mohammad Nazari RSE - Jordan Olfenauer RSE - Joe Romano RSE - Ed Fagan RSE - Luis Yu RSE - William Baranco	amir.nazari@cityofhicago.org jordan.olfenauer@cityofhicago.org robert.jesty@orange.com michael.oleski@cityofhicago.org mohammad.nazari@cityofhicago.org		amir.nazari@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 2	201 Terminal 2	Basement Level	SECURED SIDE UNSECURED SIDE	CHILLED WATER DOMESTIC WATER ELECTRICAL FIRE PROTECTION HIGH TEMPERATURE WATER INFRASTRUCTURE LOW TEMPERATURE WATER VENTILATION NATURAL GAS	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 2. Please note that the site visit area is the electrical plant and rooms within Terminal 2.	1
10101-19-04	Chen Station Terminal and Concourse	OOT/Enabling	Studs CRO	NA	YES	7	RSE - Jordan Olfenauer RSE - Joe Romano RSE - Luis Yu RSE - William Baranco	Michael Oleski		jordan.olfenauer@cityofhicago.org	luis.yu@orange.com	875-480-8744	Terminal 2	201 Terminal 2	Mazeon Level	SECURED SIDE UNSECURED SIDE	ARCHITECTURAL ELECTRICAL TELECOM VENTILATION	The intent of the survey is for OOT enabling projects. The site visit is to survey the electrical plant and rooms within Terminal 2. Please note that the site visit area is the electrical plant and rooms within Terminal 2.	1
10101-19-01	Ring Tunnel Electrical and Lighting Infrastructure Design	Build & Maintain	Sign & Associate	YES	2	Sign - Justin Hill Sign - Robert Davison	Michael Oleski			justin.hill@orange.com	robert.jesty@orange.com	224-423-3544	Terminal 1	201 Terminal 1	Turn Level	SECURED SIDE	ELECTRICAL	To be investigated. All the electrical equipment should be investigated prior to sign design.	1

CDA FACILITIES PROJECT COORDINATION REQUEST SOP

DURING CONSTRUCTION, *IF A CDA MEP/FP/CONTROLS RELATED SHUTDOWN/STARTUP NEEDS TO OCCUR*, ONCE A CDA EFORM HAS BEEN SUBMITTED, THE GENERAL CONTRACTOR IS REQUIRED TO PROVIDE, AT A MINIMUM OF 72 HOURS BEFORE WORK IS SET TO BEGIN, THE FOLLOWING BASIC INFORMATION AND DOCUMENTATION AND FILL OUT THE SMARTSHEET FORM:

- PROJECT NUMBER
- PROJECT TITLE
- PRIME CONTRACTOR
- SUBCONTRACTORS
- POINT OF CONTACT (EMAIL)
- POINT OF CONTACT (PHONE)
- USER FORM NUMBER
- LOCATION
- BUILDING NUMBER
- LEVEL
- COLUMN
- LOCATION DESCRIPTION
- WHETHER OR NOT THIS IS AN EMERGENCY REPAIR?
- IS A HOT WORK PERMIT REQUIRED?
- IS FIRE PROTECTION INVOLVED?
- EQUIPMENT NAME
- DESCRIPTION OF WORK
- AREAS OF IMPACT
- START DATE
- START TIME
- END DATE
- END TIME
- STAKEHOLDERS IMPACTED

GENERAL CONTRACTOR AND SUBS MUST ATTATCH ANY PERTINENT DOCUMENTATION, HOT WORK PERMITS, OR PHOTOGRAPHS TO THE REQUEST FORM.

NOTE: ON ANY DAYS WHERE HOT WORK IS BEING PERFORMED ALL GENERAL CONTRACTORS/SUBCONTRACTORS INVOLVED MUST CALL THE H&R MONITOR ROOM @ (773)-686-2248 BEFORE AND AFTER HOT WORK IS COMPLETED EACH DAY IN ADDITION TO FILLING OUT THE FORM 72 HOURS IN ADVANCE.

CDA PROJECT COORDINATION REQUEST FORM LINK:

<https://app.smartsheet.com/b/form/63edd425733d42809282920ee9624788>

CDA FACILITIES PROJECT COORDINATION REQUEST EXAMPLE IMAGES

CDA FACILITIES - PROJECT COORDINATION REQUEST

All Mechanical, Electrical, Plumbing, and Fire Protection coordination requests must be initiated with a minimum of 72 hours advance notice.

PROJECT NUMBER *
 Select an entry value

PROJECT TITLE *
 Select an entry value

PRIME CONTRACTOR *
 Select an entry value

SUBCONTRACTOR/S *
 Select an entry value

POINT OF CONTACT (EMAIL ADDRESS) *
 Select an entry value

POINT OF CONTACT (PHONE NUMBER) *
 Select an entry value

USER FORM No. *
 Select an entry value

LOCATION *
 Select an entry value

BUILDING NUMBER *
 Select an entry value

LEVEL *
 Select an entry value

COLUMN NUMBER *
 Select an entry value

LOCATION DESCRIPTION *
 Select an entry value

EMERGENCY MAINTENANCE REPAIR *
 Select an entry value

BUILDING FIRE PROTECTION IMPAIRMENT *
 Select an entry value

EQUIPMENT NAME *
 Select an entry value

DESCRIPTION OF WORK *
 Select an entry value

AREAS OF IMPACT *
 Select an entry value

LEVEL OF IMPACT *
 Select an entry value

START DATE *
 Select an entry value

START TIME *
 Select an entry value

END DATE *
 Select an entry value

END TIME *
 Select an entry value

STAKEHOLDER COORDINATION *
 Select an entry value

NOTES
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 Drag and drop files here or browse files

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REQUEST NUMBER	PROJECT NUMBER	PROJECT TITLE	PRIME CONTRACTOR	SUBCONTRACTOR/S	POINT OF CONTACT (EMAIL ADDRESS)	POINT OF CONTACT (PHONE NUMBER)	REQUEST STATUS	USER FORM No.	LOCATION	BUILDING NUMBER	LEVEL	COLUMN NUMBER	LOCATION DESCRIPTION	UTILITY TYPE	
46	11	TH1458.17-00	C10 United Club Expansion	Power Construction	FE Moran	jmcody@powerconstruction.net	312-206-9884	COMPLETE	45904	Terminal 1	228 Concourse C	Basement Level	Col. 19	UA Parts Room	FIRE PROTECTION
47	Maintenance T-2	ODA MAINTENANCE	ODA FACILITIES	ODA FITTERS	mohael.rogers@cityofchicago.org	773-450-7426	COMPLETE	NA	Terminal 2	205 Concourse E/F & Concourse E/F Link	Concourse Level		Office build out	FIRE PROTECTION	
48	1	HT108.17-00	H&R Elevator replacement	Accel	FE Moran	jzaccagnin@accelgroup.com	773-619-0259	COMPLETE	45982	H&R Plant & Main Ring	450 H & R Building	Basement Level	2-5	Basement level by Chemical cage	FIRE PROTECTION
49	12	TH1458.17-00	C10 United Club Expansion	Power Construction	FE Moran	jmcody@powerconstruction.net	312-206-9884	COMPLETE	45268	Terminal 1	228 Concourse C	Concourse Level	Col. 13-18	CDA Toilet Rooms	FIRE PROTECTION
50	2	TH1464.21	UA Holdroom Renovations	BOWA	Gutz	d.miller@dotterconsulting.com	3129076568	COMPLETE	46001	Terminal 1	222 Concourse B	Lower Level	JC-UC / 121-123	Bargina Power Distribution panel	ELECTRICAL
51		H1181.19-00	Pedestrian Tunnel Renovations	FH Paschen	Metropolitan FR	smadden@fpaschen.com	773-681-9126	COMPLETE	46088	Terminal 2	202 Pedestrian Tunnel 2B	Basement Level	4G	Mechanical Room 2B	FIRE PROTECTION
52	MAINTENANCE T1	ODA MAINTENANCE	ODA FACILITIES	Titan Plumbing	thomas@titanmechanicalcorp.com	7736338596	COMPLETE	NA	Terminal 1	222 Concourse B	Lower Level	82	B6 CEILING ABOVE TUG LANES	PLUMBING	
53	MAINTENANCE T1	ODA MAINTENANCE	ODA FACILITIES	ODA ELECTRICIANS Titan Plumbing ODA MACHINISTS	RICHARD.MEEHAN@cityofchicago.org	7736177969	COMPLETE	NA	Terminal 1	221 Terminal 1	Lower Level	88/TT	Outside Next to Door 1A-LL	ELECTRICAL PLUMBING	
54	MAINTENANCE T1	ODA MAINTENANCE	ODA FACILITIES	Titan Plumbing Rossi Construction	RICHARD.MEEHAN@cityofchicago.org	7736177969	COMPLETE	NA	Terminal 1	222 Concourse B	Lower Level	88/N	B LL Top of Ramp B9 Col 88	PLUMBING STRUCTURAL	
55	13	TH1458.17-00	C10 United Club Expansion	Power Construction	FE Moran	jmcody@powerconstruction.net	312-206-9884	COMPLETE	46268	Terminal 1	228 Concourse C	Concourse Level	Cols. 17-18	New Club Entry	FIRE PROTECTION
56	NA	ODA MAINTENANCE	ODA MAINTENANCE	ODA FACILITIES	ODA FITTERS	RICHARD.JEDREY@CITYOFCHICAGO.C	773688024	COMPLETE	NA	Terminal 1	228 Concourse C	Ramp Level	10-16	T1 C10 WESTERN TUG LAKE ABOVE CEILING	LOW TEMPERATURE WATER
57	NA	ODA MAINTENANCE	ODA MAINTENANCE	ODA FACILITIES	ODA FITTERS	Michael.Costas@cityofchicago.org	773-696-7376	ACTIVE	NA	H&R Plant & Main Ring Terminal 2	209 Terminal 2	Tunnel Level	275	T-2 Double doors	HIGH TEMPERATURE WATER
58	3	H1209.19-00	Concourse B&C Holdroom Maintenance - Gate of the Future	BOWA Construction	Sherman Mechanical	drew.miller@united.com	3129076568	INITIATED	46148	Terminal 1	226 Concourse C	Concourse Level	Cols. 1-9 & 43-51	C-North End-caps & C-South End-caps	DOMESTIC WATER

CDA – EFORM – SMARTSHEET - FLOW CHART



**CDA USER EFORM
PROJECT START EXAMPLE
OLD EQUIPMENT REMOVAL AND NEW
EQUIPMENT INSTALLATION
FRIDAY JUNE 24**

**CONSTRUCTION PHASE 1
EFORM SUBMITTAL EXAMPLE
ISOLATION AND DEMOLITION OF
EQUIPMENT
(ALL NORMAL HOT WORK PERMITS, SSP,
ETC. ATTACHED TO EFORM AT SUBMITTAL)
MONDAY AUG 1**

**CONSTRUCTION PHASE 2
EFORM SUBMITTAL EXAMPLE
INSTALLATION AND START UP OF NEW
EQUIPMENT
MONDAY SEPT 5**

**SMART SHEET FORM
ISOLATION OF LOW TEMP SYSTEM
MONDAY AUG 22
ATTACHED TO FORM:
HOT WORK PERMIT, SSP, DEMO PLAN ETC.**

**SMART SHEET FORM
NEW UNIT START UP VALVES OPEN MCC
POWERED ON
THURSDAY SEPT 8
ATTACHED TO FORM:
STARTUP DOCUMENTATION AND
MAINTENANCE SCHEDULES ETC.**

**SMART SHEET FORM
ISOLATION AND SHUTDOWN OF
PNEUMATIC CONTROLS
TUESDAY AUG 30
ATTACHED TO FORM:
SSP, DEMO PLAN ETC**

**SMARTSHEET FORM
ISOLATION AND DRAIN DOWN OF FIRE
PROTECTION
WEDNESDAY SEPT 7
ATTACHED TO FORM:
HOT WORK PERMIT, SSP, DEMO PLAN, ETC.**

**Note: SMARTSHEET - CDA PROJECT
COORDINATION REQUEST FORMS ONLY
NEED TO BE FILLED OUT IF THERE ARE
MEP/FP/CONTROLS RELATED WORK
FOR ANY GIVEN PROJECT – OR IF AN
UNEXPECTED SHUTDOWN NEEDS TO
OCCUR.**

**EXAMPLE - IF THERE WAS SOMETHING
DAMAGED AS A RESULT OF
CONSTRUCTION WORK THAT WOULD
REQUIRE A SHUTDOWN TO REPLACE,
OR AN UNEXPECTED
MEP/FP/CONTROLS RELATED
OBSTRUCTION TO PROJECT
COMPLETEION**